



**AGENDA**  
**CUYAHOGA COUNTY HEALTH, HUMAN SERVICES & AGING**  
**COMMITTEE MEETING**  
**WEDNESDAY, APRIL 30, 2025**  
**CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS**  
**C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR**  
**1:00 PM**

**Committee Members:**

**Yvonne M. Conwell, Chair – District 7**  
**Martin J. Sweeney, Vice Chair – District 3**  
**Mark Casselberry – District 4**  
**Robert E. Schleper, Jr. – District 6**  
**Michael J. Houser, Sr. – District 10**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES FROM THE APRIL 16, 2025 MEETING**
- 5. MATTERS REFERRED TO COMMITTEE**

a) R2025-0163: A Resolution making awards on RQ15297 to various providers in the total amount not-to-exceed \$9,825,469.20 for community-based services to support at-risk children and families in Cuyahoga County for the period 4/1/2025 – 3/31/2027; authorizing the County Executive to execute the contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.

- 1) Contract No. 5280 with Beech Brook in the amount not-to-exceed \$220,000.00.
- 2) Contract No. 5291 with Catholic Charities Corporation in the amount not-to-exceed \$1,390,000.00.

- 3) Agreement No. 5295 with City of Lakewood in the amount not-to-exceed \$1,300,000.00.
  - 4) Agreement No. 5296 with Cuyahoga Metropolitan Housing Authority in the amount not-to-exceed \$500,000.00.
  - 5) Contract No. 5297 with The East End Neighborhood House in the amount not-to-exceed \$800,000.00.
  - 6) Contract No. 5298 with Harvard Community Services Center in the amount not-to-exceed \$700,000.00.
  - 7) Contract No. 5299 with Murtis Taylor Human Services System in the amount not-to-exceed \$1,835,469.20.
  - 8) Contract No. 5300 with The Centers for Families and Children in the amount not-to-exceed \$900,000.00.
  - 9) Contract No. 5301 with University Settlement Slavic Village LLC in the amount not-to-exceed \$1,350,000.00
  - 10) Contract No. 5302 with West Side Community House in the amount not-to-exceed \$830,000.00.
- b) R2025-0165: A Resolution authorizing a contract with Mental Health Services for Homeless Persons, Inc. dba Frontline Service in the amount not-to-exceed \$2,075,978.00 to operate the assessment and administrative functions of Coordinated Intake for the Cleveland/Cuyahoga Continuum of Care for the period 2/1/2025 – 1/31/2027; authorizing the County Executive to execute Contract No. 5246 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

## **6. PRESENTATION**

- a) Pregnant with Possibilities Resource Center  
Veranda Rodgers, President and Chief Executive Officer

## **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 HEALTH, HUMAN SERVICES & AGING COMMITTEE MEETING**

**WEDNESDAY, APRIL 16, 2025**

**CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS**

**C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR**

**1:00 PM**

#### **1. CALL TO ORDER**

**Chairwoman Conwell called the meeting to order at 1:00 p.m.**

#### **2. ROLL CALL**

**Ms. Conwell asked Assistant Deputy Clerk Georgakopoulos to call the roll. Committee members Conwell, Sweeney, Casselberry, Schleper and Houser were in attendance and a quorum was determined.**

#### **3. PUBLIC COMMENT**

**There were no public comments given.**

#### **4. APPROVAL OF MINUTES FROM THE APRIL 2, 2025 MEETING**

**A motion was made by Mr. Schleper, seconded by Mr. Casselberry and approved by unanimous vote to approve the minutes from the April 2, 2025 meeting.**

#### **5. MATTERS REFERRED TO COMMITTEE**

- a) R2025-0147: A Resolution making an award on RQ15499 with Americab Transportation Inc. in the amount not-to-exceed \$8,000,000.00 for Non-Emergency Transportation Services (NET Transportation) for ambulatory Medicaid-eligible individuals in Cuyahoga County for the period 3/1/2025 – 2/28/2027; authorizing the County Executive to execute Contract No. 5281 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

**Mr. David Merriman, Director and Mr. Marcos Cortes, Administrator of the Division of Contracts and Performance for the Department of Health and Human Services; and Mr. Patrick Keenan, former General Manager for Americab Transportation Inc., addressed the Committee regarding Resolution No. R2025-0147. Discussion ensued.**

**Committee members asked questions of Mr. Merriman, Mr. Cortes and Mr. Keenan pertaining to the item, which they answered accordingly.**

**On a motion by Mr. Schleper with a second by Mr. Houser, Resolution No. R2025-0147 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.**

#### **6. MISCELLANEOUS BUSINESS**

**Mr. Houser announced the Building Pathways Home Housing Summit which will take place at Cleveland State University on April 28, 2025.**

#### **7. ADJOURNMENT**

**With no further business to discuss, Chairwoman Conwell adjourned the meeting at 1:17 p.m., without objection.**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2025-0163

|  |  |
|--|--|
| Sponsored by: <b>County Executive Ronayne/Department of Health and Human Services/Division of Children and Family Services</b> | <b>A Resolution</b> making awards on RQ15297 with various providers in the total amount not-to-exceed \$9,825,469.20 for community-based services to support at-risk children and families in Cuyahoga County for the period 4/1/2025 – 3/31/2027; authorizing the County Executive to execute the contracts 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/Department of Health and Human Services/ Division of Children and Family Services has recommended awards on RQ15297 with various providers in the total amount not-to-exceed \$9,825,469.20 for community-based services to support at-risk children and families in Cuyahoga County for the period 4/1/2025 – 3/31/2027 with the following providers:

- a) Contract No. 5280 with Beech Brook in an anticipated amount of \$220,000.00.
- b) Contract No. 5291 with Catholic Charities Corporation in an anticipated amount of \$1,390,000.00.
- c) Agreement No. 5295 with City of Lakewood in an anticipated amount of \$1,300,000.00.
- d) Agreement No. 5296 with Cuyahoga Metropolitan Housing Authority in an anticipated amount of \$500,000.00.
- e) Contract No. 5297 with The East End Neighborhood House in an anticipated amount of \$800,000.00.
- f) Contract No. 5298 with Harvard Community Center in an anticipated amount of \$700,000.00.
- g) Contract No. 5299 with Murtis Taylor Human Services System in an anticipated amount of \$1,835,469.20.

- h) Contract No. 5300 with The Centers for Families and Children in an anticipated amount of \$900,000.00.
- i) Contract No. 5301 with University Settlement Slavic Village LLC in an anticipated amount of \$1,350,000.00.
- j) Contract No. 5302 with West Side Community House in an anticipated amount of \$830,000.00.

**WHEREAS**, the primary goal of this project is to serve families at risk of entering, or who have already entered, the child welfare system in Cuyahoga County; and

**WHEREAS**, this project is funded 65% Health and Human Services Levy Fund and 35% Federal Fund (Title IV-E); 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 awards on RQ15297 with various providers in the total amount not-to-exceed \$9,825,469.20 for community-based services to support at-risk children and families in Cuyahoga County for the period 4/1/2025 – 3/31/2027 with the following providers:

- a) Contract No. 5280 with Beech Brook in an anticipated amount of \$220,000.00.
- b) Contract No. 5291 with Catholic Charities Corporation in an anticipated amount of \$1,390,000.00.
- c) Agreement No. 5295 with City of Lakewood in an anticipated amount of \$1,300,000.00.
- d) Agreement No. 5296 with Cuyahoga Metropolitan Housing Authority in an anticipated amount of \$500,000.00.
- e) Contract No. 5297 with The East End Neighborhood House in an anticipated amount of \$800,000.00.
- f) Contract No. 5298 with Harvard Community Center in an anticipated amount of \$700,000.00.

- g) Contract No. 5299 with Murtis Taylor Human Services System in an anticipated amount of \$1,835,469.20.
- h) Contract No. 5300 with The Centers for Families and Children in an anticipated amount of \$900,000.00.
- i) Contract No. 5301 with University Settlement Slavic Village LLC in an anticipated amount of \$1,350,000.00.
- j) Contract No. 5302 with West Side Community House in an anticipated amount of \$830,000.00.

**SECTION 2.** That the County Executive is authorized to execute the contracts and all other documents consistent with said awards and 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: April 22, 2025  
Committee(s) Assigned: Health, Human Services & Aging

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_

## PURCHASE-RELATED TRANSACTIONS

|                                  |  |
|----------------------------------|--|
| <b>Title</b>                     | 2025-2027 DCFS Community based services master agreement   |
| <b>Department or Agency Name</b> | Division of Children and Family Services   |
| <b>Requested Action</b>          | <input checked="" type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input type="checkbox"/> Amendment <input type="checkbox"/> Revenue<br>Generating <input type="checkbox"/> Purchase Order<br><input type="checkbox"/> Other (please specify): |

| Original (O)/<br>Amendment<br>(A-# ) | Contract<br>No. (If PO,<br>list PO#) | Vendor<br>Name                              | Time Period          | Amount         | Date<br>BOC/Council<br>Approved | Approval No. |
|--------------------------------------|--------------------------------------|---|----------------------|----------------|---------------------------------|--------------|
| O                                    | 5280 (1 of 10)                       | Beech Brook                                 | 4/1/2025 – 3/31/2027 | \$220,000.00   | Pending                         | pending      |
|                                      | 5291 (2 of 10)                       | Catholic Charities Corporation              | 4/1/2025 – 3/31/2027 | \$1,390,000.00 |                                 |              |
|                                      | 5295 (3 of 10)                       | City of Lakewood                            | 4/1/2025 – 3/31/2027 | \$1,300,000.00 |                                 |              |
|                                      | 5296 (4 of 10)                       | Cuyahoga Metropolitan Housing Authority     | 4/1/2025 – 3/31/2027 | \$500,000.00   |                                 |              |
|                                      | 5297(5 of 10)                        | The East End Neighborhood House Association | 4/1/2025 – 3/31/2027 | \$800,000.00   |                                 |              |
|                                      | 5298 (6 of 10)                       | The Harvard Community Services Center       | 4/1/2025- 3/31/2027  | \$700,000.00   |                                 |              |
|                                      | 5299 (7 of 10)                       | Murtis Taylor Human Services System         | 4/1/2025 – 3/31/2027 | \$1,835,468.70 |                                 |              |
|                                      | 5300 (8 of 10 )                      | The Centers for Families and Children       | 4/1/2025 – 3/31/2027 | \$900,000.00   |                                 |              |
|                                      | 5301 (9 of 10)                       | University Settlement Slavic Village LLC    | 4/1/2025- 3/31/2027  | \$1,350,000.00 |                                 |              |
|                                      | 5302 (10 of 10)                      | West Side Community House                   | 4/1/2025- 3/31/2027  | \$830,000.00   |                                 |              |
|                                      | Total                                |   |                      | \$9,825,469.20 |                                 |              |

**Service/Item Description (include quantity if applicable).**

Providers will deliver high quality, innovative, and promising practice services to at-risk children, teens and families in order that caregivers - birth parents, foster parents and/or kinship caregivers – can

provide a safe, stable and nurturing environment for children and youth. Services must be easily accessible, timely, and effective.

