

Minutes

Contracts and Purchasing Board
County Administration Building, 4th Floor
December 27, 2012 11:30 A.M.

I. Call to Order: The meeting was called to order at 12:09 P.M.

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

Bonnie Teeuwen was unavailable.

II. Review and Approve Minutes: The minutes were approved as written. Dave Greenspan abstained.

III. Public Comment - There was no public comment.

IV. Contracts and Awards

A. Tabled Items for Review

CPB2012-1067

Department of Public Safety and Justice Services/Public Safety Grants, recommending an award on RQ25604 and enter into a contract with Cinecraft Productions, Inc. in the amount not-to-exceed \$10,119.00 for development of multi-media campaign to promote the Northeast Ohio Regional Fusion Center in connection with the FY2010 State Homeland Security-Law Enforcement Grant Program for the period 11/1/2012 - 2/28/2013.

Funding Source: 100% funded through the FY10 SHSP-LE award

Approve
 Disapprove
 Hold

B. Scheduled Items

CPB2012-1123

Department of Public Works, recommending a revenue generating award on RQ25240 with Z Venture Capital Frontiers, Inc. dba The Payphone Company, Zaman Group for pay phones for various County departments for the period 3/1/2013 - 2/28/2018.

Funding Source: Revenue Generating

Approve

Disapprove
 Hold

CPB2012-1124

Department of Development

- a) Requesting approval of a contract with Kuper Hilton & Kaminski, Inc., for the anticipated cost of \$3,122.00 for exterior repairs and improvements to the property located at 23790 Lorain Road in the City of North Olmsted, Ohio The anticipated start-completion dates are 1/1/2013 - 09/30/2013.
- b) Requesting approval of a contract with Paul J. Stano Company LPA., for the anticipated cost of \$17,498.00 for exterior repairs and improvements to the property located at 6650 Pearl Road in the City of Parma Heights. The anticipated start-completion dates are 1/1/2013 - 09/30/2013.
- c) Requesting approval of a contract with Robert S Malinak, for the anticipated cost of \$870.00 for exterior repairs and improvements to the property located at 25586 Bagley Road in the City of Olmsted Falls. The anticipated start-completion dates are 1/1/2013 - 09/30/2013.
- d) requesting approval of a contract with VIP Smiles Johnson Dental Inc., for the anticipated cost of \$4,391.00 for exterior repairs and improvements to the property located at 5260 Warrensville Center Road in the City of Maple Heights. The anticipated start-completion dates are 1/1/2013 - 09/30/2013.

Funding Source: 100% General Fund

Approve
 Disapprove
 Hold

CPB2012-1125

Department of Development,

- a) Requesting approval of a contract with MAE Construction LLC for the anticipated cost \$5,210.00. Case 221 Pickett at 21551 Priday Avenue Euclid. The anticipated start-completion dates are December 24, 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.

- b) Requesting approval of a contract with Paragon CMS for the anticipated cost \$10,865.00. Lead Remediation Case 087 Gray at 5268 W. 49th Street Parma. The anticipated start-completion dates are December 24, 2012 - May 31, 2013.

Funding Source: Department of Housing and Urban Development Lead Hazard Remediation Grant passed through County Board of Health, and the homeowner is contributing \$2,820.00.

- c) Requesting approval of a contract with Paragon CMS Contract Lead Remediation Case 194 Taylor at 19513 Wickfield Avenue Warrensville Heights for the anticipated cost \$9,605.00. The anticipated start-completion dates are December 24, 2012 - May 31, 2013.

Funding Source: U.S. Department of Housing and Urban Development Lead Hazard Remediation Grant passed through County Board of Health and Community Development Block Grant Program Funds, and the homeowner is contributing \$330.00.

- d) Requesting approval of a contract with Paragon CMS for the anticipated cost of \$3,905.00. Case 405 Oliver at 1269 Plainfield Road South Euclid. The anticipated start-completion dates are December 24, 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 and Community Development Block Grant Program Funds.

- e) Requesting approval of a contract with Paragon CMS for the anticipated cost of \$15,445.00. Lead Remediation Cases 132, 133, 134, 215 at 2113 Halstead Avenue Units 1-4 Lakewood. The anticipated start-completion dates are December 24, 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 and Community Development Block Grant Program Funds.

- f) Requesting approval of a contract with BDL General Contracting, Inc. for the anticipated cost of \$7,995.00. Contract Lead Remediation Case 423 Miller at 21290 Carol Drive Euclid. The anticipated start-completion dates are December 24, 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

CPB2012-1126

Department of Information Technology, submitting a contract with Philadelphia Industrial Development Corporation, sole source, in the amount not-to-exceed \$12,050.00 for license, maintenance and support on Portfol Management Software for use by Department of Development for the period 1/1/2013 - 12/31/2015.

Funding Source: 100% General Fund

Approve
 Disapprove
 Hold

CPB2012-1127

Department of Information Technology, recommending an award and enter into a state contract with Environmental Systems Research Institute, Inc. in the amount not-to-exceed \$10,205.00 for maintenance and support on ArcGIS Concurrent Use License software fka ArcInfo software for the period 1/1/2013 - 12/31/2013.

