

George Latimer
County Executive
84295

Date: April 14, 2021

To: The Honorable Board of Acquisition and Contract

From: George Latimer
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 to develop and submit a grant application to the Unites States Economic Development Administration to partially fund a food incubator in Peekskill, for a term from January 1, 2021 through December 31, 2021, for an amount not-to-exceed \$50,000.00, payable at the rate of \$200.00 per hour.

Authority of your Honorable Board is requested to exempt from the Westchester County Procurement Policy and Procedures (“Procurement Policy”) the procurement of an agreement with Lynn A. Knight to develop and submit a grant application to the Unites States Economic Development Administration to partially fund a food incubator in Peekskill, for a term from January 1, 2021 through December 31, 2021, for an amount not-to-exceed \$50,000.00, payable at the rate of \$200.00 per hour.

Lynn Knight is uniquely qualified provide this service due to her experience designing grant programs for Westchester County and other municipalities in the past. She has designed business incubator programs for municipalities as well. She has also successfully completed grant applications on behalf of municipalities in the past and has extensive experience in liaising on behalf of municipalities to coordinate programs.

Pursuant to Section 3(a)xxi, the Procurement Policy is not applicable to any procurement for which your Honorable Board determines, by Resolution passed prior to commencing such procurement, that compliance with the policy would not be in the best interest of the County. It is proposed that the County’s interest would be served by exempting the procurement of this agreement from the County Procurement Policy. A Resolution to exempt the procurement of this agreement is submitted for your consideration.

As I believe this agreement to be in the best interests of the County, I most respectfully recommend and urge the adoption of the annexed Resolution.

GL/BG/DLV/dv
Office of the County Executive

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George Latimer
County Executive

RESOLUTION

Upon a communication from the County Executive, 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 interest of the County of Westchester in connection with the procurement of an agreement with Lynn A. Knight to develop and submit a grant application to the United States Economic Development Administration to partially fund a food incubator in Peekskill, for a term from January 1, 2021 through December 31, 2021, for an amount not-to-exceed \$50,000.00, payable at the rate of \$200.00 per hour.

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