

54196

**TO:** Honorable Members of the Board of Acquisition and Contract

**FROM:** Mary Jennings Mahon  
Commissioner of Human Resources

**DATE:** December 29, 2016

**SUBJECT:** Resolution authorizing the County of Westchester (the "County") to enter into an agreement with the Scarsdale Union Free School District (the "District") pursuant to which the District will grant the County a permit to use up to 25 classrooms at Scarsdale High School on April 29, 2017 to administer civil service exams for a total fee not to exceed \$8,350

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The County of Westchester, acting by and through its Department of Human Resources (the "Department"), is requesting authority to enter into an agreement with the Scarsdale Union Free School District (the "District") pursuant to which the District will grant to the County a permit to use up to 25 classrooms at Scarsdale High School on April 29, 2017 to administer civil service exams (the "Agreement"). In consideration for the grant of permit, the County shall pay the District a fee not to exceed \$8,350.

Pursuant to the terms of an addendum to be attached to the Agreement, the County will also agree to "defend and indemnify the District for accidents or claims arising from the County's use of the District's facilities."

The Agreement is in the County's best interest because the exam process assists in selection of fit employees to serve our constituents. The goals and objectives of the agreement are to conduct examinations to help fill job openings in an equitable fashion. The Agreement's progress shall be tracked through direct supervision by the County.

This agreement is exempt from the requirements of the Westchester County Procurement Policy pursuant to Section 3(b) thereof.

Accordingly, I most respectfully recommend the adoption of the annexed Resolution.

**RESOLUTION**

Upon a communication from the Commissioner of Human Resources, be it hereby

**RESOLVED**, that the County of Westchester (“County”), acting by and through its Department of Human Resources (the “Department”), is hereby authorized to enter into an agreement with the Scarsdale Union Free School District (the “District”) pursuant to which the District will grant the County a permit to use up to 25 classrooms at Scarsdale High School on April 29, 2017 to administer civil service exams for a total fee not to exceed \$8,350 (the “Agreement”); and be it further

**RESOLVED**, that pursuant to the terms of an addendum to be attached to the Agreement, the County will also agree to defend and indemnify the District for accidents or claims arising from the County’s use of the District’s facilities”; and be it further

**RESOLVED**, that the County Executive or his authorized designee is authorized and empowered to execute and deliver all instruments and take all actions necessary or appropriate to effectuate the purposes hereof.

Account to be Charged/credited	Fund	Agency	Major Program, Program & Phase or Unit	Object/ Sub Object	Trust Account	Dollars
	101	12	6010	4909		8,350.00

Budget Funding Year(s) 2017 Start Date 4/29/2017 End Date 4/29/2017  
 (must match resolution)

Funding Source Tax Dollars \$8,350.00

State Aid \_\_\_\_\_

Federal Aid \_\_\_\_\_

\$8,350.00 Other \_\_\_\_\_  
 (must match resolution)

APPROVED BOARD OF ACQUISITION & CONTRACTS - 01/20/2017 - LISAM J. SECRETARY