

78058

Date: July 20, 2020

To: Board of Acquisition and Contract

From: Kenneth W. Jenkins
Deputy 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 Lynn A. Knight, CEcD for the development of a grant program for COVID-19 impacted small businesses.

Authority is hereby requested from your Honorable Board to exempt the procurement of an agreement with Lynn A. Knight, CEcD (“Lynn Knight”) from the Westchester County Procurement Policy and Procedures (“Procurement Policy”). Pursuant to the terms of the proposed agreement, Lynn Knight will develop a grant program for COVID-19 impacted small businesses in Westchester County by coordinating with County departments on application criteria and needs and assisting with grant recipient recommendations and distribution of funds. The term of the proposed agreement will commence upon execution thereof by both parties and approval of same by the Office of the Westchester County Attorney and will terminate on December 31, 2020. In consideration for services rendered, the County will pay Lynn Knight at the rate of Two Hundred (\$200.00) dollars per hour, not-to-exceed \$35,000.

Ordinarily, under Section 5(b) of the Procurement Policy, the County is required to solicit written 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, due to the unprecedented nature of the COVID-19 crisis the County is in need of specialized services to implement a grants program to support small businesses through this time. Lynn Knight has unique experience in advising and coordinating the creation of a grants programs for COVID-19 impacted businesses on behalf of other counties and municipalities. She has also developed grants programs in the past for municipalities, and is highly recommended by a consultant the County is currently using.

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/CZ/jpg
Attachment

RESOLUTION

Upon a communication from the Deputy 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 written 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 Lynn A. Knight, CEcD for the development of a grant program for COVID-19 impacted small businesses in Westchester County.

APPROVED BOARD OF ACQUISITION & CONTRACTS 01/23/2020 LISA MIJAJ, SECRETARY