



Kenneth W. Jenkins  
County Executive

Department of Social Services

Leonard G. Townes  
Commissioner

113330

**DATE:** March 24, 2026

**TO:** Board of Acquisition and Contract

**FROM:** Leonard Townes  
Commissioner, Department of Social Services

**RE:** Resolution to exempt from the Westchester County Procurement Policy and Procedures, pursuant to Section 3(a)(xxi) thereof, the procurement of a second amendment to an agreement between the County of Westchester and the Westchester Institute for Human Development, pursuant to which WIHD provides the County with services relating to training, education, technical assistance, and applied research related to individuals with disabilities and their families and vulnerable children in Westchester; which Second Amendment would: (i) retroactively extend the term of the Agreement from April 1, 2025 through December 31, 2026; and (ii) increase the total not-to-exceed amount of the Agreement by \$2,434,026.00 to cover the costs of Services during the Extension Term.

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Authority is respectfully requested from your Honorable Board to exempt from the Westchester County Procurement Policy and Procedures (the "Policy"), pursuant to Section 3(a)(xxi) thereof, the procurement of a second amendment (the "Second Amendment") to an agreement (the "Agreement") between the County of Westchester ("County"), acting by and through its Department of Social Services (the "Department"), and the Westchester Institute for Human Development ("WIHD"), pursuant to which WIHD provides the County with services relating to training, education, technical assistance, and applied research related to individuals with disabilities and their families and vulnerable children in Westchester (the "Services").

The proposed Second Amendment would: (i) retroactively extend the term of the Agreement from April 1, 2025 through December 31, 2026 (the "Extension Term"); and (ii) increase the total not-to-exceed amount of the Agreement by \$2,434,026.00 to cover the costs of Services during the Extension Term.

Ordinarily, under Section 6 of the Policy, the County, for a "procurement of goods or services reasonably expected to cost more than \$150,000.00", shall solicit proposals through a request for proposals. However, due to its long-standing relationship with the

Department, WIHD is in a most advantageous position to provide the Services. WIHD has gained extensive working knowledge of the Department's programs and policies and understands the need for a comprehensive educational coordination program. This makes WIHD well-qualified to provide the County with the Services, and thereby help ensure better management and utilization of available resources.

Pursuant to Section 3(a)(xxi), the Policy is not applicable to any procurement for which this Honorable Board determines by resolution passed prior to commencing such procurement, that compliance with the Policy would not be in the best interests of the County. For the reasons set forth above, it is proposed that the best interests of the County would be served by exempting the procurement of the proposed Second Amendment from the Policy.

LT/BAG/mcz  
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/02/2026 - RAYMOND SCULKY, SECRETARY

## **RESOLUTION**

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

**RESOLVED**, that pursuant to Section 3(a)(xxi) of the Westchester County Procurement Policy and Procedures, it is hereby determined that application of the procedural requirements contained therein, including the necessity to prepare and solicit a request for proposals, is neither cost-effective nor expedient and accordingly, not in the best interests of the County of Westchester in connection with the procurement of a second amendment (the "Second Amendment") to an agreement between the County of Westchester (the "County"), acting by and through its Department of Social Services, and the Westchester Institute for Human Development ("WIHD"), pursuant to which WIHD provides the County with services relating to training, education, technical assistance, and applied research related to individuals with disabilities and their families and vulnerable children in Westchester (the "Services"); which Second Amendment would: (i) retroactively extend the term of the Agreement from April 1, 2025 through December 31, 2026; and (ii) increase the total not-to-exceed amount of the Agreement by \$2,434,026.00 to cover the costs of Services during the Extension Term.

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/02/2026 - PAYMENT 503K - SUPPLEMENT