Funding Source: 100% by the General Fund

- Approve
- Disapprove
- Hold

CPB2012-1128

Department of Workforce Development,

- a) Submitting a contract with Bula Forge & Machine, Inc. in the amount not-to-exceed \$8,400.00 for the On-the-Job Training Program for the period 11/26/2012 - 2/28/2013.
- b) Submitting a contract with PPG Industries, Inc. in the amount not-to-exceed \$10,000.00 for the On-the-Job Training Program for the period 11/12/2012 - 1/31/2013.
- c) Submitting a contract with S.A.W., Inc. in the amount not-to-exceed \$20,000.00 for the On-the-Job Training Program for the period 11/12/2012 - 1/31/2013.
- d)

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

- Approve
- Disapprove
- Hold

CPB2012-1129

Office of Procurement & Diversity, recommending an Award:
Department of Development/Airport Division

a) on RQ25176 with Na-Churs Plant Food Company dba Na-Churs Alpine Solutions, Industrial (8-3) in the amount not-to-exceed \$33,200.00 for runway deicing fluid for the period 1/1/2013 - 12/31/2013.

Funding Source: 100% by the General Fund

- Approve
- Disapprove
- Hold

CPB2012-1130

Medical Examiner, submitting a revenue generating agreement with The Northern Ohio Academy of Pharmacy for lease of space located at 11001 Cedar Avenue, Cleveland, for the period 1/1/2013 - 12/31/2014 for a fee to the County in the amount of \$2,415.00.

Funding Source: Revenue Generating

Note: This item was held. No Department representative was available to present the item.

Approve
 Disapprove
 Hold

CPB2012-1131

Juvenile Court, recommending an award on RQ24511 and enter into a contract with Case Western Reserve University in the amount not-to-exceed \$34,727.84 for a Juvenile Detention Utilization Study for the period 1/1/2013 - 6/30/2013.

Funding Source: 100% funded by RECLAIM funds

Approve
 Disapprove
 Hold

CPB2012-1132

Department of Public Safety and Justice Services/Public Safety Grants, submitting contracts with various providers for reimbursement of eligible expenses in connection with the FY2010 Urban Area Security Initiative Grant Program for the period 12/1/2012 - 4/1/2013:

- a) Gordie Polando in the amount not-to-exceed \$2,800.00.
- b) David A. Sword in the amount not-to-exceed \$4,800.00.
- c) Mark Vedder in the amount not-to-exceed \$2,000.00.

Funding Source: 100% Department of Homeland Security through Ohio Emergency Management Agency

Approve
 Disapprove
 Hold

CPB2012-1133

Department of Public Safety and Justice Services/Public Safety Grants, submitting an agreement with Lorain County Commissioners in the amount not-to-exceed \$60,000.00 for reimbursement of eligible expenses in connection with the FY2011 State Homeland Security-Law Enforcement Grant program for the period 9/1/2011 - 3/31/2014.

Funding Source: 100% Department of Homeland Security through Ohio Emergency Management Agency

Approve
 Disapprove
 Hold

CPB2012-1134

Department of Health and Human Services/Division of Children & Family Services, recommending an award and enter into a contract with Marty Beyer Ph.D. in the amount not-to-exceed \$7,968.00 for trainer services for the Supported Visit Pilot Program for the period 1/1/2013 - 12/31/2013.

Funding Source: funded by combined Federal funds and the Health and Human Service Levy.

- Approve
- Disapprove
- Hold

CPB2012-1135

Department of Health and Human Services/Division of Children & Family Services, recommending awards on various requisitions and enter into contracts with various providers for adoption services for the period 1/1/2013 - 12/31/2014:

- a) on RQ26021 with House of New Hope in the amount not-to-exceed \$20,000.00.
- b) on RQ26023 with National Youth Advocate Program Inc. in the amount not-to-exceed \$20,000.00.

recommending awards on various requisitions and enter into contracts with various providers for adoption services for the period 1/1/2013 - 12/31/2014:

- a) RQ26012 with Catholic Family Center in the amount not to-exceed \$3,500.00.
- b) RQ26018 with Gateway Longview in the amount not to-exceed \$7,000.00.
- c) RQ26028 with The Twelve of Ohio in the amount not to-exceed \$20,000.00.

Funding Source: 100% Health and Human Services Levy

- Approve
- Disapprove
- Hold

C. Exemption Requests

CPB2012-1136

Department of Information Technology, submitting an RFP exemption on RQ25886, which will result in a lower than state term award recommendation in the amount of \$126,000.00 for -23 Symantec NetBack Platform Base Licenses, 1- Symantec NetBackup Media Server Encryption Option Key License and maintenance and support.

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

- (23) Symantec NetBackup Platform Base Licenses with one year support.
- (1) Symantec NetBackup Media Server Encryption Option Key License with one year support.
- Symantec phone consulting services and one year of web-based training.

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 will not exceed \$126,000.00. The licenses will be purchased through General Fund.

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

The software will be used to backup and restore various servers and applications throughout the County. "Lower than State Term" will be used to process this transaction. CDW came in lower than SHI who currently holds the State Term Schedule for Symantec Licenses. Saving of \$5,125.00

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

Five vendors were given a chance to compete for this opportunity. CDW-G, SHI, Gov Connection, Dell/ASAP, and Insight Public Sector were all evaluated.

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

The County needs to backup and restore data if a disaster were to strike on any server throughout Cuyahoga County. CDW was selected because they were the lowest bid.

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.

This was done through the competitive bid 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.

The County needs to continue giving multiple vendors an opportunity on County business.

Approve
 Disapprove
 Hold

CPB2012-1137

Department of Information Technology , submitting a sole source exemption on RQ26115, which will result in an award recommendation to Biometric Information Management in the amount not-to-exceed \$15,190.00 for a fingerprinting image solution for National WebCheck System.

1. Vendor Name: Biometric Information Management

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

Children and Family Services is seeking to acquire new efficient fingerprint equipment and software approved by the BCI and FBI agencies under the Ohio Attorney General.

