



AGENDA
CUYAHOGA COUNTY PUBLIC SAFETY & JUSTICE AFFAIRS COMMITTEE MEETING
TUESDAY, SEPTEMBER 17, 2024
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
1:00 PM

Committee Members:

Michael J. Gallagher, Chair – District 5
Yvonne M. Conwell, Vice Chair – District 7
Patrick Kelly – District 1
Sunny M. Simon – District 11
Michael P. Byrne – District 4

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES FROM THE JULY 9, 2024 MEETING** [See page 3]
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) **R2024-0306**: A Resolution authorizing an amendment to Contract No. 402 with Trinity Services Group, Inc. for jail food services for the Cuyahoga County Jail System for the period 6/15/2020 – 9/30/2024 to extend the time period to 12/31/2024 and for additional funds in the amount of \$1,582,200.00, for a total not-to-exceed \$19,322,673.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See page 5]
 - b) **R2024-0315**: A Resolution awarding a total sum, not to exceed \$10,000, to the National Council of Negro Women, Inc., Cleveland Section for the Missing Women and Children/Human Trafficking Awareness and Safety Series from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. [See page 15]

- c) R2024-0341: A Resolution making awards to various providers in the total amount not-to-exceed \$800,000.00 for trauma informed respite and youth care center services for the period 7/1/2024 – 6/30/2026; authorizing the County Executive to execute the Master Contract and all other documents consistent with said awards and this Resolution, and declaring the necessity that this Resolution become immediately effective: [See page 23]
- 1) Contract No. 4521 with Raven House in the anticipated amount not-to-exceed \$125,000.00.
 - 2) Contract No. 4524 with Life’s Right Direction, Inc. in the anticipated amount not-to-exceed \$125,000.00.
 - 3) Contract No. 4644 with Lutheran Metropolitan Ministry in the anticipated amount not-to-exceed \$550,000.00.
- d) R2024-0342: A Resolution authorizing a revenue generating agreement with City of Cleveland/Cleveland Municipal Court in the amount not-to-exceed \$2,581,820.00 for legal services for indigent persons for the period 1/1/2024 – 12/31/2024; authorizing the County Executive to execute Agreement No. 4753 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See page 39]

6. DISCUSSION

- a) Update from County Sheriff

7. MISCELLANEOUS BUSINESS

8. ADJOURNMENT

**Complimentary parking for the public is available in the attached garage at 900 Prospect. A skywalk extends from the garage to provide additional entry to the Council Chambers from the 5th floor parking level of the garage. Please see the Clerk to obtain a complimentary parking pass.*

***Council Chambers is equipped with a hearing assistance system. If needed, please see the Clerk to obtain a receiver.*



MINUTES

CUYAHOGA COUNTY PUBLIC SAFETY & JUSTICE AFFAIRS COMMITTEE MEETING
TUESDAY, JULY 9, 2024
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
1:00 PM

1. CALL TO ORDER

Chairman Gallagher called the meeting to order at 1:07 p.m.

2. ROLL CALL

Mr. Gallagher asked Deputy Clerk Carter to call the roll. Committee members Gallagher, Conwell and Kelly were in attendance and a quorum was determined. Committee member Simon entered the meeting after the roll call was taken. Committee member Byrne was absent from the meeting. Councilmember Miller was also in attendance.

3. PUBLIC COMMENT

There were no public comments given.

4. APPROVAL OF MINUTES FROM THE JUNE 25, 2024 MEETING

A motion was made by Mr. Kelly, seconded by Ms. Conwell and approved by unanimous vote to approve the minutes from the June 25, 2024 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) R2024-0265: A Resolution authorizing an amendment to Contract No. 2497 (formerly Contract No. 2238) with Alcohol Monitoring Systems, Inc. for GPS, alcohol bracelets and monitoring services for the period 4/1/2022 – 12/31/2024, to extend the time period to 12/31/2026 and for additional funds in the amount not-to-exceed \$2,400,000.00; and declaring the necessity that this Resolution become immediately effective.

Mr. Chris Costin, Business Administrator; Ms. Tammy Sherman, Chief Probation Officer; Ms. Mary Bridget Smith, Home Detention Manager; Ms. Donnal Kaleal, Business Services Manager; and Mr. Harold Pretel, Sheriff, addressed the Committee regarding Resolution No. R2024-0265. Discussion ensued.

Committee members and Councilmembers asked questions of Mr. Costin, Ms. Sherman, Ms. Smith, Ms. Kaleal and Sheriff Pretel pertaining to the item, which they answered accordingly.

On a motion by Ms. Conwell with a second by Mr. Kelly, Resolution No. R2024-0265 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

6. DISCUSSION

- a) Update from County Sheriff

Sheriff Pretel and Ms. Kaleal addressed the Committee regarding staffing, overtime costs, medical transports, indigent fees and hospital details. Discussion ensued.

Committee members and Councilmembers asked questions of Sheriff Pretel and Ms. Kaleal pertaining to the item, which they answered accordingly.

7. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

8. ADJOURNMENT

With no further business to discuss, Chairman Gallagher adjourned the meeting at 1:52 p.m., without objection.

County Council of Cuyahoga County, Ohio
Resolution No. R2024-0306

Sponsored by: County Executive Ronayne/Sheriff Department	A Resolution authorizing an amendment to Contract No. CM402 with Trinity Services Group, Inc. for jail food services for the Cuyahoga County Jail System for the period 6/15/2020 – 9/30/2024 to extend the time period to 12/31/2024 and for additional funds in the amount of \$1,582,200.00, for a total not-to-exceed \$19,322,673.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Sheriff Department recommends an amendment to Contract No. CM402 with Trinity Services Group, Inc. for jail food services for the Cuyahoga County Jail System for the period 6/15/2020 – 9/30/2024 to extend the time period to 12/31/2024 and for additional funds in the amount of \$1,582,200.00; and

WHEREAS, the primary goal of this project is to provide jail food services to the detainees of the Cuyahoga County Corrections Center mandated by OAC 5120:1-8-10, which mandates food service in full service Ohio jails; and

WHEREAS, this project is funded 100% by the General Fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council authorizes an amendment to Contract No. CM402 with Trinity Services Group, Inc. for jail food services for the Cuyahoga County Jail System for the period 6/15/2020 – 9/30/2024 to extend

the time period to 12/31/2024 and for additional funds in the amount of \$1,582,200.00, for a total not-to-exceed \$19,322,673.00.

