

Minutes

Contracts and Purchasing Board
County Administration Building, 4th Floor
September 24, 2012 11:30 A.M.

I. Call to Order: The meeting was called to order at 11:33 AM

Attendees: County Executive Edward FitzGerald
Chief of Staff Matt Carroll
Councilman Dave Greenspan
Fiscal Officer Wade Steen
Director Bonnie Teeuwen
Director Lenora Lockett

II. Review and Approve Minutes: Edward FitzGerald abstained. The minutes were approved as written

III. Public Comment: There was no public comment

IV. Contracts and Awards

A. Tabled Items

B. Scheduled Items

CPB2012-854

Department of Health and Human Services/Community Initiatives Division/Office of Early Childhood, submitting an amendment to Contract No. CE0900706-01 with Creative Kids for Universal Pre-Kindergarten Program services for the Invest in Children Program for the period 8/1/2009 - 7/31/2011 to extend the time period to 7/31/2012, and for additional funds in the amount of \$10,174.00.

Funding Source: ~~100% Health and Human Services Levy Funds~~ 80.18% by the Health and Human services Levy, 19.82% private grant dollars

Note: This item was amended to reflect the corrected funding sources.

Approve
 Disapprove
 Hold

CPB2012-855

Department of Health and Human Services/Community Initiatives Division/Office of Early Childhood, submitting an amendment to Contract No. CE0900697-01 with Brooklyn City School District for Universal Pre-Kindergarten Program services for the Invest in Children Program for the period 8/1/2009 - 7/31/2012 for additional funds in the amount not-to-exceed \$8,459.00.

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

Approve
 Disapprove
 Hold

CPB2012-856

Department of Health and Human Services/Division of Children & Family Services, submitting an amendment to Contract No. CE1100609-01 with Cornell Abraxas Group, Inc. for placement services for the period 10/1/2011 - 6/30/2012 to extend the time period to 12/31/2013 and for additional funds in the amount not-to-exceed \$19,170.00.

Funding Source: 100% Health and Human Services Levy Funds

Approve
 Disapprove
 Hold

CPB2012-857

Department of Public Safety and Justice Services/Public Safety Grants, submitting a state contract with Eltag North America, LLC in the amount of \$45,951.50 for maintenance on Region 2 ALPR system license plate reader for the period 7/1/2012 - 7/1/2013.

Funding Source: 100% Grant Funds

Approve
 Disapprove
 Hold

CPB2012-858

Department of Public Works, recommending an award on RQ22888 and enter into a contract with Karen S. Ganofsky, DVM in the amount not-to-exceed \$90,000.00 for veterinary services for the period 9/24/2012 - 9/30/2014.

Funding Source: 100% the Dog and Kennel Fund

Approve
 Disapprove
 Hold

CPB2012-859

Department of Public Works, seeking the continued retention of Larry Kell, Sr. of Colliers International for a total amount not to exceed \$8,000.00 to update his real-estate appraisal (at a cost of \$4,500) and to prepare and testify as the County's expert witness in arbitration proceedings (at the hourly rate of \$250.00 per hour).

Funding for the Real Estate Consolidation Project will come from the proceeds from the sale of buildings or other financing sources including the issuance of County debt obligations or General Fund reserves.

Approve
 Disapprove
 Hold

CPB2012-860

Department of Workforce Development,

1) Submitting a contract with A.J. Rose Mfg. Co. in the amount not-to-exceed \$11,500.00 for the On-the-Job Training Program for the period 7/9/2012 - 11/30/2012.

2) Submitting a contract with North Coast Composites, Inc. in the amount not-to-exceed \$20,000.00 for the Incumbent Worker Training Program for the period 9/1/2012 - 6/30/2013.

Funding Source: 100% Workforce Investment Act Funds

Approve
 Disapprove
 Hold

CPB2012-861

Office of Human Resources, submitting an amendment to Contract No. CE1100145-01 with Northwest Group Services Agency, Inc. for flexible spending account administration for the period 1/1/2012 - 12/31/2013 for additional funds in the amount of \$16,000.00.