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

In addition to the purchase of equipment and software (there is a one year warranty included in the cost), there is a two year extended warranty for equipment, software and technical assistance for a cost of \$780.00 a unit per year. There are three units we are requesting to purchase with two year extended warranties totaling \$4,680.00. After the two years, we will have to review the renewal option in 2016.

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

We are required by the Ohio Administrative Code (OAC) to BCIIFBI fingerprint all foster/adoptive applicants, existing foster/adoptive families at every other recertification and adoption update, all household members residing in the foster/adoptive family's home 18 years of age and older as well as relative caregivers, court ordered interested individuals and their adult household members 18 years of age and older. We must fingerprint through WEBCHECK, needing efficient reliable equipments and software to complete these fingerprints in a timely and reasonable manner. We are required by the Ohio Attorney General's Office to fingerprint through WEBCHECK and not the ink rolled hard card unless the fingerprints cannot be captured via the scanner equipment. Therefore, we need to have equipment and software to meet the daily needs and volume of fingerprints we complete.

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.

BIM offers the latest technology to obtain and process fingerprints to BCIIFBI including the following.

1. Hardware and InVize ID basic edition software to submit flat fingerprint images electronically to both FBI and BCL includes MAG stripe reader for Ohio driver's license or the OHID card. Portable dig!D, min live scan, high resolution 10 print fingerprint scanner. You have the ability to capture both FBI and BCI prints at one time. Desktop computer with 2GB Ram-320GB HDD-DVD-writer-Intel Graphics Media Accelerator HD graphics card-Genuine windows 7 professional-DVL Includes a 12 month warranty on scanner and software including updates ...technical and operational support. Roller bag for mobile unit.
2. They offer a Fingerprint Enhancer supply kit includes korn huskers lotion and ridge enhancer, and anti fog wipes to help with haloing or shadowing around the prints when it's very hot or cold outside.
3. Utilizing scanner technology which takes an average score across all fingers instead of individual finger scores. Uses different camera technology to also help with a lower rejection rate. It is less than a 1% reduction rate.
4. Mandatory training at EIM offices as we will be using new technology and fingerprinting techniques.
5. Non internet based captured software which means that we do not need an active internet connection to capture prints, only to submit them to the state for review if you are traveling to clients' homes or sites, we do not need internet card or wi1i to fingerprint which saves us \$60.00 a month or \$700.00 a year.
6. The system saves fingerprints in the system and can copy transactions to resubmit in the future.

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? There are three companies that produce the equipment and software approved by BCIIFBI!. Cogent is the current company who has supplied our software for two of our computer stations, scanners and a travel lap top. We also have a maintenance service contract. We have had many service issues as well as technical difficulties obtaining fingerprints using this software and equipment. We also have had many problems servicing malfunctioning equipment and the length of time to get the equipment shipped repaired/replaced and returned causes delays in servicing our requests. We cannot capture the fingerprints on the scanners for many people leading us to have to complete an ink rolled hard card These take 2-4 time longer to process and obtain the results and sometimes BCIIFBI rejects the card and people have to come back

into our offices for another ink rolled card to resubmit to BCI/FBI. This also poses an inconvenience to our foster/adoptive families, relatives and applicants. Our agency has mandated time frames for the licensure and approval of relative, interested individual, foster and adoptive families. These time frames have been set by the OAC, agency policy and juvenile/ probate court. The second company is a sub company of Cogent that offers Cogent's equipment and software which is the software we currently have at our agency. Other counties entities have switched to BIM as well for the same problems and reasons as our request including The Sheriff's Department and the HR offices downtown.

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

We have had fingerprint scanners replaced. We have investigated any new software/ equipment from Cogent. It is the same as we have currently. We have tried suggestions from Cogent including the following: We have individuals rubbing their fingers on the foreheads for oil into their finger ridges. We have had two and three staff attempt to capture the fingerprint on the scanner. It results in two to three ink rolled cards for that individual for each the BCI and the FBI. This delays the processing of prints and us obtaining the fingerprints as quick as possible for the approval and or certification. BIM is the only approved BCI/FBI company offering this technology (software and hardware) to capture fingerprints and process them.

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?

Yes, our Division purchased software and some hardware from Cogent Systems. They were the only approved BCI and FBI company at the time when it was purchased over 10 years ago.

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?

We are unfortunately at the mercy of the Ohio Attorney General's office and the BCI/FBI. They approve the companies and technology to be used to fingerprints and process the fingerprints. We must follow their guidelines. We then are required to obtain these fingerprints results under the OAC.

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

We inquired to BIM about purchasing three units (equipment and software) that include mandatory training, one year warranty for equipment (24 turn around for replacement), software updates and technical assistance for each unit. We were quoted the discounted price of \$4,000.00 for each stationary unit and \$4,600.00 for the mobile unit in exchange the old Cogent equipment (scanners etc). The extended maintenance and service warranty after the first year will be \$780.00 a year per unit. The Roller bag for the mobile equipment is \$250.00.

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

The equipment and software pricing was compared to Cogent and Innovative Biometrics (sub company of cogent). They were \$6,995.00 per unit. Their units were higher priced than BIM. Their service contract was \$740.00 a year. The service and maintenance contracts are comparable in price but BIM offers faster replacement (24 hour) and technical assistance for the software programs. In the past our mobile unit was \$11,000.00 and service contract is comparable in price. The software and scanners were priced differently 10 years ago from Cogent but the computers were ours that the software currently runs through. Today, BIM delivers the entire unit and sets it up for us. Their company provides the training as well.