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):**

- Improve family functioning and child well-being for natural, foster, and kinship families experiencing crisis and/or trauma
- Strengthen family supports and access to community-based services
- Reduce placement moves for children and 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:  | Owner, executive director, other (specify): |
| Beech Brook<br>13201 Granger Road #8<br>Cleveland, OH 44125                         | Thomas Royer, Executive Director            |
| Vendor Council District:  | Project Council District:                   |
| 8   |   |
| Vendor Name and address:  | Owner, executive director, other (specify): |
| Catholic Charities Corporation<br>7911 Detroit Avenue<br>Cleveland, OH 44102        | Joan Hinkelman, Senior Director             |
| Vendor Council District:  | Project Council District:                   |
| 7   |   |
| Vendor Name and address:  | Owner, executive director, other (specify): |
| City of Lakewood<br>12650 Detroit Avenue<br>Lakewood, OH 44107                      | Chad Berry, Director                        |
| Vendor Council District:  | Project Council District:                   |
| 2   |   |
| Vendor Name and address:  | Owner, executive director, other (specify): |
| Cuyahoga Metropolitan Housing Authority<br>8120 Kinsman Road<br>Cleveland, OH 44104 | Kristie Groves, Executive Director          |

|  |   |
|--|---|
| Vendor Council District:   | Project Council District:                       |
| 7  |   |
| Vendor Name and address:   | Owner, executive director, other (specify):     |
| The East End Neighborhood House Association<br><b>2749 Woodhill Road</b><br><b>Cleveland, OH 44104</b> | <b>Atuynese Herron, Chief Executive Officer</b> |
| Vendor Council District:   | Project Council District:                       |
| 7  |   |
| Vendor Name and address:   | Owner, executive director, other (specify):     |
| The Harvard Community Services Center<br><b>18240 Harvard Avenue</b><br><b>Cleveland, OH 44128</b>     | <b>Elaine Gohlstin, Director</b>                |
| Vendor Council District:   | Project Council District:                       |
| 9  |   |
| Vendor Name and address:   | Owner, executive director, other (specify):     |
| Murtis Taylor Human Services System<br><b>13422 Kinsman Road</b><br><b>Cleveland, OH 44120</b>         | <b>Lovell Custard, CEO</b>                      |
| Vendor Council District:   | Project Council District:                       |
| 8  |   |
| Vendor Name and address:   | Owner, executive director, other (specify):     |
| The Centers for Families and Children<br><b>4500 Euclid Avenue</b><br><b>Cleveland, OH 44103</b>       | <b>Eric Morse, CEO</b>                          |
| Vendor Council District:   | Project Council District:                       |
| 7  |   |
| Vendor Name and address:   | Owner, executive director, other (specify):     |
| University Settlement Slavic Village LLC<br><b>5115 Broadway Avenue</b><br><b>Cleveland, OH 44127</b>  | <b>Richaun Bunton, Executive Director</b>       |
| Vendor Council District:   | Project Council District:                       |
| 7  |   |
| Vendor Name and address:   | Owner, executive director, other (specify):     |
| West Side Community House<br><b>9300 Lorain Avenue</b><br><b>Cleveland, OH 44102</b>                   | <b>Rachelle Milner</b>                          |

|                          |                           |
|--------------------------|---------------------------|
| Vendor Council District: | Project Council District: |
| 7                        |                           |

| COMPETITIVE PROCUREMENT  | NON-COMPETITIVE PROCUREMENT  |
|--|--|
| RQ# _15297_____ (Insert RQ# for formal/informal items, as applicable)<br><input type="checkbox"/> RFB <input checked="" type="checkbox"/> RFP <input type="checkbox"/> RFQ<br><input type="checkbox"/> Informal<br><input checked="" type="checkbox"/> Formal Closing Date:  | Provide a short summary for not using competitive bid process.<br><br>*See Justification for additional information.   |
| The total value of the solicitation: \$9,825,469.20  | <input type="checkbox"/> Exemption   |
| Number of Solicitations (sent/received) 36 / 17  | <input type="checkbox"/> State Contract, list STS number and expiration date<br><br><input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date |
| Participation/Goals (%): ( 0 ) DBE ( 0 ) SBE ( 0 ) MBE ( 0 ) WBE. Were goals met by awarded vendor per DEI tab sheet review? <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No, please explain.<br><br>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 checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No, please explain:<br>11 vendors were awarded  | <input type="checkbox"/> Government Purchase<br><br><input type="checkbox"/> Alternative Procurement Process   |
| How did pricing compare among bids received?<br><br><b>10 vendors were awarded because they offered best array of services for the families of Cuyahoga County</b>   | <input type="checkbox"/> Contract Amendment - (list original procurement)<br><br><input type="checkbox"/> Other Procurement Method, please describe:   |

|   |  |
|---|--|
| <b>Is Purchase/Services technology related</b> <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.                     |  |

|  |
|--|
| <b>FUNDING SOURCE:</b> Please provide the complete, proper name of each funding source (No acronyms). Include % for each funding source listed. 70% Health and Human Services Levy; 30% Title IV-E |
| Is funding for this included in the approved budget? <input 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.   |

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:** There some delays in determining award amounts due to additional vendors and a change in areas being serviced. We will continue to work with our vendors to make sure information and changes are shared timely.

**Timeline**

Project/Procurement Start Date (date your team started working on this item): 2/26/2025

Date documents were requested from vendor: 2/26/2025

Date of insurance approval from risk manager: pending

Date Department of Law approved Contract: 1<sup>st</sup> contract draft 3/28/2025; updated 4/4/2025

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) Current providers are continuing to offer services so that clients do not experience a disruption

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

**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. |
|--|--------------------------------|-------------------------------|----------------|--------------|---------------------------|--------------|
| O  |                                | Various                       | 4/1/21-3/31/22 | 4,827,734.61 | 5/11/21                   | R2021-0122   |
|  | 1098                           | Catholic Charities            |                | \$645,749.77 |                           |              |
|  | 1099                           | City of Lakewood              |                | \$450,694.00 |                           |              |
|  | 1100                           | CMHA                          |                | \$361,803.00 |                           |              |
|  | 1101                           | East End Neighborhood House   |                | \$427,161.00 |                           |              |
|  | 1101                           | Harvard Comm Service Ctr      |                | \$461,704.00 |                           |              |
|  | 1103                           | Murti Taylor Hum Services Sys |                | \$964,877.00 |                           |              |

|     |      |  |                   |              |         |            |
|-----|------|--|-------------------|--------------|---------|------------|
|     | 1104 | The Centers for Families and Children    |                   | \$394,105.00 |         |            |
|     | 1105 | University Settlement Slavic Village LLC |                   | \$681,925.84 |         |            |
|     | 1106 | West Side Community House                |                   | \$439,715.00 |         |            |
| A-1 |      | Various                                  | 4/1/22 – 12/31/22 | 3,705,800.71 | 8/2/22  | R2022-0219 |
|     | 1098 | Catholic Charities                       |                   | \$497,389.25 |         |            |
|     | 1099 | City of Lakewood                         |                   | \$344,558.96 |         |            |
|     | 1100 | CMHA                                     |                   | \$277,890.72 |         |            |
|     | 1101 | East End Neighborhood House              |                   | \$326,909.21 |         |            |
|     | 1101 | Harvard Comm Service Ctr                 |                   | \$352,816.46 |         |            |
|     | 1103 | Murti Taylor Hum Services Sys            |                   | \$743,273.13 |         |            |
|     | 1104 | The Centers for Families and Children    |                   | \$303,117.21 |         |            |
|     | 1105 | University Settlement Slavic Village LLC |                   | \$524,521.30 |         |            |
|     | 1106 | West Side Community House                |                   | \$336,324.47 |         |            |
| A-2 |      | Various                                  | 1/1/23 – 12/31/23 | 4,912,734.60 | 3/14/23 | R2023-0048 |
|     | 1098 | Catholic Charities                       |                   | \$689,959.77 |         |            |
|     | 1099 | City of Lakewood                         |                   | \$585,866.61 |         |            |
|     | 1100 | CMHA                                     |                   | \$247,925.20 |         |            |
|     | 1101 | East End Neighborhood House              |                   | \$247,925.20 |         |            |
|     | 1101 | Harvard Comm Service Ctr                 |                   | \$296,202.54 |         |            |

|     |      |   |                      |              |            |            |
|-----|------|---|----------------------|--------------|------------|------------|
|     | 1103 | Murti Taylor<br>Hum Services<br>Sys               |                      | \$792,052.92 |            |            |
|     | 1104 | The Centers<br>for Families<br>and Children       |                      | \$441,034.57 |            |            |
|     | 1105 | University<br>Settlement<br>Slavic Village<br>LLC |                      | \$882,069.14 |            |            |
|     | 1106 | West Side<br>Community<br>House                   |                      | \$730,698.65 |            |            |
| A-3 |      | Various   | 1/1/24 –<br>12/31/24 | 4,912,734.60 | 11/28/2023 | R2023-0330 |
|     | 3261 | Catholic<br>Charities                             |                      | \$689,959.77 |            |            |
|     | 3262 | City of<br>Lakewood                               |                      | \$585,866.61 |            |            |
|     | 1100 | CMHA  |                      | \$247,925.20 |            |            |
|     | 1101 | East End<br>Neighborhood<br>House                 |                      | \$247,925.20 |            |            |
|     | 3263 | Harvard<br>Comm Service<br>Ctr                    |                      | \$296,202.54 |            |            |
|     | 1103 | Murti Taylor<br>Hum Services<br>Sys               |                      | \$792,052.92 |            |            |
|     | 3264 | The Centers<br>for Families<br>and Children       |                      | \$441,034.57 |            |            |
|     | 1105 | University<br>Settlement<br>Slavic Village<br>LLC |                      | \$882,069.14 |            |            |
|     | 3269 | West Side<br>Community<br>House                   |                      | \$730,698.65 |            |            |
| A-4 |      | Various   | 1/1/25–<br>03/31/25  | 1,228,183.65 | 12/3/2024  | R2024-0423 |
|     | 3261 | Catholic<br>Charities                             |                      | \$172,489.94 |            |            |
|     | 3262 | City of<br>Lakewood                               |                      | \$146,466.65 |            |            |
|     | 1100 | CMHA  |                      | \$61,981.30  |            |            |
|     | 1101 | East End<br>Neighborhood<br>House                 |                      | \$61,981.30  |            |            |



|  |      |   |  |              |  |  |
|--|------|---|--|--------------|--|--|
|  | 3263 | Harvard<br>Comm Service<br>Ctr                    |  | \$74,050.64  |  |  |
|  | 1103 | Murti Taylor<br>Hum Services<br>Sys               |  | \$198,013.23 |  |  |
|  | 3264 | The Centers<br>for Families<br>and Children       |  | \$110,258.64 |  |  |
|  | 1105 | University<br>Settlement<br>Slavic Village<br>LLC |  | \$220,517.29 |  |  |
|  | 3269 | West Side<br>Community<br>House                   |  | \$182,674.66 |  |  |

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

|  |       |
|--|-------|
| Infor/Lawson RQ# (if applicable):      | 15297 |
| Infor/Lawson PO# Code (if applicable): | RFP   |
| Event #                                |       |
| CM Contract#                           | 5280  |

|  |  |                             |
|--|--|-----------------------------|
| Late Submittal Required:                             | Yes <input checked="" type="checkbox"/>  | No <input type="checkbox"/> |
| Why is the contract being submitted late?            | There some delays in determining award amounts due to additional vendors and a change in areas being serviced. |                             |
| What is being done to prevent this from reoccurring? | We will continue to work with our vendors to make sure information and changes are shared timely.              |                             |

|   |                              |  |
|---|------------------------------|--|
| TAC or CTO Required or Authorized IT Standard | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
|---|------------------------------|--|

### FULL AND OPEN COMPETITION Formal RFP Reviewed by Purchasing

|   | Department Initials | Purchasing |
|---|---------------------|------------|
| Briefing Memo   | lz                  |            |
| Notice of Intent to Award (sent to all responding vendors)  | lz                  |            |
| Bid Specification Packet (RFP Packet)   | lz                  |            |
| Final DEI Goal Setting Worksheet  | lz                  |            |
| Diversity Documents – <i>if required (goal set)</i>   | n/a                 |            |
| Award Letter (sent to awarded vendor)   | lz                  |            |
| Vendor’s Confidential Financial Statement – <i>if RFP requested</i>   | n/a                 |            |
| Bid Tabulation Sheet  | lz                  |            |
| Evaluation with Scoring Summary ( <i>Names of evaluators to be included, must have minimum of three evaluators</i> ).   | lz                  |            |
| IG#   24-0415 EXP 12/31/2028  | lz                  |            |
| Debarment/Suspension Verified   Date:   | lz                  |            |
| Auditor’s Findings   Date:  | lz                  |            |
| Vendor’s Submission   |                     |            |
| Independent Contractor (I.C.) Form   Date:  | lz                  |            |
| Cover - <i>Master contracts only</i>  | lz                  |            |
| Contract Evaluation – <i>if required provide most recent CM history on contract history table (see pg 2)</i>            | lz                  |            |
| TAC/CTO Approval or IT Standards ( <i>if required attach and identify relevant page #s or meeting approval number</i> ) | n/a                 |            |
| Checklist Verification  | lz                  |            |

