

## Minutes

Contracts and Purchasing Board  
County Administration Building, 4th Floor  
September 17, 2012 11:30 PM

- I. Call to Order: The meeting was called to order at 11:33 AM
- II. Review and Approve Minutes: The minutes were approved as written
- III. Public Comment: There was no public comment
- IV. Contracts and Awards

### A. Tabled Items

### B. Scheduled Items

CPB2012-835 Department of Development Submitting amendments to contracts with various providers for mortgage foreclosure prevention counseling and legal services for homeowners for the period 1/1/2012 - 12/31/2012 to extend the time period to 7/15/2013, to change the scope of services, effective 7/15/2012 and for additional funds each in the amount of \$20,000.00:

- a) Contract No. CE1200235-01 with Cleveland Housing Network, Inc.
- b) Contract No. CE1200236-01 with Community Housing Solutions.
- c) Contract No. CE1200237-01 with East Side Organizing Project, Inc.
- d) Contract No. CE1200238-01 with Home Repair Resource Center.
- e) Contract No. CE1200239-01 with Neighborhood Housing Services of Greater Cleveland Inc.

Funding Source: 100%St. Luke's Foundation

Approve  
 Disapprove  
 Hold

CPB2012-836 Department of Health and Human Service Community Initiatives Division/Office of Early Childhood, submitting an amendment to Contract No. CE0900693-01 with Kiddie City Child Care Community, Inc. for Universal Pre-Kindergarten Program services for the Invest in Children Program for the period 8/1/2009 - 7/31/2012, to make budget line item revisions and for additional funds in the amount not-to-exceed \$14,692.00.

Funding Source: 80.18% by the Health and Human services levy, 19.82% private grant dollars

Approve  
 Disapprove  
 Hold

CPB2012-837 Department of Health and Human Service Division of Children & Family Services, recommending an award on RQ21629 and to enter into Contract No. CE1200578-01 with Kmart Corporation Incorporated in the amount not-to-exceed \$50,000.00 for Independent Living care package services for young adults for the period 10/1/2012 - 12/31/2012. (Contracts and Purchasing Board Approval No. CPB2011-385 - authority to seek proposals.)

Funding Source: 100% Tobacco Use Prevention & Control Foundation Endowment Fund

Approve  
 Disapprove  
 Hold

CPB2012-838 Department of Public Works a) submitting an amendment (Subsidiary No. 1) to Contract No. CE1200041-01 with Perram Electric, Inc. for installation of a traffic signal at the Fitch Road Fire Station in Olmsted Township for additional funds in the amount not-to-exceed \$3,455.65.

- b) recommending to accept the project as complete and in accordance with plans and specifications.
- c) requesting authority for the County Treasurer to release the escrow account, in accordance with Ohio Revised Code Section 153.63.

Funding Source: \$7.50 Vehicle License Tax Funds.

Approve  
 Disapprove  
 Hold

CPB2012-839 Department of Workforce Development Submitting a contract with Rent Due, LLC in the amount not-to-exceed \$8,400.00 for the On-the-Job Training Program for the period 7/10/2012 - 11/30/2012.

Funding Source:100% Workforce Investment Act Funs

Approve  
 Disapprove  
 Hold

CPB2012-840 Office of Procurement & Diversity                      Recommending an award:  
Department of Public Works

a) on RQ23631 to Whitesides Chevrolet Oldsmobile Buick Pontiac Cadillac, Inc.in the amount of \$86,819.60 for the purchase of 4-2012 Chevrolet Impala Police Special vehicles for use by County Sheriff (State Contract No. RS900912/ORC 125.04(B)).

Funding Source:100% General Fund

Approve  
 Disapprove  
 Hold

CPB2012-841 Office of Procurement & Diversity                      Recommending an award:  
County Sheriff

a) on RQ24573 to Motorola Solutions, Inc. in the amount of \$45,034.88 for 186- APX radio accessories.

