



## Memorandum

**111222**

DATE: May 27, 2025

TO: Board of Acquisition and Contract

FROM: Susan Spear  
Commissioner of Emergency Services

RE: Authority to amend an agreement with the New York State Technology Enterprise Corporation pursuant to which it agreed to update the County's Tactical Interoperable Communications plans and tools for a term commencing on March 1, 2024 and expiring on June 30, 2025, for an amount not-to-exceed \$137,347.92, payable pursuant to an approved budget and payment schedule, in order to: (i) extend the contract term through December 31, 2025; (ii) modify the original scope of work, including the removal of several tasks and the addition of new tasks; and (iii) increase the not-to-exceed amount and overall budget by an additional \$22,909.20, from \$137,347.92 to \$160,257.12.

By resolution approved on May 23, 2024, your Honorable Board authorized the County of Westchester (the "County"), acting by and through the Department of Emergency Services (the "Department"), to enter into an agreement with the New York State Technology Enterprise Corporation ("NYSTEC"), pursuant to which NYSTEC would update the County's Tactical Interoperable Communications plans and tools for a term commencing on March 1, 2024 and continuing through June 30, 2025 for an amount not-to-exceed \$137,347.92, payable in accordance with an approved budget and payment schedule (the "Agreement"). The Agreement was subsequently executed.

Due to evolving program needs, the parties now desire to amend the Agreement in order to extend the contract term through December 31, 2025, modify the original scope of work, including the removal of several tasks and the addition of new tasks, and increase the not-to-exceed amount and overall budget from \$137,347.92 to \$160,257.12.

Accordingly, authority is hereby requested to amend the Agreement in order to: (i) extend the term thereof through December 31, 2025; (ii) **remove Task 5.2** – Conduct Research of Federal Communications Commissioner (FCC) Database, **Task 5.3** – Create and Administer Online Survey Instrument, **Task 5.4**. Manage Data Collection Efforts ... and **add Task 7 Governance Support – Task 7.1** – Westchester County ESCWG Policies and Procedure Development and Support; **Task 7.2** Inter-Government Assessment and Analysis; and (iii) increase the not-to-exceed amount and overall budget by an additional \$22,909.20, from \$137,347.92 to \$160,257.12.

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

The goals and objectives of the Agreement are to update the Field Operations Guide, create a Communications Asset Survey Mapping update and evaluate current and future systems to create a strategic roadmap plan. The Department will track and monitor the goals and objectives of the agreement in order to evaluate the success of the program's impact on public safety and public health.

This Agreement is exempt from the procedures of the County's Procurement Policy pursuant to Section 3(a)(i) as the agreement is through New York State Office of General Services (NYS OGS Contract Number PN69178).

Approval of the attached resolution by your Honorable Board is respectfully requested.

SS/LL/jpg  
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 06/05/2025 - RAYMOND SOKOLY, SECRETARY

## RESOLUTION

Upon a communication from the Commissioner of Emergency Services, be it hereby

**RESOLVED**, that the County of Westchester (“County”), acting by and through the Department of Emergency Services (the “Department”), is authorized to amend an agreement (NYS OGS Contract Number PN69178) with the New York State Technology Enterprise Corporation (“NYSTEC”) pursuant to which NYSTEC agreed to update the County’s Tactical Interoperable Communications plans and tools, for a term commencing on March 1, 2024 and expiring June 30, 2025, for an amount not-to-exceed \$137,347.92, payable pursuant to an approved budget and payment schedule, in order to: (i) extend the term thereof through December 31, 2025; (ii) **remove Task 5.2** – Conduct Research of Federal Communications Commissioner (FCC) Database, **Task 5.3** – Create and Administer Online Survey Instrument, **Task 5.4**. Manage Data Collection Efforts ... and **add Task 7 Governance Support – Task 7.1** – Westchester County ESCWG Policies and Procedure Development and Support; **Task 7.2** Inter-Government Assessment and Analysis; and (iii) increase the not-to-exceed amount and overall budget by an additional \$22,909.20, from \$137,347.92 to \$160,257.12; and be it further

**RESOLVED**, that except as otherwise specifically amended hereby, all other terms and conditions of the Agreement shall remain in full force and effect upon the parties.

**RESOLVED**, that the County Executive or his authorized designee is hereby authorized to execute any documents and take any actions reasonably necessary and appropriate to effectuate the purposes of this Resolution.

Account to be  
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
263	20	534Y	4380	T534	\$22,909.20

Budget Funding Year(s) 2024-2025 Start Date 3/1/24 End Date 12/31/25  
(must match resolution)

Funding Source Tax Dollars \_\_\_\_\_

State Aid \$22,909.20

\$ 22,909.20 Federal Aid \_\_\_\_\_

\_(must match resolution)

Other \_\_\_\_\_