

**109815**

Date: October 2, 2024

To: Honorable Members of the Board of Acquisition and Contract

From: Ernest McFadden  
Executive Director, Youth Bureau

Re: Authority to amend an agreement with Family Services of Westchester, Inc., for services to provide its 'Healing Circles' tobacco education program for youths, for the period from November 1, 2023 through October 31, 2024, by extending its term by two (2) months, to a new expiration date of December 31, 2024, without any increase in its existing \$35,000.00 not-to-exceed amount.

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By a 'short form' authorization fully approved on December 1, 2023 (SFC #68663), the County of Westchester (the "County") was authorized to enter into an agreement with Family Services of Westchester, Inc. ("FSW"), pursuant to which FSW was to perform services to provide its 'Healing Circles' tobacco education program for youths (the "Services"), for the period from November 1, 2023 through October 31, 2024, for a total amount not-to-exceed \$35,000.00, payable pursuant to an approved budget (the "Agreement"). The Agreement was subsequently executed.

FSW recently requested an additional two (2) months to fully perform the Services, without any increase in the existing \$35,000.00 not-to-exceed amount of the Agreement. The County is agreeable to providing FSW with the additional time that it has requested.

Accordingly, the County respectfully requests authority from your Honorable Board to amend the Agreement by extending its term by two (2) months, to a new expiration date of December 31, 2024 (the "First Amendment").

Except as specifically described above, all terms and conditions of the Agreement shall remain in full force and effect.

The proposed First Amendment will serve a public purpose by ensuring that the County is provided with the Services for which it contracted, by providing FSW with additional time for its performance.

The goal and objective of the proposed First Amendment is to ensure that the County is provided with the Services for which it contracted, by providing FSW with additional time for its performance.

The goal and objective of the proposed First Amendment is in the best interests of the County in terms of fiscal responsibility, as ensuring that the County is provided with the Services for which it contracted, by providing FSW with additional time for its performance, without any increase in the existing not-to-exceed amount of the Agreement, is fiscally prudent.

The goal and objective of the proposed First Amendment will be tracked and monitored by the staff of the Youth Bureau.

The proposed First Amendment does not constitute procurement.

I respectfully recommend the adoption of the attached resolution.

EM/JMQ/bdm/nn

APPROVED BOARD OF ACQUISITION & CONTRACT - 10/31/2024 - RAYMOND SCULKY, SECRETARY

**RESOLUTION**

Upon a communication from the Executive Director of the Youth Bureau, be it hereby:

**RESOLVED**, that the County of Westchester (the “County”) is hereby authorized to amend its agreement with Family Services of Westchester, Inc. (“FSW”), pursuant to which FSW was to perform services to provide its ‘Healing Circles’ tobacco education program for youths related to the County’s tobacco and education work (the “Services”), for the period from November 1, 2023 through October 31, 2024, for a total amount not-to-exceed \$35,000.00, payable pursuant to an approved budget, (the “Agreement”) by extending its term by two (2) months, to a new expiration date of December 31, 2024; and be it further

**RESOLVED**, that except as hereby authorized to be amended, all terms and conditions of the Agreement shall remain in full force and effect; and be it further resolved; and be it further

**RESOLVED**, that the County Executive or his duly authorized designee is hereby authorized to execute any documents and take any actions reasonably necessary and appropriate to effectuate the purposes of this resolution.

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Original Agreement:	\$35,000.00
This Amendment	\$ 0.00
<b>Total:</b>	<b>\$35,000.00</b>

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Sub Unit	Object / Sub Object	Trust Account	Dollars
101	27	0100	0100	5125		N/A

Budget Funding Year(s): \_\_\_\_\_ Start Date: 11/01/2023 End Date: 12/31/2024  
(must match resolution)

Funding Source	Tax Dollars: _____
<u>N/A</u>	State Aid: _____
(must match resolution)	Federal Aid: _____
	Other: _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 10/31/2024 RAYMOND SCULK, SECRETARY