7. Amount to be paid: \$17,560.00

Approve
 Disapprove
 Hold

CPB2012-1138

Department of Information Technology,

- a) submitting an RFP exemption on RQ25884, which will result in a state contract with CGI Technologies and Solutions Inc. in the amount not-to-exceed \$83,213.00 for maintenance and custom development services on Hyland Onbase software for the Document Imaging System for the Division of Cuyahoga Job and Family Services for the period 1/1/2013 - 12/31/2013.

- b) recommending an award on RQ25884 and enter into a state contract with CGI Technologies and Solutions Inc. in the amount not-to-exceed \$83,213.00 for maintenance and custom development services on Hyland Onbase software for the Document Imaging System for the Division of Cuyahoga Job and Family Services for the period 1/1/2013 - 12/31/2013.

Funding Source: 100% General Fund

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

Maintenance and custom development services for County owned document imaging software used by the CSEA. Also, maintenance of Hyland Onbase software.

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

\$83,213.00

3. Rationale Supporting the Use of the Selected Procurement Method

(include state contract # or GSA contract # and expiration date) State Vendor- Imaging software #534233; Hyland Onbase #533272-3-6.

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

None. Went with a State Vendor.

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

Past performance.

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. Agency would have difficulties if equipment could not be serviced in a timely manner.

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

None at this time.

Approve
 Disapprove
 Hold

CPB2012-1139

Fiscal Office,

- a) recommending to amend Contracts and Purchasing Board Approval No. CPB2012-1122 which granted an RFP exemption for an amendment to Contract No. CE1000322 with Underground Archives in the amount of 21,165.36 which included phone service with Verizon, by changing the termini to submitting an RFP exemption on RQ23899, which will result in an award recommendation to Verizon Business Network Services, Inc. in the amount of \$27,165.36.

- b) recommending an award on RQ23899 to Verizon Business Network Services, Inc. in the amount of \$27,165.36 for remote access services fees at the Underground Archives storage facilities thru May 31, 2013.

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

In 2010 the Recorder's Office entered into a contract with Underground Archives (CE1000322). This is underground storage for County records. By law the County must have remote access to the records. The telephone company that supports Underground Archives is Verizon Business Network Services, Inc. The telephone service was not included in the contract with Underground Archives. The Fiscal Office has to pay Verizon Business Network Services, Inc. dating back to June 2010 and pay them through May 31, 2013.

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

CPB 2012-1122 was \$21,165.36. Estimated costs for December 1, 2012 through May 31, 2013 is \$6,000.

The funding source is the General Fund.

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

In 2010 the Recorder's Office entered into a contract with Underground Archives (CE1000322). The County Recorder at the time did not include the telephone service into the contract. They entered into an agreement with Verizon Business Network Services, Inc. without going through the Procurement method as established by the County.

4. What other available options and/or vendors were evaluated? If none, include the reasons why.
NONE. Verizon Business Network Services, Inc. is the only phone service to Underground Archives.

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

There was a bid process done to enter into contract CE1000322 with Underground Archives. The phone service was not included and not done according to County Policies. Verizon Business Network Services Inc. cannot be at fault here because the Recorder did not follow policies.

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.

Verizon Business Network Services, Inc. will stop their service. We will not be compliant with Ohio Law.

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

Currently the Fiscal Office/Recorder is working on a new contract for underground storage. This process will include the telephone utility.

Note: This item received conditional approval as the vendor is not registered for Ethics training with the Inspector General's Office. The contract will not be executed until Ethics training has been completed.

Approve
 Disapprove
 Hold

CPB2012-1140

Medical Examiner, submitting a sole source exemption on RQ25905, which will result in an award recommendation to American Society of Crime Lab Directions/Laboratory Accreditation Board in the amount of \$5,912.00 for crime lab accreditation for the period 1/1/2013-12/31/2013.

1. Vendor Name: American Society of Crime Lab Directions/Laboratory Accreditation Board

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

Purchase of three separate items produced by Craic Technologies.

- A. Quartz glass microscope slides
- B. Quartz glass microscope slide cover slips
- C. A NIST traceable reflectance microspectrophotometry standard
- D. Set of Silicon Oils

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 NIST traceable reflectance standard will need to be recertified at the end of its certification cycle, typically every 2 to 3 years. This will require sending the item back to Craic Technologies for re-certification or replacement if necessary. All scientific standards traceable to the National Institute of Standards and Technology require recertification.

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

A and B from item #2: The quartz glass microscope slides and cover slips are necessary to perform examinations into the ultraviolet portion of the electromagnetic spectrum. Normal glass does not transmit ultraviolet light appropriately. The quartz glass will transmit evenly, the necessary ultraviolet light wavelengths necessary to perform scientific comparisons of evidence items. Craic Technologies produces ultra high quality quartz glass slides that perform above and beyond general quartz slides available elsewhere. The slides are unique to Craic Technologies.

C from item #2: A reference standard is necessary to show that an instrument is operating correctly and to perform a meaningful comparison of one sample to another. Specifically when dealing with the measurement of color, a reference standard is necessary to establish a baseline from which the samples / colors can be compared. Without a reflectance standard the instrument cannot be used to measure and compare colors with reflected light. This means that thick or opaque specimens cannot be accurately tested.

D from item #2: The silicon oils are necessary as the immersion media for the evidence which is to be examined. The oils provide the contrast over temperature change needed to visualize the evidence characteristics of interest.

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.

