



Kenneth W. Jenkins
County Executive

Memorandum
Office of the County Executive

111385

Date: June 30, 2025

To: The Honorable Board of Acquisition and Contract

From: Kenneth W. Jenkins
County Executive

Re: Resolution to exempt from the Westchester County Procurement Policy pursuant to Section 3(a)(xxi) thereof, the procurement of an agreement with Ximena Francella to provide an overview of County internship programs, for a term from May 27, 2025 through October 3, 2025, for an amount not-to-exceed \$35,000.00, payable pursuant to an approved budget.

Authority of your Honorable Board is requested to exempt from the Westchester County Procurement Policy and Procedures ("Procurement Policy") the procurement of an agreement with Ximena Francella to provide an overview of County internship programs, for a term from May 27, 2025 through October 3, 2025, for an amount not-to-exceed \$35,000.00, payable pursuant to an approved budget.

The goal of this agreement is to review how County departments manage their summer internship programs. Part of this work is to determine how we can ensure that we are making these internship opportunities available to a broad range of young people in the County. In addition, we will be looking for potential funding to support paid intern programs. Ms. Francella has experience as a community leader and Planning Board member, as well as being an experienced consultant in grants procurement. She is uniquely qualified to conduct this small research project for the County.

Pursuant to Section 3(a)(xxi), the Procurement Policy is not applicable to any procurement for which your Honorable Board determines, by Resolution passed prior to commencing such procurement, that compliance with the policy would not be in the best interest of the County. It is proposed that the County's interest would be served by exempting the procurement of this agreement from the County Procurement Policy. A Resolution to exempt the procurement of this agreement is submitted for your consideration.

As I believe this agreement to be in the best interests of the County, I most respectfully recommend and urge the adoption of the annexed Resolution.

KWJ/BG/DLV/dv

RESOLUTION

Upon a communication from the County Executive, 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 price quotations, 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 agreement with Ximena Francella to provide an overview of County internship programs, for a term from May 27, 2025 through October 3, 2025, for an amount not-to-exceed \$35,000.00, payable pursuant to an approved budget.

APPROVED BOARD OF ACQUISITION & CONTRACT - 07/10/2025 - RAYMOND SCUKA SECRETARY