



Kenneth W. Jenkins
County Executive

Department of Social Services

Leonard Townes
Commissioner

111382

DATE: June 23, 2025

TO: Board of Acquisition and Contract

FROM: Leonard Townes
Commissioner, Department of Social Services

RE: Resolution to exempt from compliance with the Westchester County Procurement Policy an amendment to an agreement between the County of Westchester and Westchester Institute for Human Development for the provision of services relating to training, education, technical assistance and applied research to individuals with disabilities and their families and vulnerable children.

Authority is requested to exempt from compliance with the Westchester County Procurement Policy and procedures, an amendment to an agreement between the County of Westchester ("County"), acting by and through its Department of Social Services ("Department"), and Westchester Institute for Human Development ("WIHD"), whereby WIHD agreed to provide services relating to training, education, technical assistance and applied research to individuals with disabilities and their families and vulnerable children in the County of Westchester, for a term commencing on January 1, 2015 through March 31, 2018 (the "Initial Term"), for a total amount not-to-exceed of \$4,395,116, payable in quarterly installments (the "Agreement"). The Agreement further provided that the Agreement would thereafter automatically renew for an additional two (2) year term (the "Two Year Renewal") if the related sublease agreement between the County and WIHD was renewed. Additionally, the Agreement provided that if the sublease was renewed for the Two Year Renewal, the sublease, and likewise the Agreement, would thereafter automatically renew for an additional five (5) year term commencing on April 1, 2020 and continuing through March 31, 2025 (the "Five Year Renewal"). The Agreement was executed on March 23, 2016.

The proposed amendment to the Agreement would retroactively provide for the following additional funding amounts for services rendered during the renewal periods, payable in quarterly installments as follows:

April 1, 2018 – March 31, 2020	\$2,781,744
April 1, 2020 – March 31, 2025	\$7,302,078

Due to its long-standing relationship with the Department, WIHD is in a most advantageous position to provide these services. WIHD has gained extensive working knowledge of the Department's programs and policies and understands the need for a comprehensive educational coordination program.

Therefore, it is proposed that the best interests of the County will be served by entering into this amendment to the Agreement with Westchester Institute for Human Development. This recommendation is made pursuant to Section 3(a)(xxi) of the Westchester County Procurement Policy.

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Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 07/17/2025 - RAYMOND SCULKY, SECRETARY

RESOLUTION

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

RESOLVED, that pursuant to Section 3(a)(xxi) of the Westchester County Procurement Policy, it is hereby determined that application of the procedural requirements, including the necessity to issue a request for proposals, is neither cost-effective nor expedient and accordingly not in the best interest of the County of Westchester in connection with the procurement of an amendment to an agreement for professional consulting and technical services from Westchester Institute for Human Development relating to training, education, technical assistance and applied research to individuals with disabilities and their families and vulnerable children in the County of Westchester for the period January 1, 2015 through March 31, 2025.

APPROVED BOARD OF ACQUISITION & CONTRACT - 07/17/2025 - RAYMOND S. SUTHERLAND, SECRETARY