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 |                     |

## Department of Purchasing – Required Documents Checklist

|                                       |     |
|---------------------------------------|-----|
| Matrix Law Screen shot                |     |
| COI                                   | lz  |
| Workers' Compensation Insurance       | lz  |
| Performance Bond, if required per RFP | n/a |

### CONTRACT SPENDING PLAN

| Time Period           | Accounting Unit | Account Number | Activity Code | Account Category or Subaccount | Dollar Amount |
|-----------------------|-----------------|----------------|---------------|--------------------------------|---------------|
| 4/1/2025 – 12/31/2025 | HS215100        | 55130          | UCH05922      | 55130                          | \$82,500.00   |
| 1/1/2026 – 12/31/2026 | HS215100        | 55130          | UCH05922      | 55130                          | \$110,000.00  |
| 1/1/2027 – 3/31/2027  | HS215100        | 55130          | UCH05922      | 55130                          | \$27,500.00   |
|                       |                 |                |               |                                |               |
|                       |                 |                | <b>TOTAL</b>  |                                | \$220,000.00  |

### CONTRACT HISTORY (see Contract Evaluation, if applicable/ to be completed by Department)

| <b>CE/AG# (if applicable)</b>                           |                 |                                  |                                       |                               |                            |
|---|-----------------|----------------------------------|---------------------------------------|-------------------------------|----------------------------|
| <b>Infor/Lawson PO# and PO Code (if applicable)</b>     |                 | AMND                             |                                       |                               |                            |
| <b>Lawson RQ# (if applicable)</b>                       |                 | 3479                             |                                       |                               |                            |
| <b>CM Contract#</b>                                     |                 |                                  |                                       |                               |                            |
|   | Original Amount | Amendment Amount (if applicable) | Original Time Period/Amended End Date | BOC/ Resolution Approval Date | BOC/ Resolution Approval # |
| <b>Original Amount</b>                                  | \$4,827,734.61  |                                  | 4/1/2021/- 3/31/2022                  | 5/11/2021                     | R2021-0122                 |
| <b>Prior Amendment Amounts (list separately) (A-1 )</b> |                 | \$3,705,800.71                   | 4/1/2022 – 12/31/2022                 | 8/2/2022                      | R2022-0219                 |
| <b>A-2</b>  |                 | \$4,912,734.60                   | 1/1/2023- 12/1/2023                   | 3/14/2023                     | R2023-0048                 |
| <b>A-3</b>  |                 | \$4,912,734.60                   | 1/1/2024 - 12/31/2024                 | 11/28/2023                    | R2023-0330                 |
| <b>A-4</b>  |                 | \$1,228,433.65                   | 1/1/2025 - 3/31/2025                  | 12/3/2024                     | R2024-0423                 |
| <b>Pending Amendment</b>                                |                 | \$                               |                                       |                               |                            |
| <b>Total Amendments</b>                                 |                 | \$ 14,759,703.56                 |                                       |                               |                            |
| <b>Total Contract Amount</b>                            |                 | \$ 19,587,438.17                 |                                       |                               |                            |

### PURCHASING USE ONLY

|                    |  |
|--------------------|--|
| Prior Resolutions: |  |
| CM#:               |  |
| Vendor Name:       |  |
| Time Period:       |  |
| Amount:            |  |
| History/CE:        |  |

## Department of Purchasing – Required Documents Checklist

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|   |  |
|---|--|
| EL:   |  |
| Purchasing Notes:                               |  |
| Purchasing Agents Initials and date of approval |  |

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

|  |       |
|--|-------|
| Infor/Lawson RQ# (if applicable):      | 15297 |
| Infor/Lawson PO# Code (if applicable): |       |
| Event #                                |       |
| CM Contract#                           | 5291  |

|  |  |                             |
|--|--|-----------------------------|
| Late Submittal Required:                             | Yes <input checked="" type="checkbox"/>  | No <input type="checkbox"/> |
| Why is the contract being submitted late?            | There some delays in determining award amounts due to additional vendors and a change in areas being serviced. |                             |
| What is being done to prevent this from reoccurring? | We will continue to work with our vendors to make sure information and changes are shared timely.              |                             |

|   |                              |  |
|---|------------------------------|--|
| TAC or CTO Required or Authorized IT Standard | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
|---|------------------------------|--|

### FULL AND OPEN COMPETITION Formal RFP Reviewed by Purchasing

| CATHOLIC CHARITIES CORPORATION  |                                |            |  | Department Initials | Purchasing |
|---|--------------------------------|------------|--|---------------------|------------|
| Briefing Memo   |                                |            |  | BF                  |            |
| Notice of Intent to Award (sent to all responding vendors)  |                                |            |  | BF                  |            |
| Bid Specification Packet (RFP Packet)   |                                |            |  | BF                  |            |
| Final DEI Goal Setting Worksheet  |                                |            |  | BF                  |            |
| Diversity Documents – <i>if required (goal set)</i>   |                                |            |  | N/A                 |            |
| Award Letter (sent to awarded vendor)   |                                |            |  | BF                  |            |
| Vendor’s Confidential Financial Statement – <i>if RFP requested</i>   |                                |            |  | N/A                 |            |
| Bid Tabulation Sheet  |                                |            |  | BF                  |            |
| Evaluation with Scoring Summary ( <i>Names of evaluators to be included, must have minimum of three evaluators</i> ).   |                                |            |  | BF                  |            |
| IG#   | 24-0079-REG expires 12/31/2028 |            |  | BF                  |            |
| Debarment/Suspension Verified   | Date:                          | 03/14/2025 |  | BF                  |            |
| Auditor’s Findings  | Date:                          | 03/14/2025 |  | BF                  |            |
| Vendor’s Submission   |                                |            |  | BF                  |            |
| Independent Contractor (I.C.) Form  | Date:                          | 05/30/24   |  | BF                  |            |
| Cover - <i>Master contracts only</i>  |                                |            |  | BF                  |            |
| Contract Evaluation – <i>if required provide most recent CM history on contract history table (see pg 2)</i>            |                                |            |  | BF                  |            |
| TAC/CTO Approval or IT Standards ( <i>if required attach and identify relevant page #s or meeting approval number</i> ) |                                |            |  | N/A                 |            |
| Checklist Verification  |                                |            |  |                     |            |

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 |                     |

## Department of Purchasing – Required Documents Checklist

|                                       |     |
|---------------------------------------|-----|
| Matrix Law Screen shot                |     |
| COI                                   | BF  |
| Workers' Compensation Insurance       | BF  |
| Performance Bond, if required per RFP | N/A |

### CONTRACT SPENDING PLAN

| Time Period           | Accounting Unit | Account Number | Activity Code | Account Category or Subaccount | Dollar Amount   |
|-----------------------|-----------------|----------------|---------------|--------------------------------|-----------------|
| 4/1/2025 – 12/31/2025 | HS215100        | 55130          | UCH05922      | 55130                          | \$521,250.00    |
| 1/1/2026 – 12/31/2026 | HS215100        | 55130          | UCH05922      | 55130                          | \$695,000.00    |
| 1/1/2027 – 3/31/2027  | HS215100        | 55130          | UCH05922      | 55130                          | \$173,750.00    |
|                       |                 |                |               |                                |                 |
|                       |                 |                | <b>TOTAL</b>  |                                | \$ 1,390,000.00 |

### CONTRACT HISTORY (see Contract Evaluation, if applicable/ to be completed by Department)

| <b>CE/AG# (if applicable)</b>                           |                 |                                  |                                       |                               |                            |
|---|-----------------|----------------------------------|---------------------------------------|-------------------------------|----------------------------|
| <b>Infor/Lawson PO# and PO Code (if applicable)</b>     |                 | AMND                             |                                       |                               |                            |
| <b>Lawson RQ# (if applicable)</b>                       |                 | 3429                             |                                       |                               |                            |
| <b>CM Contract#</b>                                     |                 | 3261                             |                                       |                               |                            |
|   | Original Amount | Amendment Amount (if applicable) | Original Time Period/Amended End Date | BOC/ Resolution Approval Date | BOC/ Resolution Approval # |
| <b>Original Amount</b>                                  | \$4,827,734.61  |                                  | 4/1/2021/-3/31/2022                   | 5/11/2021                     | R2021-0122                 |
| <b>Prior Amendment Amounts (list separately) (A-1 )</b> |                 | \$3,705,800.71                   | 4/1/2022 – 12/31/2022                 | 8/2/2022                      | R2022-0219                 |
| <b>A-2</b>  |                 | \$4,912,734.60                   | 1/1/2023-12/1/2023                    | 3/14/2023                     | R2023-0048                 |
| <b>A-3</b>  |                 | \$4,912,734.60                   | 1/1/2024 - 12/31/2024                 | 11/28/2023                    | R2023-0330                 |
| <b>A-4</b>  |                 | \$1,228,433.65                   | 1/1/2025 - 3/31/2025                  | 12/3/2024                     | R2024-0423                 |
| <b>Pending Amendment</b>                                |                 | \$                               |                                       |                               |                            |
| <b>Total Amendments</b>                                 |                 | \$ 14,759,703.56                 |                                       |                               |                            |
| <b>Total Contract Amount</b>                            |                 | \$ 19,587,438.17                 |                                       |                               |                            |

### PURCHASING USE ONLY

|                    |  |
|--------------------|--|
| Prior Resolutions: |  |
| CM#:               |  |
| Vendor Name:       |  |
| Time Period:       |  |
| Amount:            |  |
| History/CE:        |  |

## Department of Purchasing – Required Documents Checklist

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|   |  |
|---|--|
| EL:   |  |
| Purchasing Notes:                               |  |
| Purchasing Agents Initials and date of approval |  |

## Department of Purchasing – Required Documents Checklist

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|  |       |
|--|-------|
| Infor/Lawson RQ# (if applicable):      | 15297 |
| Infor/Lawson PO# Code (if applicable): |       |
| Event #                                |       |
| CM Contract#                           | 5295  |

|  |  |                             |
|--|--|-----------------------------|
| Late Submittal Required:                             | Yes <input checked="" type="checkbox"/>  | No <input type="checkbox"/> |
| Why is the contract being submitted late?            | There some delays in determining award amounts due to additional vendors and a change in areas being serviced. |                             |
| What is being done to prevent this from reoccurring? | We will continue to work with our vendors to make sure information and changes are shared timely.              |                             |

|   |                              |  |
|---|------------------------------|--|
| TAC or CTO Required or Authorized IT Standard | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
|---|------------------------------|--|

### FULL AND OPEN COMPETITION

#### Formal RFP

#### Reviewed by Purchasing

| CITY OF LAKEWOOD  |       |            |  | Department Initials | Purchasing |
|---|-------|------------|--|---------------------|------------|
| Briefing Memo   |       |            |  | BF                  |            |
| Notice of Intent to Award (sent to all responding vendors)  |       |            |  | BF                  |            |
| Bid Specification Packet (RFP Packet)   |       |            |  | BF                  |            |
| Final DEI Goal Setting Worksheet  |       |            |  | BF                  |            |
| Diversity Documents – <i>if required (goal set)</i>   |       |            |  | N/A                 |            |
| Award Letter (sent to awarded vendor)   |       |            |  | BF                  |            |
| Vendor’s Confidential Financial Statement – <i>if RFP requested</i>   |       |            |  | n/a                 |            |
| Bid Tabulation Sheet  |       |            |  | BF                  |            |
| Evaluation with Scoring Summary ( <i>Names of evaluators to be included, must have minimum of three evaluators</i> ).   |       |            |  | BF                  |            |
| IG#   |       |            |  | N/A                 |            |
| Debarment/Suspension Verified   | Date: | 03/14/2025 |  | BF                  |            |
| Auditor’s Findings  | Date: | 03/14/2025 |  | BF                  |            |
| Vendor’s Submission   |       |            |  | BF                  |            |
| Independent Contractor (I.C.) Form  | Date: | 09/06/24   |  | BF                  |            |
| Cover - <i>Master contracts only</i>  |       |            |  | BF                  |            |
| Contract Evaluation – <i>if required provide most recent CM history on contract history table (see pg 2)</i>            |       |            |  | BF                  |            |
| TAC/CTO Approval or IT Standards ( <i>if required attach and identify relevant page #s or meeting approval number</i> ) |       |            |  | N/A                 |            |
| Checklist Verification  |       |            |  | BF                  |            |

