



Kenneth W. Jenkins
County Executive

Department of Social Services

Leonard G. Townes
Commissioner

113331

DATE: March 24, 2026

TO: Board of Acquisition and Contract

FROM: Leonard Townes
Commissioner, Department of Social Services

RE: Authority for the County of Westchester to amend an agreement, as previously amended, with the Westchester Institute for Human Development for the provision of services relating to training, education, technical assistance, and applied research related to individuals with disabilities and their families and vulnerable children in Westchester, in order to: (i) retroactively extend the term of the Agreement from April 1, 2025 through December 31, 2026; and (ii) increase the total not-to-exceed amount of the Agreement by \$2,434,026.00.

By resolution approved on February 11, 2016 (the "February 11th Resolution"), your Honorable Board authorized the County of Westchester (the "County"), acting by and through its Department of Social Services, to enter into an agreement (the "Agreement") with the Westchester Institute for Human Development ("WIHD"), pursuant to which WIHD would provide services relating to training, education, technical assistance, and applied research related to individuals with disabilities and their families and vulnerable children in Westchester (the "Services"). The term of the Agreement commenced on January 1, 2015 and continued through March 31, 2018, for a total amount not to exceed \$4,395,116.00. The February 11th Resolution 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 February 11th Resolution 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, from April 1, 2020 through December 31, 2024 (the "Five Year Renewal"). The Agreement was executed on March 23, 2016. It should be noted that the sublease was renewed through March 31, 2025.

While the February 11th Resolution authorized the Two Year Renewal period and the Five Year Renewal period, the resolution, due to administrative oversight, provided that the

Five Year Renewal period would expire on December 31, 2024, instead of March 31, 2025.

In order to address this oversight, your Honorable Board approved a resolution on July 17, 2025 (the "July 17th Resolution"), to amend the February 11th Resolution in order to, among other things, retroactively extend the expiration date of the Five Year Renewal period from December 31, 2024 to March 31, 2025 (the "First Amendment"). The First Amendment was executed on August 11, 2025.

On March 23, 2026, the Board of Legislators approved Local Law No. 16-2026, which authorized the County to amend its sublease agreement with WIHD to extend the term of the sublease from April 1, 2025 through December 31, 2026. In connection with the parties' renewal and extension of the sublease agreement, the County now seeks authority to amend the Agreement a second time to: (i) retroactively extend the term of the Agreement, from April 1, 2025 through December 31, 2026 (the "Extension Term"); and (ii) increase the total not-to-exceed amount of the Agreement by \$2,434,026.00 to cover the costs of Services during the Extension Term (the "Second Amendment"; DSS651-B-15).

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

Authority to exempt the proposed Second Amendment from the requirements of the Westchester County Procurement Policy and Procedures, pursuant to Section 3(a)(xxi) thereof, has been submitted for your Honorable Board's consideration via a separate Resolution of even date herewith.

Accordingly, I respectfully recommend your Honorable Board's approved of the attached Resolution.

LT/BAG/mcz
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACTS - 04/22/2026 - RICHMOND COUNTY SECRETARY

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, is hereby authorized to amend an agreement (the "Agreement"), as previously amended, with the Westchester Institute for Human Development ("WIHD"), pursuant to which WIHD will continue to provide the County with services relating to training, education, technical assistance, and applied research related to individuals with disabilities and their families and vulnerable children in Westchester (the "Services"), in order to: (i) retroactively extend the term of the Agreement from April 1, 2025 through December 31, 2026 (the "Extension Term"); and (ii) increase the total not-to-exceed amount of the Agreement by \$2,434,026.00 to cover the costs of Services during the Extension Term (the "Second Amendment"; DSS651-B-15); and be it further

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

RESOLVED, that the County Executive or his duly authorized designee is authorized and empowered to execute and deliver all instruments and to take any and all actions necessary or appropriate to effectuate the purposes hereof.

Two Year Renewal Period

April 1, 2018 – March 31, 2020

\$ 2,781,744

Five Year Renewal Period	April 1, 2020 – December 31, 2024	\$ 6,954,360
First Amendment	January 1, 2025 – March 31, 2025	\$ 347,718
This Second Amendment	April 1, 2025 – December 31, 2026	\$ 2,434,026
		\$12,517,848

1. Account to be Charged/Credited:

	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2025	101	22	8900	5960		\$1,043,154
2026	101	22	8900	5960		\$1,390,872

2. Budget Funding Year(s): 2025 -2026

Start Date: April 1, 2025 End Date: December 31, 2026
(must match resolution)

3. Funding Source:

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

4. Total NTE: \$2,434,026.00
(must match resolution)

APPROVED BOARD OF ACQUISITION CONTRACT - 04/02/2025 RAYMOND SCULKY, SECRETARY