

110055

To: The Honorable Board of Acquisition and Contract

Date: November 26, 2024

From: George Latimer
County Executive

Re: Authority to amend a short-form contract with The Slatin Group, LLC to provide accessible tourism training through in-person and online workshops, for a term commencing on August 1, 2024 and continuing through May 31, 2025, for an amount not-to-exceed \$34,000, by 1) extending the term of the agreement through December 31, 2025, and 2) increasing the total amount not-to-exceed thereunder by an additional \$24,742, to an amount not-to-exceed \$58,742, payable pursuant to an approved budget.

In 2024, following a Request for Proposals process, the County of Westchester (“County”) entered into a “short-form” contract with The Slatin Group, LLC (“Slatin”) to provide accessible tourism training through in-person and online workshops, for a term commencing on August 1, 2024 and continuing through May 31, 2025, for an amount not-to-exceed \$34,000 (the “Agreement”).

The services under the Agreement include in-person sessions targeted to tourism and hospitality partners with experts wrapping the elements of service accessibility blueprint and marketing for inclusive and accessible travel followed by questions and answers and development of a guide to sensory friendly travel in the County. In addition, new content creation of accessible travel for leisure itineraries business group travel.

Authority is requested to amend the Agreement by 1) extending the term of the Agreement through December 31, 2025, and 2) increasing the total amount not-to-exceed thereunder by an additional \$24,742, to an amount not-to-exceed \$58,742, payable pursuant to an approved budget. All other terms and conditions of the Agreement will remain in full force and effect.

As your Honorable Board is aware, amendments to short-form contracts that result in increases exceeding the \$35,000 threshold for short-form contracts and/or terms beyond the one (1) year threshold, must first be approved by your Honorable Board. Accordingly, authority is respectfully requested to amend the Agreement as described.

The goals and objectives of this Agreement are to enable Westchester County Tourism & Film to produce inclusive, educational B2B workshops for tourism partners, promote best practices in the tourism industry, create a comprehensive accessible tourism toolkit, and develop

and promote tourism itineraries for visitors of all abilities in order to increase consideration and intent to travel. The Office of Tourism and Film will monitor work under the Agreement.

Accordingly, your favorable action on the annexed Resolution is most respectfully urged and recommended.

GL/NC/DLV/dv

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/05/2024 - RAYMOND SCULKY, SECRETARY

RESOLUTION

Upon a communication from the County Executive, be it hereby

RESOLVED, that the County of Westchester is hereby authorized to amend a short-form contract with The Slatin Group, LLC to provide accessible tourism training through in-person and online workshops, for a term commencing on August 1, 2024 and continuing through May 31, 2025, for an amount not-to-exceed \$34,000, by 1) extending the term of the agreement through December 31, 2025, and 2) increasing the total amount not-to-exceed thereunder by an additional \$24,742, to an amount not-to-exceed \$58,742, payable pursuant to an approved budget; and be it further

RESOLVED, that except as specifically amended hereby, all other 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 appointed designee be, and hereby is, authorized to take such action and execute such documents as may be necessary and proper to effect the purposes hereof.

Account to be Charged/credited	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	101	11	0720	5125		\$24,742

Budget Funding Year(s) 2024-2025 Start Date August 1, 2024 End Date December 31, 2025
 (must match resolution)

Funding Source Tax Dollars \$24,742

State Aid _____

\$ 24,742 Federal Aid _____

(must match resolution)

Other _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/05/2024 RAYMOND SCULLY, COUNTY EXECUTIVE