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 |                     |



## Department of Purchasing – Required Documents Checklist

|                                       |     |
|---------------------------------------|-----|
| Matrix Law Screen shot                |     |
| COI                                   | BF  |
| Workers' Compensation Insurance       | BF  |
| Performance Bond, if required per RFP | N/A |

### CONTRACT SPENDING PLAN

| Time Period           | Accounting Unit | Account Number | Activity Code | Account Category or Subaccount | Dollar Amount          |
|-----------------------|-----------------|----------------|---------------|--------------------------------|------------------------|
| 4/1/2025 – 12/31/2025 | HS215100        | 55130          | UCH05922      | 55130                          | \$487,500.00           |
| 1/1/2026 – 12/31/2026 | HS215100        | 55130          | UCH05922      | 55130                          | \$650,000.00           |
| 1/1/2027 – 3/31/2027  | HS215100        | 55130          | UCH05922      | 55130                          | \$162,500.00           |
|                       |                 |                |               |                                |                        |
|                       |                 |                | <b>TOTAL</b>  |                                | <b>\$ 1,300,000.00</b> |

### CONTRACT HISTORY (see Contract Evaluation, if applicable/ to be completed by Department)

| <b>CE/AG# (if applicable)</b>                           |                 |                                  |                                       |                               |                            |
|---|-----------------|----------------------------------|---------------------------------------|-------------------------------|----------------------------|
| <b>Infor/Lawson PO# and PO Code (if applicable)</b>     |                 | AMND                             |                                       |                               |                            |
| <b>Lawson RQ# (if applicable)</b>                       |                 | 3429                             |                                       |                               |                            |
| <b>CM Contract#</b>                                     |                 | 3262                             |                                       |                               |                            |
|   | Original Amount | Amendment Amount (if applicable) | Original Time Period/Amended End Date | BOC/ Resolution Approval Date | BOC/ Resolution Approval # |
| <b>Original Amount</b>                                  | \$4,827,734.61  |                                  | 4/1/2021/-3/31/2022                   | 5/11/2021                     | R2021-0122                 |
| <b>Prior Amendment Amounts (list separately) (A-1 )</b> |                 | \$3,705,800.71                   | 4/1/2022 – 12/31/2022                 | 8/2/2022                      | R2022-0219                 |
| <b>A-2</b>  |                 | \$4,912,734.60                   | 1/1/2023-12/1/2023                    | 3/14/2023                     | R2023-0048                 |
| <b>A-3</b>  |                 | \$4,912,734.60                   | 1/1/2024 - 12/31/2024                 | 11/28/2023                    | R2023-0330                 |
| <b>A-4</b>  |                 | \$1,228,433.65                   | 1/1/2025 - 3/31/2025                  | 12/3/2024                     | R2024-0423                 |
| <b>Pending Amendment</b>                                |                 | \$                               |                                       |                               |                            |
| <b>Total Amendments</b>                                 |                 | \$ 14,759,703.56                 |                                       |                               |                            |
| <b>Total Contract Amount</b>                            |                 | \$ 19,587,438.17                 |                                       |                               |                            |

### PURCHASING USE ONLY

|                    |  |
|--------------------|--|
| Prior Resolutions: |  |
| CM#:               |  |
| Vendor Name:       |  |
| Time Period:       |  |
| Amount:            |  |
| History/CE:        |  |

## Department of Purchasing – Required Documents Checklist

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|   |  |
|---|--|
| EL:   |  |
| Purchasing Notes:                               |  |
| Purchasing Agents Initials and date of approval |  |

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

|  |       |
|--|-------|
| Infor/Lawson RQ# (if applicable):      | 15297 |
| Infor/Lawson PO# Code (if applicable): |       |
| Event #                                |       |
| CM Contract#                           | 5296  |

|  |  |                             |
|--|--|-----------------------------|
| Late Submittal Required:                             | Yes <input checked="" type="checkbox"/>  | No <input type="checkbox"/> |
| Why is the contract being submitted late?            | There some delays in determining award amounts due to additional vendors and a change in areas being serviced. |                             |
| What is being done to prevent this from reoccurring? | We will continue to work with our vendors to make sure information and changes are shared timely.              |                             |

|   |                              |  |
|---|------------------------------|--|
| TAC or CTO Required or Authorized IT Standard | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
|---|------------------------------|--|

### FULL AND OPEN COMPETITION Formal RFP Reviewed by Purchasing

| CUYAHOGA METROPOLITAN HOUSING AUTHORITY   |       |            |  | Department Initials | Purchasing |
|---|-------|------------|--|---------------------|------------|
| Briefing Memo   |       |            |  | BF                  |            |
| Notice of Intent to Award (sent to all responding vendors)  |       |            |  | BF                  |            |
| Bid Specification Packet (RFP Packet)   |       |            |  | BF                  |            |
| Final DEI Goal Setting Worksheet  |       |            |  | BF                  |            |
| Diversity Documents – <i>if required (goal set)</i>   |       |            |  | N/A                 |            |
| Award Letter (sent to awarded vendor)   |       |            |  | BF                  |            |
| Vendor’s Confidential Financial Statement – <i>if RFP requested</i>   |       |            |  | N/A                 |            |
| Bid Tabulation Sheet  |       |            |  | BF                  |            |
| Evaluation with Scoring Summary ( <i>Names of evaluators to be included, must have minimum of three evaluators</i> ).   |       |            |  | BF                  |            |
| IG#   |       |            |  | N/A                 |            |
| Debarment/Suspension Verified   | Date: | 03/14/2025 |  | BF                  |            |
| Auditor’s Findings  | Date: | 03/14/2025 |  | BF                  |            |
| Vendor’s Submission   |       |            |  | BF                  |            |
| Independent Contractor (I.C.) Form  | Date: | 10/11/2024 |  | BF                  |            |
| Cover - <i>Master contracts only</i>  |       |            |  | BF                  |            |
| Contract Evaluation – <i>if required provide most recent CM history on contract history table (see pg 2)</i>            |       |            |  | BF                  |            |
| TAC/CTO Approval or IT Standards ( <i>if required attach and identify relevant page #s or meeting approval number</i> ) |       |            |  | N/A                 |            |
| Checklist Verification  |       |            |  | BF                  |            |

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 |                     |

## Department of Purchasing – Required Documents Checklist

|                                       |     |
|---------------------------------------|-----|
| Matrix Law Screen shot                |     |
| COI                                   | BF  |
| Workers' Compensation Insurance       | BF  |
| Performance Bond, if required per RFP | N/A |

### CONTRACT SPENDING PLAN

| Time Period           | Accounting Unit | Account Number | Activity Code | Account Category or Subaccount | Dollar Amount        |
|-----------------------|-----------------|----------------|---------------|--------------------------------|----------------------|
| 4/1/2025 – 12/31/2025 | HS215100        | 55130          | UCH05922      | 55130                          | \$187,500.00         |
| 1/1/2026 – 12/31/2026 | HS215100        | 55130          | UCH05922      | 55130                          | \$250,000.00         |
| 1/1/2027 – 3/31/2027  | HS215100        | 55130          | UCH05922      | 55130                          | \$62,500.00          |
|                       |                 |                |               |                                |                      |
|                       |                 |                | <b>TOTAL</b>  |                                | <b>\$ 500,000.00</b> |

### CONTRACT HISTORY (see Contract Evaluation, if applicable/ to be completed by Department)

| <b>CE/AG# (if applicable)</b>                           |                 |                                  |                                       |                               |                            |
|---|-----------------|----------------------------------|---------------------------------------|-------------------------------|----------------------------|
| <b>Infor/Lawson PO# and PO Code (if applicable)</b>     |                 | AMND                             |                                       |                               |                            |
| <b>Lawson RQ# (if applicable)</b>                       |                 | 3429                             |                                       |                               |                            |
| <b>CM Contract#</b>                                     |                 | 1100                             |                                       |                               |                            |
|   | Original Amount | Amendment Amount (if applicable) | Original Time Period/Amended End Date | BOC/ Resolution Approval Date | BOC/ Resolution Approval # |
| <b>Original Amount</b>                                  | \$4,827,734.61  |                                  | 4/1/2021/-3/31/2022                   | 5/11/2021                     | R2021-0122                 |
| <b>Prior Amendment Amounts (list separately) (A-1 )</b> |                 | \$3,705,800.71                   | 4/1/2022 – 12/31/2022                 | 8/2/2022                      | R2022-0219                 |
| <b>A-2</b>  |                 | \$4,912,734.60                   | 1/1/2023-12/1/2023                    | 3/14/2023                     | R2023-0048                 |
| <b>A-3</b>  |                 | \$4,912,734.60                   | 1/1/2024 - 12/31/2024                 | 11/28/2023                    | R2023-0330                 |
| <b>A-4</b>  |                 | \$1,228,433.65                   | 1/1/2025 - 3/31/2025                  | 12/3/2024                     | R2024-0423                 |
| <b>Pending Amendment</b>                                |                 | \$                               |                                       |                               |                            |
| <b>Total Amendments</b>                                 |                 | \$ 14,759,703.56                 |                                       |                               |                            |
| <b>Total Contract Amount</b>                            |                 | \$ 19,587,438.17                 |                                       |                               |                            |

### PURCHASING USE ONLY

|                    |  |
|--------------------|--|
| Prior Resolutions: |  |
| CM#:               |  |
| Vendor Name:       |  |
| Time Period:       |  |
| Amount:            |  |
| History/CE:        |  |

## Department of Purchasing – Required Documents Checklist

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|   |  |
|---|--|
| EL:   |  |
| Purchasing Notes:                               |  |
| Purchasing Agents Initials and date of approval |  |

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

|  |      |
|--|------|
| Infor/Lawson RQ# (if applicable):      | 3429 |
| Infor/Lawson PO# Code (if applicable): |      |
| Event #                                |      |
| CM Contract#                           | 5297 |

|  |  |                             |
|--|--|-----------------------------|
| Late Submittal Required:                             | Yes <input checked="" type="checkbox"/>  | No <input type="checkbox"/> |
| Why is the contract being submitted late?            | There some delays in determining award amounts due to additional vendors and a change in areas being serviced. |                             |
| What is being done to prevent this from reoccurring? | We will continue to work with our vendors to make sure information and changes are shared timely.              |                             |

|   |                              |  |
|---|------------------------------|--|
| TAC or CTO Required or Authorized IT Standard | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
|---|------------------------------|--|