Funding Source: 100% General Fund

Approve
 Disapprove
 Hold

CPB2012-862

Fiscal Department,

A) The Fiscal Office plans to amend a contract with Auditor of the State of Ohio's Local Government Services Section to provide assistance in the collection of data for the compilation where they previously were not involved in this process. This assistance is needed in order to complete the County's 2011 Comprehensive Annual Financial Report (CAFR), in the amount of \$17,500. Also need to amend the time period from July 2, 2012 through August 27, 2012 to July 2, 2012 – December 31, 2012.

B) Fiscal Office, submitting an amendment to AG1200216-01 with State of Ohio, Office of the Auditor for the Comprehensive Annual Financial Report for Calendar Year 2011 for the period 7/2/2012-8/27/2012, to extend the time period through 12/31/2012, to change the scope of services, effective 9/24/2012 and for additional funds in the amount of \$17,500.00.

Funding Source: 100% General Fund

Approve
 Disapprove
 Hold

C. Exemption Requests

CPB2012-863

Department of Public Works, submitting an RFP exemption, which will result in an amendment to Contract No. CE1100488-01 with Hollo Properties, LTD for lease of space located at 12100 Snow Road, Parma, Ohio, Suite Z (#5) for use by County Prosecutor for the Internet Crimes Against Children Task Force for the period 8/1/2011 - 7/31/2012 to change the terms effective 8/1/2012, and for additional funds in the amount of not-to-exceed \$45,808.00.

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

This is a lease amendment for an additional two year period (08/01/2012 to 07/31/2014) for 2,113 square feet of space located at 1200 Snow Rd., Parma, Ohio, Suite Z (#5) for the County Prosecutor's Internet Crimes Against Children Strike Force (ICAC).

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

The amendment will be for \$45,808.00 for the two year period (\$22,904.00 per year). Prosecutors/General fund is source of dollars.

3. Rationale Supporting the Use of the Selected Procurement Method

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

The sensitive law enforcement nature of this space use had dictated this space chosen by the Prosecutors Office.

4. What other available options and/or vendors were evaluated?

The space was currently occupied by the ICAC and the sensitive nature of their work indicated a need for a short term extension.

5. What ultimately led you to this product or service? Why was the recommended vendor selected?

Current space being used by the ICAC and chosen by the Prosecutor's Office for their law enforcement needs and requirements.

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.

The space is currently being utilized and the sensitive and vital nature of the work needed to continue.

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

It is expected with a anticipated comprehensive space plan implemented the County's space needs will be met in a more defined fashion.

Approve

Disapprove

Hold

CPB2012-864

Department of Information Technology, submitting a sole source exemption on RQ23477, which will result in an award recommendation to Wonderware North, dba Q-Mation, Inc. in the amount to-exceed \$9,389.00 for support of SCADA System Platform 2012 and InTouch 2012 Systems for the period 12/16/2011 - 12/15/2014 for the Department of Public Works.

1. Vendor/Contractor Name: Q-Mation, Inc. dba Wonderware North

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

Software Maintenance that will give us all updates and any tech support that is needed during the contract time.

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

This product is an integral part of our scada system at our Sanitary division. It's maintenance and tech support are extremely important and necessary for the daily operations of 12 pump stations throughout the county.

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

To continue to operate the scada system that is in place throughout the county.

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

The Scada system was built in the 80's to monitor existing pump stations in the county. This software was the only one available that would satisfy the requirements of the scada system data and makeup. Other software has been developed since but do not have some of the unique features that are already built into the system. To switch now would be very costly and time consuming. Not to mention we would lose some of our monitoring ability.

6. Were alternative goods/services evaluated?

We are always looking to improve our systems. Unfortunately functionality and cost prohibit us from switching to another system. The bottom line is other product are not as good as this one.

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

We look at all products that can perform the similar task. Unfortunately none provide all the features this one does ant they are all very costly..

8. Has your department bought these goods/services in the past? Yes No

We have used this software since the 80's. It is unique to our needs and provides an excellent solution for what we are trying to do. I am not sure of past cost.

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?

Continue to look at other similar product pluses and minuses.

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

Negotiate

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

It is five times cheaper than any other alternative.

12. Amount to be paid: Not to Exceed \$6,187.00

Approve

Disapprove

Hold

CPB2012-865

Fiscal Office, submitting an RFP exemption on RQ25060, which will result in an award recommendation to Infor Global Solutions, Inc. in the amount of \$61,175.65 for maintenance and support of the County Payroll System for the period 7/1/2012 - 6/30/2013.

