



Kenneth W. Jenkins  
County Executive

Department of Social Services

Leonard G. Townes  
Commissioner

112507

DATE: November 18, 2025

TO: Honorable Board of Acquisition and Contract

FROM: Leonard G. Townes,  
Commissioner, Department of Social Services

RE: Authority for the County of Westchester to amend an agreement with the University of Denver, pursuant to which the University of Denver agreed to provide leadership development and executive coaching consultant services, for a term commencing on March 1, 2025 and continuing through February 28, 2026, for an amount not-to-exceed \$172,382.00, with the County having the option, in its sole discretion, to extend the term for up to two (2) additional one (1) year periods, in order to exercise the first of its two (2) options and thereby extend the term of the agreement for an additional one (1) year period, commencing on March 1, 2026 and continuing through February 28, 2027, for an amount not-to-exceed \$172,382.00, payable pursuant to an approved rate schedule.

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By resolution approved on February 6, 2025, your Honorable Board authorized the County of Westchester (the "County"), acting by and through its Department of Social Services (the "Department"), to enter into an agreement (DSS2000PD-25; the "Agreement") with the University of Denver, acting by and through its Butler Institute for Families, Graduate School of Social Work (the "Consultant"), pursuant to which the Consultant would provide leadership development and executive coaching consultant services (the "Services"), for a term commencing on March 1, 2025 and continuing through February 28, 2026 (the "Initial Term"), for a total amount not-to-exceed \$172,382.00, with the County having the option, in its sole discretion, to extend the term of the Agreement for up to two (2) additional one (1) year periods, on the same terms as and conditions as the Initial term. The Agreement was subsequently executed.

The County now desires to exercise the first of its two (2) options to extend the term of the Agreement from March 1, 2026 through February 28, 2027 (the "First Option Term"). Accordingly, authority is requested to amend the Agreement with the Consultant

in order for the County to exercise its first option and thereby extend the term of the Agreement for an additional (1) year period, commencing on March 1, 2026 and continuing through February 28, 2027. As consideration for Services rendered during the First Option Term, the Consultant will be paid an amount not-to-exceed \$172,382.00, payable pursuant to an approved rate schedule (DSS2000PD-A-25 the "First Amendment").

The proposed First Amendment is exempt from the Westchester County Procurement Policy and Procedures pursuant to Section 3(a)ix thereof, which exempts "contracts with teachers, lectures and other educational professionals or experts." In addition, the proposed First Amendment is also subject to the to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (the "Federal Procurement Regulations") which mandates that a cost analysis be conducted before the County can exercise an option to extend the Agreement. Accordingly, the Department contacted five (5) additional agencies for the provision of the Services, and all five (5) responded with price proposals. After a careful review of the price proposals, the Department has determined that the costs to be paid to the Consultant under the First Amendment are reasonable. As a result, the Department believes that it is prudent to exercise the County's option under the current Agreement for the Services from the current Consultant for 2025.

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

The goals and objectives of the proposed First Amendment are to create a structured process for developing current and emerging leaders within the Department to strengthen leadership, succession planning capacity, and ultimately enhance service provision. Leadership development will include individual coaching, assessments, and/or classroom learning sessions for over 100 DSS Executives, Directors, Managers, and Supervisors.

The proposed First Amendment will serve the public purpose of enhancing the skillset of leaders to promote improved employee performance, which will potentially lead to greater service provision for Westchester County residents served by the Department.

The goals and objectives of the proposed First Amendment will be tracked and monitored through performance measurement indicators developed by the Department. The tracking and monitoring include the submission of monthly statistics and quarterly reports, as well as direct contact with Department staff

Accordingly, I respectfully recommend your Honorable Board's approval of the annexed Resolution.

LGT/LD/sjc  
Attachment

## RESOLUTION

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

RESOLVED, that the County of Westchester (the "County"), acting by and through its Department of Social Services (the "Department"), is hereby authorized to amend an agreement with the University of Denver, acting by and through its Butler Institute for Families, Graduate School of Social Work (the "Consultant"), pursuant to which the Consultant agreed to provide leadership development and executive coaching consultant services (the "Services"), for a term commencing on March 1, 2025 and continuing through February 28, 2026 (the "Initial Term"), for an amount not-to-exceed \$172,382.00, payable pursuant to an approved rate schedule, with the County having the option, in its sole discretion, to extend the term of the Agreement for up to two (2) additional one (1) years periods on the same terms and conditions as the Initial Term (DSS2000PD-25; the "Agreement"), in order to exercise the first of its two (2) options and thereby extend the term of the Agreement for an additional one (1) year period, commencing on March 1, 2026 and continuing through February 28, 2027 (the "First Option Term"); and be it further

RESOLVED that in consideration for Services rendered during the First Option Term, the Consultant shall be paid a total amount not-to-exceed \$172,382.00, payable pursuant to an approved rate schedule; and be it further

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

RESOLVED, that the County Executive or his duly 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.

**1. Account to be Charged/Credited:**

	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
2026	101	22	2600:2614	4360		\$143,652.00
2027	101	22	2600:2614	4360		\$28,730.00

**2. Budget Funding Year(s):** 2026

Start Date: March 1, 2026 End Date: February 28, 2027

(must match resolution)

**3. Funding Source:**

Federal	23%	CFDA#(s)	N/A		
State	38%	State ID#(s)	N/A		
Operating/Tax Levy	39%				
Capital	0%				

**4. Total NTE:** \$172,382.00

(must match resolution)