SECTION 2. If any specific appropriation is necessary to effectuate the amendment described herein, such appropriation is approved, and the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: July 30, 2024
Committee(s) Assigned: Public Safety & Justice Affairs

Journal _____

_____, 20____

PURCHASE-RELATED TRANSACTIONS

Title RQ# 47359 2023 TRINITY SERVICES GROUP, INC.; 2ND CONTRACT AMENDMENT						
Department or Agency Name		SHERIFF'S DEPT				
Requested Action		<input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Revenue <input type="checkbox"/> Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):				
Original (O)/ Amendment (A-#)	Contract No. (if PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
O	402	TRINITY	6/15/20- 6/14/23	8,926,659.00	6/9/20	R2020-0102
A-1	402	TRINITY	6/15/20- 9/30/23	936,886.00	8/1/23	R2023-0216
A-2	402	TRINITY	6/15/20- 9/30/24	7,876,928.00	9/26/23	R2023-0242
A-3	402	TRINITY	6/15/20- 12/31/24	1,582,200.00		

Service/Item Description (include quantity if applicable). Indicate whether New or Existing service or purchase.
 This contract will provide the Sheriff's Department with Jail kitchen food services for the amended time period.

For purchases of furniture, computers, vehicles: Additional Replacement
Age of items being replaced: N/A How will replaced items be disposed of? N/A

Project Goals, Outcomes or Purpose (list 3):
 The primary goals of the project are to reduce work load on county staff and corrections officers while ensuring that meal service remains consistent and meets all requirements of the Jail administration.

If a County Council item, are you requesting passage of the item without 3 readings. Yes No – ALREADY APPROVED

In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)

Vendor Name and address: Trinity Services Group, Inc. 477 Commerce Blvd. Oldsmar, Florida 34677	Owner, executive director, other (specify): STEVE SLEIGH REGIONAL VP, SALES
Vendor Council District: N/A	Project Council District: N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	N/A

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
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Rev. 7/24/23

RQ # <i>if applicable</i> <input type="checkbox"/> RFB <input checked="" type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input checked="" type="checkbox"/> Formal Closing Date: 1/13/2020	Provide a short summary for not using competitive bid process. *See Justification for additional information.
The total value of the solicitation: 21	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) /21	<input type="checkbox"/> State Contract, list STS number and expiration date <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): () DBE () SBE () MBE () WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain. Item approved prior to this requirement.	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ().
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, please explain: Vendor selected by proposal	<input type="checkbox"/> Government Purchase <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received? Vendor selected by proposal	<input type="checkbox"/> Contract Amendment (<i>list original procurement</i>) <input type="checkbox"/> Other Procurement Method, please describe:

Is Purchase/Services technology related <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, complete section below:	
<input type="checkbox"/> Check if item on IT Standard List of approved purchase.	If item is not on IT Standard List state date of TAC approval:
Is the item ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.	
Are services covered under the original ERP Budget or Project? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	

FUNDING SOURCE: i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source.
General Fund
Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):
Payment Schedule: <input checked="" type="checkbox"/> Invoiced <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

Provide status of project.	
<input type="checkbox"/> New Service or purchase <input checked="" type="checkbox"/> Recurring service or purchase	Is contract late <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late submission
Reason:	

Commented [CK1]: Suggestion by ABV - I can't recall exactly how she said it. See text in print. (if we can refer them to instructions) and provide more detail in the instructions

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Timeline:	<i>Item already approved by Council.</i>
Project/Procurement Start Date (date your team started working on this item):	
Date documents were requested from vendor:	<i>n/a</i>
Date of insurance approval from risk manager:	<i>n/a</i>
Date Department of Law approved Contract:	<i>n/a</i>
Date item was entered and released in Infor:	<i>n/a</i>
Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction: n/a	
If late, have services begun? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	
Have payments be made? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	

HISTORY (see instructions):

Rev. 7/24/23

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	N/A
Buyspeed RQ# (if applicable):	SH-20-47359
Infor/Lawson PO# Code (if applicable):	RFP
CM Contract#	402

	Department	Clerk of the Board
Briefing Memo	TG	

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the amendment being submitted late?	N/A	
What is being done to prevent this from reoccurring?	N/A	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing					
				Department initials	Purchasing
Justification Form				TG	Ok uploaded
IG#	19-0044-REG EXP. 12/31/28			TG	Trinity Services Group, Inc. 24-0100-REG 12/31/2028
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	7/9/24		TG	Ok current cal yr
Debarment/Suspension Verified	Date:	6/26/24		TG	Ok 60 days
Auditor’s Finding	Date:	6/26/24		TG	Ok 60 days
Independent Contractor (I.C.) Requirement	Date:	7/9/24		TG	Ok-1 yr
Cover - <i>Master amendments only</i>				N/A	
Contract Evaluation				TG	ok
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.				N/A	
Checklist Verification				TG	ok

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	TG
Matrix Law Screen shot	TG
COI	TG
Workers’ Compensation Insurance	TG

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Original Executed Contract (containing insurance terms) & all executed amendments	TG- ALREADY UPLOADED
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Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/25-3/1/25 (LAST INVOICE)	SH100145	55130		\$1,582,200.00
			TOTAL	\$1,582,200.00

Contract History CE/AG# (if applicable)	20000470
Infor/Lawson PO# Code (if applicable)	RFP
Lawson RQ# (if applicable)	N/A
CM Contract#	402

