

Minutes

Contracts and Purchasing Board
County Administration Building, 4th Floor
February 4, 2013 11:30 A.M.

I. Call to Order: The meeting was called to order at 11:39 A.M.

Attendees: County Executive Edward FitzGerald
Chief of Staff Matt Carroll
Councilman Dale Miller
Director Bonnie Teeuwen
Director Lenora Lockett
Mark Parks – Alternate for Wade Steen
Clerk of the Contracts and Purchasing Board David Merriman

Financial Officer Wade Steen was unavailable.

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

III. Public Comment - There was no public comment.

IV. Contracts and Awards

A. Tabled Items for Review

CPB2012-1078

Department of Information Technology, recommending an award and enter into a contract with Communications Supply Corporation in the amount not-to-exceed \$21,675.82 for maintenance and upgrade service of the Fluke Optiview equipment for the period 12/1/2012 - 11/30/2013.

Funding Source: 100% General Fund.

X __ Approve
__ Disapprove
__ Hold

CPB2013-49

County Sheriff, submitting an agreement with Crime Stoppers of Cuyahoga County, Inc. in connection with the official citizens' reward program for Cuyahoga County for the period 9/15/2012 - 9/14/2014.

X __ Approve
__ Disapprove
__ Hold

B. Scheduled Items

CPB2013-54

Department of Public Works, recommending an award on RQ26164 and enter into a Contract No. CE1300121-01 with Industrial Video LLC in the amount not-to-exceed \$25,000.00 for maintenance on

audio and visual equipment for the Cuyahoga County Council Chambers for the period 3/1/2013 - 2/28/2016.

Funding Source: 100% General Fund

☒ Approve
☐ Disapprove
☐ Hold

CPB2013-55

Department of Public Works, recommending an award on RQ26032 and enter into a Contract No. CE1300112 with Temperature Controls Company, Inc. in the amount not-to-exceed \$25,000.00 for inspection services for 6-Aerco boilers for the Juvenile Justice Center for the period 3/1/2013 - 2/28/2015.

Funding Source: 100% General Fund

☒ Approve
☐ Disapprove
☐ Hold

CPB2013-56

Department of Development,

- a) Requesting approval of a contract with BDL General Contracting, Inc. for the anticipated cost of \$7,070.00 for Lead Remediation Case 402 Cockrell at 4449 Lee Heights Blvd. Warrensville Heights. The anticipated start-completion dates are February 4, 2013 – 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 MAE Construction LLC for the anticipated cost of \$9,415.00 for Lead Remediation Case 079 Cole at 20700 E. Sunset Drive Warrensville Heights. The anticipated start-completion dates are February 4, 2013 – May 31, 2013.

Funding Source: \$8,000.00 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. Due to federal grant requirements the Lead Hazard Remediation Grant maximum contribution for this project is \$8,000.00.

- c) Requesting approval of a contract with MAE Construction LLC for the anticipated cost \$5,614.00 for Lead Remediation Case 277 Tendytska at 3501 Park Drive Parma. The anticipated start-completion dates are February 4, 2013 – 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

CPB2013-57

Department of Information Technology, recommending an award on RQ26128 and **enter into a contract with** ~~to~~ TEC Communications, Inc. in the amount of \$26,000.00 for 500 Cisco One Unity Connection User License with Technical Electronic Service (State Contract No. 533110/ORC 125.04(B)).

Funding Source: 100% General Fund

Note: This item was amended to reflect the language “and enter into a contract.”

☒ Approve
☐ Disapprove
☐ Hold

CPB2013-58

Department of Workforce Development, submitting a contract with Jennings Center for Older Adults in the amount not-to-exceed \$22,116.00 for the Incumbent Worker Training Program for the period 1/3/2013 - 4/30/2013.

Funding 100%Workforce Investment Act Funds

☒ Approve
☐ Disapprove
☐ Hold

CPB2013-59

Department of Workforce Development, Submitting a contract with Menorah Park Center for Senior Living Bet Moshav Zekenim Hadati in the amount not-to-exceed \$3,968.00 for the On-the-Job Training Program for the period 12/17/2012 - 1/31/2013.

Funding Source: 100% by Federal Workforce Investment Act Funds

☒ Approve
☐ Disapprove
☐ Hold

CPB2013-60

Office of Procurement & Diversity, recommending an award:

Department of Public Works

a) on RQ24288 to Tennant Sales and Service Company (1-1) in the amount of \$57,607.00 for purchase of a LP Powered Scrubber/Sweeper.

Funding Source: 100% Enterprise fund

☒ Approve

☐ Disapprove
☐ Hold

CPB2013-61

Department of Public Safety and Justice Services/Office of Emergency Management/Cuyahoga Emergency Communications System Section, recommending an award and enter into a contract with Alan L. Vasu dba Vasu Systems in the amount of \$25,770.60 for lease of radio tower space, located at 351 Pearl Road, Brunswick, for use by the Cuyahoga Emergency Communications System for the period 1/1/2013 - 12/31/2015.

Funding Source: 100% General Funds

Note: This item was held as it is a lease in excess of \$10,000.00. It will be presented on the February 11 Board of Control calendar.