### FULL AND OPEN COMPETITION Formal RFP Reviewed by Purchasing

|   |                            |                   |
|---|----------------------------|-------------------|
| <b>East End Neighborhood House, Inc.</b>  | <b>Department Initials</b> | <b>Purchasing</b> |
| Briefing Memo   | DG                         |                   |
| Notice of Intent to Award (sent to all responding vendors)  | DG                         |                   |
| Bid Specification Packet (RFP Packet)   | DG                         |                   |
| Final DEI Goal Setting Worksheet  | DG                         |                   |
| Diversity Documents – <i>if required (goal set)</i>   | N/A                        |                   |
| Award Letter (sent to awarded vendor)   | DG                         |                   |
| Vendor’s Confidential Financial Statement – <i>if RFP requested</i>   | N/A                        |                   |
| Bid Tabulation Sheet  | DG                         |                   |
| Evaluation with Scoring Summary ( <i>Names of evaluators to be included, must have minimum of three evaluators</i> ).   | DG                         |                   |
| IG#   | 22-045-REG exp. 12.31.26   | DG                |
| Debarment/Suspension Verified   | Date: 4.3.25               | DG                |
| Auditor’s Findings  | Date: 4.3.25               | DG                |
| Vendor’s Submission   | DG                         |                   |
| Independent Contractor (I.C.) Form  | Date: 9.13.24              | DG                |
| Cover - <i>Master contracts only</i>  | DG                         |                   |
| Contract Evaluation – <i>if required provide most recent CM history on contract history table (see pg 2)</i>            | DG                         |                   |
| TAC/CTO Approval or IT Standards ( <i>if required attach and identify relevant page #s or meeting approval number</i> ) | N/A                        |                   |
| Checklist Verification  |                            |                   |

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

|                                 |                            |
|---------------------------------|----------------------------|
|                                 | <b>Department Initials</b> |
| Agreement/Contract and Exhibits |                            |

## Department of Purchasing – Required Documents Checklist

|                                       |     |
|---------------------------------------|-----|
| Matrix Law Screen shot                |     |
| COI                                   | DG  |
| Workers' Compensation Insurance       | DG  |
| Performance Bond, if required per RFP | N/A |

### CONTRACT SPENDING PLAN

| Time Period           | Accounting Unit | Account Number | Activity Code | Account Category or Subaccount | Dollar Amount |
|-----------------------|-----------------|----------------|---------------|--------------------------------|---------------|
| 4/1/2025 – 12/31/2025 | HS215100        | 55130          | UCH05922      | 55130                          | \$300,000.00  |
| 1/1/2026 – 12/31/2026 | HS215100        | 55130          | UCH05922      | 55130                          | \$400,000.00  |
| 1/1/2027 – 3/31/2027  | HS215100        | 55130          | UCH05922      | 55130                          | \$100,000.00  |
|                       |                 |                |               |                                |               |
|                       |                 |                | <b>TOTAL</b>  |                                | \$800,000.00  |

### CONTRACT HISTORY (see Contract Evaluation, if applicable/ to be completed by Department)

| <b>CE/AG# (if applicable)</b>                           |                 |                                  |                                       |                               |                            |
|---|-----------------|----------------------------------|---------------------------------------|-------------------------------|----------------------------|
| <b>Infor/Lawson PO# and PO Code (if applicable)</b>     |                 |                                  |                                       |                               |                            |
| <b>Lawson RQ# (if applicable)</b>                       |                 | 3429                             |                                       |                               |                            |
| <b>CM Contract#</b>                                     |                 | 1101                             |                                       |                               |                            |
|   | Original Amount | Amendment Amount (if applicable) | Original Time Period/Amended End Date | BOC/ Resolution Approval Date | BOC/ Resolution Approval # |
| <b>Original Amount</b>                                  | \$4,827,734.61  |                                  | 4/1/2021/-3/31/2022                   | 5/11/2021                     | R2021-0122                 |
| <b>Prior Amendment Amounts (list separately) (A-1 )</b> |                 | \$3,705,800.71                   | 4/1/2022 – 12/31/2022                 | 8/2/2022                      | R2022-0219                 |
| <b>A-2</b>  |                 | \$4,912,734.60                   | 1/1/2023-12/1/2023                    | 3/14/2023                     | R2023-0048                 |
| <b>A-3</b>  |                 | \$4,912,734.60                   | 1/1/2024 - 12/31/2024                 | 11/28/2023                    | R2023-0330                 |
| <b>A-4</b>  |                 | \$1,228,433.65                   | 1/1/2025 - 3/31/2025                  | 12/3/2024                     | R2024-0423                 |
| <b>Pending Amendment</b>                                |                 | \$                               |                                       |                               |                            |
| <b>Total Amendments</b>                                 |                 | \$ 14,759,703.56                 |                                       |                               |                            |
| <b>Total Contract Amount</b>                            |                 | \$ 19,587,438.17                 |                                       |                               |                            |

### PURCHASING USE ONLY

|                    |  |
|--------------------|--|
| Prior Resolutions: |  |
| CM#:               |  |
| Vendor Name:       |  |
| Time Period:       |  |
| Amount:            |  |
| History/CE:        |  |

## Department of Purchasing – Required Documents Checklist

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|   |  |
|---|--|
| EL:   |  |
| Purchasing Notes:                               |  |
| Purchasing Agents Initials and date of approval |  |



## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

|  |      |
|--|------|
| Infor/Lawson RQ# (if applicable):      | 3429 |
| Infor/Lawson PO# Code (if applicable): | RFP  |
| Event #                                |      |
| CM Contract#                           | 5298 |

|  |  |                             |
|--|--|-----------------------------|
| Late Submittal Required:                             | Yes <input checked="" type="checkbox"/>  | No <input type="checkbox"/> |
| Why is the contract being submitted late?            | There some delays in determining award amounts due to additional vendors and a change in areas being serviced. |                             |
| What is being done to prevent this from reoccurring? | We will continue to work with our vendors to make sure information and changes are shared timely.              |                             |

|   |                              |  |
|---|------------------------------|--|
| TAC or CTO Required or Authorized IT Standard | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
|---|------------------------------|--|

### FULL AND OPEN COMPETITION Formal RFP Reviewed by Purchasing

|   |                            |                   |
|---|----------------------------|-------------------|
| <b>Harvard Community Services Center, Inc.</b>  | <b>Department Initials</b> | <b>Purchasing</b> |
| Briefing Memo   | DG                         |                   |
| Notice of Intent to Award (sent to all responding vendors)  | DG                         |                   |
| Bid Specification Packet (RFP Packet)   | DG                         |                   |
| Final DEI Goal Setting Worksheet  | DG                         |                   |
| Diversity Documents – <i>if required (goal set)</i>   | N/A                        |                   |
| Award Letter (sent to awarded vendor)   | DG                         |                   |
| Vendor’s Confidential Financial Statement – <i>if RFP requested</i>   | N/A                        |                   |
| Bid Tabulation Sheet  | DG                         |                   |
| Evaluation with Scoring Summary ( <i>Names of evaluators to be included, must have minimum of three evaluators</i> ).   | DG                         |                   |
| IG#   | 24-0091-REG exp 12.31.28   | DG                |
| Debarment/Suspension Verified   | Date: 4.3.25               | DG                |
| Auditor’s Findings  | Date: 4.3.25               | DG                |
| Vendor’s Submission   |                            |                   |
| Independent Contractor (I.C.) Form  | Date: 9.14.24              | DG                |
| Cover - <i>Master contracts only</i>  | DG                         |                   |
| Contract Evaluation – <i>if required provide most recent CM history on contract history table (see pg 2)</i>            | DG                         |                   |
| TAC/CTO Approval or IT Standards ( <i>if required attach and identify relevant page #s or meeting approval number</i> ) | N/A                        |                   |
| Checklist Verification  |                            |                   |

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

|                                 |                            |
|---------------------------------|----------------------------|
|                                 | <b>Department Initials</b> |
| Agreement/Contract and Exhibits |                            |

## Department of Purchasing – Required Documents Checklist

|                                       |     |
|---------------------------------------|-----|
| Matrix Law Screen shot                |     |
| COI                                   | DG  |
| Workers' Compensation Insurance       | DG  |
| Performance Bond, if required per RFP | N/A |

### CONTRACT SPENDING PLAN

| Time Period           | Accounting Unit | Account Number | Activity Code | Account Category or Subaccount | Dollar Amount |
|-----------------------|-----------------|----------------|---------------|--------------------------------|---------------|
| 4/1/2025 – 12/31/2025 | HS215100        | 55130          | UCH05922      | 55130                          | \$262,500.00  |
| 1/1/2026 – 12/31/2026 | HS215100        | 55130          | UCH05922      | 55130                          | \$350,000.00  |
| 1/1/2027 – 3/31/2027  | HS215100        | 55130          | UCH05922      | 55130                          | \$87,500.00   |
|                       |                 |                |               |                                |               |
|                       |                 |                | <b>TOTAL</b>  |                                | \$700,000.00  |

### CONTRACT HISTORY (see Contract Evaluation, if applicable/ to be completed by Department)

| <b>CE/AG# (if applicable)</b>                           |                 |                                  |                                       |                               |                            |
|---|-----------------|----------------------------------|---------------------------------------|-------------------------------|----------------------------|
| <b>Infor/Lawson PO# and PO Code (if applicable)</b>     |                 |                                  |                                       |                               |                            |
| <b>Lawson RQ# (if applicable)</b>                       |                 | 3429                             |                                       |                               |                            |
| <b>CM Contract#</b>                                     |                 | 3263                             |                                       |                               |                            |
|   | Original Amount | Amendment Amount (if applicable) | Original Time Period/Amended End Date | BOC/ Resolution Approval Date | BOC/ Resolution Approval # |
| <b>Original Amount</b>                                  | \$4,827,734.61  |                                  | 4/1/2021/-3/31/2022                   | 5/11/2021                     | R2021-0122                 |
| <b>Prior Amendment Amounts (list separately) (A-1 )</b> |                 | \$3,705,800.71                   | 4/1/2022 – 12/31/2022                 | 8/2/2022                      | R2022-0219                 |
| <b>A-2</b>  |                 | \$4,912,734.60                   | 1/1/2023-12/1/2023                    | 3/14/2023                     | R2023-0048                 |
| <b>A-3</b>  |                 | \$4,912,734.60                   | 1/1/2024 - 12/31/2024                 | 11/28/2023                    | R2023-0330                 |
| <b>A-4</b>  |                 | \$1,228,433.65                   | 1/1/2025 - 3/31/2025                  | 12/3/2024                     | R2024-0423                 |
| <b>Pending Amendment</b>                                |                 | \$                               |                                       |                               |                            |
| <b>Total Amendments</b>                                 |                 | \$ 14,759,703.56                 |                                       |                               |                            |
| <b>Total Contract Amount</b>                            |                 | \$ 19,587,438.17                 |                                       |                               |                            |

### PURCHASING USE ONLY

|                    |  |
|--------------------|--|
| Prior Resolutions: |  |
| CM#:               |  |
| Vendor Name:       |  |
| Time Period:       |  |
| Amount:            |  |
| History/CE:        |  |

## Department of Purchasing – Required Documents Checklist

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|   |  |
|---|--|
| EL:   |  |
| Purchasing Notes:                               |  |
| Purchasing Agents Initials and date of approval |  |

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

|  |      |
|--|------|
| Infor/Lawson RQ# (if applicable):      | 3429 |
| Infor/Lawson PO# Code (if applicable): |      |
| Event #                                |      |
| CM Contract#                           | 5299 |

|  |  |                             |
|--|--|-----------------------------|
| Late Submittal Required:                             | Yes <input checked="" type="checkbox"/>  | No <input type="checkbox"/> |
| Why is the contract being submitted late?            | There some delays in determining award amounts due to additional vendors and a change in areas being serviced. |                             |
| What is being done to prevent this from reoccurring? | We will continue to work with our vendors to make sure information and changes are shared timely.              |                             |

|   |                              |  |
|---|------------------------------|--|
| TAC or CTO Required or Authorized IT Standard | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
|---|------------------------------|--|