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$8,926,659.00		6/15/20-6/14/23	6/9/20	R2020—0102
Prior Amendment Amounts (list separately)		\$936,886.00	Expires 9/30/23	8/1/23	R2023—0216
		\$7,876,928.00	Expires 9/30/24	9/26/23	R2023-0242
		\$			
Pending Amendment		\$1,582,200.00	6/15/20-12/31/24 Effective upon sig of all parties- 12/31/2024		
Total Amendments		\$10,396,014.00			
Total Contact Amount		\$19,322,673.00			

Purchasing Use Only:

Prior Resolutions:	R2020—0102, R2023—0216, R2023-0242
Amend:	Amendment 3
Vendor Name:	Trinity Services Group, Inc. 24-0100-REG 12/31/2028
ftp:	6/50/2020-9/30/2024 EXT 12/31/2024

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Amount:	\$1,582,200.00
History/CE:	ok
EL:	ok
Procurement Notes:	Buyer review completed
Purchasing Buyer’s initials and date of approval	Lz 7.10.2024

CONTRACT EVALUATION FORM

Contractor	TRINITY SERVICES GROUP, INC				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	210103				
RQ#	SH-20-47359				
Time Period of Original Contract	6/15/20-6/14/23				
Background Statement	Replacing the in-house food procurement and preparation services.				
Service Description	The primary goal of the project is to reduce work load on county staff and corrections officers while ensuring that meal service remains consistent and meets all requirements of the Jail administration.				
Performance Indicators	Ensuring that meal service remains consistent and meets all requirements of the Jail administration.				
Actual Performance versus performance indicators (include statistics):	Effective, meals are prepared and served.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)			X		
Justification of Rating	Meets requirements set by the Jail Administration.				
Department Contact	Tanisha K. Gates				
User Department	Sheriff's Corrections Department				
Date	6/26/24				

County Council of Cuyahoga County, Ohio

Resolution No. R2024-0315

Sponsored by: Councilmember Turner	A Resolution awarding a total sum, not to exceed \$10,000, to the National Council of Negro Women, Inc., Cleveland Section for the Missing Women and Children/Human Trafficking Awareness and Safety Series from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Cuyahoga County received \$239,898,257 from the Federal Government through the American Rescue Plan Act (“ARPA”); and

WHEREAS, Cuyahoga County calculated 100% of the ARPA dollars as loss revenue under the U.S. Department of the Treasury Final Rule; and

WHEREAS, since all the ARPA dollars have been calculated as loss revenue, the ARPA dollars have been deposited in the County’s General Fund; and

WHEREAS, the County Executive and County Council have authorized \$86 million of the ARPA dollars for community grants to benefit the residents of Cuyahoga County (the “ARPA Community Grant Fund”); and

WHEREAS, of the \$86 million for community grants, \$66 million have been encumbered for equal distribution to each County Council District; and

WHEREAS, the Cuyahoga County Council desires to provide funding from the District 9 ARPA Community Grant Fund in the amount of \$10,000 to the National Council of Negro Women, Inc., Cleveland Section for the Missing Women and Children/Human Trafficking Awareness and Safety Series; and

WHEREAS, the National Council of Negro Women, Inc., Cleveland Section estimates approximately 800 people will be served annually through this award; and

WHEREAS, the National Council of Negro Women, Inc., Cleveland Section estimates the total cost of the project is \$10,000; and

WHEREAS, the National Council of Negro Women, Inc., Cleveland Section is estimating the start date of the project will be September 2024 and the project will be completed by June 2025; and

WHEREAS, the National Council of Negro Women, Inc., Cleveland Section requested \$10,000 from the District 9 ARPA Community Grant Fund to complete this project; and

WHEREAS, the Cuyahoga County Council desires to provide funding in the amount of \$10,000 to the National Council of Negro Women, Inc., Cleveland Section to ensure this project is completed; and

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue to provide for the usually, daily operations of the County.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby awards a not-to-exceed amount of \$10,000 to the National Council of Negro Women, Inc., Cleveland Section from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the Missing Women and Children/Human Trafficking Awareness and Safety Series.

SECTION 2. If any specific appropriation is necessary to effectuate this agreement, the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

SECTION 3. That the County Council staff is authorized to prepare all documents to effectuate said award.

SECTION 4. That the County Executive is authorized to execute all necessary agreements and documents consistent with said award and this Resolution.

SECTION 5. If requested or necessary, the Agency of the Inspector General or Department of Internal Audit is authorized to investigate, audit, or review any part of this award.

SECTION 6. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 7. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public

peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 8. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

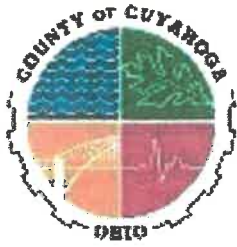
Date

First Reading/Referred to Committee: September 10, 2024

Committee(s) Assigned: Public Safety & Justice Affairs Committee

Journal _____

_____, 20____



**Cuyahoga County
Council**

2079 East 9th Street, 8th Floor • Cleveland Ohio 44115
(216) 698-2010

COUNTY AMERICAN RESCUE PLAN ACT APPLICATION

APPLICANT INFORMATION:	
Name of Requesting Entity (City, Business, Non-Profit, etc.): Cleveland, Cleveland Section of National Council of Negro Women, Inc., 501 C 3 Non-Profit Charitable Contributions	
Address of Requesting Entity: P.O. Box 1842 Cleveland, Ohio 44106	
County Council District # of Requesting Entity: District 9	
Address or Location of Project if Different than Requesting Entity: We don't have a physical address. All of our programs are conducted at the Cuyahoga County Public Library or local venues as needed based on the program.	
County Council District # of Address or Location of Project if Different than Requesting Entity: District 9	
Address of Entity:	
Contact Name of Person Filling out This Request: Monica K. McClelland	
Contact Address if different than Requesting Entity: 1441 East 93 rd St. Cleveland, OH 44106	
Email: mqdiva@aol.com	Phone: (216) 337-9630
Federal IRS Tax Exempt No.: 27-0491552	Date: 7/30/24

PROJECT DESCRIPTION

REQUEST DESCRIPTION (include the project name, a description of the project, why the project is important or needed, and timeline of milestones/tracking of the project):

Project Name:

Missing Women and Children/Human Trafficking Awareness and Safety Series

Project Description:

Combat the rising problem of missing women and children, and sex trafficking through the creation of an Awareness and Safety Series and Civic Engagement activities centered on the currently pending Ohio Anti-Human Trafficking legislation.

