



George Latimer, County Executive  
Leonard G. Townes, Commissioner  
Department of Social Services

110021

DATE: November 25, 2024

TO: The Honorable Board of Acquisition and Contract

FROM: Leonard G. Townes, Commissioner  
Department of Social Services

SUBJECT: Authority to enter into an agreement with the Nexgen, Inc. to provide content management, application and database maintenance, user support/training and project management for the Department of Social Services Child Welfare Manual for the period January 1, 2025, through December 31, 2025, in an amount not to exceed \$200,000.

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The attached Resolution, if approved by your Honorable Board, would authorize the County of Westchester (the "County") to enter into an agreement (DSS6020-25; the "Agreement") with Nexgen, Inc. ("Nexgen") to provide content management, application and database maintenance, user support/training and project management for the Department of Social Services digital Child Welfare Manual (the "Manual") for the term January 1, 2025 through December 31, 2025 (the "Agreement"). In consideration for services rendered, the County will pay Nexgen an amount not to exceed \$200,000, payable monthly pursuant to an approved budget.

Pursuant to the proposed Agreement, Nexgen will create new fillable forms, update existing forms, update content additions and table of contents for the Manual. The Agreement will require that the database be optimized, performance review and CMC periodic platform updates as well as phone/Webex support for users. These needed services will ensure that the Manual will be easy to access and utilized by the Department of Social Services, for Westchester residents.

The proposed Agreement will serve the public purpose of providing easy online access to the Manual and enable the Department of Social Services to update the Manual more efficiently.

By resolution adopted of even date herewith, your Honorable Board has exempted the procurement of the services from Nexgen from the requirements of the Westchester County Procurement Policy, as in the best interests of the County.

It should be noted that this agreement is not subject to the competitive procurement requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (formerly, the Grants Management Common Rule) as the federal funding for this program falls under Social Services Block Grant.

It is respectfully requested and recommended that your Honorable Board approve the annexed Resolution.

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/12/2024 - RAYMOND SCULKY, SECRETARY

## RESOLUTION

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

RESOLVED, that the County of Westchester (the "County") is authorized to enter into an agreement (DSS6020-25) with Nexgen, Inc. to provide content management, application and database maintenance, user support/training and project management for the Department of Social Services digital Child Welfare Manual for the term January 1, 2025, through December 31, 2025 (the "Agreement"), in an amount not to exceed \$200,000, payable monthly pursuant to an approved budget; and be it further

RESOLVED, that the Agreement is subject to County appropriations; and be it further

RESOLVED, that the Agreement is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of the Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoptions(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate the Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate the Agreement upon reasonable prior written notice; 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.

**1. Account to be Charged/Credited:**

Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
101	22	8900	5960		\$200,000

**2. Budget Funding Year(s):** 2025

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

**3. Funding Source:**

Federal	35%	CFDA#(s)	93.667		
State	30%	State ID#(s)	N/A		
Operating/ Tax Levy	35%				
Capital	N/A				

**4. Total NTE:** \$200,000  
(must match resolution)

APPROVED BOARD OF ACQUISITION & COMMERCE  
 12/12/24 - RAYMOND J. CULKY, SECRETARY