** See item 4 for items A and B.

C from item #2: This standard is designed to be used with the instrument currently in use within the Trace Evidence Department. This standard is designed to be functional with the instrument set up, design, hardware, and software. The standard and the instrument are produced by Craic Tech.

D from item #2: Though the silicon oils are available from other vendors, only Craic Technologies applies specific testing to the oils prior to sale to the customer. Craic Tech. analyzes the oils for stability over the common temperature range used for evidence examination and at seven specific wavelengths of light. This provides a set of oils with a known temperature vs. refractive index vs. light wavelength necessary for forensic examination of evidence. Documentation of the analysis by Craic Tech. is provided with the set of oils. No other vendor provides this analysis of the oil set prior to sale.

6. Were alternative goods/services evaluated?

Other suppliers of quartz glass slides and coverslips were evaluated and found to be less capable of transmitting ultraviolet light as consistently as those produces by Craic Technologies.

No other suppliers were evaluated for the reflectance standard as the standard is produced by Craic Technologies and is designed specifically for use with Craic Technologies instrumentation

Other vendors of the silicon oils were evaluated and found to supply the oils only without any further analysis of temperature vs. refractive index vs. light wavelength stability.

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

Evaluation of quartz slides offered from other vendors.

Evaluation of silicon oils set from other vendors.

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

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?

None, as these materials are designed and or analyzed by the instrument manufacturer and represent the most appropriate materials to be used for forensic examination.

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

A quote was obtained from Craic Technologies.

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

Both the quartz slides / cover slips and the reflectance standard have long working lives and should not require further expenditure beyond re-certification when necessary

The silicon oils are subjected to after market analysis for stability.

12. Amount to be paid: _____ 2,609.30 _____

Funding Source: 100% General Fund

Note: This item was held. No Department representative was available to present the item.

___ Approve
___ Disapprove
 X Hold

CPB2012-1141

Department of Health and Human Services, submitting an RFP exemption on RQ26188, which will result in a contract with The Center for Community Solutions for fiscal agent services for the AIDS funding collaborative in the amount of \$150,000.00 for the period 1/1/2013 - 12/31/2013.

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

The AIDS Funding Collaborative (AFC) has been designated as the organization through which funds will be aggregated and distributed from local government and philanthropic organizations. The AFC provides financial support to community-based organizations in Cuyahoga County providing prevention, education, and treatment services to persons living with HIV/AIDS. Grants are made to agencies to support activities not fully funded or which are ineligible for support through other funding streams such as the federal Ryan White Part A program.

Support of the AIDS Funding Collaborative serves to meet the maintenance of effort requirement of the U.S. Dept. of Health and Human Services Ryan White Part A HIV/AIDS Emergency Services grant.

The Center for Community Solutions is the fiscal agent responsible for distributing and accounting for funds contributed to the AFC.

The Center for Community Solutions is a registered contractor with the Inspector General #12-2710.

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

\$150,000

100% HHS Levy Funds

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

The AFC is the only established public-private partnership that addresses issues regarding service and funding gaps of people living with HIV/AIDS in this region.

The AFC was established in the Fall of 1994 in response to a recommendation by the Citizens' Committee on HIV/AIDS to develop a "method of allocating and distributing community-based funding from local government, health departments, and the private sector". It is one of the more than 30 Community Partnerships of AIDS United. Since inception, the AFC has leveraged and invested nearly 8.7 million to support HIV/AIDS-related services, activities, and prevention efforts in the Greater Cleveland region.

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

None

The Center for Community Solutions is the fiscal agent responsible for distributing and accounting for funds contributed to the AFC.

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

- The public/private partnership model focused on HIV/AIDS remains relevant and essential to improving the health of the community.
- The funding partnership model, where resources are pooled for collaborative grant making, is the core strength upon which the AFC is built.
- The AFC is committed to being flexible and adaptable. The structure and functions of the AFC evolve to address strategically the HIV/AIDS needs of the community.
- The AFC approaches its work proactively and strategically as needs change and successful outcomes are reached in the community for HIV/AIDS.

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.

This is a public-private partnership that was created to address gaps in services for people living with HIV/AIDS in a collaborative manner. Cuyahoga County was one of the founding partners.

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

Competition would not be feasible as this is a public-private collaboration and inclusion of other partners is not prohibited.

Note: This item was held at the request of the Department for 1 week.

Approve

Disapprove

Hold

CPB2012-1142

Department of Health and Human Services/Community Initiatives Division, Office of Early Childhood, submitting an RFP Exemption on RQ26159, which will result in a contract with Starting Point in the amount of \$1,832,782.00 for the Special Needs Child Care program for the period 1/1/2013 - 12/31/2013.

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

To serve as the system coordinator for the Special Needs Child Care program. As the System Coordinator, Starting Point will:

- 1) Provide service coordination for families with children with special needs who are in need of child care, and
- 2) Coordinate the provisions of technical assistance and training to consultants working with child care providers and providers themselves in order to increase the system's capacity to serve children with special needs. As the System Coordinator, Starting Point will contract with community-based agencies, through an RFP process, to provide technical assistance, consultation, and training to child care providers.

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

\$1,832,782.00 for the 2013 budget year.

3. Rationale Supporting the Use of the Selected Procurement Method

Starting Point is designated by the Ohio Department of Job and Family Services (ODJFS) as the child care resource and referral agency for service delivery area 3, which encompasses Cuyahoga, Lake, Geauga, and Ashtabula counties. Starting Point was selected through an RFP process conducted by ODJFS in 2009. As the state-designated child care resource and referral agency for Cuyahoga County, Starting Point provides assistance to parents needing child care for their children; child care providers in need of technical assistance, training, and professional development; and employers seeking quality child care for their employees.

