



Department of Emergency Services



Memorandum

112659

DATE: December 8, 2025

TO: Board of Acquisition and Contract

FROM: Susan Spear
Commissioner, Department of Emergency Services

SUBJECT: Authority to amend an agreement with Transcend X, LLC for emergency management and homeland security planning and preparedness services, by increasing its not-to-exceed amount by \$130,000.00 for the second year of its initial term, and by varying amounts during its option terms, if exercised in the future, in order to pay for additional services.

By a resolution approved on August 1, 2024, your Honorable Board authorized the County of Westchester (the “County”) to enter into an agreement (the “Original Agreement”) with Contingency Management Consulting Group, LLC (“CMCG”), pursuant to which CMCG was to provide the County with emergency management and homeland security planning and preparedness services, in order to assist the County with specific initiatives, as fixed-fee deliverables, and hourly supplemental services, on an as-needed basis, for an initial term of two (2) years, commencing upon execution, (the “Initial Term”) with the County having the option, at its sole discretion, to extend the agreement for up to three (3) additional one (1) year terms thereafter, on the same terms and conditions as the Initial Term, except with regard to pricing and not-to-exceed amounts, (each an “Option Term”) which terms for the Initial Term and each Option Term shall be as follows, and payable pursuant to an approved budget:

Term	Fixed-Fee Deliverables	Hourly Supplemental Services
Initial Term – Year One	\$202,828.00	\$42,500.00
Initial Term – Year Two	\$ 60,008.00	\$42,500.00
First Option Term	\$ 35,235.00	\$42,500.00
Second Option Term	\$ 36,292.00	\$42,500.00
Third Option Term	\$ 37,381.00	\$42,500.00

The Agreement was subsequently executed and its term commenced on October 7, 2024.

By a resolution approved on July 31, 2025, your Honorable Board authorized the County

to enter into an agreement (the “Assignment Agreement”) with CMCG and Transcend X, LLC (“Transcend”), pursuant to which the County consented to CMCG assigning the Agreement to Transcend, on certain terms and conditions. The Assignment Agreement was subsequently executed.

By a resolution approved on August 28, 2025, your Honorable Board authorized the County to amend the Original Agreement, as assigned by the Assignment Agreement, by modifying the not-to-exceed amounts for hourly supplemental services in order to make funding available for additional, necessary services during the second year of the Initial Term and during the Option Terms, if exercised in the future by the County (the “First Amendment”). The First Amendment was subsequently executed.

The Department of Emergency Services (“DES”) has determined that it now may require additional hourly supplemental services from Transcend under the Original Agreement, as assigned by the Assignment Agreement and amended by the First Amendment, (the “Agreement”) during the second year of the Initial Term, and that it may also require additional hourly supplemental services from Transcend under the Agreement during the Option Terms, if exercised in the future by the County.

Accordingly, authority is requested from your Honorable Board for the County to amend the Agreement (the “Second Amendment”) by modifying the not-to-exceed amounts specified therein to conform to the following, in order to make funding available for necessary additional hourly supplemental services during the second year of the Initial Term and during the Option Terms, if exercised in the future by the County:

<u>Term</u>	<u>Fixed-Fee Deliverables</u>	<u>Hourly Supplemental Services</u>
Initial Term – Year Two	\$ 60,008.00	\$300,000.00
First Option Term	\$ 35,235.00	\$353,000.00
Second Option Term	\$ 36,292.00	\$365,000.00
Third Option Term	\$ 37,381.00	\$371,000.00

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

The proposed Second Amendment will serve a public purpose by providing DES with the additional emergency management and homeland security planning and preparedness services that it needs in order to be best-prepared to properly protect the public.

The goal and objective of the proposed Second Amendment is to provide DES with the emergency management and homeland security planning and preparedness services that it needs in order to be best-prepared to properly protect the public.

The goal and objective of the proposed Second Amendment is in the best interests of the County in terms of health and welfare, as providing DES with the emergency management and homeland security planning and preparedness services that it needs in order to be best-prepared to properly protect the public, will, consequently, help ensure the health and welfare of the public.

The goal and objective of the proposed Second Amendment will be tracked and monitored by the staff of DES.

I respectfully recommend the adoption of the attached resolution.

RW/MV/bdm/nm

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/18/2025 - RAYMOND SCULKY, SECRETARY

RESOLUTION

Upon a communication from the Commissioner of Emergency Services, be it hereby:

RESOLVED, that the County of Westchester (the “County”) is hereby authorized to amend its agreement (the “Agreement”) with Transcend X, LLC (“Transcend”), pursuant to which Transcend was to provide the County with emergency management and homeland security planning and preparedness services, in order to assist the County with specific initiatives, as fixed-fee deliverables, and hourly supplemental services, on an as-needed basis, for an initial term of two (2) years, commencing upon execution, which occurred on October 7, 2024, (the “Initial Term”) with the County having the option, at its sole discretion, to extend the agreement for up to three (3) additional one (1) year terms thereafter, on the same terms and conditions as the Initial Term, except with regard to pricing and not-to-exceed amounts, (each an “Option Term”) which terms for the Initial Term and each Option Term were to be as follows, and payable pursuant to an approved budget:

<u>Term</u>	<u>Fixed-Fee Deliverables</u>	<u>Hourly Supplemental Services</u>
Initial Term – Year One	\$202,828.00	\$ 42,500.00
Initial Term – Year Two	\$ 60,008.00	\$170,000.00
First Option Term	\$ 35,235.00	\$175,000.00
Second Option Term	\$ 36,292.00	\$181,000.00
Third Option Term	\$ 37,381.00	\$181,000.00

(the “Agreement”), by modifying the not-to-exceed amounts shown above, to instead conform to the following, in order to make funding available for necessary additional hourly supplemental services during the second year of the Initial Term and during the Option Terms, if exercised in the future by the County:

<u>Term</u>	<u>Fixed-Fee Deliverables</u>	<u>Hourly Supplemental Services</u>
Initial Term – Year Two	\$ 60,008.00	\$300,000.00
First Option Term	\$ 35,235.00	\$353,000.00
Second Option Term	\$ 36,292.00	\$365,000.00
Third Option Term	\$ 37,381.00	\$371,000.00

; and be it further

RESOLVED, that except as specifically hereby authorized to be amended, all terms and conditions of the Agreement shall remain in full force and effect; 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 necessary and appropriate to effectuate the purposes of this resolution.

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
263	20	390Y	4380	T390	\$55,167
263	20	390Z	4380	T390	\$74,833

Budget Funding Year(s): 2026
(must match resolution)

Start Date: 10/07/2025

End Date: 10/06/2026

Funding Source
\$130,000.00
(must match resolution)

Tax Dollars: _____
State Aid: _____
Federal Aid: \$130,000
Other: _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/18/2025 - RAYMOND SCULLEY, SECRETARY