Problem Defined:

Missing women and children is a huge problem in Ohio. Nearly 22,374 [2023-Annual-Missing-Children-Report WEB \(ohioattorneygeneral.gov\)](https://www.ohioattorneygeneral.gov) persons were reported missing in 2023, and of that number a staggering 17,405 were children. Among Ohio's 88 counties, Cuyahoga County has the 2nd largest number of reported missing persons, following Franklin County. Some of the reasons women and children go missing include mental health issues, poverty, domestic violence, homelessness, and human trafficking just to name a few. When it comes to human trafficking, the State of Ohio has the 3rd largest reported incidents of sex trafficking. Statistics show that black and brown women and children are victims of sex trafficking at a disproportionately higher rate than other groups due to a multitude of socio-economic factors. Historically, victims and survivors of sex trafficking have been criminalized by our justice system and have not received the justice and care needed to become healthy, whole, and productive members of our society. Despite the passage of Ohio laws like Johnathan's Law which requires law enforcement agencies to have policies and procedures in place regarding missing persons, and the Safe Harbor Act, which protects minor victims from prosecution and increases the penalties for convicted sex traffickers, more work needs to be done to address these issues.

Program Objective:

1. Increase community awareness and educate around missing women and children and human trafficking/sex trafficking.
3. Educate the community on how to stay safe, and how to identify potential trafficked individuals.
4. Increase awareness of current pending anti-human trafficking Ohio legislation.
5. Engage community in activities related to current pending anti-human trafficking legislation, (i.e. dialogue with the creator of bills – Representatives Josh Williams, Tracy M. Richardson, and Nick Santucci).
6. Attend anti-human trafficking conferences, including International Human Trafficking & Social Justice Conference – September 18-20, 2024.
7. Create a PSA or short film highlighting missing women and children and human trafficking.

Project Series Tentative Dates:

Activities and Awareness/Safety Series can take place on a monthly or bi-monthly basis depending on community need.

1. September 2024
2. October 2024
3. November 2024
4. February 2025
5. March 2025
6. April 2025
7. May 2025
8. June 2025

Tracking: We will track the effectiveness of our project by gathering demographic information about the program attendees utilizing registration and sign in forms where applicable. The information will be imported into a database so that we can continue to track the usage levels of resources and services provided as well as engage with attendees through proactive, educational resources, services, and invitations to attend future programs.

Project Start Date:
09/2024

Project End Date:
06/25

IMPACT OF PROJECT:

Who will be served:

Wards 1 – 5 have all reported missing persons with Wards 3, 5, 1, and 4 reporting the largest number of missing persons. [Missing Persons | City of Cleveland Ohio](#) Our Missing Women and Children/Human Trafficking Awareness and Safety Series will focus on serving people in these wards as well as the broader community in District 9.

How many people will be served annually:

Our goal is to serve approximately 800 people annually by hosting 8 programs from Sept 2024 to June 2025 with a target attendance of at least 100 guests per program.

Will low/moderate income people be served; if so how:

Yes, all of our Missing Women and Children/Human Trafficking Awareness and Safety Series programs will be free to attend. All resources, services, printed material, online tools, personal safety devices (i.e. flashlights, pepper spray, personal alarms, etc.) provided during our program will also be free of charge to the community.

How does the project fit with the community and with other ongoing projects:

Cuyahoga County has the 2nd largest number of reported missing persons, behind Franklin County. Our Missing Women and Children/Human Trafficking Awareness and Safety Series program will also educate the community on current and pending Anti Human Trafficking Ohio legislation. Educating the community about the importance of these bills and how they can get involved at the legislative level to advocate for the passage of these bills fits into our ongoing voter education, voter registration and GOTV initiatives.

If applicable, how many jobs will be created or retained (specify the number for each) and will the jobs be permanent or temporary:

N/A

Address of Entity:

If applicable, what environmental issues or benefits will there be:

N/A

If applicable, how does this project serve as a catalyst for future initiatives:

It is our goal that our Missing Women and Children/Human Trafficking Awareness and Safety Series program will serve as a catalyst for the future initiative of providing resources for mental health counseling, assistance with housing, job training, drug addiction, and other referral services for recovered human trafficking victims. Once human trafficking victims are recovered, they often have few resources at their disposal. Our goal is to serve as a liaison to connect survivors with resources and referral services to help them rebuild their lives and provide survivors with the support they will need.

FINANCIAL INFORMATION:

Total Budget of Project:

Venue Rentals - \$2,400 (4 events - \$600 max per event) remaining events hosted at the public library
Printed Material, Resources - \$800 (8 events - \$100 max per event)
Production of PSA/Short Educational film - \$2500
Program Advertisement/Marketing - \$800 (8 events - \$100 max per event)
Personal Safety Devices - \$1100 (8 events - \$137.50 max per event)
Light Refreshments - \$2000 (8 events - \$250 max per event) Water, snacks, napkins, tablecloths, utensils, etc
Miscellaneous Expenses - \$400

Other Funding Sources of Project (list each source and dollar amount separately):

N/A

Total amount requested of County Council American Resource Act Dollars:

We are requesting \$10,000 to fund our Missing Women and Children/Human Trafficking Awareness and Safety Series.

Since these are one-time dollars, how will the Project be sustained moving forward:

We plan to sustain this project moving forward through fundraising events, and donations from sponsors and partner organizations.

