

Minutes

Contracts and Purchasing Board
County Administration Building, 4th Floor
November 5, 2012 11:30 A.M.

I. Call to Order: The meeting was called to order at 11:38 A.M.

Attendees: County Executive Edward FitzGerald
Chief of Staff Matt Carroll
Fiscal Officer Wade Steen
Councilman Dave Greenspan
Director Bonnie Teeuwen
Director Lenora Lockett
Clerk of the Contracts and Purchasing Board David Merriman

II. Review and Approve Minutes: The minutes were amended to reflect the following item was approved at the October 29th meeting and not held:

CPB2012-950

Department of Information Technology,

- a) Submitting an RFP exemption on RQ25227, which will result in an award recommendation to Compuware Corporation in the amount not-to-exceed \$91,830.00 for maintenance and support on File-AID software for the period 10/1/2012 - 9/30/2015.
- b) Recommending an award on RQ25227 and enter into a state contract with Compuware Corporation in the amount not-to-exceed \$91,830.00 for maintenance and support on File-AID software for the period 10/1/2012 - 9/30/2015.

Funding Source: 100% General Funds

Approve
 Disapprove
 Hold

The amended minutes were approved.

III. Public Comment - There was no public comment.

IV. Contracts and Awards

A. Tabled Items - there were no tabled items.

B. Scheduled Items

CPB2012-967

Department of Development, requesting approval of a contract with Allenbey Construction Co., LLC for the anticipated cost of \$16,970.00. Cases 252 Garner & 323 Vacant at 1741 & 1739 Noble Road East Cleveland The anticipated start-completion dates are November 5, 2012 - May 31, 2013.

Funding Source: 100% by the U.S. Department of Housing and Urban Development Lead Hazard Remediation Grant passed through County Board of Health.

Approve
 Disapprove
 Hold

CPB2012-968

Department of Information Technology, recommending an award on RQ24713 and enter into a contract with CDW Government LLC, in the amount not-to-exceed \$15,705.00 for maintenance on CA eTrust/Pest and Total Defense software for the period 8/26/2012 - 8/25/2013.

Funding Source: 100% General Funds

Approve
 Disapprove
 Hold

CPB2012-969

Department of Development,

- A) Submitting a contract with Consulting Engineering Inc. in the amount not-to-exceed \$2,846.25 for the On-the-Job Training Program for the period 10/1/2012 - 12/31/2012.
- B) Submitting a contract with ECO - S.U.R.E. in the amount not-to-exceed \$3,900.00 for the On-the-Job Training Program for the period 8/27/2012 - 1/7/2013.
- C) Submitting a contract with PPG Industries, Inc. in the amount not-to-exceed \$22,100.00 for the On-the-Job Training Program for the period 9/10/2012 - 12/31/2012.
- D) Submitting a contract with Talent Tool & Die, Inc. in the amount not-to-exceed \$5,000.00 for the On-the-Job Training Program for the period 10/1/2012 - 4/1/2013.

Funding Source: 100% Federal Workforce Investment Act (WIA) Funds.

Approve
 Disapprove
 Hold

CPB2012-970

Fiscal Office, submitting an amendment to Contract No. CE1100440-01 with George Gerald Burke for the 2012 sexennial reappraisal and annual maintenance for the period 8/15/2011 - 12/31/2012 for additional funds in the amount not-to-exceed \$575.00.

Funding Source: 100% Real Estate Assessment Fund

Approve
 Disapprove
 Hold

CPB2012-971

Office of Procurement & Diversity recommending an award:

Fiscal Office

a) on RQ25068 to R.R. Donnelley & Sons Company (1-1) in the amount of \$54,475.00 for printing of 2013 Homestead Exemption Forms.

Funding Source: 100% Real Estate Assessment Fund.

Approve
 Disapprove
 Hold

CPB2012-972

Department of Health and Human Services, Division of ~~Employment & Family Services~~
~~Division/Cuyahoga Support Enforcement Agency~~, submitting a contract with The Rushmore Group, LLC, sole source, in the amount not-to-exceed \$13,500.00 for maintenance and support on the Case Review System for the period 8/8/2012 - 8/7/2013.

Funding Source: 100% Federal Public Assistance (PA) funds

Note: The agenda was amended to reflect the Department's new name: Division of Cuyahoga Job and Family Services.

Approve
 Disapprove
 Hold

C. Exemption Requests

CPB2012-973

1. Department of Development, submitting a sole source request that will result in a contract with Philadelphia Industrial Development Corporation in the amount not-to-exceed \$2,400.00 for support and maintenance on the Portfol Management System for the period 7/1/2011 - 12/31/2012.

