



107481

Date: December 23, 2025

To: Board of Acquisition and Contract

From: Kenneth W. Jenkins
County Executive

Re: **Resolution to exempt from the Westchester County Procurement Policy pursuant to Section 3(a) xxi thereof, the procurement of an agreement with Pace University for the creation of a Community Needs Assessment Report for the Westchester County Hispanic Advisory Board**

Authority is hereby requested from your Honorable Board to exempt from the Westchester County Procurement Policy, pursuant to Section 3(a) xxi thereof, the procurement of an agreement with Pace University for the creation of a Community Needs Assessment Report for the Westchester County Hispanic Advisory Board.

Ordinarily, under Section 5(a) of the Procurement Policy, the County is required to solicit price quotations from no fewer than three persons customarily providing such services, and, if deemed appropriate, to inquire as to the qualifications and experience of such persons. However, The team of researchers on this project are uniquely qualified, experienced and equipped to design and administer the research instruments, and execute the project and deliverable in the given time period. Considering the critical needs of the community, in particular as they relate to mental health, substance use, domestic violence and suicide prevention, there is an urgency to quickly rolling out our survey and interviews before the completion of the school year in order to reach the greatest breadth and depth of residents in the community. The Pace University faculty researchers leading this project have recently developed and successfully executed similar assessments and reports within the County with nonprofit and foundation partners, and thus the researchers can move quickly toward the required deliverables for this Needs Assessment. Pace University has already dedicated many hours of time to the development of this initiative, beginning in Fall 2023, and has offered to match a significant portion of the cost of the project with in-kind support.

Pursuant to Section 3 (a) (xxi) of the Procurement Policy, where this Honorable Board determines by resolution passed prior to the commencement of procurement that compliance with the Procurement Policy would not be in the best interests of the County, the requirements of the Procurement Policy may be waived. For the reasons set forth above, it is proposed that the best interests of the County would be served by exempting the procurement of this agreement from the County Procurement Policy.

Your Honorable Board's approval of the annexed resolution is respectfully requested.

KWJ/jpg/nn
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/08/2026 - RAYMOND SCULKY, SECRETARY

RESOLUTION

Upon a communication from the County Executive, be it hereby

RESOLVED, that pursuant to Section 3 (a) (xxi) of the Westchester County Procurement Policy and Procedures, it is determined that application of the procedural requirements contained therein, including the necessity of soliciting price quotations, is neither cost effective nor expedient and accordingly not in the best interests of the County of Westchester (“County”) in connection with the procurement of an agreement with Pace University for the creation of a Community Needs Assessment Report for the Westchester County Hispanic Advisory Board.

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/08/2026 - RAYMOND S. CUNNINGHAM, SECRETARY