DISCLAIMER INFORMATION AND SIGNATURE:

Disclaimer:

I HEREBY CERTIFY that I have the authority to apply for financial assistance on behalf of the entity described herein, and that the information contained herein and attached hereto is true, complete, and correct to the best of my knowledge.

I acknowledge and agree that all County contracts and programs are subject to Federal Guidelines and Regulations, the Ohio Revised Code, the Cuyahoga County Charter, and all County Ordinances including all information submitted as part of this application is a public record.

I understand that any willful misrepresentation on this application or on any of the attachments thereto could result in a fine and/or imprisonment under relevant local, state, and/or federal laws or guidelines.

I agree that at any time, any local, state, or federal governmental agency, or a private entity on behalf of any of these governmental agencies, can audit these dollars and projects.

Printed Name:
Monica K. McClelland

Signature:
Monica K. McClelland

Date:
7/30/24

Additional Documents

Are there additional documents or files as part of this application? Please list each documents name:

County Council of Cuyahoga County, Ohio

Resolution No. R2024-0341

Sponsored by: County Executive Ronayne on behalf of Cuyahoga County Court of Common Pleas/Juvenile Court Division	A Resolution making an award with various providers in the total amount not-to-exceed \$800,000.00 for trauma informed respite and youth care center services for the period 7/1/2024 – 6/30/2026; authorizing the County Executive to execute the Master Contract and all other documents consistent with said awards and this Resolution and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, the County Executive on behalf of Cuyahoga County Court of Common Pleas/Juvenile Court Division recommends an award with various providers in the total amount not-to-exceed \$800,000.00 for trauma informed respite and youth care center services for the period 7/1/2024 – 6/30/2026 as follows:

1. Contract No. 4521 with Raven House in the anticipated amount not-to-exceed \$125,000.00.
2. Contract No. 4524 with Life’s Right Direction, Inc. in the anticipated amount not-to-exceed \$125,000.00.
3. Contract No. 4644 with Lutheran Metropolitan Ministry in the anticipated amount not-to-exceed \$550,000.00; and

WHEREAS, the primary goal of this project is to provide professional and technical services to conduct programing, care and custody services for youth in a trauma-informed ODJFS certified group home setting; and

WHEREAS, this project is funded 100% RECLAIM Grant Fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby makes an award with various providers in the total amount not-to-exceed \$800,000.00 for trauma informed respite and youth care center services for the period 7/1/2024 – 6/30/2026 as follows:

1. Contract No. 4521 with Raven House in the anticipated amount not-to-exceed \$125,000.00.
2. Contract No. 4524 with Life’s Right Direction, Inc. in the anticipated amount not-to-exceed \$125,000.00.
3. Contract No. 4644 with Lutheran Metropolitan Ministry in the anticipated amount not-to-exceed \$550,000.00; and

SECTION 2. That the County Executive is authorized to execute the Master Contract and all other documents consistent with said awards and this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 10, 2024

Committee(s) Assigned: Public Safety & Justice Affairs

Journal _____

_____, 20__

PURCHASE-RELATED TRANSACTIONS

Title	TRAUMA-INFORMED YOUTH CARE CENTERS
Department or Agency Name	CUYAHOGA COUNTY COURT OF COMMON PLEAS, JUVENILE COURT DIVISION
Requested Action	<input checked="" type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC/Council Approved	Approval No.
(O)	4521,	Raven House,	7/1/2024 -6/30/2026	\$800,000.00	pending	pending
	4522,	Lutheran Metropolitan Ministries,				
	4524	Life's Right Directions				

Service/Item Description (include quantity if applicable).

Vendors shall provide a trauma-informed response to youth arrested by a law enforcement officer in lieu of secure Detention Center admission in a trauma-informed group home setting. The amount not to exceed \$800,000.00 for the term of the Contract. \$400,000.00 of the not to exceed amount is to be allocated from July 1, 2024, through June 30, 2025. All services will take place as described in Exhibits A through C.

Indicate whether: **New service/purchase**
 Existing service/purchase
 Replacement for an existing service/purchase (provide details in Service/Item Description section above).

For purchases of furniture, computers, vehicles:
 Additional
 Replacement
Age of items being replaced: N/A
How will replaced items be disposed of?

Project Goals, Outcomes or Purpose (list 3):

- Professional and technical services to conduct programming, care, and custody services for youth.
- Provide options to meet the need of youth at risk of reoffending.
- Provide secured detention placement for trauma-informed youth.

In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)

Vendor Name and address: Raven House 9349 Gaylord Ave., Cleveland, Ohio 44105	Owner, executive director, other (specify): Roshawn Sample /CEO
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Vendor Name and address: Lutheran Metropolitan Ministry 4515 Superior Ave., Cleveland, Ohio 44103	Owner, executive director, other (specify): Maria A. Foschia / President & CEO
Vendor Name and address: Life's Right Direction 1519 E. 367 th St. Unit 1, Eastlake, Ohio 44095	Owner, executive director, other (specify): Apryl Bailey-Gordon /President & Agency Director
Vendor Council District:	Project Council District:
If applicable provide the full address or list the municipality(ies) impacted by the project.	

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ# _____ (Insert RQ# for formal/informal items, as applicable) <input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date:	Provide a short summary for not using competitive bid process. *See Justification for additional information.
The total value of the solicitation:	<input checked="" type="checkbox"/> Exemption
Number of Solicitations (sent/received)	<input type="checkbox"/> State Contract, list STS number and expiration date <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): () DBE () SBE () MBE () WBE. Were goals met by awarded vendor per DEI tab sheet review? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain. If no, has this gone to the Administrative Reconsideration Panel? If so, what was the outcome?	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ().
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain:	<input type="checkbox"/> Government Purchase <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received? RFP Exemption – County Code 501.12(D)	<input type="checkbox"/> Contract Amendment - (list original procurement) <input type="checkbox"/> Other Procurement Method, please describe:

Is Purchase/Services technology related <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, complete section below:	
<input type="checkbox"/> Check if item on IT Standard List of approved purchase.	If item is not on IT Standard List state date of TAC approval:
Is the item ERP related? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	

Rev. 05/07/2024

FUNDING SOURCE: Please provide the complete, proper name of each funding source (No acronyms). Include % for each funding source listed.

