



**George Latimer**  
**County Executive**

**Department of Social Services**

**Leonard G. Townes**  
**Commissioner**

**92224**

**DATE:** March 30, 2022

**TO:** The Honorable Board of Acquisition and Contract

**FROM:** Leonard G. Townes, Commissioner  
Department of Social Services

**SUBJECT:** Authority to enter into an agreement with Gregory A. Tipping d/b/a The Tipco Group to provide consulting services relating to standard operating procedures in the Child Care Subsidy program and Human Resources Division as well as an analysis of current technology for future online submission of applications for the term May 1, 2022 through August 31, 2022, in an amount not to exceed \$50,800.

---

The attached Resolution, if approved by your Honorable Board, would authorize the County of Westchester ("County"), acting by and through its Department of Social Services ("DSS"), to enter into an agreement with Gregory A. Tipping d/b/a The Tipco Group ("Tipco") to provide consulting services relating to standard operating procedures in the Child Care Subsidy program and Human Resources Division as well as an analysis of current technology for future online submission of applications for the term May 1, 2022 through August 31, 2022, in an amount not to exceed \$50,800, payable pursuant to an approved budget (the "Agreement").

Pursuant to the proposed Agreement, Tipco will document the standard operating procedures for the Child Care Subsidy Program and Human Resources Division and will provide consulting on technology for enabling the online submission of Child Care Subsidy applications by Westchester County residents. This will involve an analysis of current paper-based business procedures and an analysis of current technology infrastructure for both divisions.

The proposed Agreement will serve the public purpose of modernizing the Child Care Subsidy Program by ultimately allowing for applications to be made by the public online. The proposed Agreement will provide an analysis of the current business process within the DSS Human Resources Division and recommend improvements in

both process and technology. The proposed Agreement and its progress will be monitored by DSS personnel.

A resolution to exempt the proposed Agreement from the requirements of the Westchester County Procurement Policy pursuant to Section 3(a) xxi thereof was approved of even date herewith.

It is respectfully requested and recommended that your Honorable Board approve the annexed Resolution.

LGT/di

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/21/2022 - RAYMOND SCULKY, SECRETARY

**RESOLUTION**

Upon a communication from the County Executive, it is hereby

**RESOLVED**, that the County of Westchester (the "County") is authorized to enter into an agreement with the Gregory A. Tipping d/b/a The Tipco Group to provide consulting services to include the documentation of standard operating procedures in the Child Care Subsidy program and Human Resources Division as well as an analysis of current technology for future online submission of applications for the term May 1, 2022 through August 31, 2022, in an amount not to exceed \$50,800, payable pursuant to an approved budget (the "Agreement"); and be it further

**RESOLVED**, that the Agreement is subject to County appropriations; and be it further

**RESOLVED**, that the Agreement is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of the Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoptions(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate the Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate the Agreement upon reasonable prior written notice; and be it further

**RESOLVED**, that the County Executive, or his duly authorized designee, is hereby authorized to execute any documents and take any actions reasonably necessary and appropriate to effectuate the purposes of this Resolution.

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Sub-unit Account	Dollars
101	22	8900	5960		\$50,800.00

Budget Funding Year(s)  
(must match resolution)  
Funding Source

Start Date: 5/1/22 End Date: 8/31/22

Tax Dollars \$50,800.00  
State Aid \_\_\_\_\_  
Federal Aid \_\_\_\_\_  
Other \_\_\_\_\_

**\$ 50,800**  
\_\_\_\_\_  
(must match resolution)

APPROVED BOARD OF ACQUISITION COUNTY OF WESTCHESTER 2022 - RAYMOND SUJKA, SECRETARY