### FULL AND OPEN COMPETITION Formal RFP Reviewed by Purchasing

| Murtis Taylor Human Services System   |                          |         |  | Department Initials | Purchasing |
|---|--------------------------|---------|--|---------------------|------------|
| Briefing Memo   |                          |         |  | DG                  |            |
| Notice of Intent to Award (sent to all responding vendors)  |                          |         |  | DG                  |            |
| Bid Specification Packet (RFP Packet)   |                          |         |  | DG                  |            |
| Final DEI Goal Setting Worksheet  |                          |         |  | DG                  |            |
| Diversity Documents – <i>if required (goal set)</i>   |                          |         |  | N/A                 |            |
| Award Letter (sent to awarded vendor)   |                          |         |  | DG                  |            |
| Vendor’s Confidential Financial Statement – <i>if RFP requested</i>   |                          |         |  | N/A                 |            |
| Bid Tabulation Sheet  |                          |         |  | DG                  |            |
| Evaluation with Scoring Summary ( <i>Names of evaluators to be included, must have minimum of three evaluators</i> ).   |                          |         |  | DG                  |            |
| IG#   | 24-0317-REG exp 12/31/28 |         |  | DG                  |            |
| Debarment/Suspension Verified   | Date:                    | 3.14.25 |  | DG                  |            |
| Auditor’s Findings  | Date:                    | 3.14.25 |  | DG                  |            |
| Vendor’s Submission   |                          |         |  | DG                  |            |
| Independent Contractor (I.C.) Form  | Date:                    | 9.9.24  |  | DG                  |            |
| Cover - <i>Master contracts only</i>  |                          |         |  | DG                  |            |
| Contract Evaluation – <i>if required provide most recent CM history on contract history table (see pg 2)</i>            |                          |         |  | DG                  |            |
| TAC/CTO Approval or IT Standards ( <i>if required attach and identify relevant page #s or meeting approval number</i> ) |                          |         |  | N/A                 |            |
| Checklist Verification  |                          |         |  |                     |            |

Other documentation may be required depending upon your specific item  
Glossary of Terms at:

| Reviewed by Law                 |                     |
|---------------------------------|---------------------|
|                                 | Department Initials |
| Agreement/Contract and Exhibits |                     |

## Department of Purchasing – Required Documents Checklist

|                                       |     |
|---------------------------------------|-----|
| Matrix Law Screen shot                |     |
| COI                                   | DG  |
| Workers' Compensation Insurance       | DG  |
| Performance Bond, if required per RFP | N/A |

### CONTRACT SPENDING PLAN

| Time Period           | Accounting Unit | Account Number | Activity Code | Account Category or Subaccount | Dollar Amount         |
|-----------------------|-----------------|----------------|---------------|--------------------------------|-----------------------|
| 4/1/2025 – 12/31/2025 | HS215100        | 55130          | UCH05922      | 55130                          | \$688,300.45          |
| 1/1/2026 – 12/31/2026 | HS215100        | 55130          | UCH05922      | 55130                          | \$917,734.60          |
| 1/1/2027 – 3/31/2027  | HS215100        | 55130          | UCH05922      | 55130                          | \$229,433.65          |
|                       |                 |                |               |                                |                       |
|                       |                 |                | <b>TOTAL</b>  |                                | <b>\$1,835,468.70</b> |

### CONTRACT HISTORY (see Contract Evaluation, if applicable/ to be completed by Department)

| <b>CE/AG# (if applicable)</b>                           |                 |                                  |                                       |                               |                            |
|---|-----------------|----------------------------------|---------------------------------------|-------------------------------|----------------------------|
| <b>Infor/Lawson PO# and PO Code (if applicable)</b>     |                 |                                  |                                       |                               |                            |
| <b>Lawson RQ# (if applicable)</b>                       |                 | 3429                             |                                       |                               |                            |
| <b>CM Contract#</b>                                     |                 | 1103                             |                                       |                               |                            |
|   | Original Amount | Amendment Amount (if applicable) | Original Time Period/Amended End Date | BOC/ Resolution Approval Date | BOC/ Resolution Approval # |
| <b>Original Amount</b>                                  | \$4,827,734.61  |                                  | 4/1/2021/-3/31/2022                   | 5/11/2021                     | R2021-0122                 |
| <b>Prior Amendment Amounts (list separately) (A-1 )</b> |                 | \$3,705,800.71                   | 4/1/2022 – 12/31/2022                 | 8/2/2022                      | R2022-0219                 |
| <b>A-2</b>  |                 | \$4,912,734.60                   | 1/1/2023-12/1/2023                    | 3/14/2023                     | R2023-0048                 |
| <b>A-3</b>  |                 | \$4,912,734.60                   | 1/1/2024 - 12/31/2024                 | 11/28/2023                    | R2023-0330                 |
| <b>A-4</b>  |                 | \$1,228,433.65                   | 1/1/2025 - 3/31/2025                  | 12/3/2024                     | R2024-0423                 |
| <b>Pending Amendment</b>                                |                 | \$                               |                                       |                               |                            |
| <b>Total Amendments</b>                                 |                 | \$ 14,759,703.56                 |                                       |                               |                            |
| <b>Total Contract Amount</b>                            |                 | \$ 19,587,438.17                 |                                       |                               |                            |

### PURCHASING USE ONLY

|                    |  |
|--------------------|--|
| Prior Resolutions: |  |
| CM#:               |  |
| Vendor Name:       |  |
| Time Period:       |  |
| Amount:            |  |
| History/CE:        |  |

## Department of Purchasing – Required Documents Checklist

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|   |  |
|---|--|
| EL:   |  |
| Purchasing Notes:                               |  |
| Purchasing Agents Initials and date of approval |  |

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

|  |           |
|--|-----------|
| Infor/Lawson RQ# (if applicable):      | RQ# 15297 |
| Infor/Lawson PO# Code (if applicable): | RFP       |
| Event #                                | 6201      |
| CM Contract#                           | CM #5300  |

|  |  |                             |
|--|--|-----------------------------|
| Late Submittal Required:                             | Yes <input checked="" type="checkbox"/>  | No <input type="checkbox"/> |
| Why is the contract being submitted late?            | There some delays in determining award amounts due to additional vendors and a change in areas being serviced. |                             |
| What is being done to prevent this from reoccurring? | We will continue to work with our vendors to make sure information and changes are shared timely.              |                             |

|   |                              |  |
|---|------------------------------|--|
| TAC or CTO Required or Authorized IT Standard | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
|---|------------------------------|--|

| FULL AND OPEN COMPETITION<br>Formal RFP<br>Reviewed by Purchasing   |       |           |                     |            |
|---|-------|-----------|---------------------|------------|
| Master Contract – The Centers- (Agenda Item #8 of #10)  |       |           | Department Initials | Purchasing |
| Briefing Memo   |       |           | SB                  |            |
| Notice of Intent to Award (sent to all responding vendors)  |       |           | SB                  |            |
| Bid Specification Packet (RFP Packet)   |       |           | SB                  |            |
| Final DEI Goal Setting Worksheet  |       |           | SB                  |            |
| Diversity Documents – <i>if required (goal set)</i>   |       |           | N/A                 |            |
| Award Letter (sent to awarded vendor)   |       |           | SB                  |            |
| Vendor’s Confidential Financial Statement – <i>if RFP requested</i>   |       |           | N/A                 |            |
| Bid Tabulation Sheet  |       |           | SB                  |            |
| Evaluation with Scoring Summary ( <i>Names of evaluators to be included, must have minimum of three evaluators</i> ).   |       |           | SB                  |            |
| IG#   24-0066-REG exp 12/31/2028  |       |           | SB                  |            |
| Debarment/Suspension Verified   | Date: | 3/18/2025 | SB                  |            |
| Auditor’s Findings  | Date: | 3/17/2025 | SB                  |            |
| Vendor’s Submission   |       |           | SB                  |            |
| Independent Contractor (I.C.) Form  | Date: | 2/26/2025 | SB                  |            |
| Cover - <i>Master contracts only</i>  |       |           | SB                  |            |
| Contract Evaluation – <i>if required provide most recent CM history on contract history table (see pg 2)</i>            |       |           | SB                  |            |
| TAC/CTO Approval or IT Standards ( <i>if required attach and identify relevant page #s or meeting approval number</i> ) |       |           | N/A                 |            |
| Checklist Verification  |       |           |                     |            |

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 |                     |

## Department of Purchasing – Required Documents Checklist

|                                       |     |
|---------------------------------------|-----|
| Matrix Law Screen shot                |     |
| COI                                   | SB  |
| Workers' Compensation Insurance       | SB  |
| Performance Bond, if required per RFP | N/A |

### CONTRACT SPENDING PLAN

| Time Period         | Accounting Unit | Account Number | Activity Code | Account Category or Subaccount | Dollar Amount |
|---------------------|-----------------|----------------|---------------|--------------------------------|---------------|
| 4/1/2025-12/31/2025 | HS215100        | 55130          | UCH05922      | 55130                          | \$337,500.00  |
| 1/1/2026-12/31/2026 | HS215100        | 55130          | UCH05922      | 55130                          | \$450,000.00  |
| 1/1/2027-3/31/2027  | HS215100        | 55130          | UCH05922      | 55130                          | \$112,500.00  |
|                     |                 |                |               |                                |               |
|                     |                 |                | <b>TOTAL</b>  |                                | \$900,000.00  |

### CONTRACT HISTORY (see Contract Evaluation, if applicable/ to be completed by Department)

| CE/AG# (if applicable)                           |                 | CM 3264 (Copied from 1104)       |                                       |                               |                            |
|--|-----------------|----------------------------------|---------------------------------------|-------------------------------|----------------------------|
| Infor/Lawson PO# and PO Code (if applicable)     |                 | RFP                              |                                       |                               |                            |
| Lawson RQ# (if applicable)                       |                 | RQ 3429                          |                                       |                               |                            |
| CM Contract#                                     |                 | CM 3264                          |                                       |                               |                            |
|  | Original Amount | Amendment Amount (if applicable) | Original Time Period/Amended End Date | BOC/ Resolution Approval Date | BOC/ Resolution Approval # |
| Original Amount                                  | \$4,827,734.61  |                                  | 4/1/2021-3/31/2022                    | 5/11/2021                     | R2021-0122                 |
| Prior Amendment Amounts (list separately) (A-1 ) |                 | \$3,705,800.71                   | 4/1/2022-12/31/2022                   | 8/2/2022                      | R2022-0219                 |
| A-2  |                 | \$4,912,734.60                   | 1/1/2023-12/31/2023                   | 3/14/2023                     | R2023-0048                 |
| A-3  |                 | \$4,912,734.60                   | 1/1/2024-12/31/2024                   | 11/28/2023                    | R2023-0330                 |
| A-4  |                 | \$1,228,433.65                   | 1/1/2025-3/31/2025                    | 12/3/2024                     | R2024-0423                 |
| Pending Amendment                                |                 | \$                               |                                       |                               |                            |
| Total Amendments                                 |                 | \$14,759,703.56                  |                                       |                               |                            |
| Total Contract Amount                            |                 | \$19,587,438.17                  |                                       |                               |                            |

### PURCHASING USE ONLY

|                    |  |
|--------------------|--|
| Prior Resolutions: |  |
| CM#:               |  |
| Vendor Name:       |  |
| Time Period:       |  |
| Amount:            |  |
| History/CE:        |  |



## Department of Purchasing – Required Documents Checklist

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|   |  |
|---|--|
| EL:   |  |
| Purchasing Notes:                               |  |
| Purchasing Agents Initials and date of approval |  |