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

Portfol software support and maintenance services for the time period of 7/1/11 through 12/31112. This software is utilized in the management of the Department's Economic Development Loan portfolio.

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

This purchase does not obligate Cuyahoga County to any future purchase from PIDC. However these services are recommended and include the latest upgrades and enhancements.

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

The software was purchased to manage the Economic Development Loan Portfolio. The support and maintenance contract is an essential component in utilizing the software for this purpose and to receive the latest upgrades and enhancements.

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

What are the unique features of the product or service that are not available in any other product or service? Provide specific, quantifiable factors/qualifications.

The software is tailored for the management of an Economic Development Loan Portfolio and contains a variety of amortization schedules and management tools needed to manage Economic Development and Brownfield Redevelopment Projects. The support and maintenance for Portfol can only be provided by PIDC.

6. Were alternative goods/services evaluated? If yes, what were they and why were they unacceptable?

The department evaluated One Roof software but found that its features were focused on the management of Housing Projects. One Roof did not have the variety of amortization schedules and management tools needed to manage Economic Development and Brownfield Redevelopment Projects.

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

Only PIDC is legally authorized to provide support and maintenance for Portfol.

8. Has your department bought these goods /services in the past?

X Yes No

If yes, who was the contractor/supplier and was the requirement competitively bid or sole source? What was the last date and price paid for goods/services?

The contract for the initial purchase of the software included a support and maintenance fee of \$750 for the first year which was 7/1/2010 through 6/30/2011.

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?

Only PIDC is legally authorized to provide support and maintenance for Portfol.

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

The vendor has reduced the price for this current purchase. They have provided a one-time discount of \$890 off the standard pricing of \$2,490 making the 2012 support and maintenance fee \$1,600.

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

The support and maintenance for Portfol can only be provided by PIDC. The vendor provided a one-time discount to assist the County in its continued use of the software.

12. Amount to be paid: \$2.400 (7/1/2011 through 12/31/11 Invoice is \$800 and 1/1112 through 12/31/12 Invoice is \$1,600)

Approve
 Disapprove
 Hold

CPB2012-974

Juvenile Court,

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

The Court of Common Pleas, Juvenile Court Division plans to amend contracts for Staff Secure Shelter Care with Carrington Youth Academy, LLC, to increase the funds in the amount of \$2,121,340.00; and The Cleveland Christian Home Incorporated, to increase the funds in the amount of \$1,152,512.00. The term of the contracts remains the same, with a time period of March 1, 2012 to February 28, 2014. These amendments increase the not-to-exceed amounts to include the FY 2013 funding and also provide additional FY 2012 funding in anticipation of exceeding the previously projected usage. The primary goal of the program is to provide staff secure shelter care for Court-involved youth as an alternative to secure Detention.

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

The contract amendments for the time period of March 1, 2012 to February 28, 2014, are funded by the Health and Human Services fund, RECLAIM fund, and Title IV-E fund. These amendments will change the not-to-exceed amounts as follows:

a. Carrington Youth Academy, LLC, CE1200344, will increase in the amount of \$2,121,340.00, which changes the not-to-exceed value of the contract from \$1,618,852.00 to \$3,740,192.00.

b. The Cleveland Christian Home Incorporated, CE1200345, will increase in the amount of \$1,152,512.00, which changes the not-to-exceed value of the contract from \$534,000.00 to \$1,686,512.00.

These amendments increase the not-to-exceed amounts to include the FY 2013 funding and also provide additional FY 2012 funding in anticipation of exceeding the previously projected usage.

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

The procurement method for these contracts (CE1200344 and CE1200345) was an RFP process (RFP #22544).

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

Three vendors submitted responses to the RFP: one for Shelter Care services only, one for both Shelter Care and Placement Planning Day Report, and one for Placement Planning Day Report only. All submitted proposals were considered and reviewed, and all three vendors were awarded services. Two vendors were awarded Shelter Care Services.

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

These vendors submitted the only proposals for Staff Secure Shelter Care, which met all desired parameters of the program.

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.

These amendments will allow for additional funding in order to continue participation of Court-involved youth in Shelter Care as an alternative to secure Detention.

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

This amendment is for additional funding on a two year contract. At this time, the Court does not anticipate any additional increases.

Funding Source: Health and Human Services fund, RECLAIM fund, and Title IV-E fund.

Approve
 Disapprove
 Hold

CPB2012-975

Department of Health and Human Services, Office of Early Childhood/Invest in Children seeking authority to approve a contract with the Corporation for Enterprise Development (CFED) for consulting services by other than full and open competition. Procurement method is RFP exemption. The amount of the contract is \$22,000 and the term will run November 1, 2012 through October 31, 2013.