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

Infor Global Solutions, Inc. software is the software used for the countywide payroll system that pays employees and provides the data for proper federal, state and local tax reporting. The vendor provides all updates to the system including annual changes to the tax tables.

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

\$61,175.65 Funding Source : General Fund

3. Rationale Supporting the Use of the Selected Procurement Method (include state contract # or GSA contract # and expiration date)

Infor Global Solution is sole proprietor of the software. They are the only ones that can maintain and make upgrades to the software.

4. What other available options and/or vendors were evaluated? If none, include the reasons why.

No other options were evaluated. Infor Global Solutions is the sole proprietor of the product. No other company can maintain or upgrade the software.

5. What ultimately led you to this product or service? Why was the recommended vendor selected?

The County has been using Infor Global Solution's software for many years and they are the only one that can maintain the software.

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.

Failure to contract for support will mean the County will not be protected if the system fails and could result in a delay in paying employees. Failure to update the County tax tables could put the County in violation of federal and state regulations.

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

The ISC Department is currently evaluating all county computer systems

Approve
 Disapprove
 Hold

CPB2012-866

Department of Health and Human Services, Community Initiatives Division/Office of Homeless Services, submitting an RFP exemption on RQ24516 which will result in an award recommendation to Bowman Systems in the amount of \$28,246.00 for maintenance on the Service Point System.

1. Vendor/Contractor Name: Bowman Systems

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

Cuyahoga County is the “lead agency” for the Continuum of Care (CoC) for U.S. Department of Housing & Urban Development (HUD) funded homeless activities. As the grantee for over \$20 million in HUD resources annually, Cuyahoga County is required to manage the “Homeless Management Information System” (HMIS) which all sub recipients of HUD dollars must report client service data into. Since FY 2002, CoC’s have been required to participate in HMIS. HUD has not mandated that communities must use a specific software product; rather, HUD has set technical standards which must be met by a software product. Communities are held responsible for complying with reporting according to these data standards. In FY 2001, Bowman Systems developed software specific to the HUD Reporting requirements. The product is called “ ServicePoint”. The County has contracted with Bowman Systems since FY 2002 for this product.

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

Since FY 2002, the County has entered into 3 year contract commitments with Bowman Systems, with the budgeted amount being authorized on an annual basis. This 3 Year term enables the County to negotiate and lock in the most advantageous price for ServicePoint, the Software product, and support services. It is expected that this practice would continue with the new contract being approved for a three year term with additional terms optional.

Check the appropriate box. If yes, - See Above

The contract which expired in FY 2011 had an annual value of \$21,134. The proposed annual amount is estimated to be \$28,246.

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

As described in #1, HUD requires grantees and sub grantees to collect specific data components for all persons receiving housing/services through HUD funded, homeless assistance programs. As the lead agency for the Continuum of Care, Cuyahoga County has the responsibility to assure that data is being collected accurately and completely. Funding levels for CoC activities is based in part on outcome data generated from the HMIS system. Providers are required to enter data on 18 Data elements. Based on this information, the agency is able to generate an “Annual Progress Report” (APR). Outcome data related to the number of households who moved from homelessness to housing, increased their income and skills, and who remained stably housed, forms the basis for renewing funding to the community and for enabling Cuyahoga County to be awarded funding for NEW projects – specifically, the Housing First Initiative.

In addition to the reporting requirements of the individual project grant awards, Cuyahoga County is required by HUD and Congress to submit data for the “Annual Homeless Assessment Report” (AHAR). This comprehensive community report provides unduplicated counts of :

- persons accessing shelter in the community;
- demographic characteristics, including race, sex, and age
- veteran status, and particular military era (Desert Storm, Vietnam, etc.)
- household size,
- ages and number of children in shelter,
- length of stay
- permanent housing outcomes related to length of stay
- residency prior to entering shelter
- disability information

- income prior to entry into shelter and at exit
- enrollment in mainstream resources prior to entry and at exit
- and other data elements and cross data analysis.

The AHAR enables HUD and Congress to understand the extent and depth of homelessness in our

country and to evaluate the effectiveness of the programmatic interventions funded by HUD. Accurately providing this data is critical to the ongoing efforts of Cuyahoga County to:

- reduce homelessness
- shorten shelter length of stays
- identify emerging needs
- evaluate the effectiveness of local strategies
- allocate local and federal funds
- document program outcomes.

