



Memorandum
Department of Human Resources

ONBASE # 112299

To: The Honorable Board of Acquisition and Contract

From: Lisa Denig,
Commissioner, Department of Human Resources

Date: October 24, 2025

Subject: Authority for the County of Westchester to enter into a permit agreement with the White Plains City School District for the County of Westchester to use their premises and facilities in order to conduct civil service examinations, for a term commencing January 1, 2026 and continuing through December 31, 2027, in an amount not to exceed \$125,000.00, payable pursuant to approved rates.

Attached for your consideration is a Resolution which, if approved by your Honorable Board, would authorize the County of Westchester (the "County"), acting by and through the Department of Human Resources (the "Department"), to enter into a permit agreement (the "Agreement") with the White Plains City School District (the "District") to use the District's premises and facilities for the County to conduct civil service examinations, for a term commencing January 1, 2026 and continuing through December 31, 2027.

Pursuant to the terms of the Agreement, the County will use the District's premises and facilities during the calendar years of 2026 and 2027 to conduct civil service examinations. Examination dates will be scheduled and dates may be changed or added upon notice to the District, subject to its approval and availability. In consideration for the permit under the Agreement, the County by and through the Department will pay the District an amount not to exceed One Hundred Twenty-Five Thousand (\$125,000.00) Dollars, subject to appropriation, payable pursuant to approved rates.

Pursuant to the terms of the Agreement, the County will "indemnify, defend and hold harmless the District, its officers, agents and employees from and against any and all liability, provided such liability derives directly from or is in connection with the County's use of the White Plains High School's premises and facilities, except for the amount, if any, resulting from the negligent acts or omissions of the School District, its officers, employees or agents, in an amount equivalent to TWO MILLION AND 00/100 (\$2,000,000.00) DOLLARS combined single limit each occurrence or in aggregate for such exposures normally covered under a standard general liability policy."

Additionally, pursuant to the terms of the Agreement, in the event the District increases its rates during the term of the Agreement, the County may pay the District at the then current rates provided the amount to paid to the District under the Agreement does not exceed the total amount approved herein, or may terminate the Agreement.

The objective of the Agreement is in the County's best interest because the exam process assists in selection of fit employees to serve our constituents. The goals and objectives of the Agreement are to conduct examinations to help fill job openings in an equitable fashion. The Agreement's progress shall be tracked through direct supervision by the Department.

The District offers suitable and convenient sites for these civil service examinations because of the type and amount of space available, easy access to public transportation and central location within the County. The County has had similar agreements with the District for a number of years and has been satisfied with the arrangements.

The Agreement is exempt from the requirements of the Westchester County Procurement Policy pursuant to Section 3(b) thereof.

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

LD/KM/mb
Attachment

RESOLUTION

Upon a communication from the Commissioner of the Department of Human Resources, be it hereby

RESOLVED, that the County of Westchester (the “County”), acting by and through its Department of Human Resources (the “Department”), is authorized to enter into a permit agreement (the “Agreement”) with the White Plains City School District (the “District”), to use the District’s premises and facilities to conduct civil service examinations, for a term commencing on January 1, 2026 and continuing through December 31, 2027, for an amount not to exceed One Hundred and Twenty-Five Thousand (\$125,000.00) Dollars, payable pursuant to approved rates; and be it further,

RESOLVED, that pursuant to the terms of the Agreement, in the event the District increases its rates during the term of the Agreement, the County may pay the District at the then current rates provided the amount to paid to the District under the Agreement does not exceed the total amount approved herein, or may terminate the Agreement; and be it further,

RESOLVED, that pursuant to the terms of the Agreement, the County “indemnify, defend and hold harmless the District, its officers, agents and employees from and against any and all liability, provided such liability derives directly from or is in connection with the County’s use of the White Plains High School’s premises and facilities, except for the amount, if any, resulting from the negligent acts or omissions of the School District, its officers, employees or agents, in an amount equivalent to TWO MILLION AND 00/100 (\$2,000,000.00) DOLLARS combined single limit each occurrence or in aggregate for such exposures normally covered under a standard general liability policy.”; and be it further

RESOLVED, that this Agreement is subject to County appropriations; and be it further,

RESOLVED, that this Agreement 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 the Consultant, then the Consultant shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further,

RESOLVED, that the County Executive or his authorized designee is hereby authorized to execute any and all documents and take all 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	Sub-unit	Object/ Sub Object	Trust Account	Dollars
2026	101	12	6010		4909		\$62,500
2027	101	12	6010		4909		\$62,500

Budget Funding Year(s): 2026, 2027 Start Date 1/1/2026 End Date 12/31/2027

(must match resolution)

Funding Source Tax Dollars \$125,000

State Aid _____

\$ 125,000 Federal Aid _____

(must match resolution) Other _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 11/07/2025 - RAYMOND SCULKY, SECRETARY