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

|  |           |
|--|-----------|
| Infor/Lawson RQ# (if applicable):      | RQ# 15297 |
| Infor/Lawson PO# Code (if applicable): | RFP       |
| Event #                                | 6201      |
| CM Contract#                           | CM #5301  |

|  |  |                             |
|--|--|-----------------------------|
| Late Submittal Required:                             | Yes <input checked="" type="checkbox"/>  | No <input type="checkbox"/> |
| Why is the contract being submitted late?            | There some delays in determining award amounts due to additional vendors and a change in areas being serviced. |                             |
| What is being done to prevent this from reoccurring? | We will continue to work with our vendors to make sure information and changes are shared timely.              |                             |

|   |                              |  |
|---|------------------------------|--|
| TAC or CTO Required or Authorized IT Standard | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
|---|------------------------------|--|

| FULL AND OPEN COMPETITION<br>Formal RFP<br>Reviewed by Purchasing   |       |          |                            |                   |
|---|-------|----------|----------------------------|-------------------|
| <b>Master Contract – University Settlement - (Agenda Item #9 of #10)</b>  |       |          | <b>Department Initials</b> | <b>Purchasing</b> |
| Briefing Memo   |       |          | SB                         |                   |
| Notice of Intent to Award (sent to all responding vendors)  |       |          | SB                         |                   |
| Bid Specification Packet (RFP Packet)   |       |          | SB                         |                   |
| Final DEI Goal Setting Worksheet  |       |          | SB                         |                   |
| Diversity Documents – <i>if required (goal set)</i>   |       |          | N/A                        |                   |
| Award Letter (sent to awarded vendor)   |       |          | SB                         |                   |
| Vendor’s Confidential Financial Statement – <i>if RFP requested</i>   |       |          | N/A                        |                   |
| Bid Tabulation Sheet  |       |          | SB                         |                   |
| Evaluation with Scoring Summary ( <i>Names of evaluators to be included, must have minimum of three evaluators</i> ).   |       |          | SB                         |                   |
| IG#   23-0424-REG exp 12/31/2027  |       |          | SB                         |                   |
| Debarment/Suspension Verified   | Date: | 4/3/2025 | SB                         |                   |
| Auditor’s Findings  | Date: | 4/3/2025 | SB                         |                   |
| Vendor’s Submission   |       |          | SB                         |                   |
| Independent Contractor (I.C.) Form  | Date: | 3/3/2025 | SB                         |                   |
| Cover - <i>Master contracts only</i>  |       |          | SB                         |                   |
| Contract Evaluation – <i>if required provide most recent CM history on contract history table (see pg 2)</i>            |       |          | SB                         |                   |
| TAC/CTO Approval or IT Standards ( <i>if required attach and identify relevant page #s or meeting approval number</i> ) |       |          | N/A                        |                   |
| <b>Checklist Verification</b>   |       |          |                            |                   |

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                        |                            |
|--|----------------------------|
|  | <b>Department Initials</b> |
| <b>Agreement/Contract and Exhibits</b> |                            |

## Department of Purchasing – Required Documents Checklist

|                                       |     |
|---------------------------------------|-----|
| Matrix Law Screen shot                |     |
| COI                                   | SB  |
| Workers' Compensation Insurance       | SB  |
| Performance Bond, if required per RFP | N/A |

### CONTRACT SPENDING PLAN

| Time Period         | Accounting Unit | Account Number | Activity Code | Account Category or Subaccount | Dollar Amount  |
|---------------------|-----------------|----------------|---------------|--------------------------------|----------------|
| 4/1/2025-12/31/2025 | HS215100        | 55130          | UCH05922      | 55130                          | \$506,250.00   |
| 1/1/2026-12/31/2026 | HS215100        | 55130          | UCH05922      | 55130                          | \$675,000.00   |
| 1/1/2027-3/31/2027  | HS215100        | 55130          | UCH05922      | 55130                          | \$168,750.00   |
|                     |                 |                |               |                                |                |
|                     |                 |                | <b>TOTAL</b>  |                                | \$1,350,000.00 |

### CONTRACT HISTORY (see Contract Evaluation, if applicable/ to be completed by Department)

| CE/AG# (if applicable)                          |                 | CM 1105                          |                                       |                               |                            |
|---|-----------------|----------------------------------|---------------------------------------|-------------------------------|----------------------------|
| Infor/Lawson PO# and PO Code (if applicable)    |                 | RFP                              |                                       |                               |                            |
| Lawson RQ# (if applicable)                      |                 | RQ 3429                          |                                       |                               |                            |
| CM Contract#                                    |                 | CM 1105                          |                                       |                               |                            |
|   | Original Amount | Amendment Amount (if applicable) | Original Time Period/Amended End Date | BOC/ Resolution Approval Date | BOC/ Resolution Approval # |
| Original Amount                                 | \$4,827,734.61  |                                  | 4/1/2021-3/31/3022                    | 5/11/2021                     | R2021-0122                 |
| Prior Amendment Amounts (list separately) (A-1) |                 | \$3,705,800.71                   | 4/1/2022-12/31/2022                   | 8/2/2022                      | R2022-0219                 |
| A-2   |                 | \$4,912,734.60                   | 1/1/2023-12/31/2023                   | 3/14/2023                     | R2023-0048                 |
| A-3   |                 | \$4,912,734.60                   | 1/1/2024-12/31/2024                   | 11/28/2023                    | R2023-0330                 |
| A-4   |                 | \$1,228,433.65                   | 1/1/2025-3/31/2025                    | 12/3/2024                     | R2024-0423                 |
| Pending Amendment                               |                 | \$                               |                                       |                               |                            |
| Total Amendments                                |                 | \$14,759,703.56                  |                                       |                               |                            |
| Total Contract Amount                           |                 | \$19,587,438.17                  |                                       |                               |                            |

### PURCHASING USE ONLY

|                    |  |
|--------------------|--|
| Prior Resolutions: |  |
| CM#:               |  |
| Vendor Name:       |  |
| Time Period:       |  |
| Amount:            |  |
| History/CE:        |  |

## Department of Purchasing – Required Documents Checklist

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|   |  |
|---|--|
| EL:   |  |
| Purchasing Notes:                               |  |
| Purchasing Agents Initials and date of approval |  |

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

|  |           |
|--|-----------|
| Infor/Lawson RQ# (if applicable):      | RQ# 15297 |
| Infor/Lawson PO# Code (if applicable): | RFP       |
| Event #                                | 6201      |
| CM Contract#                           | CM #5302  |

|  |  |                             |
|--|--|-----------------------------|
| Late Submittal Required:                             | Yes <input checked="" type="checkbox"/>  | No <input type="checkbox"/> |
| Why is the contract being submitted late?            | There some delays in determining award amounts due to additional vendors and a change in areas being serviced. |                             |
| What is being done to prevent this from reoccurring? | We will continue to work with our vendors to make sure information and changes are shared timely.              |                             |

|   |                              |  |
|---|------------------------------|--|
| TAC or CTO Required or Authorized IT Standard | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
|---|------------------------------|--|

| FULL AND OPEN COMPETITION<br>Formal RFP<br>Reviewed by Purchasing   |       |           |                     |            |
|---|-------|-----------|---------------------|------------|
| Master Contract – West Side Community House- (Agenda Item #10 of #10)   |       |           | Department Initials | Purchasing |
| Briefing Memo   |       |           | SB                  |            |
| Notice of Intent to Award (sent to all responding vendors)  |       |           | SB                  |            |
| Bid Specification Packet (RFP Packet)   |       |           | SB                  |            |
| Final DEI Goal Setting Worksheet  |       |           | SB                  |            |
| Diversity Documents – <i>if required (goal set)</i>   |       |           | N/A                 |            |
| Award Letter (sent to awarded vendor)   |       |           | SB                  |            |
| Vendor’s Confidential Financial Statement – <i>if RFP requested</i>   |       |           | N/A                 |            |
| Bid Tabulation Sheet  |       |           | SB                  |            |
| Evaluation with Scoring Summary ( <i>Names of evaluators to be included, must have minimum of three evaluators</i> ).   |       |           | SB                  |            |
| IG#   23-0412-REG exp 12/31/2027  |       |           | SB                  |            |
| Debarment/Suspension Verified   | Date: | 3/18/2025 | SB                  |            |
| Auditor’s Findings  | Date: | 3/17/2025 | SB                  |            |
| Vendor’s Submission   |       |           | SB                  |            |
| Independent Contractor (I.C.) Form  | Date: | 3/3/2025  | SB                  |            |
| Cover - <i>Master contracts only</i>  |       |           | SB                  |            |
| Contract Evaluation – <i>if required provide most recent CM history on contract history table (see pg 2)</i>            |       |           | SB                  |            |
| TAC/CTO Approval or IT Standards ( <i>if required attach and identify relevant page #s or meeting approval number</i> ) |       |           | N/A                 |            |
| Checklist Verification  |       |           |                     |            |

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 |                     |

## Department of Purchasing – Required Documents Checklist

|                                       |     |
|---------------------------------------|-----|
| Matrix Law Screen shot                |     |
| COI                                   | SB  |
| Workers' Compensation Insurance       | SB  |
| Performance Bond, if required per RFP | N/A |

### CONTRACT SPENDING PLAN

| Time Period         | Accounting Unit | Account Number | Activity Code | Account Category or Subaccount | Dollar Amount |
|---------------------|-----------------|----------------|---------------|--------------------------------|---------------|
| 4/1/2025-12/31/2025 | HS215100        | 55130          | UCH05922      | 55130                          | \$311,250.00  |
| 1/1/2026-12/31/2026 | HS215100        | 55130          | UCH05922      | 55130                          | \$415,000.00  |
| 1/1/2027-3/31/2027  | HS215100        | 55130          | UCH05922      | 55130                          | \$103,750.00  |
|                     |                 |                |               |                                |               |
|                     |                 |                | <b>TOTAL</b>  |                                | \$830,000.00  |

### CONTRACT HISTORY (see Contract Evaluation, if applicable/ to be completed by Department)

| CE/AG# (if applicable)                           |                 | CM 3269 (Copied from 1106)       |                                       |                               |                            |
|--|-----------------|----------------------------------|---------------------------------------|-------------------------------|----------------------------|
| Infor/Lawson PO# and PO Code (if applicable)     |                 | RFP                              |                                       |                               |                            |
| Lawson RQ# (if applicable)                       |                 | RQ 3429                          |                                       |                               |                            |
| CM Contract#                                     |                 | CM 3269                          |                                       |                               |                            |
|  | Original Amount | Amendment Amount (if applicable) | Original Time Period/Amended End Date | BOC/ Resolution Approval Date | BOC/ Resolution Approval # |
| Original Amount                                  | \$4,827,734.61  |                                  | 4/1/2021-3/31/2022                    | 5/11/2021                     | R2021-0122                 |
| Prior Amendment Amounts (list separately) (A-1 ) |                 | \$3,705,800.71                   | 4/1/2022-12/31/2022                   | 8/2/2022                      | R2022-0219                 |
| A-2  |                 | \$4,912,734.60                   | 1/1/2023-12/31/2023                   | 3/14/2023                     | R2023-0048                 |
| A-3  |                 | \$4,912,734.60                   | 1/1/2024-12/31/2024                   | 11/28/2023                    | R2023-0330                 |
| A-4  |                 | \$1,228,433.65                   | 1/1/2025-3/31/2025                    | 12/3/2024                     | R2024-0423                 |
| Pending Amendment                                |                 | \$                               |                                       |                               |                            |
| Total Amendments                                 |                 | \$14,759,703.56                  |                                       |                               |                            |
| Total Contract Amount                            |                 | \$19,587,438.17                  |                                       |                               |                            |

### PURCHASING USE ONLY

|                    |  |
|--------------------|--|
| Prior Resolutions: |  |
| CM#:               |  |
| Vendor Name:       |  |
| Time Period:       |  |
| Amount:            |  |
| History/CE:        |  |

## Department of Purchasing – Required Documents Checklist

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|   |  |
|---|--|
| EL:   |  |
| Purchasing Notes:                               |  |
| Purchasing Agents Initials and date of approval |  |

# County Council of Cuyahoga County, Ohio

## Resolution No. R2025-0165

Sponsored by: **County Executive Ronayne/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services**

**A Resolution** authorizing a contract with Mental Health Services for Homeless Persons, Inc. dba Frontline Service in the amount not-to-exceed \$2,075,978.00 to operate the assessment and administrative functions of Coordinated Intake for the Cleveland/Cuyahoga Continuum of Care for the period 2/1/2025 – 1/31/2027; authorizing the County Executive to execute Contract No. 5246 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

**WHEREAS**, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services recommends entering into a contract with Mental Health Services for Homeless Persons, Inc. dba Frontline Service in the amount not-to-exceed \$2,075,978.00 to operate the assessment and administrative functions of Coordinated Intake for the Cleveland/Cuyahoga Continuum of Care for the period 2/1/2025 – 1/31/2027; and

**WHEREAS**, the primary goals for this project are to provide assessment and diversion to persons facing a housing crisis, refer emergency shelter placement, and coordinate permanent housing resources to persons experiencing homelessness; and

**WHEREAS**, this project is funded 15.44% Health and Human Services Levy Fund and 66.25% U.S. Department of Housing and Urban Development Coordinated Entry Grant and 18.31% U.S. Department of Housing and Urban Development Emergency Solutions Grant; 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 entering into a contract with Mental Health Services for Homeless Persons, Inc. dba



Frontline Service in the amount not-to-exceed \$2,075,978.00 to operate the assessment and administrative functions of Coordinated Intake for the Cleveland/Cuyahoga Continuum of Care for the period 2/1/2025 – 1/31/2027.

