



Kenneth W. Jenkins  
County Executive

Department of Social Services

Leonard G. Townes  
Commissioner

112519

DATE: December 4, 2025

TO: Honorable Members of the Board of Acquisition and Contract

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

SUBJECT: Authority for the County of Westchester to exercise the third of its three (3) options under an agreement with Westhab, Inc., pursuant to which Westhab, Inc. agreed to provide Job Placement, Job Readiness, and Job Development Services to Temporary Assistance adult applicants and recipients on family cases, age 18 and over, for a term commencing on April 1, 2023 and continuing through March 31, 2024, in an amount not to exceed \$1,459,879, with the County having the sole option to renew the Agreement for up to three (3) additional one (1) year periods on the same terms and conditions as the initial term, by extending the term of the contract for one (1) additional year from April 1, 2026 through March 31, 2027 for a total aggregate amount not to exceed \$1,459,879, payable pursuant to an approved budget and subject to appropriation.

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Pursuant to an RFP issued by the Department of Social Services (the "Department") on February 9, 2023 and a Resolution approved by your Honorable Board on April 13, 2023 (the "April 13<sup>th</sup> Resolution"), your Honorable Board authorized the County of Westchester (the "County"), acting by and through the Department, to enter into an agreement with Westhab, Inc. ("Westhab"), pursuant to which Westhab would provide Job Placement, Job Readiness, and Job Development Services to Temporary Assistance adult applicants and recipients on family cases (Safety Net Families and Family Assistance), age 18 and over (the "Services"), for an initial term commencing on April 1, 2023 and continuing through March 31, 2024, in an amount not to exceed \$1,459,879, comprised of an amount not-to-exceed \$1,374,379, payable monthly in accordance with an approved line-item budget, and an amount not-to-exceed \$85,500, payable at approved rates upon Westhab achieving certain job placement, retention, and average earnings milestones (the "Agreement"). The April 13<sup>th</sup> Resolution further provided that the County, at its sole option, could renew the Agreement for up to three (3) additional one (1) year periods on the same terms and conditions, including

pricing, as the initial term, subject to the further approval of your Honorable Board. The Agreement was subsequently executed.

On April 4, 2024, your Honorable Board authorized the County to amend the Agreement in order to exercise its first option to renew the Agreement with Westhab for the period from April 1, 2024 through March 31, 2025, on the same terms and conditions, including pricing, as the initial Agreement term.

On March 13, 2025, your Honorable Board authorized the County to amend the Agreement in order to exercise its second option to renew the Agreement with Westhab for the period from April 1, 2025 through March 31, 2026, on the same terms and conditions, including pricing, as the initial Agreement term.

The County now seeks authority to exercise the third of its three (3) options to renew the Agreement with Westhab (DSS4002-C-23) for the provision of the Services for the period from April 1, 2026 through March 31, 2027. Accordingly, authority is respectfully requested for the County to exercise its third option to renew the Agreement with Westhab for the provision of the Services, by extending the term thereof for one (1) additional year commencing on April 1, 2026 and continuing through March 31, 2027. In consideration for services to be rendered during the third renewal term, the County shall pay Westhab a total aggregate amount not to exceed \$1,459,879, comprised of an amount not-to-exceed \$1,374,379, payable monthly in accordance with an approved line-item budget, and an amount not-to-exceed \$85,500, payable at approved rates upon Westhab achieving certain job placement, retention, and average earnings milestones.

It should be noted that the County, acting by and through the Department, and in accordance with the applicable Federal regulations, performed a cost analysis of the costs for the County's third renewal option under the Agreement. After analyzing current marketplace costs for such services, the Department concluded that the costs of the option are reasonable and it is, therefore, economically prudent to exercise the County's third option under the Agreement in order to obtain these services for the period from April 1, 2026 through March 31, 2027.

Except as otherwise specifically amended hereby, all other terms and conditions of the Agreement, shall remain in full force and effect upon the parties.

The goal and objective of the proposed Agreement will be to improve the job placement rate and long-term labor market prospects of Temporary Assistance ("TA") recipients, by providing an employment first focus, with an initiative to provide access to a wide array of services, maximize customer engagement, and mitigate drop-out risk through intensive case management.

The Agreement will serve the public purpose of improving job placement rate of TA recipients. This in turn has the goal of reducing dependence on TA and obtaining long term employment, thereby saving taxpayer funds.

A resolution is annexed hereto, which I recommend for your favorable consideration.

LGT/PW/tml  
Attachment

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

## RESOLUTION

Upon a communication from the Commissioner of the Westchester County Department of Social Services, be it hereby

RESOLVED, that the County of Westchester (the "County"), acting by and through its Department of Social Services, is hereby authorized to exercise the third of its three (3) options to renew an agreement with Westhab, Inc. ("Westhab"), pursuant to which Westhab agreed to provide Job Placement, Job Readiness, and Job Development Services to Temporary Assistance adult applicants and recipients on family cases (Safety Net Families and Family Assistance), age 18 and over, for an initial term commencing on April 1, 2023 and continuing through March 31, 2024, in an amount not to exceed \$1,459,879 (the "Agreement"), by extending the term thereof for one (1) additional year from April 1, 2026 through March 31, 2027, for a total aggregate amount not to exceed \$1,459,879, comprised of an amount not-to-exceed \$1,374,379, payable monthly in accordance with an approved line-item budget, and an amount not-to-exceed \$85,500, payable at approved rates upon Westhab achieving certain job placement, retention, and average earnings milestones (DSS4002-C-23); and be it further

RESOLVED, that the County will not have any remaining options to renew under the Agreement; and be it further

RESOLVED, that except as specifically amended hereby, all remaining terms and conditions of the Agreement with Westhab, shall remain in full force and effect upon the parties; and be it further

RESOLVED, that this contract is subject to County Appropriation; and be it further

RESOLVED that this 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 this 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 adoption(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 this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to Westhab, then Westhab shall have the right to terminate this 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.

Initial Agreement	\$1,459,879
First Option Agreement	1,459,879
Second Option Agreement	1,459,879
<u>Third Option Agreement</u>	<u>1,459,879</u>
Total Aggregate	\$5,839,516

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

Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
263	22	B708	4380	7708	\$1,459,879

**2. Budget Funding Year(s):** 2026-2027

Start Date: April 1, 2026 End Date: March 31, 2027  
(must match resolution)

**3. Funding Source:**

Federal	100%	CFDA#(s)	93.558		
State	0%	State ID#(s)	N/A		
Operating/ Tax Levy	0%				
Capital	N/A				

**4. Total NTE: \$1,459,879**

(Must match resolution)