Funding Source:100% General Fund

Approve  
 Disapprove  
 Hold

### C. Exemption Requests

CPB2012-842 Department of Information Technology Submitting an RFP exemption on RQ24609, which will result in an award recommendation to Environmental Systems Research Institute, Inc. in the amount of \$25,994.00 for the purchase of 1-ArcGIS Server Standard Enterprise for Windows Core licenses and 1-ArcGIS Server Standard Enterprise Staging server licenses.

1. Description of Supplies or Services (If contract amendment, please identify contract time period and/or scope change)

The GIS staff would like to purchase (1) ESRI ArcGIS Server Standard Enterprise for Windows Up to Four Core License and (1) ESRI ArcGIS Server Standard Enterprise for Windows Up to Four Cores "Staging" Server License for migration to ESRI Server Environment.

2. Estimated Dollar Value and Funding Source(s) including percentage breakdown (If amendment, please enter original contracted amount and additional amount, if any)

The total amount of this purchase will not exceed \$25,994.00. Funding source- transfer from Real Estate Assessment fund (Fiscal Office).

3. Rationale Supporting the Use of the Selected Procurement Method

(include state contract # or GSA contract # and expiration date)

Migration to ESRI server environment will provide greater support and services because this software is used more widely than the current software, and thus provides a larger developer and user base. State Term Schedule 533197-3, ESRI Contract No. 2003MPA1955

4. What other available options and/or vendors were evaluated? If none, include the reasons why.  
None, ESRI is the sole-source provider of software maintenance (technical support plus ESRI software updates/upgrades) for ESRI Products in the commercial, state, and local government marketplace.

5. What ultimately led you to this product or service? Why was the recommended vendor selected?  
The County GIS staff needs these items for migration of GIS infrastructure to ESRI server environment and ESRI was recommended because they are the sole provider of these products.

6. Provide an explanation of unacceptable delays in fulfilling the County's need that would be incurred if award was made through a competitive bid.

I don't believe any competitor would be legally allowed to sell ESRI Software to local government. This software is required to fulfill current needs.

7. Describe what future plans, if any, the County can take to permit competition before any subsequent purchases of the required supplies or services.

All future hardware and software purchases are considered before final purchase. In this case, ESRI happens to be a leader in providing GIS solutions.

Approve

Disapprove

Hold

CPB2012-843 Department of Information Technology Submitting a Sole Source exemption on RQ25011, which will result in a contract with TAB Products Co. LLC in the amount not-to-exceed \$15,824.24 for maintenance and support of TAB FUSIONRMS and On Demand Label for the period 7/1/2012 - 6/30/2013.

1. Provide detailed information about why you need to acquire these goods or services:  
Provide information on the main requirement for this purchase. For example, detail the nature of the instructional, research, or community outreach activities for which the purchase is necessary.  
A maintenance contract is needed to support the software application "Smead" Used by our Record Room staff to track physical records for our agency. This contract will allow our IT staff to contact the vendor for help in order to solve application issues when they arise.

2. Has your department bought these goods/I.T. services in the past? Yes No

This is a software contract renewal we have done for at least 3 years with Professional Business Systems, a local vendor to provide maintenance support for the Smeadlink software. This product has been sold to TAB Co. LLC TAB is the sole source for Smead application. The system is in place. No other vendor can be contracted for support.

Contract period: 6/11/2010 - 6/11/2011

3. Why are the requested goods/services the only ones that can satisfy your requirements?  
The Smead application is in place and meets the needs of the agency record room.  
Replacing this software will incur significantly higher cost in time and effort to implement a new solution, convert existing data and train Record Room personnel in using the new system.

4. Were alternative goods/I.T. services evaluated?  
N/A

5. What efforts were made to get the best possible price?  
TAB Co. LLC is the only company who can quote for the maintenance renewal of this product.

6. Will this purchase obligate Cuyahoga County to this vendor for future purchases, for example maintenance, licensing or continuing need? Yes No  
Annual maintenance support contract renewal would be needed.

7. Why is the price for this purchase considered to be fair and reasonable:  
No other vendor can provide the support for the product. The price seems fair for the services vendor provides – technical support, bug fixes and dedicated upgrade support.