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

Starting Point is the agency designated by ODJFS to serve as the child care Resource and Referral agency in Cuyahoga County. They are a unique, neutral resource and uniquely suited to perform the functions of this contract as it is their mandate to serve all child care entities in the county.

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

The services provided by Starting Point to Cuyahoga County under this contract are complementary to the services provided by Starting Point to the Special Needs Child Care program under their state contract and allow for better coordination with statewide initiatives and planning processes, including Healthy Child Care Ohio administered by the Ohio Child Care Resource and Referral Association of which Starting point is a network member. Thus, by utilizing the designated R and R we are leveraging the state's funding and creating a well-coordinated system.

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.

Delays in implementation of these components of the program would result in a lack of adequate training and technical assistance for providers who are currently serving children thereby jeopardizing their ability to adequately meet the needs children with specific concerns. In addition, the system would be unable to respond to the need for new placements of children with special 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.

Use of the agency designated by ODJFS to provide child care resource and referral services allows for better use and coordination of services and allows the County to maximize state funding that flows to the County through the child care resource and referral system.

Approve
 Disapprove
 Hold

D. Consent Agenda

CPB2012-1143

Department of Information Technology, submitting an amendment to Contract No. CE1000151-01 with Cuyahoga Community College District for information technology training classes for various County departments for the period 1/1/2010 - 12/31/2012 to extend the time period to 12/31/2014; no additional funds required.

Funding Source: 100% by the General Fund

Approve
 Disapprove
 Hold

CPB2012-1144

Department of Public Works, recommending to declare miscellaneous office furniture & equipment that is obsolete and has no value as surplus County property no longer needed for public use; recommending to discard or salvage said equipment, in accordance with Ohio Revised Code Section 307.12(E).

Funding Source:

Approve
 Disapprove
 Hold

CPB2012-1145

Office of Procurement & Diversity, recommending to declare various property as surplus County property no longer needed for public use; recommending to sell said property via internet auction, in accordance with Ohio Revised Code Section 307.12(E).

Funding Source: Revenue generating

Approve
 Disapprove
 Hold

CPB2012-1146

Department of Public Safety and Justice Services/Public Safety Grants,

- a) Submitting an agreement with City of Highland Heights for the purchase of equipment, valued in the amount of \$28,261.35 for the FY2007 State Homeland Security Grant Program for the period 7/1/2007 - 3/31/2010.

- b) Submitting an agreement with City of Richmond Heights for the purchase of equipment, valued in the amount of \$233.25, for the FY2007 State Homeland Security Grant Program for the period 7/1/2007 - 3/31/2010.

Funding Source: 100% FY 07 FY 07 State Homeland Security Program grant funded and is passed through to Cuyahoga County from the Department of Homeland Security through Ohio Emergency Management Agency

Approve
 Disapprove
 Hold

CPB2012-1147

Department of Public Safety and Justice Services/Public Safety Grants, submitting an agreement with City of Richmond Heights for the purchase of equipment, valued in the amount of \$3,615.00, for the FY2007 Urban Area Security Initiative Grant Program for the period 7/1/2007 - 9/30/2010.

Funding Source: 100% FY 07 Urban Area Security Initiative grant funded and is passed through to Cuyahoga County from the Department of Homeland Security (DHS) through Ohio Emergency Management Agency (OEMA).

Approve
 Disapprove
 Hold

CPB2012-1148

Department of Public Safety and Justice Services/Public Safety Grants, submitting an agreement with Suburban Police Anti-Crime Network for the purchase of equipment, valued in the amount of \$97.50, for the FY2009 Interoperable Emergency Communications Grant Program for the period 6/1/2009 - 12/31/2010.

Funding Source: 100% FY 09 Interoperable Emergency Communication Grant Program funded and is passed through to Cuyahoga County from the Department of Homeland Security (DHS) through Ohio Emergency Management Agency (OEMA).

Approve
 Disapprove
 Hold

CPB2012-1149

Department of Public Safety and Justice Services/Public Safety Grants, submitting an agreement with City of Richmond Heights for the purchase of equipment, valued in the amount of \$3,457.13, for the FY2008 Urban Area Security Initiative Grant Program for the period 9/1/2008 - 8/31/2011.

Funding Source: 100% FY 08 Urban Area Security Initiative funded and is passed through to Cuyahoga County from the Department of Homeland Security (DHS) through Ohio Emergency Management Agency (OEMA).

Approve
 Disapprove
 Hold

CPB2012-1150

Department of Public Safety and Justice Services/Public Safety Grants,

- a) Submitting an agreement with City of Berea in the amount not-to-exceed \$2,329.55 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.
- b) Submitting an agreement with City of Berea in the amount not-to-exceed \$1,156.68 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.
- c) Submitting an agreement with City of Parma in the amount not-to-exceed \$2,502.25 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.
- d) submitting agreements with City of Middleburg Heights 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) in the amount of \$464.76.
 - b) in the amount of \$810.88.

Funding Source: 100% FY 10 Interoperable Emergency Communication Grant Program funded and is passed through to Cuyahoga County from the Department of Homeland Security (DHS) through Ohio Emergency Management Agency (OEMA).

Approve
 Disapprove
 Hold

CPB2012-1151

Department of Public Safety and Justice Services/Public Safety Grants:

1) Submitting various agreements with City of Parma for reimbursement of eligible training expenses in connection with the FY2010 Urban Area Security Initiative Grant Program for the period 1/1/2011 - 10/15/2012:

- a) in the amount not-to-exceed \$639.29.
- b) in the amount not-to-exceed \$3,477.44.
- c) in the amount not-to-exceed \$4,021.88.

