

George Latimer  
County Executive

87525

Date: September 13, 2021

To: The Honorable Board of Acquisition and Contract

From: George Latimer  
County Executive

Re: Authority to amend an agreement with Co-Communications, Inc. to implement additional recommendations from BJH Advisors pertaining to business attraction and attracting new residents for the period from January 1, 2021 through December 31, 2021, in an amount not-to-exceed \$763,500.00, in order to expand the scope of work to include messaging and marketing for the local rollout of the New York State rental assistance program for landlords and tenants, and increase the not to exceed amount of the agreement by an additional \$175,000.00 to an amount not to exceed \$938,500.00 payable pursuant to an approved budget.

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On March 18, 2021, your Honorable Board approved a Resolution authorizing the County of Westchester ("County") to enter into an agreement with Co-Communications, Inc. to implement additional recommendations from BJH Advisors pertaining to business attraction and attracting new residents for the period from January 1, 2021 through December 31, 2021, in an amount not-to-exceed \$763,500.00, payable pursuant to an approved budget and subject to appropriation ("Agreement"). The Agreement was subsequently executed.

Authority is now requested for the County to amend the Agreement in order to expand the scope of work to include messaging and marketing for the local rollout of the New York State rental assistance program for landlord and tenants, and increase the not to exceed amount of the Agreement by an additional \$175,000.00, from an amount not-to-exceed \$763,500 to an amount not to exceed \$938,500.00, payable pursuant to an approved budget. All remaining terms of the Agreement will remain unchanged.

The goals and objectives of the Agreement are to promote the New York State rental assistance program in order to ensure that Westchester County tenants and landlords have access to the rental assistance program. Wide promotion of the State's rental assistance program to County residents will lead to more eligible County residents accessing this key assistance program.

Authority to exempt the proposed amendment to the Agreement in accordance with Section 3(a) xxi of the County Procurement Policy has been granted by your Honorable Board in accordance with a separate resolution of even date herewith.

Accordingly, your favorable action on the annexed Resolution is most respectfully urged and recommended.

GL/BG/DLV/dv

APPROVED BOARD OF ACQUISITION & CONTRACT - 09/23/2021 - RAYMOND SCULKY, SECRETARY

**RESOLUTION**

Upon a communication from the County Executive, be it hereby

**RESOLVED**, that the County of Westchester (“County”) is hereby authorized to amend an agreement with Co-Communications, Inc. to implement additional recommendations from BJH Advisors pertaining to business attraction and attracting new residents for the period from January 1, 2021 through December 31, 2021, in an amount not-to-exceed \$763,500.00, in order to expand the scope of work to include messaging and marketing for the local rollout of the New York State rental assistance program for landlords and tenants, and increase the not to exceed amount of the agreement by an additional \$175,000.00, from an amount not-to-exceed \$763,500 to an amount not to exceed \$938,500.00 payable pursuant to an approved budget; and be it further

**RESOLVED**, that all remaining terms of the agreement shall remain unchanged;

**RESOLVED**, that the County Executive or his duly appointed designee be, and hereby is, authorized to take such action and execute such documents as may be necessary and proper to effect the purposes hereof.

Account to be Charged/credited	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	101	11	0710	4380		\$175,000

Budget Funding Year(s) 2021 Start Date 01/01/2021 End Date 12/31/2021  
 (must match resolution)

Funding Source Tax Dollars \$175,000  
 State Aid \_\_\_\_\_  
 \$ 175,000 Federal Aid \_\_\_\_\_  
 (must match resolution)  
 Other \_\_\_\_\_

APPROVED BOARD OF ACQUISITION CONTRACT - 09/23/2021 - RAMOND SCULRY, COUNTY OF WESTCHESTER