8. What efforts have been made or are being made to reduce the Department's reliance on a sole source provider for these goods/services in the future?  
N/A

9. What efforts were made to get the best possible price?  
Identify any initiatives made with the vendor to obtain the most favorable pricing. For example, indicate if any quotes or discounted pricing was requested from the vendor. Additionally, if discounts or special pricing was provided please indicate the amount of the discounts as a percentage of the original or published selling price. if any other value added services such as training or extended warranty were provided, please provide details on those services.

TAB Technology Solutions is the only company who can quote for the maintenance renewal of this product.

10. What efforts were made to get the best possible price?  
TAB Technology Solutions is the only company who can quote for the maintenance renewal of this product.

11. Why is the price for this purchase considered to be fair and reasonable?  
No other vendor can provide the support for the product. The price seems fair for the services vendor provides- technical support, bug fixes and dedicated upgrade support.

12. Amount to be paid: \$15,824.24 (includes 2 years of maintenance and software upgrade, travel and onsite support 4 days)

Approve  
 Disapprove  
 Hold

CPB2012-844 Medical Examiner Submitting a Sole Source exemption on RQ25042, which will result in a contract with VertiQ Software, LLC, not-to-exceed \$18,000.00 for maintenance on the Case Management Software System for the period 9/01/2012 - 8/31/2014.

1. Vendor/Contractor Name: VertiQ Software, LLC

2. What is the product/service that you seek to acquire?

CME is a complete case and workflow management system for Coroners and Medical Examiners.

3. Will this purchase obligate Cuyahoga County to this or any other vendor for future purchases, for example, maintenance, licensing or continuing need?  Yes  No

The system is a proprietary creation of VertiQ Software, LLC, therefore all licensing and maintenance is handled by VertiQ. The original purchase of the Software was in 2006. There has been a yearly contract with VertiQ since the initial purchase.

4. Why do you need to acquire these goods or services?

CME is a complete case and workflow management system for Coroners and Medical Examiners. CME is probably the most widely used system for Coroners and Medical Examiners in the USA today. The system records, tracks, and reports demographic data of deceased persons and others associated with a case; creates autopsy, investigative and toxicology reports; handles body intake and release, evidence and property tracking, storage, release and destruction.

The majority of the Medical Examiner's Office uses CME to create cases, track case status throughout the many departments, and optimize workflow between departments. Over time we have integrated more of our processes into CME such that it is the primary software used for all stages of a Medical Examiner case.

5. Why are the requested goods/services the only ones that can satisfy your requirements?

The system is a proprietary creation of VertiQ Software LLC, therefore all licensing and maintenance is handled by VertiQ.

6. Were alternative goods/services evaluated?

Provide names of alternate sources that were considered and specific reasons why each one was rejected. If other options were not evaluated, indicate the basis for not considering available alternatives.

No alternative was evaluated. The system is a proprietary creation of VertiQ Software LLC, therefore all licensing and maintenance is handled by VertiQ.

7. Identify specific steps taken to negate need for sole source provider.

Provide specific information regarding methods of search, geographic areas searched, and time-frame of search for alternate providers. If no efforts were made to identify and/or locate alternate goods/services, identify rationale for acceptance of sole source.

No alternative was evaluated. The system is a proprietary creation of VertiQ Software LLC, therefore all licensing and maintenance is handled by VertiQ.

8. Has your department bought these goods/services in the past?  Yes  No  
Yes, CME was purchased in 2006 and there has been a yearly contract with VertiQ Software LLC since the initial purchase. This contract is renewed yearly at a rate of \$9,000 annually.

9. What efforts have been made or are being made to reduce the Department's reliance on a sole source provider for these goods/services in the future?

As a proprietary system, there are no alternatives. The Medical Examiner's Office uses CME to create cases, track case status throughout the many departments, and optimize workflow between departments.

10. What efforts were made to get the best possible price?

The annual cost of \$9,000 has remained the same year after year. This year we are entering into a 2 year contract, therefore, even if there was a price increase, we are locked in.

11. Why is the price for this purchase considered to be fair and reasonable?

The annual cost of \$9,000 has remained the same year after year.