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

The Corporation for Enterprise Development will supply consultation services related to the Cuyahoga County Kindergarten to College program on all of the following:

- ≠ Account Design
- ≠ Procurement of financial institution and community partner (intermediary)
- ≠ Development of program policies and procedures
- ≠ Rollout and execution strategy
- ≠ Showcasing and publicizing the initiative on the national stage

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

\$22,000 not to exceed contract.

The Corporation for Enterprise Development will bill at an hourly rate of \$140 for consultation services. Travel to Cleveland from Washington D.C. will be reimbursed at a flat rate of \$600/person for one overnight or less; \$850/person for two overnights.

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

The Corporation for Enterprise Development is unique in their role nationally as an advocate for and consultant to college savings account programs. They have consulted on 18 different programs across the country and recently hosted the College Savings Account Institute in Washington D.C., a national forum on this program. They have recently served as a consultant to the Promise Neighborhood locally on the development of a college savings program within the Central Neighborhood and so already have knowledge of the local community.

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

No other consultant with the same experience and expertise exists, to the best of our knowledge.

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

The Corporation for Enterprise Development's expertise and unique experience in this area and the fact that they have already been a consultant on the Promise Neighborhood college savings account program was the reason we selected this vendor.

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 program needs to be launched asap in order to be able to implement for the upcoming school year.

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

There is no anticipated need for future procurement for this type of service once the program has been established.

Approve
 Disapprove
 Hold

CPB2012-976

County Sheriff, 1. Requesting approval of a sole source justification with ~~Total ID Solutions, Inc.~~ **Biometric Information Management** for the anticipated cost of \$2,640.00 (\$880.00/year). The anticipated start and completion dates are 11/03/2012 - ~~11/02/2015~~. **11/02/2013**

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

The Sheriff's Office is seeking a 3 year renewal of the Warranty and Support Agreement that covers our Background Check Fingerprint System located at our Parma Carry Conceal Weapon License Office. This system captures fingerprints for state and/or federal background checks for the public.

3. Will this purchase obligate Cuyahoga County to this or any other vendor for future purchases, for example, maintenance, licensing or continuing need? X Yes No If yes, please provide details regarding future obligations and/or needs.

The Sheriff's Office would be committed to this vendor for annual maintenance on hardware and software.

4. Why do 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.

This is a revenue generating service that the Sheriff's Office provides to the public. This device is approved by BCI & I who conducts and coordinates the fingerprint searches.

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

What are the unique features of the product or service that are not available in any other product or service? Provide specific, quantifiable factors/qualifications.

Provide specific, quantifiable factors/qualifications.

Provide specific details on the compelling functional and/or technical reasons why the requested good or service is the only one that can satisfy the requirement. Indicate any features of the product or service that cannot be provided by an alternative product or service. In enumerating the unique aspects of the product or service, provide quantifiable details on the factors and/or qualifications that make the good or service distinctive. If the good or service is patented or copyrighted, provide the supporting information such as patent number or copyright holder.

The hardware and software is proprietary. Only this vendor can provide maintenance and support to this device. There are other approved devices that provide this service, but their hardware and software is also proprietary. This device, which has a value of \$6,000.00, was provided to the Sheriff's Office free of charge.

6. Were alternative goods/services evaluated? If yes, what were they and why were they unacceptable? Please be specific with regard to features, characteristics, requirements, capabilities and compatibility. If no, why were alternatives not 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.

We have a similar Cogent device that provides the same service in our Sheriffs Records Department at the Justice Center. This device, also with a value of \$6,000.00, was provided to the Sheriff's Office free of charge from the State of Ohio.

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.

There are no steps at this time that can be taken to negate the need for this sole source provider.

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

A one year Warranty and Support Agreement was purchased November 2011 from Biometric Information

Management at a cost of \$780.00. All maintenance agreements are sole source.

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?

Describe specific steps, and/or alternate solutions under consideration.

The Sheriff's Office will need to rely on this sole source provider well into the future.

10. 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.

The vendor offered no price discounts.

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

The maintenance cost is less than 15% of the original system value of \$6,000.00 which is considered fair and reasonable. This contract also covers software updates at no additional charge and replacement coverage of the fingerprint scanner.

12. Amount to be paid: \$2,640.00 for a 3 year contract.

Note: The agenda was amended to reflect the corrected name of the vendor: Biometric Information Management and the corrected time period end date 11/02/2013.

Approve
 Disapprove
 Hold

Consent Agenda

CPB2012-977

Department of Development, requesting approval of an amendment to the United States Department of Energy Energy Efficiency and Conservation Block Grant for the time period 09/28/2009 - 09/27/2012 to extend the time period to 03/27/2013.

Funding Source: 100% by USDOE.