Bowman Systems Software product, ServicePoint, meets all the HUD data reporting requirements in terms of both collecting the data, and in terms of generating the required APR and AHAR reports. Bowman IT staff have worked closely with HUD to develop and implement software upgrades as HUD has revised data elements and reporting requirements over the past ten years.

It is imperative to the Cuyahoga County CoC that the software product is reliable, responsive, and technically superb in order to be as competitive as possible against other CoC's nationally and to assure that elected officials and other stakeholders have the most accurate local information upon which to develop and implement local policy and strategies.

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

Bowman Systems Software Product, "ServicePoint" is a copyrighted product, protected by copyright laws and international copyright treaties, as well as intellectual property laws and treaties. The Software Product is licensed, not sold. In addition, software included in the contract, "Report GalleryWriter" is licensed by Bowman Systems from a third party and only Bowman is authorized to license its use in conjunction with ServicePoint to Cuyahoga County.

Bowman Systems warrants that ServicePoint is in compliance with all Federal and State laws and regulations, including but not limited to, the Electronic Signatures in Global and National Commerce Act of 2000; the U.S. Department of Health & Human Services regulations contained in 21 CFR part11; the Ohio Electronic Records and Signatures Act of 2000; O.R.C. Section 1306.01 et seq.; the final Ohio Department of Administrative Services "111" rules; and the Ohio Rules of Evidence.

Presently, Cuyahoga County Office of Homeless Services utilizes ServicePoint to collect and report data from over 50 programs operating in the CoC. There are over 120 End User Licenses, representing unique persons, who have been trained to use ServicePoint and are entering data. On an annual basis, over 7,000 unduplicated persons receive some service funded through the Continuum of Care. These clients' files are included in ServicePoint. Since the CoC started using ServicePoint, there are over 55,000 unduplicated client files with associated data, being managed through the ServicePoint data base system.

Bowman Systems has demonstrated timely compliance with HUD revisions in required data element collection as well as, providing revised reporting tools as required by HUD. Bowman has added Software Product modules to accommodate new HUD funding streams, like the Homeless Prevention and Rapid

Re-housing Program (HPRP), without additional cost to Cuyahoga County. Bowman Systems is currently working to incorporate the new Emergency Solutions Grant Program data elements and required reports into the ServicePoint basic software.

OHS staff serves as System Administrator for ServicePoint. As System Administrator, the OHS assures that all Users comply with the HMIS policies and procedures related to system integrity, client and system confidentiality, timeless and accurate data entry, and compliance with HUD reporting deadlines. Bowman provides technical assistance and training to the OHS System Administrator; responds quickly to requests for TA and system clarification, and based on a fee schedule, has provided training in the community for all End Users.

Other Software Products to manage HMIS data exist. Bowman Systems is the sole provider of ServicePoint. The OHS requests that Bowman Systems be approved as the Sole Source provider for the ServicePoint Software Product in order to enable the OHS to maintain the integrity and proven technical capability of the CoC Homeless Management Information System.

6. Were alternative goods/services evaluated?

In FY 2001, prior to entering into a contract with Bowman Systems for ServicePoint, the Office of Homeless Services convened a stakeholder group comprised of representatives of the City of Cleveland, the County's Information Services Center staff, community providers, who would be the "end users" of the software, formerly homeless persons, and the NorthEast Ohio Coalition for the Homeless (NEOCH) to:

- learn about homeless management information systems in general,
- learn about the security and confidentiality safe guards of HMIS,
- establish local policies and protocols to govern provider participation in HMIS and
- review and evaluate products that would meet the HUD data requirements,
- recommend a software product for the Cuyahoga County Continuum of Care

Through this lengthy and community driven process, three vendors were identified for consideration.

The three vendors presented demos of their software products and pricing proposals to the Review Committee. No local, or Ohio based software providers responded to the informal request for proposal. Because this process took place eleven years ago, documentation of the proposals and the evaluations is no longer maintained in OHS files. Specific details of the "characteristics, capabilities and compatibilities" are not retrievable to include in this request. However, the selection of Bowman Systems, "ServicePoint" software product was based on expert counsel provided by ISC staff, as well as community assessment of vendor product usability, and alignment with HUD requirements.