This service is 100% funded through the RECLAIM grant.

Is funding for this included in the approved budget? Yes No (if "no" please explain):

List all Accounting Unit(s) upon which funds will be drawn and amounts if more than one accounting unit.

RECLAIM: Accounting Unit: JC330100 and Accounting Unit: JC280110

Payment Schedule: Invoiced Monthly Quarterly One-time Other (please explain):

Provide status of project.

Is contract/purchase late No Yes, In the fields below provide reason for late and timeline of late submission
Reason: The delay is due to the RECLAIM grant notification and award process. The Court does not receive notification of the grant award until shortly before it begins, then the Court must wait for approval.

Timeline

Project/Procurement Start Date (date your team started working on this item): 3/19/2024

Date documents were requested from vendor: 5/17/2024

Date of insurance approval from risk manager: 5/14/2024

Date Department of Law approved Contract: 7/3/2024

Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:

If late, have services begun? No Yes (if yes, please explain)

Have payments been made? No Yes (if yes, please explain)

History:

Original (O)/ Amendme nt (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
(O)	1813-4096	Raven House Life's Right	9/1/2021-6/30/2023	\$1,720,659.34	10/26/2021	R2021-0235
	1814-4099	Direction, Lutheran				
	1815-4104	Metropolitan				
A-1	4096-	Raven House	7/1/2023-6/30/2024	\$510,293.94	02/27/2024	R2024-0073

	4099-	Life's Right Direction				
	4104-	Lutheran Metropolitan Ministries				

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	
Infor/Lawson PO # Code (if applicable):	
CM Contract#	4521

	Department initials	Clerk of the Board
Briefing Memo	SA	<input type="checkbox"/>

Late Submittal Required:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	Delay is due to the RECLAIM grant notification and award process.	
What is being done to prevent this from reoccurring?	The Court does not receive notification of the grant award until shortly before it begins, then the Court must wait for approval.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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OTHER THAN FULL AND OPEN COMPETITION					
RFP Exemptions (Contract)					
Reviewed by Purchasing					
				Department initials	Purchasing
Justification Form				SA	OK AC
IG#	20-0171-REG	12/31/2024		SA	OK AC
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	N/A		N/A	
Debarment/Suspension Verified	Date:	5/31/2024		SA	OK AC
Auditor’s Finding	Date:	7/8/2024		SA	OK AC
Vendor’s Submission				N/A	
Independent Contractor (I.C.) Requirement	Date:	5/17/2024		SA	OK AC
Cover - <i>Master contracts only</i>				SA	OK AC
Contract Evaluation – <i>if required</i>				N/A	
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.				N/A	
Checklist Verification				SA	OK AC

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

OTHER THAN FULL AND OPEN COMPETITION		
RFP Exemptions (Contract)		
Reviewed by Law		
		Department initials
Agreement/Contract and Exhibits		SA
Matrix Law Screen shot		SA

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

COI	SA
Workers’ Compensation Insurance	SA

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
7/1/2024 – 12/31/2024	JC330100	55130	JC-24-ODYS-YCC	\$ 25,000.00
7/1/2024 – 12/31/2024	JC280110	55130		\$ 6,250.00
1/1/2025 - 12/31/2025	JC330100	55130	JC-24-ODYS-YCC	\$ 50,000.00
1/1/2025 - 12/31/2025	JC280110	55130		\$ 12,500.00
1/1/2026 – 6/30/2026	JC330100	55130	JC-24-ODYS-YCC	\$ 25,000.00
1/1/2026 – 6/30/2026	JC280110	55130		\$ 6,250.00
			TOTAL	\$125,000.00

Contract History CE/AG# (if applicable)	
Infor/Lawson PO# and PO Code (if applicable)	
Lawson RQ# (if applicable)	
CM Contract#	4521

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$800,000.00		7/1/2024-6/30/2026	pending	pending
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$			
Total Contact Amount		\$800,000.00			

Purchasing Use Only:

Prior Resolutions:	CONTRACT
CM#:	4521
Vendor Name:	RAVEN HOUSE
ftp:	7/1/24-6/30/26

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Amount:	\$800,000.00
History/CE:	OK
EL:	OK
Procurement Notes:	

Purchasing Buyer approval: AC 7/15/24

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	
Infor/Lawson PO # Code (if applicable):	
CM Contract#	4524

	Department initials	Clerk of the Board
Briefing Memo	SA	<input type="checkbox"/>

Late Submittal Required:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?		
What is being done to prevent this from reoccurring?		

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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OTHER THAN FULL AND OPEN COMPETITION RFP Exemptions (Contract) Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			SA	OK AC
IG#	21-0257-REG	12/31/2025	SA	OK AC
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	N/A	N/A	
Debarment/Suspension Verified	Date:	6/14/2024	SA	OK AC
Auditor’s Finding	Date:	7/8/2024	SA	OK AC
Vendor’s Submission			N/A	
Independent Contractor (I.C.) Requirement	Date:	6/14/2024	SA	OK AC
Cover - <i>Master contracts only</i>			SA	OK AC
Contract Evaluation – <i>if required</i>			N/A	
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	
Checklist Verification			SA	OK AC

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

OTHER THAN FULL AND OPEN COMPETITION RFP Exemptions (Contract) Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	SA
Matrix Law Screen shot	SA
COI	SA
Workers’ Compensation Insurance	SA