12. Amount to be paid: \_\$9,000 annually for a term of two years for a total of \$18,000.

Approve  
 Disapprove  
 Hold

#### D. Consent Agenda

CPB2012-845 County Sheriff Submitting an amendment to a grant agreement from U.S. Department of Justice, Office of Community Oriented Policing Services for the FY2010 Child Sexual Predator Grant Program for the period 9/1/2010 - 8/31/2012 to extend the time period to 8/31/2013.  Approve  
 Disapprove  
 Hold

CPB2012-846 County Sheriff Submitting a Whiskey Island Marina Dockage Lease agreement with Whiskey Island Partners, L.P. for Summer dockage and Winter storage for the period 9/1/2012 - 10/15/2013.

Approve  
 Disapprove  
 Hold

CPB2012-847 Department of Health and Human Service Community Initiatives Division/Office of Early Childhood, submitting an amendment to Contract No. CE0900692-01 with Early Childhood Enrichment Center, Inc. for Universal Pre-Kindergarten Program services for the Invest in Children Program for the period 8/1/2009 - 7/31/2012 to make budget line item revisions; no additional funds required.

Approve  
 Disapprove  
 Hold

CPB2012-848 Department of Public Safety and Justice Services Public Safety Grants, submitting an agreement with City of Rocky River in the amount not-to-exceed \$1,395.85 for reimbursement of

eligible training expenses in connection with the FY2010 Interoperable Emergency Communication Grant Program for the period 6/1/2010 - 12/31/2012.

Funding Source:100% FY2010 Interoperable Emergency Communication Grant

Approve  
 Disapprove  
 Hold

CPB2012-849 Department of Public Safety and Justice Services Public Safety Grants, submitting an agreement with Cleveland Metropolitan Park District in the amount not-to-exceed \$99.25 for reimbursement of eligible training expenses in connection with the FY2010 Interoperable Emergency Communication Grant Program for the period 6/1/2010 - 12/31/2012.

Funding Source: 100% FY2010 Interoperable Emergency Communication Grant

Approve  
 Disapprove  
 Hold

CPB2012-850 Juvenile Court Submitting amendments to contracts with various providers for residential treatment services for the Youth and Family Community Partnership Program for the period 1/1/2012 - 12/31/2013, to change the scope of services, effective 1/1/2012 and for a decrease:

- a) Contract No. CE1200320-01 with Applewood Centers, Inc. in the amount of (\$25,000.00).
- b) Contract No. CE1200323-01 with Carrington Youth Academy LLC in the amount (\$75,000.00).
- c) Contract No. CE1200326-01 with The Village Network in the amount (\$75,000.00).

Approve  
 Disapprove  
 Hold

CPB2012-851 Juvenile Court Submitting amendments to contracts with various providers for residential treatment services for the Youth and Family Community Partnership Program for the period 2/1/2012 - 1/31/2014 for a decrease:

- a) Contract No. CE1200427-01 with Applewood Centers, Inc. in the amount of (\$25,000.00).
- b) Contract No. CE1200429-01 with Bellefaire Jewish Children's Bureau in the amount of (\$50,000.00).
- c) Contract No. CE1200432-01 with Carrington Youth Academy LLC in the amount of (\$25,000.00).
- d) Contract No. CE1200433-01 with The Cleveland Christian Home Incorporated in the amount of (\$125,000.00).
- e) Contract No. CE1200435-01 with Cornell Abraxas Group, Inc. in the amount of (\$40,000.00).
- f) Contract No. CE1200437-01 with The House of Emmanuel, Inc. in the amount of (\$80,000.00).
- g) Contract No. CE1200439-01 with New Directions, Inc. in the amount of (\$25,000.00).
- h) Contract No. CE1200440-01 with Safe House Ministries, Inc. in the amount of (\$50,000.00).

Approve  
 Disapprove  
 Hold

CPB2012-852 Office of Procurement and Diversity Presenting voucher payments for the week of September 17, 2012.

Approve  
 Disapprove  
 Hold

CPB2012-853 Department of Development Presenting voucher payments between September 6, 2012- September 12, 2012

Approve

Disapprove

Hold

V. Other Business

VI. Public Comment: There was no public comment

VII. Adjournment