**SECTION 2.** That the County Executive is authorized to execute Contract No. 5246 and all other documents consistent with said award 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: April 22, 2025  
Committee(s) Assigned: Health, Human Services & Aging

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_

**PURCHASE-RELATED TRANSACTIONS**

|                                  |  |
|----------------------------------|--|
| <b>Title</b>                     | OHS; Mental Health Services for Homeless Persons dba FrontLine Service; Coordinated Intake Assessment & Administration   |
| <b>Department or Agency Name</b> | Office of Homeless Services  |
| <b>Requested Action</b>          | <input checked="" type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input type="checkbox"/> Amendment <input type="checkbox"/> Revenue<br>Generating <input type="checkbox"/> Purchase Order<br><input type="checkbox"/> Other (please specify): |

| Original (O)/<br>Amendment<br>(A-# ) | Contract<br>No. (If PO,<br>list PO#) | Vendor<br>Name   | Time Period         | Amount      | Date<br>BOC/Council<br>Approved | Approval No. |
|--------------------------------------|--------------------------------------|--|---------------------|-------------|---------------------------------|--------------|
| O                                    | 5246                                 | Mental<br>Health<br>Services Inc,<br>dba<br>FrontLine<br>Service | 2/1/25 –<br>1/31/27 | \$2,075,978 | N/A                             |              |
|                                      |                                      |  |                     |             |                                 |              |
|                                      |                                      |  |                     |             |                                 |              |

**Service/Item Description (include quantity if applicable).**

The Coordinated Entry System is the front door to accessing shelter and housing services for persons experiencing a housing crisis in Cuyahoga County. The 2009 HEARTH Act requires that Continuums of Care establish a Coordinated Entry System to ensure that those who are most vulnerable and literally homeless are prioritized for the limited resources available for homeless intervention services.

FrontLine Service operates Coordinated Intake and Assessment locally. This includes identifying viable alternatives to entering the shelter, assessing needs for other emergency services, and linking people with the most appropriate housing/shelter resources. FrontLine is also responsible for comprehensive client assessment, prioritization, and tracking/slotting of available CoC housing resources.

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? \_\_\_\_\_

**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:<br>Mental Health Services for Homeless Persons<br>dba FrontLine Service<br>1744 Payne Avenue<br>Cleveland, OH 44114 | Owner, executive director, other (specify):<br>Susan Neth, Executive Director |
| Vendor Council District: 7   | Project Council District: Countywide  |

Rev. 05/07/2024

|   |            |
|---|------------|
| If applicable provide the full address or list the municipality(ies) impacted by the project. | Countywide |
|---|------------|

| COMPETITIVE PROCUREMENT   | NON-COMPETITIVE PROCUREMENT  |
|---|--|
| RQ # <i>if applicable</i><br><input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ<br><input type="checkbox"/> Informal<br><input type="checkbox"/> Formal Closing Date:   | Provide a short summary for not using competitive bid process.<br><br>Alternate Procurement process utilized due to grant funding  |
| 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<br><br><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<br><input type="checkbox"/> No, please explain.<br><br>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<br><input type="checkbox"/> No, please explain:   | <input type="checkbox"/> Government Purchase<br><br><input checked="" type="checkbox"/> Alternative Procurement Process<br>Approved 9/3/24 BOC 2024-634                                      |
| How did pricing compare among bids received?  | <input type="checkbox"/> Contract Amendment - (list original procurement)<br><br><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.              |  |

|  |
|--|
| <b>FUNDING SOURCE:</b> Please provide the complete, proper name of each funding source (No acronyms). Include % for each funding source listed.<br><br><b>18.31%</b> US Department of Housing and Urban Development <b>Emergency Solutions Grant</b><br><b>66.25%</b> US Department of Housing and Urban Development <b>Coordinated Entry Grant</b><br><b>15.44%</b> Cuyahoga County Health and Human Services <b>Levy Grant</b><br>Is funding for this included in the approved budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if "no" please explain): |
|--|

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

|  |
|--|
| OHS received notification of award for Coordinated Entry grant but has not yet received grant agreement for approval and appropriation   |
| <b>List all Accounting Unit(s) upon which funds will be drawn and amounts if more than one accounting unit.</b><br><br>HS220130 – Coordinated Entry;<br><br>HS260350 – Levy<br><br>HC223160 - ESG                                |
| Payment Schedule: <input checked="" type="checkbox"/> Invoiced <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain): |

|   |            |
|---|------------|
| <b>Provide status of project.</b> This item was received by DCAP on 02.24.2025. Matrix submitted 02.25.2025.  |            |
| 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                          |            |
| <b>Reason: Negotiations with providers took longer than anticipated. This item was received by DCAP on 02.24.2025.</b>  |            |
| <b>Timeline</b>   |            |
| Project/Procurement Start Date (date your team started working on this item):   | 02.24.2025 |
| Date documents were requested from vendor:  | 03.11.2025 |
| Date of insurance approval from risk manager:   | 03.24.2025 |
| Date Department of Law approved Contract:   | 03.25.2025 |
| Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:   |            |
| If late, have services begun? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (if yes, please explain) Provider is aware that payment is contingent on final amendment approval |            |
| Have payments been made? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)   |            |

| 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 OnBase Document Management

|   |      |
|---|------|
| Infor/Lawson RQ# (if applicable):       | N/A  |
| Infor/Lawson PO # Code (if applicable): | N/A  |
| CM Contract#                            | 5246 |

|  |  |                             |
|--|--|-----------------------------|
| Late Submittal Required:                             | Yes <input checked="" type="checkbox"/>  | No <input type="checkbox"/> |
| Why is the contract being submitted late?            | This item was received by DCAP on 02.24.2025.  |                             |
| What is being done to prevent this from reoccurring? | OHS will begin the process earlier and work to ensure that OHS providers submit required documents timelier. |                             |

|   |                              |  |
|---|------------------------------|--|
| TAC or CTO Required or Authorized IT Standard | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
|---|------------------------------|--|

| OTHER THAN FULL AND OPEN COMPETITION   |                            |            |                     |            |
|--|----------------------------|------------|---------------------|------------|
| Exemptions (Contract)  |                            |            |                     |            |
| Reviewed by Purchasing   |                            |            |                     |            |
| 2025 2027 OHS Frontline Coordinated Entry Service Contract   |                            |            | Department Initials | Purchasing |
| Briefing Memo  |                            |            | DL                  | BRM        |
| Justification Form   |                            |            | DL                  | BRM        |
| IG#  | 24-0016-REG EXP 12/31/2028 |            | DL                  | BRM        |
| Annual Non-Competitive Bid Contract Statement ( <i>Not required if item was competitively bid. Form is also not required if going to BOC or Council for approval</i> ) | Date:                      |            | N/A                 | n/a        |
| Debarment/Suspension Verified  | Date:                      | 02/25/2025 | DL                  | BRM        |
| Auditor's Findings   | Date:                      | 02/25/2025 | DL                  | BRM        |
| Vendor's Submission  |                            |            |                     | N/A        |
| Independent Contractor (I.C.) Form   | Date:                      | 07/23/2024 | DL                  | BRM        |
| Cover - <i>Master contracts only</i>   |                            |            | N/A                 | n/a        |
| Contract Evaluation – <i>if required provide most recent CM history on contract history table (see pg 2)</i>   |                            |            | N/A                 | n/a        |
| TAC/CTO Approval or IT Standards ( <i>if required attach and identify relevant page #s or meeting approval number</i> )  |                            |            | N/A                 | n/a        |
| Checklist Verification   |                            |            | DL                  | BRM        |

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 | DL                  |
| Matrix Law Screen shot          | DL                  |
| COI                             | DL                  |
| Workers' Compensation Insurance | DL                  |

## Department of Purchasing – Required Documents Checklist

### CONTRACT SPENDING PLAN

| Time Period     | Accounting Unit | Account Number | Activity Code  | Account Category or Subaccount | Dollar Amount         |
|-----------------|-----------------|----------------|--|--------------------------------|-----------------------|
| 2/1/25-12/31/25 | HS220130        | 55130          | Line will be added when funds are appropriated and activity code established | 55130                          | \$1,375,330.00        |
| 1/1/26-12/31/26 | HS220130        | 55130          | Line will be added when funds are appropriated and activity code established | 55130                          | \$0.00                |
| 1/1/27-1/31/27  | HS220130        | 55130          | Line will be added when funds are appropriated and activity code established | 55130                          | \$0.00                |
| 2/1/25-12/31/25 | HS260350        | 55130          | UCH09999   | 55130                          | \$133,537.00          |
| 1/1/26-12/31/26 | HS260350        | 55130          | UCH09999   | 55130                          | \$160,245.00          |
| 1/1/27-1/31/27  | HS260350        | 55130          | UCH09999   | 55130                          | \$26,708.00           |
| 2/1/25-12/31/25 | HC223160        | 55130          | HC-24-ESG  | 55130                          | \$190,079.00          |
| 1/1/26-12/31/26 | HC223160        | 55130          | Line will be added when funds are appropriated and activity code established | 55130                          | \$190,079.00          |
| 1/1/27-1/31/27  | HC223160        | 55130          | Line will be added when funds are appropriated and activity code established | 55130                          | \$0                   |
|                 |                 |                | <b>TOTAL</b>   |                                | <b>\$2,075,978.00</b> |

### CONTRACT HISTORY (see Contract Evaluation, if applicable/ to be completed by Department)

| <b>CE/AG# (if applicable)</b>                           |                 | N/A                              |                                       |                               |                            |
|---|-----------------|----------------------------------|---------------------------------------|-------------------------------|----------------------------|
| <b>Infor/Lawson PO# and PO Code (if applicable)</b>     |                 | N/A                              |                                       |                               |                            |
| <b>Lawson RQ# (if applicable)</b>                       |                 | N/A                              |                                       |                               |                            |
| <b>CM Contract#</b>                                     |                 | 5246                             |                                       |                               |                            |
|   | Original Amount | Amendment Amount (if applicable) | Original Time Period/Amended End Date | BOC/ Resolution Approval Date | BOC/ Resolution Approval # |
| <b>Original Amount</b>                                  | \$2,075,978.00  |                                  | 02/01/2025 – 01/31/2027               | Pending Approval              | Pending Approval           |
| <b>Prior Amendment Amounts (list separately) (A-# )</b> |                 | \$                               |                                       |                               |                            |
|   |                 | \$                               |                                       |                               |                            |
|   |                 | \$                               |                                       |                               |                            |
| <b>Pending Amendment</b>                                |                 | \$                               |                                       |                               |                            |
| <b>Total Amendments</b>                                 |                 | \$                               |                                       |                               |                            |
| <b>Total Contract Amount</b>                            |                 | \$2,075,978.00                   | 02/01/2025 – 01/31/2027               |                               |                            |

## Department of Purchasing – Required Documents Checklist

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### PURCHASING USE ONLY

|   |   |
|---|---|
| Prior Resolutions:                              |   |
| CM#:  | 5246  |
| Vendor Name:                                    | Mental Health Services for Homeless Persons, Inc. dba Frontline Service |
| Time Period:                                    | 2/1/2025-1/31/2027  |
| Amount:   | Not to exceed \$2,075,978.00  |
| History/CE:                                     | OK  |
| EL:   | OK  |
| Purchasing Notes:                               |   |
| Purchasing Agents Initials and date of approval | BRM 3/27/2025   |