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
7/1/2024 – 12/31/2024	JC330100	55130	JC-24-ODYS-YCC	\$ 25,000.00
7/1/2024 – 12/31/2024	JC280110	55130		\$ 6,250.00
1/1/2025 - 12/31/2025	JC330100	55130	JC-24-ODYS-YCC	\$ 50,000.00
1/1/2025 - 12/31/2025	JC280110	55130		\$ 12,500.00
1/1/2026 – 6/30/2026	JC330100	55130	JC-24-ODYS-YCC	\$ 25,000.00
1/1/2026 – 6/30/2026	JC280110	55130		\$ 6,250.00
			TOTAL	\$125,000.00

Contract History CE/AG# (if applicable)	
Infor/Lawson PO# and PO Code (if applicable)	
Lawson RQ# (if applicable)	
CM Contract#	4524

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$800,000.00		7/1/2024-6/30/2026	pending	pending
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$			
Total Contact Amount		\$800,000.00			

Purchasing Use Only:

Prior Resolutions:	N/A
CM#:	4524
Vendor Name:	LIFE’S RIGHT DIRECTION, INC.
ftp:	7/1/24 – 6/30/26
Amount:	\$125,000.00
History/CE:	OK
EL:	OK
Procurement Notes:	

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Purchasing Buyer approval: **AC 7/16/24**

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	
Infor/Lawson PO # Code (if applicable):	
CM Contract#	4644

	Department initials	Clerk of the Board
Briefing Memo	SA	<input type="checkbox"/>

Late Submittal Required:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	Delay is due to the RECLAIM grant notification and award process.	
What is being done to prevent this from reoccurring?	The Court does not receive notification of the grant award until shortly before it begins, then the Court must wait for approval.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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OTHER THAN FULL AND OPEN COMPETITION					
RFP Exemptions (Contract)					
Reviewed by Purchasing					
				Department initials	Purchasing
Justification Form				SA	OK AC
IG#	21-0372-REG	12/31/2025		SA	OK AC
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	N/A		N/A	
Debarment/Suspension Verified	Date:	6/14/2024		SA	OK AC
Auditor’s Finding	Date:	7/8/2024		SA	OK AC
Vendor’s Submission				N/A	
Independent Contractor (I.C.) Requirement	Date:	5/20/2024		SA	OK AC
Cover - <i>Master contracts only</i>				SA	OK AC
Contract Evaluation – <i>if required</i>				N/A	
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.				N/A	
Checklist Verification				SA	OK AC

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

OTHER THAN FULL AND OPEN COMPETITION	
RFP Exemptions (Contract)	
Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	SA
Matrix Law Screen shot	SA

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

COI	SA
Workers’ Compensation Insurance	SA

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
7/1/2024 – 12/31/2024	JC330100	55130	JC-24-ODYS-YCC	\$ 125,000.00
7/1/2024 – 12/31/2024	JC280110	55130		\$ 12,500.00
1/1/2025 - 12/31/2025	JC330100	55130	JC-24-ODYS-YCC	\$ 250,000.00
1/1/2025 - 12/31/2025	JC280110	55130		\$ 25,000.00
1/1/2026 – 6/30/2026	JC330100	55130	JC-24-ODYS-YCC	\$ 125,000.00
1/1/2026 – 6/30/2026	JC280110	55130		\$ 12,500.00
			TOTAL	\$550,000.00

Contract History CE/AG# (if applicable)	
Infor/Lawson PO# and PO Code (if applicable)	
Lawson RQ# (if applicable)	
CM Contract#	4644

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$800,000.00		7/1/2024-6/30/2026	pending	pending
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$			
Total Contact Amount		\$800,000.00			

Purchasing Use Only:

Prior Resolutions:	N/A
CM#:	4644
Vendor Name:	LUTHERAN METROPOLITAN MINISTRY
ftp:	7/1/24 – 6/30/26

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Amount:	\$550,000.00
History/CE:	OK
EL:	OK
Procurement Notes:	

Purchasing Buyer approval: AC 7/16/24

County Council of Cuyahoga County, Ohio

Resolution No. R2024-0342

Sponsored by: County Executive Ronayne on behalf of Cuyahoga County Public Defender Commission	A Resolution authorizing a revenue generating agreement with City of Cleveland/Cleveland Municipal Court in the amount not-to-exceed \$2,581,820.00 for legal services for indigent persons for the period 1/1/2024 – 12/31/2024, authorizing the County Executive to execute Agreement No. 4753 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, the County Executive on behalf of Cuyahoga County Public Defender Commission recommends a revenue generating agreement with City of Cleveland/Cleveland Municipal Court in the amount not-to-exceed \$2,581,820.00 for legal services for indigent persons for the period 1/1/2024 – 12/31/2024; and

WHEREAS, the primary goal of this project is to provide legal representation for indigent people in Cleveland Municipal Court; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby authorizes a revenue generating agreement with the City of Cleveland/Cleveland Municipal Court in the amount not-to-exceed \$2,581,820.00 for legal services for indigent persons for the period 1/1/2024 – 12/31/2024.

SECTION 2. That the County Executive is authorized to execute Agreement No.4753 and all documents consistent with this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public

peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 10, 2024
Committee(s) Assigned: Public Safety & Justice Affairs

Journal _____
_____, 20__

PURCHASE-RELATED TRANSACTIONS

Title	2024/2025 City of Cleveland; Revenue Generating Agreement for Indigent Defense
Department or Agency Name	Cuyahoga County Public Defender Office
Requested Action	<input type="checkbox"/> Contract <input checked="" type="checkbox"/> Agreement <input type="checkbox"/> Lease <input type="checkbox"/> Amendment <input checked="" type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC/Council Approved	Approval No.
(O)	2523	City of Cleveland	1/1/2022-12/31/2023	2,349,218.00	7/6/2022	R2022-0189

Service/Item Description (include quantity if applicable).
 Public Defender Office requesting approval of a 2-year Revenue Generating Agreement with the City of Cleveland with an anticipated cost of \$2,581,820 for 2024 year and \$2,638,721 for 2025 year.