2) Submitting agreements with various municipalities for reimbursement of eligible training expenses in connection with the FY2010 Urban Area Security Initiative Grant Program for various dates:

- a) City of Highland Heights in the amount not-to-exceed \$1,498.00 for the period 3/10/2012 - 10/15/2012.
- b) City of Lakewood in the amount not-to-exceed \$924.94 for the period 10/24/2011 - 10/15/2012.
- c) City of North Royalton in the amount not-to-exceed \$1,472.00 for the period 2/27/2012 - 10/15/2012.

3) Submitting agreements with various municipalities for reimbursement of eligible training expenses in connection with the FY2010 Urban Area Security Initiative Grant Program:

- a) City of Brecksville in the amount not-to-exceed \$593.60 for the period 10/26/2011 - 10/15/2012.
- b) City of Broadview Heights in the amount not-to-exceed \$439.73 for the period 3/19/2012 - 10/15/2012.
- c) City of Brooklyn in the amount not-to-exceed \$566.55 for the period 10/02/2012 - 11/30/2012.

4) Submitting agreements with various municipalities for reimbursement of eligible training expenses in connection with the FY2010 Urban Area Security Initiative Grant Program:

- 1) for the period 10/2/2012 - 11/30/2012.
 - a) City of Middleburg Heights in the amount not-to-exceed \$206.56
 - b) City of Berea in the amount not-to-exceed \$286.30
- 2) for the period 3/10/2012 - 10/15/2012.

a) City of Middleburg Heights in the amount not-to-exceed \$774.60

5) Submitting an agreement with City of Cleveland in the amount not-to-exceed \$848.49 for reimbursement of eligible training expenses in connection with the FY2010 Urban Area Security Initiative Grant Program for the period 10/2/2012 - 11/30/2012.

6) Submitting an agreement with City of Macedonia in the amount not-to-exceed \$372.90 for reimbursement of eligible training expenses in connection with the FY2010 Urban Area Security Initiative Grant Program for the period 5/12/2012 - 10/15/2012.

7) Submitting an agreement with City of Maple Heights in the amount not-to-exceed \$1,199.36 for reimbursement of eligible training expenses in connection with the FY2010 Urban Area Security Initiative Grant Program for the period 6/7/2011 - 10/15/2012.

8) Submitting an agreement with City of North Royalton in the amount not-to-exceed \$1,888.42 for reimbursement of eligible training expenses in connection with the FY2010 Urban Area Security Initiative Grant Program for the period 9/16/2012 - 11/30/2012.

9) Submitting agreements with City of Parma for reimbursement of eligible training expenses in connection with the FY2010 Urban Area Security Initiative Grant Program for the period 1/1/2011 - 10/15/2012:

- a) in the amount not-to-exceed \$168.68
- b) in the amount not-to-exceed \$888.56
- b) in the amount not-to-exceed \$4,272.69

Funding Source: 100% funded through the Urban Area Security Initiative grant funds

X Approve
 Disapprove
 Hold

CPB2012-1152

Department of Public Safety and Justice Services/Public Safety Grants ,submitting a grant agreement with Ohio Emergency Management Agency in the amount of \$165,834.84 for the Specialty Response Team Sustainment project for the FY2012 State Homeland Security Grant Program for the period 9/1/2012 - 5/30/2014.

Funding Source: 100% State Homeland Security Grant Funds

X Approve
 Disapprove
 Hold

CPB2012-1153

Department of Public Safety and Justice Services/Public Safety Grants, submitting a grant agreement with State of Ohio Emergency Management Agency in the amount of \$100,000.00 for the Region 2 Training and Exercise project for the FY2012 State Homeland Security Grant Program for the period 9/1/2012 - 5/30/2014.

Funding Source: 100% State Homeland Security Grant Funds

X Approve
 Disapprove
 Hold

CPB2012-1154

Department of Public Safety and Justice Services/Public Safety Grants, submitting a grant agreement with Ohio Emergency Management Agency in the amount of \$213,042.00 for the Specialty Response Team Equipment - to Gap from Sustainment project for the FY2012 State Homeland Security Grant Program for the period 9/1/2012 - 5/30/2014.

Funding Source: State Homeland Security Grant Funds

X Approve
 Disapprove
 Hold

CPB2012-1155

Department of Public Safety and Justice Services/Public Safety Grants, submitting an agreement with City of South Euclid in the amount not-to-exceed \$5,710.00 for reimbursement of eligible expenses for a Regional Consolidated Public Safety Dispatch Feasibility Study in connection with the Local Government Innovation Fund grant program for the period 9/1/2012 - 12/31/2013.

Funding Source: funded by the General fund in order to leverage \$51,386.00 in state grant funds.

X Approve
 Disapprove
 Hold

CPB2012-1156

Department of Public Safety and Justice Services/ Public Safety Grants, submitting an agreement with the City of North Royalton in the amount not-to-exceed \$159.12 for reimbursement of eligible training expenses in connection with the FY2009 Port Security Grant Program for the period 5/15/2012 - 11/15/2012

Funding Source: 75% through FEMA. The subgrantee is responsible for 25% in kind or cash match.

