

OnBase ID# 112687

DATE: December 15, 2025

TO: Honorable Members of the Board of Acquisition and Contract

FROM: Lisa Denig
Commissioner, Department of Human Resources

SUBJECT: Resolution to exempt from the Westchester County Procurement Policy and Procedures, pursuant to Section 3(a)xxi thereof, the procurement of an agreement with Human Resources Research Organization, pursuant to which Human Resources Research Organization will provide test services for correction officer selection, for a term commencing on January 1, 2026 through December 31, 2027, for an amount not to exceed \$70,044.00.

Authority of your Honorable Board is hereby requested to exempt from the Westchester County Procurement Policy and Procedures (the "Policy"), pursuant to Section 3(a)xxi thereof, the procurement of an agreement (the "Agreement") between the County of Westchester (the "County"), acting by and through its Department of Human Resources (the "Department"), and Human Resources Research Organization ("HumRRO"), pursuant to which HumRRO will provide physical test administration services for correction officer selection. The term of the Agreement will commence on January 1, 2026 and continue through December 31, 2027, for an amount not to exceed \$70,044.00.

Ordinarily, under Section 5(b) of the Policy, the County is required to solicit written quotations from no fewer than three persons customarily providing such goods or services. However, HumRRO created the agility test in 2002 for County purposes at a cost of \$131,915.00. Therefore, it would not be cost effective nor expedient to engage a different contractor to create a new test when we have a test design that has already been paid for and meets the County's needs.

Pursuant to Section 3(a)xxi, the Westchester County Procurement Policy and Procedures is not applicable to any procurement for which this Honorable Board determines, by resolution passed prior to commencing such procurement, that compliance with the Policy would not be in the best interests of the County. For the reasons set forth above, it is proposed that the best interests of the County would be served by exempting the procurement of this Agreement from the Policy.

Accordingly, a Resolution to exempt the procurement of an agreement with HumRRO is hereby submitted for your Honorable Board's consideration.

LD/KAM/sjc
Attachment

RESOLUTION

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

RESOLVED, that pursuant to Section 3(a)xxi of the Westchester County Procurement Policy and Procedures, it is hereby determined that application of the procedural requirements contained therein, including the necessity of soliciting written quotations, is neither cost effective nor expedient, and, accordingly, not in the best interests of the County of Westchester in connection with the procurement of an agreement with the Human Resources Research Organization (“HumRRO”), pursuant to which the HumRRO will provide physical test administration services for correction officer selection, for a term commencing on January 1, 2026 and continue through December 31, 2027, for an amount not to exceed \$70,044.00.

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/23/2025 - RAYMOND SCULKY, SECRETARY