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

N/A

8. Has your department bought these goods/services in the past? Yes No

The Department has had a contract with Bowman Systems for the ServicePoint software product since FY 2002. The contract amount for FY 2011 was \$21,134.

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?

Participation in HMIS is a grant management requirement specified in the HUD SHP, S+C, HPRP, and ESG regulations and grant award agreements. The Office of Homeless Services does not anticipate reducing reliance on the software provided by the Sole Source because the hope is to continue receiving HUD funding in order to maintain the housing and services currently provided.

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

FY 2001 when the initial contract was negotiated, the ISC provide technical support on negotiating the pricing for the required software including the software products of:

- ServicePoint,,
- VeriSign security encryption for the web site
- Veritas, backup security software
- Protegrity, database server security
- VNC

And the hardware products:

- A Server
- Harddrive
- Data cartridges
- Tape backup
- Etc.

The pricing detail was approved at that time by the ADP Board (what is this really called?) which reviewed and approved any County IT purchases.

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

The initial annual Contract price for the Bowman Systems Software Product, ServicePoint, was \$15,909. In FY 2011 the cost was \$21,134. This reflects an increase over an 11 year period of \$5,225.00. The proposed FY 2012 contract is estimated at \$28,246, an additional increase of \$7,112. This increase is due to the County decision to have Bowman Systems “host” ServicePoint on the Bowman Systems’ server. Prior to FY 2011, ServicePoint was hosted on the ISC server. The majority of communities that contract with Bowman Systems are hosted by Bowman. In FY 2001, the County chose to host the software locally. This decision required the County to purchase additional hardware. As the Software has been revised and as the data base has expanded, the need for additional, expensive, local servers became evident. By accepting Bowman Systems as the host server provider, the County will realize several benefits:

- a) The costs of purchasing additional hardware are eliminated,
- b) Technical problems, upgrades, and routine servicing of the program can be more easily performed, and
- c) Cuyahoga County will receive Version updates in a more timely manner – communities hosted by Bowman receive updates more quickly and easily.

The OHS has relied on the ISC for guidance in negotiating with Bowman Systems to assure that the pricing of the products and services are fair and reasonable.

12. Amount to be paid: \$28,246

- Approve
- Disapprove
- Hold

The agenda was amended to introduce two Time sensitive/Mission critical purchase items:

1. Department of Public Works, purchased 1- Time Sensitive Integrator in the amount of \$4,296.00 from Johnson Controls.
2. Department of Information Technology, purchased 1-Energy Backup Fiber Switch in the amount of \$2,971.00 from SEI.

D. Consent Agenda

Note: Bonnie Teeuwen commented that a conversation should take place regarding how Grant Funding should be utilized for Events that provide meals during training. Direct Open market purchase Item No. JA-12-25173 in the amount of \$780.00 purchased on September 11, 2012, for a Breakfast and Lunch training event in Berea, Ohio, funded by Fiscal Year 2010 Interoperable Emergency Communications Program Grant funds for the Department of Public Safety and Justice Services Public Safety Grants

CPB2012-867

Office of Human Resources, submitting an amendment to Contract No. CE1200192-01 with United Healthcare Services, Inc. for group healthcare benefits for County employees and their eligible dependents, including medical, stop loss insurance and pharmacy benefit management services for the period 1/1/2012 - 12/31/2014 to change the scope of services, effective 9/24/2012; no additional funds required.

Approve
 Disapprove
 Hold

CPB2012-868

Department of Health and Human Services, Division of Children & Family Services, submitting an amendment Contract No. CE1200248-01 with Adoption Network Cleveland for child-centered recruitment services for the Adopt Cuyahoga's Kids Initiative for the period 1/1/2012 - 09/30/2012 to extend the time period to 11/30/2012; no additional funds required.

Approve
 Disapprove
 Hold

CPB2012-869

Office of Procurement and Diversity, presenting voucher payments for the week of September 24, 2012.

Approve
 Disapprove
 Hold

CPB2012-870

Department of Development, presenting voucher payments between September 13 , 2012 through September 19, 2012

Approve

___Disapprove
___Hold

- V. Other Business
- VI. Public Comment: There was no public comment
- VII. Adjournment The meeting was adjourned at 11:58 A.M.