X Approve
 Disapprove
 Hold

CPB2012-1157

Department of Health and Human Services, submitting amendments to contracts with various providers for the FY2011 Second Chance Act Adult Offender Reentry Program for the period 10/1/2011 - 9/30/2012 to extend the time period to 3/31/2013; no additional funds required:

- 1) for evaluation services:
 - a) No. CE1200094-01 with Case Western Reserve University Begun Center for Violence Prevention Research & Education.
- 2) for assessment, case management and referrals services:
 - b) No. CE1200095-01 with Center for Families and Children
 - c) No. CE1200096-01 with Community Assessment and Treatment Services, Inc.
 - d) No. CE1200097-01 with Community Re-entry, Inc.

Funding Source: U.S. Department of Justice, Bureau of Justice Assistance Funds

X Approve
 Disapprove
 Hold

CPB2012-1158

Department of Health and Human Services/Community Initiatives Division/Office of Early Childhood, submitting a grant award in the amount of \$300,000.00 from United Way of Greater Cleveland for the Supporting Partnerships to Assure Ready Kids Program for the Invest in Children Program for the period 9/1/2012 - 8/31/2013.

Funding Source: 100% by United Way

X Approve
 Disapprove
 Hold

CPB2012-1159

Department of Health and Human Services/Division of Senior and Adult Services,

- a) submitting a grant agreement with Western Reserve Area Agency in the amount of \$210,072.00 for Older Americans Act/Senior Community Services for the Aging and Disability Resource Network Grant Program for the period 1/1/2013 - 12/31/2013.
- b) submitting and addendum for provisions implementing Executive Order 2011-12K banning the expenditure of public funds on offshore services in connection with said grant agreement.

Funding Source; The grant portion of project is funded with OAA Title III funds. The County's match is funded with Health & Human Services levy funds

Approve
 Disapprove
 Hold

CPB2012-1160

Department of Health and Human Services/Division of Senior and Adult Services,

a) submitting a grant agreement with Western Reserve Area Agency on Aging in the amount of \$20,886.00 for the Home Energy Assistance Program Outreach Project for the period 9/1/2012 - 4/30/2013.

b) submitting an addendum for provisions implementing Executive Order 2011-12K banning the expenditure of public funds on offshore services in connection with said grant agreement.

Funding Source Western Reserve Area Agency grant funds

Approve
 Disapprove
 Hold

CPB2012-1161

Department of Health and Human Services/Division of Senior and Adult Services,

a) recommending to terminate Contract No. CE1200275-01 with Agape Home Health Care for Homemaker services for the Cuyahoga OPTIONS for Elders Program for the period 7/1/2012 - 6/30/2014, effective 12/1/2012.

b) recommending to terminate Contract No. CE1200274-01 with Health Care Bridge, Inc. for Homemaker services for the Cuyahoga OPTIONS for Elders Program for the period 7/1/2012 - 6/30/2014, effective 12/1/2012.

Funding Source: 100% Health and Human Services Levy funds

Approve
 Disapprove
 Hold

CPB2012-1162

Office of Procurement & Diversity, presenting voucher payments for the week of December 27, 2012.

Note: Requisition No. HS-13-26061 for 2013 updated going home to stay guides (20,000 copies) in the amount of \$17,500.00 was held at the request of the Office of Procurement & Diversity.

Approve
 Disapprove

Hold

CPB2012-1163

Department of Development, presenting Voucher payments between December 13, 2012 and December 19, 2012.

Approve

Disapprove

Hold

V. Other Business

The agenda was amended to introduce the following time sensitive/ mission critical purchase item and tabled item:

**Presented by Don Jerle, Department of Public Works,
PVC Sewer supplies purchase for residential corrective projects currently in process to Lakeside Supply Company in the amount of \$2,517.00.**

The full allotment of time sensitive mission critical purchase funds available to the Department of Public Works was restored.

The vendor for the following tabled item has completed Ethics registration and training:

Presented by Eleanor Haugh, Office of Human Resources

CPB2012-1101

Office of Human Resources, recommending an award on RQ24707 and enter into a contract with Ceridian Corporation in the amount not-to-exceed \$51,000.00 for group healthcare benefits for County employees and their dependents, including dental, life insurance and Consolidated Omnibus Budget Reconciliation Act administrative services for the period 1/1/2013 - 12/31/2015. (Deputy Chief Approval No. DC2012-182 - authority to seek proposals.)

A. Scope of Work Summary

The Office of Human Resources is recommending an award on RQ24707 and would like to enter into a contract with Ceridian Corporation in the amount not-to-exceed \$51,000.00 for Dental Insurance coverage for the period of January 1, 2013 - December 31, 2015. (Resolution No. DC2012-182 - authority to seek proposals.)

B. Procurement

1. The procurement method for this project was RQ24707.
2. The RFQ was closed on September 10, 2012. There is an SBE participation/goal of 5 %
3. There were 9 bids/proposals/applications pulled from OPD, 9 bids/proposals/ applications submitted for review, 1 bid/proposal/application approved.

C. Contractor and Project Information

1. Ceridian Corporation

3311 East Old Shakopee Road

Minneapolis, MN 55425

2. The Senior Vice President for the contractor/vendor is Myron Blackmon

3. The project is located in Council District 7

D. Project Status and Planning

1. The project is on-going due to the nature of COBRA coverage.

2. The project's term will begin January 1, 2013. The reason there was a delay in this request is the vendor needed time to pull together all required forms and documentation.

E. Funding

1. The project is funded 100% by the General Fund

2. The schedule of payments is monthly by premium report.

David Merriman announced there will be no Contracts and Purchasing Board meeting on held on Monday, December 31.

VI. Public Comment – There was no public comment.

VII. Adjournment: The meeting was adjourned at 12:38 P.M.