



Kenneth W. Jenkins
County Executive

Department of Social Services

Leonard G. Townes
Commissioner

111745

DATE: August 26, 2025

TO: Honorable Members of the Board of Acquisition and Contract

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

SUBJECT: Resolution authorizing the County of Westchester to retroactively amend an agreement with Reinhard-Madison Approach Staffing, Inc. dba Madison Approach Staffing, for the provision of qualified personnel to staff tax preparation sites for the Volunteer Income Tax Assistance program, for the period from January 1, 2024 through December 31, 2024, for an amount not to exceed \$35,000.00, by increasing the not-to-exceed amount by \$4,439.13, to a new total amount not to exceed \$39,439.13.

On January 17, 2025, the County of Westchester (the "County") acting by and through the Department of Social Services, was authorized to retroactively enter into a Short Form agreement with Reinhard-Madison Approach Staffing, Inc. dba Madison Approach Staffing ("Reinhard-Madison"), pursuant to which Reinhard-Madison was to provide the County with various qualified personnel to staff and/or otherwise facilitate the operation of several tax sites related to the County's Volunteer Income Tax Assistance ("VITA") program, for the period from January 1, 2024 through December 31, 2024, for a total amount not to exceed \$35,000, payable pursuant to an approved budget and subject to appropriation (the "Agreement"). The Agreement's procurement abided by the appropriate procurement policies and was subsequently executed.

The VITA program aims to assist low/moderate income taxpayers and limited English proficient residents with the preparation of their tax returns, as well as provide them with the financial literacy skills to help them navigate these situations more easily.

Due to unprecedented volumes of work, the staff procured by Reinhard-Madison performed overtime work, the costs for which were not forecasted in Reinhard-Madison's original proposal. In order to properly compensate the staff, authority is requested of your Honorable Board to retroactively amend the Agreement by increasing

the not-to-exceed amount by \$4,439.19, from \$35,000.00 to a new amount not to exceed \$39,439.19 (the "First Amendment," DSS5007-A-24).

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

The proposed First Amendment will serve a public purpose by ultimately providing the County with the means to assist its clients with the preparation of tax work, which can be burdensome and hamstringing their ability to seek or maintain employment.

The goal and objective of the proposed First Amendment is to ultimately provide the County with the services it needs in order to adequately provide employment assistance to eligible clients, as the nature of preparing taxes can be demanding enough to harm the stability of their working lives.

The goal and objective of the proposed First Amendment is in the best interests of the County in terms of maintaining a healthy relationship with its vendors, who help us perform essential services to the benefit of many of its residents.

Accordingly, the County of Westchester is hereby requesting authority to amend its agreement with Reinhard-Madison Approach Staffing, Inc. dba Madison Approach Staffing for the aforesaid purpose.

An appropriate resolution requesting your Honorable Board's approval is attached herewith.

LGT/MD

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 the Department of Social Services is hereby authorized to retroactively amend its agreement with Reinhard-Madison Approach Staffing, Inc. dba Madison Approach Staffing ("Reinhard-Madison"), for the provision of qualified personnel to staff tax preparation sites for the Volunteer Income Tax Assistance program, for the period from January 1, 2024 through December 31, 2024, for an amount not to exceed \$35,000.00, by increasing the not-to-exceed amount by \$4,439.13, to a new total amount not to exceed \$39,439.13 (the "First Amendment," DSS5007-A-24); 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 this First Amendment is subject to County appropriations; and be it further

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

APPROVED BOARD OF ACQUISITION & CONTRACTS 09/11/2025 - RAYMOND S. DUKAKIS, SECRETARY

Original Agreement: \$35,000.00
 First Amendment: 4,439.19
 Total: \$39,439.19

1. Account to be Charged/Credited:

Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
275	22	418Z	4531	T418	\$4,439.19

2. Budget Funding Year(s): 2024

Start Date: January 1, 2024 End Date: December 31, 2024
 (must match resolution)

3. Funding Source:

Federal	100%	CFDA#(s)	17.258		
State	0%	State ID#(s)	N/A		
Operating/Tax Levy	0%				
Capital	N/A				

4. Total NTE: \$4,439.19
 (must match resolution)