Indicate whether: New service/purchase Existing service/purchase Replacement for an existing service/purchase (provide details in Service/Item Description section above)

For purchases of furniture, computers, vehicles: Additional Replacement
Age of items being replaced: _____ **How will replaced items be disposed of?** _____

Project Goals, Outcomes or Purpose (list 3): The Cuyahoga County Public Defender will provide legal services necessary to defend indigent defendants charged with violation of ordinances of the City of Cleveland which may result in incarceration, for the Cleveland Municipal Court for a period of one year, with one option to renew for an additional year, exercisable by the Director of Finance. The start-completion dates are 1/1/2024 – 12/31/2024 with an option to extend for one year, 1/1/2025 – 12/31/2025.

In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)

Vendor Name and address:	Owner, executive director, other (specify):
City of Cleveland 601 Lakeside Ave Cleveland, OH 44114	Justin M. Bibb, Mayor - City of Cleveland
Vendor Council District:	Project Council District:
All	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	N/A

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ# _____ (Insert RQ# for formal/informal items, as applicable)	Provide a short summary for not using competitive bid process.

<input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date:	*See Justification for additional information.
The total value of the solicitation:	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) /	<input type="checkbox"/> State Contract, list STS number and expiration date <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): () DBE () SBE () MBE () WBE. Were goals met by awarded vendor per DEI tab sheet review? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain. If no, has this gone to the Administrative Reconsideration Panel? If so, what was the outcome?	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ().
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain:	<input type="checkbox"/> Government Purchase <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input type="checkbox"/> Contract Amendment - (list original procurement) <input type="checkbox"/> Other Procurement Method, please describe:

Is Purchase/Services technology related <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, complete section below:	
<input type="checkbox"/> Check if item on IT Standard List of approved purchase.	If item is not on IT Standard List state date of TAC approval:
Is the item ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	

FUNDING SOURCE: Please provide the complete, proper name of each funding source (No acronyms). Include % for each funding source listed. City of Cleveland - 100% reimbursable.
Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):
List all Accounting Unit(s) upon which funds will be drawn and amounts if more than one accounting unit. PD285100 (Public Defender – CLEVE MUNICI)
Payment Schedule: <input type="checkbox"/> Invoiced <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

Provide status of project. A continuation of services began on January 1, 2024. The City of Cleveland has covered all expenses thru June 30, 2024 (\$1,231,131.47 – Revenue Receipt Batch # 49426).
Is contract/purchase late <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late submission

Reason: City of Cleveland budget approval/hearings were held in February 2024, with final approval for financing in March 2024, and final Certification of funds on July 18, 2024. The agreement was held up with the City of Cleveland Law Department for over four months. Cuyahoga County Public Defender Commission approval, Ohio Public Defender approval, and Cuyahoga County Law Department approval processes.

Timeline

Project/Procurement Start Date (date your team started working on this item):	April 19, 2023, Started negotiations with City of Cleveland
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Date documents were requested from vendor:	
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Date of insurance approval from risk manager:	7/31/2024
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Date Department of Law approved Contract:	7/31/2024 (PDO-0046)
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Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:

If late, have services begun? No Yes (if yes, please explain) Although this is a new revenue generating agreement, this is a continuation of services which began on January 1, 2024.

Have payments been made? No Yes (if yes, please explain) The City of Cleveland has covered all expenses thru June 30, 2024 (\$1,231,131.47 – Revenue Receipt Batch # 49426).

HISTORY (see instructions):

Prior Original (O) and subsequent Amendments (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC/Council Approved	Approval No.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	N/A
Infor/Lawson PO# Code (if applicable):	EXMT
Event #	N/A
CM Contract#	4753

	Department initials	Clerk of the Board
Briefing Memo	AW	<input type="checkbox"/>

Late Submittal Required:	Yes <input type="checkbox"/> X	No <input type="checkbox"/>
Why is the contract being submitted late?	Negotiations	
What is being done to prevent this from reoccurring?		

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> X
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REVENUE-GENERATING NON-COMPETITIVE RFP Exemptions (Contract) Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form, if purchase over \$5k			AW	GM
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:		N/A	N/A
IG#				N/A- Gov't Entity
Debarment/Suspension Verified	Date:	7/30/2024	AW	GM
Auditor's Finding	Date:	7/30/2024	AW	GM
Cover - <i>Master contracts only</i>			N/A	N/A-Revenue generating
Contract Evaluation – <i>if required- We provide services</i>				N/A
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			AW	GM

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	AW document attached, GM
Matrix Law Screen shot	AW document attached, GM
COI	AW- NOT REQUIRED
Workers' Compensation Insurance	AW- NOT REQUIRED

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
				\$
			TOTAL	

Contract History CE/AG# (if applicable)	N/A
Infor/Lawson PO# and PO Code (if applicable)	20002682 GOVP
Lawson RQ# (if applicable)	RQ2452
CM Contract#	CM2523

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
20002682 GOVP	\$2,237,350.00		01/01/2020 - 12/31/2020	09/29/2020	R2020 - 0207
CM2523	\$2,349,218.00	\$	01/01/2022 – 12/31/2022	07/05/2022	R2022-0189
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$			
Total Contact Amount	\$4,586,568.00	\$			

Purchasing Use Only:

Prior Resolutions:	R2020 – 0207 dated 09/29/2020, R2022-0189 dated 07/05/2022
CM#:	4753
Vendor Name:	City of Cleveland
ftp:	01/01/2024 -12/31/2024
Amount:	(revenue-generating)
History/CE:	20002682-GOVP, CM2523
EL:	wet
Procurement Notes:	The Public Defender Office is requesting approval of a Revenue Generating Agreement, with City of Cleveland for a fee not to exceed \$2,581,820.00 for Year 2024. The anticipated start-completion dates are 01/01/2024 – 12/31/2024 with an

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	option to extend for one year, 01/01/2025 – 12/31/2025 for a fee not to exceed \$2,638,721.00.
Purchasing Buyer approval	GM, 08/08/2024