



OnBase: 111443  
Date: July 09, 2025

To: The Honorable Board of Acquisition and Contract

From: Dr. Belinda S. Miles  
President,  
Westchester Community College

RE: Authority for the County to amend an agreement with ADP, Inc., pursuant to which ADP, Inc. agreed to provide payroll services, tax services, and W-2 services to Westchester Community College, for the period from January 1, 2020 through December 31, 2024, in an amount not to exceed \$200,000, in order to extend the term of the agreement through December 31, 2025, and increase the total not-to-exceed amount to \$236,000, based on per transaction charges payable pursuant to an approved budget.

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On December 12, 2019, your Honorable Board approved a resolution that authorized the County of Westchester, acting by and through Westchester Community College (the "College"), to enter into a Global Master Services agreement ("Agreement") with ADP, Inc. (formerly ADP, LLC) ("ADP" or "Contractor") for payroll services, tax services, and W-2 services (the "Services") for the College for the period from January 1, 2020 through December 31, 2024, for an amount not to exceed \$200,000.00, based on per transaction charges and in accordance with an approved budget (the "Agreement"). The Agreement was subsequently executed on or about January 1, 2020.

The County has been satisfied with the quality of services provided to date by Contractor pursuant to the Agreement, and now desires to amend the Agreement in order to extend the term of thereof through December 31, 2025 and compensate Contractor for the additional services to be rendered during the extended term. The Contractor has successfully implemented the Services and has continued to provide Services after the expiration of the initial term. The College desires to extend the term of the Agreement so that ADP will continue to provide Services while the College has ample time to issue a new request for proposal for subsequent similar services. The Services that are being provided are essential and necessary to continue, without stoppage in services for the College to successfully run.

Accordingly, attached for your consideration is a Resolution which, if approved by your Honorable Board, would authorize the County, acting by and through the College, to

amend the Agreement (the "First Amendment") with the Contractor to extend the term thereof through December 31, 2025 and increase the not-to-exceed amount by Thirty-Six Thousand (\$36,000.00), Dollars, to a new total not to exceed amount of Two Hundred Thirty-Six Thousand (\$236,000.00) Dollars, based on per transaction charges, payable pursuant to approved budget.

By resolution of even date herewith, your Honorable Board has exempted the procurement of the First Amendment with the Contractor from the County Procurement Policy, as being in the best interests of the County.

Except as otherwise specifically amended hereby, all other terms and conditions of the Agreement will remain in full force and effect.

Accordingly, your favorable action on the annexed Resolution is most respectfully urged and recommended.

BM/CM/mb  
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 07/17/2025 - RAYMOND SCUKY, SECRETARY

## RESOLUTION

Upon a communication from the President of Westchester Community College,  
be it hereby

**RESOLVED**, that the County of Westchester ("County"), acting by and through Westchester Community College (the "College"), is hereby authorized to amend an agreement with ADP, Inc. (formerly ADP, LLC) ("ADP" or "Contractor"), pursuant to which ADP, Inc. agreed to provide payroll services, tax services, and W-2 services for the College, for the period from January 1, 2020 through December 31, 2024, in an amount not to exceed \$200,000 (the "Agreement"), in order to extend the term of the Agreement through December 31, 2025, and increase the total not-to-exceed amount to Two Hundred Thirty-Six Thousand (\$236,000.00) Dollars, based on per transaction charges and payable pursuant to an approved budget ("First Amendment"); and be it further

**RESOLVED**, that except as specifically amended hereby, all other terms and conditions of the Agreement shall remain in full force and effect; and be it further

**RESOLVED**, that the First Amendment is subject to County appropriations; and be it further

**RESOLVED** that this First Amendment is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to Contractor, then Contractor shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

**RESOLVED**, that the County Executive or his duly authorized designee is hereby authorized to take such action and execute such documents as may be necessary and proper to effectuate the purposes hereof.

Original Agreement: \$200,000.00  
First Amendment: \$36,000.00  
**Total:** \$236,000.00

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
010	0130		4425-01		\$36,000.00

Budget Funding Year(s)  
(must match resolution)

Start Date January 1, 2025

End Date December 31, 2025

Funding Source

Tax Dollars \$9,217.32

State Aid \$7,993.35

\$36,0000.00  
(must match resolution)

Federal Aid \_\_\_\_\_

Other \$18,789.33 (Tuition)

APPROVED BOARD OF ACQUISITION & CONTRACT - 07/17/2025 - RAYMOND SCULKY, SECRETARY