

Minutes

Cuyahoga County Board of Control
County Administration Building, 4th Floor
March 11, 2013 11:00 A.M.

1. Call to Order: The meeting was called to order at 11:06 A.M.

Attendees: County Executive Edward FitzGerald
Fiscal Officer Wade Steen
Councilman Michael Gallagher
Councilman Dave Greenspan
Councilman Pernel Jones, Jr.
Director Bonnie Teeuwen
Director Lenora Lockett
Board of Control Clerk David Merriman

Review and Approve Minutes – Ed FitzGerald made a motion to approve, Wade Steen seconded, the minutes were approved as written.

4. Tabled Item Returned for Review - There were no tabled items.
5. Scheduled Items for Review

BC2013-65

Department of Information Technology, submitting an amendment to Contract No. CE1200424-01 with Avantia, Inc. for IT consultant services for use by various County departments for the period 7/2/2012 - 7/1/2013 to extend the time period to 7/1/2014 and for additional funds in the amount of \$481,700.00.

Funding Source: 100% General Funds

Ed FitzGerald made a motion to approve, Wade Steen seconded, the item was approved.

Approve
 Disapprove
 Hold

BC2013-66

County Prosecutor,

- A) Submitting an RFP exemption on RQ26582 which will result in an award recommendation to SHI International Corp. in the amount of \$304,365.84 for Microsoft Enterprise Agreement volume licensing for Microsoft-related services for the period 2/1/2013 - 1/31/2016.
- B) Recommending an award on RQ26582 and enter into a state contract with SHI International Corp. in the amount of \$304,365.84 for Microsoft Enterprise Agreement volume licensing for Microsoft-related services for the period 2/1/2013 - 1/31/2016.

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

The Microsoft Enterprise Agreement (EA) licenses all Microsoft-related services currently in use by the Prosecutor's Office. This includes email hosting – Microsoft Exchange, Microsoft Office Licenses, SQL Server Licenses, Microsoft Windows upgrades, and other required Microsoft software.

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

Current contract renewal (3 year): \$304,365.84 – 100% from PR191056-0600
(Annual contract cost is \$101,455.28)

Previous Contract (annual): PR-12-22838 – for \$117,859.50 – 1/31/2012

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

The Microsoft EA Agreement is made available to the County at a substantial pre-negotiated discount between Microsoft, SHI Inc. and the State of Ohio.

State Term Contract # 0A07004

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

None – The State of Ohio has negotiated with Microsoft and SHI for substantial savings on the Microsoft EA Agreement.

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

We have gone through a lengthy internal review process of selecting Microsoft's products for our office needs – Microsoft Office and Microsoft Exchange are considered "Best of Breed" solutions in the industry today.

The vendor was selected specifically because they have negotiated with the State of Ohio for substantial discounts off the Microsoft EA list prices.

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.

We currently use Microsoft Exchange Hosting for our email system. A delay in fulfilling this EA agreement will result in our inability to access Email. The Prosecutor's email system is a business-critical need and must remain active without any service interruption.

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

As long as Microsoft is our preferred vendor, we must follow their distribution channel. This set distribution of channels limits options in procurement.

Ed FitzGerald made a motion to approve, Bonnie Teeuwen seconded, the item was approved.

Approve
 Disapprove
 Hold

BC2013-67

Department of Health and Human Services, recommending an award on RQ26184 and enter into a contract with University Hospitals of Cleveland in the amount not-to-exceed \$128,700.00 for operational support of the Northern Ohio Poison Center of Rainbow Babies & Children's Hospital for the period 1/1/2013 - 12/31/2013.

Funding Source: 100% Health and Human Services Levy Funds

Ed FitzGerald made a motion to approve, Bonnie Teeuwen seconded, the item was approved.

Approve
 Disapprove
 Hold

BC2013-68

Department of Health and Human Services/Community Initiatives Division, Family and Children First Council, submitting an amendment to Agreement No. AG1200032-01 with Cuyahoga County Board of Health for administration of the School-based Comprehensive Sexual Health Program for the period 12/1/2011 - 11/30/2012 to extend the time period to 1/31/2014, to change the scope of services, effective 12/1/2011 and for additional funds in the amount of \$423,004.00.

Funding Source: 41% TANF and 59% Cleveland Department of Health, George Gund Foundation, Cleveland Foundation, Ohio Department of Education, and AIDS Funding Collaborative

Ed FitzGerald made a motion to approve, Pernel Jones Jr. seconded, the item was approved.

Approve
 Disapprove
 Hold

BC2013-69

County Council, recommending an award on RQ26685 and enter into a contract with Project Management Consultants LLC, in the amount not-to-exceed \$153,000.00 for design and construction oversight consultant services for the consolidated County Headquarters building for the period of 3/15/2013 - 9/14/2014.

Funding Source: 100% General Funds

Ed FitzGerald made a motion to approve, Pernel Jones Jr. seconded, the item was approved.

