



# Westchester Community College

State University of New York

57911

July 6, 2017

To: Board of Acquisition and Contract

From: Dr. Belinda S. Miles  
President

Re: **Resolution to exempt from the Westchester County Procurement Policy and Procedures an agreement with The County Chamber of Commerce, Inc. D/B/A The Business Council of Westchester pursuant to Section 3(a)xxi of the Westchester County Procurement Policy and Procedures.**

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Authority is hereby requested from your Honorable Board to exempt from the Westchester County Procurement Policy and Procedures (the "Procurement Policy") an agreement with The County Chamber of Commerce, Inc. D/B/A The Business Council of Westchester ("BCW"), pursuant to which BCW shall assist Westchester Community College (the "College") in identifying and recruiting up to thirty (30) businesses to participate in the College's "Just Add One" Program. The agreement shall have a term of September 1, 2016 through January 15, 2017 and shall be in an amount not to exceed Eighteen Thousand (\$18,000.00) Dollars, payable pursuant to an approved budget.

Ordinarily, under Section 6 of the Procurement Policy, the County is required to issue a Request for Quotations for such services. It is proposed that compliance with the Procurement Policy would not be in the best interests of the County with respect to this procurement because BCW has provided these services in the past on behalf of the College and has successfully met the recruitment goals. In addition, the College has enjoyed a long history of working with BCW. BCW actively recruits small businesses through programs that include the "Solopreneur's Council," "Small Business Council," and through the multitude of events that BCW hosts each year (on average one event per month). BCW has a unique capacity to meet the College's target recruitment goals. Other organizations in Westchester and Putnam counties do not have the reach, connections and resources that BCW has.

In addition, the College issued a Request for Quotations for similar services in connection with the 2015/16 agreement for participant recruitment for the "Just Add One" program. One

organization quoted \$75,000 to provide these services, and the other organization declined to submit a Quotation.

Pursuant to Section 3(a)xxi, the Westchester County Procurement Policy and Procedures are 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 BCW is uniquely qualified to provide these services and that the best interests of the County would be served by exempting this agreement from the procedures of the County's Procurement Policy. A resolution to exempt this agreement from procurement is hereby submitted for your consideration.

APPROVED BOARD OF ACQUISITION & CONTRACT - 08/03/2017  
WESTCHESTER COUNTY CLERK  
SECRETARY

**RESOLUTION**

Upon a communication from Dr. Belinda S. Miles, President, Westchester Community College, 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 of soliciting proposals, is neither cost effective nor expedient, and accordingly, not in the best interests of the County in connection with the procurement of an agreement with The County Chamber of Commerce, Inc. D/B/A The Business Council of Westchester (“BCW”), pursuant to BCW will assist Westchester Community College (the “College”) in identifying and recruiting up to 30 businesses to participate in the College’s “Just Add One” Program.

APPROVED BOARD OF ACQUISITION & CONTRACT - 01002200

SECRETARY