Approve
 Disapprove
 Hold

CPB2012-978

County Sheriff, requesting approval to apply for and accept grant funds from Ohio Department of Public Safety, Office of Criminal Justice Services - Traffic Safety in the amount of \$67,356.03 for the FY2013 High Visibility Enforcement Overtime Program for the period 10/1/2012 - 9/30/2013.

Funding Source: 100% Ohio Department of Public Safety Office of Criminal Justice Services grant dollars

Approve
 Disapprove
 Hold

CPB2012-979

Public Safety Grants, submitting an amendment to Agreement No. AG1100028-01 with City of Elyria for reimbursement of eligible expenses in connection with the FY2008 Port Security Grant Program for the period 8/1/2008 - 6/30/2012 to extend the time period to 6/30/2013.

Funding Source: 75% federal dollars by the Department of Homeland Security FEMA. The subgrantee is responsible for 25% match

Approve
 Disapprove
 Hold

CPB2012-980

Department of Public Safety and Justice Services, Cuyahoga Regional Information System, submitting agreements with various users of the Automatic License Plate Reader Program for the period 1/1/2012 - 12/31/2012:

- a) Bedford Heights Police Department
- b) Cleveland Heights Police Department
- c) Geauga County Sheriff's Department
- d) Lyndhurst Police Department
- e) North Royalton Police Department
- f) Painesville Police Department
- g) Rocky River Police Department
- h) Solon Police Department

Funding Source: There is no cost to the County for these Agreements

Approve
 Disapprove
 Hold

CPB2012-981

Department of Public Safety and Justice Services, Public Safety Grants, submitting agreements with various municipalities for reimbursement of eligible training expenses in connection with the FY2010 Interoperable Emergency Communications Grant Program for the period 6/1/2010 - 12/31/2012:

- a) City of Lyndhurst in the amount not-to-exceed \$161.75.
- b) City of Mayfield Heights in the amount not-to-exceed \$634.51.
- c) City of Middleburg Heights in the amount not-to-exceed \$1,684.13.
- d) City of Strongsville in the amount not-to-exceed \$471.02.
- e) Village of Hunting Valley in the amount not-to-exceed \$271.49.

Funding Source: 100% FY2010 Interoperable Emergency Communication Grant Program funded

Approve
 Disapprove
 Hold

CPB2012-982

Department of Public Safety and Justice Services, Public Safety Grants, submitting an agreement with City of Cleveland Heights in the amount not-to-exceed \$1,960.21 for reimbursement of eligible training expenses in connection with the FY2010 Interoperable Emergency Communications Grant Program for the period 6/1/2010 - 12/31/2012.

Funding Source; 100% FY 10 Interoperable Emergency Communication Grant Program funded

Approve
 Disapprove
 Hold

CPB2012-983

Health and Human Services, Community Initiatives Division/Office of Early Childhood, submitting an amendment to a grant award in the amount of \$700,000.00 for operational support of the Invest in Children Program for the period 6/1/2011 - 12/31/2012 to extend the time period to 6/30/2013; no additional funds required.

Approve
 Disapprove
 Hold

CPB2012-984

Office of Procurement & Diversity, presenting voucher payments for the week of November 5, 2012.

Approve

Disapprove
 Hold

CPB2012-985

Department of Development, presenting voucher payments between October 25, 2012 and October 31, 2012.

Approve
 Disapprove
 Hold

V. Other Business

The agenda was amended to introduce the following **time sensitive/ mission critical purchases items**

Presented by Mike Chambers, Department of Public Works

1. **Recommending an award on RQ24524 and enter into a contract with Industrial First, Inc. in the amount of \$89,750.00 for Metzenbaum Roof Replacement in connection with the Storm damage.**
2. **Purchase of a generator from Industrial First, Inc. in the amount of \$875.00 for the Board of Elections Halle warehouse due to a power outage in connection with the Storm damage.**
3. **Purchase of a sanitary engineer vehicle in the amount of \$1,735. This is a revenue generating machine.**

Presented by Larry Benders, Department of Development

4. Department of Development, submitting a contract with Lea Barwell in the amount not-to-exceed \$13,362.50 for exterior improvements in connection with a Storefront Renovation Rebate Program project located at 50 Front Street, Berea, for the period 11/6/2012 - 12/31/2012.

Presented by Sheriff Bob Reid and Beth Supan, County Sheriff

5. **an RFP exemption to utilize a cooperative purchase enter into a contract in connection with the purchase of 12 Mobile Radios for Vehicles in the amount of \$68,781.60 for the Capital Radio Project in connection with Narrowbanding.requirements.**

VI. Public Comment – There was no public comment

VII. Adjournment: The meeting was adjourned at 12:08 P.M.