Approve
 Disapprove
 Hold

6. Other Business

BC2013-70

Department of Health and Human Services, requesting approval of an alternative procurement process/exemption from aggregation on RQ25135 which will result in contracts with various providers in the total amount of \$729,993.00 for comprehensive case management, direct and referral services for the FY2012 Second Chance Act Adult Offender Reentry Program for the period 10/1/2012 - 9/30/2013 (Board of Control Ordinance No. O2011-0044 Section 3.5(b))/Federal, State, or Other Grant Application Program (Ordinance No. O2011-0044 Section 4.4(b) (17)):

- a) Case Western Reserve University
 - b) Center for Families and Children
 - c) Community Assessment and Treatment Services
 - d) Community Re-entry
- Funding Source: U.S. Dept. of Justice Bureau of Justice Assistance Grant Funds

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

The (4) contract providers will provide comprehensive case management, direct services and referral services to approximately (150) clients returning to Cuyahoga County from incarceration in local prisons. Also, an outcome evaluation will be conducted by CWRU to analyze data markers including: demographic, descriptive, and recruitment data by site. The evaluation will also include an analysis of exit interview data.

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

This is a 100% grant-funded project. Funding was awarded to HHS Office of Reentry by the U.S. Department of Justice for the Second Chance Act Adult Offender Reentry Program for Planning and Demonstration Projects for FY 2012.

Amount for contracted services is \$729,993.00

Total grant award: \$749,679.00 (includes Administrative Services

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

The Office of Reentry received the Second Chance Act Adult Offender Reentry Program Grant Award for 2011 in the amount of \$685,303.00 and upon receiving this grant RFP Exemption was approved in 2011 for this application.

To date the Office of Reentry is currently working with this grant award.

4. What other available options and/or vendors were evaluated? If none, include the reasons why. No other vendors were evaluated. The Office of Reentry requested approval to apply for the Second Chance Act Grant April 2012, and approval was granted by the Contract Purchasing Board (CPB2012-381).

The contract providers working with this grant have substantial and successful histories of working with local corrections facilities providing case management and other pre-release services.

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

The U.S. Dept. of Justice submitted a Competitive Grant Announcement February 2012, seeking qualified applicants to apply for funding for the SCA grant, and the Office of Reentry in collaboration with the contract providers, submitted and received the grant award.

The contract providers listed in this grant award are more than qualified to perform the services at the required level.

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 vendors were specifically named in the grant application. The short window of time between publication of request for application and the deadline for submission precluded the county from engaging in a full RFP process.

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

Allow for a modified and less formal selection process of pre-qualified vendors within a department. The timeframes of federal grants do not allow for a lengthy formal RFP process. Requisition numbers will be entered if this exemption request is approved.

Ed FitzGerald made a motion to approve, Michael Gallagher seconded, the item was approved.

Approve
 Disapprove
 Hold

BC2013-71

Department of Health and Human Services/Department of Children and Family Services, requesting approval of an alternative procurement process which will result in an award recommendation to New Beginnings Moving & Storage, LLC in the amount not-to-exceed \$10,000.00 for records storage removal services (Board of Control Ordinance No. O2011-0044 Section 3.5(b)).

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

Cuyahoga County Division of Children and Family Services (DCFS) plans to release an informal bid for records moving services. It is DCFS' intention to release an informal bid and have a contract in place no later than June 30, 2013.

In the interim, DCFS is requesting exemptions to all requirements around quote facilitation, aggregation, and contracting regarding services for record and moving services. This process requires moving files to and from the Jane Edna Hunter Building to the Tyler Building and from the Tyler Building to Jane Edna Hunter Building. The vendor provides one trip each week to and from each building. A review of detailed itemized invoices shows that the vendor moves between 40 and 80 file boxes each week.

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

The 2013 yearly estimate is not expected to exceed: \$10,000.00

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

The current service has been in place with New Beginnings Moving & Storage, LLC since 2002. DCFS is requesting an exemption from aggregation of contracts and alternative procurement process until an informal bid is completed. This process will take four (4) months so DCFS could complete a competitive informal bid for the next contract period.

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

No other vendors were evaluated. This service has been in place with New Beginnings & Storage, LLC since 2002. We are in the process of issuing an informal bid for these services. The short-term, time-limited exemptions will allow DCFS to continue to provide the service for moving files from the Jane Edna Hunter Building to the Tyler Building and from the Tyler Building to Jane Edna Hunter Building. DCFS will utilize this time to issue an informal bid to contract for this type of service.

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

This service was chosen because it meets the needs for our Agency. The vendor was selected because they proposed the lowest cost to pick up and deliver as needed. The items requested are specific to the need for storage in the Tyler Building (DCFS' closed records storage facility). DCFS staff is currently analyzing the services made over the past year to determine the recommendations and contracts.

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.

DCFS must have a regular, ongoing, and uninterrupted service capable of moving these boxes/records weekly. Without the service, closed confidential child abuse and neglect and foster and adoption records would be stacked in the hallways at the JEH building. In addition, the agency would not be able to respond timely to requests for records, research a case, re-open a case, provide records for state or federal auditors or respond to legal requests for records for the courts (resulting in contempt of court), media or clients.

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

DCFS is in the process of completing a competitive informal bid for the next contract period.

Ed FitzGerald made a motion to approve, Wade Steen seconded, the item was approved.

Approve
 Disapprove
 Hold

7. Public Comment – There was no public comment.
8. Adjournment – Ed FitzGerald made a motion to adjourn, Pernel Jones Jr. seconded, the meeting was adjourned at 11:22 A.M.