☐ Approve
☐ Disapprove
☒ Hold

CPB2013-62

Department of Health and Human Services/Community Initiatives Division/Office of Early Childhood, submitting an amendment to Contract No. CE1200292-01 with JAGI Cleveland-Independence, LLC for rental of meeting space and related services for the Invest in Children Program annual meeting held on 11/30/2012 for additional funds in the amount not-to-exceed \$4,191.00.

Funding Source: part by private donations and also Health and Human Services Levy funds. Private donations will cover the expenses related to all the food.

☒ Approve
☐ Disapprove
☐ Hold

CPB2013-63

Department of Health and Human Services/Division of Senior and Adult Services, submitting an amendment to a revenue generating grant agreement with Cuyahoga County District Board of Health for Home and Community Based Health and Home Health Care services for the Ryan White Part A program for the period 3/1/2012 - 2/28/2013 for additional funds in the amount not-to-exceed \$25,000.00.

Funding Source:100% Cuyahoga County by the District Board of Health.

☒ Approve
☐ Disapprove
☐ Hold

CPB2013-64

Division of Children & Family Services, submitting contracts with various providers for adoption services for the period 2/1/2013 - 12/31/2014:

- a) Children's Home Society of North Carolina, Inc. in the amount not-to-exceed \$7,000.00.
- b) Hillside Children's Center in the amount not-to-exceed \$5,000.00.
- c) Maryhurst, Inc. the amount not-to-exceed \$2,500.00.
- d) The Village Network in the amount not-to-exceed \$2,000.00.

Funding Source: 100% Health and Human Services Levy funds.

☒ Approve
☐ Disapprove
☐ Hold

C. Exemption Requests

CPB2013-65

Probate Court, submitting a sole source exemption on RQ25888, which will result in an award recommendation to Sadler NeCamp Financial Services in the amount of \$1,027,068.00 for maintenance and support for the Case Management System for the period of 1/1/2013 - 1/31/2018.

Funding Source: Computerization Fund

1. Vendor/Department Information
Department: PROBATE COURT

Vendor/Contractor Name: SADLER-NECAMP FINANCIAL SERVICES, INC., DBA PROWARE
Vendor Contact Name: RANDY SADLER
Address: 7621 EAST KEMPER ROAD
City, State, Zip Code: CINCINNATI, OHIO 45249
Telephone Number: 513-489-5477

2. What is the product/service that you seek to acquire?
A MAINTENANCE CONTRACT FOR PROBATE COURT'S CASE MANAGEMENT SYSTEM.

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

PROWARE IS THE ONLY VENDOR ABLE TO PROVIDE MAINTENANCE FOR OUR CASE MANAGEMENT SYSTEM. THE PROPOSED TIME FRAME IS JANUARY 2013 THROUGH DECEMBER 2017.

4. Why do you need to acquire these goods or services? PROWARE IS THE ONLY VENDOR ABLE TO PROVIDE MAINTENANCE/SERVICE FOR OUR CASE MANAGEMENT SYSTEM.

5. Why are the requested goods/services the only ones that can satisfy your requirements? PROWARE MAINTAINS/OWNS THE SOLE SOURCE FOR OUR CASE MANAGEMENT SYSTEM AND NO OTHER OUTSIDE VENDORS ARE PERMITTED TO LOG INTO AND/OR VIEW THEIR SOFTWARE APPLICATIONS.

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

NO, BECAUSE PROWARE IS THE SOLE SOURCE VENDOR.

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

N/A

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

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?

AT THIS TIME AND DUE TO THE NATURE OF OUR CASE MANAGEMENT SYSTEM WE ARE UNABLE TO OUTSOURCE THIS MAINTENANCE CONTRACT. (SOLE SOURCE RESTRICTIONS.)

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

AT THIS TIME AND DUE TO THE NATURE OF OUR CASE MANAGEMENT SYSTEM WE ARE UNABLE TO OUTSOURCE THIS MAINTENANCE CONTRACT. (SOLE SOURCE RESTRICTIONS.)

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

NO PRICE COMPARISONS WERE MADE BECAUSE NO OTHER VENDER IS PERMITTED TO MAINTAIN OUR CASE MAMANGEMENT SYSTEM DUE TO PROWARE OWNING THE SOLE SOURCE.

12. Amount to be paid: \$1,027,068.00

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

___ Approve

___ Disapprove

__X__ Hold

CPB2013-66

Department of Health and Human Serives, Community Initiatives Division/Office of Early Childhood, submitting an RFP exemption on RQ26537, which will result in an award recommendation to The Literacy Cooperative of Greater Cleveland in the amount of \$300,000,00 for the Supporting Partnership to Assure Ready Kids program for the period 9/1/2012 - 8/31/2013.

Funding Source: Invest in Children grant funds

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

The SPARK program (Supporting Partnerships to Assure Ready Kids) is an early literacy program for toddlers aged 3 to 5. Early literacy activities are delivered in the home by a trained specialist working with the child and parent together.

SPARK Cuyahoga plans to:

Improve school-readiness levels among SPARK children entering kindergarten in targeted communities by decreasing the percentage of children who score in Band 1 and increasing the percentage of children who score in Bands 2 & 3 on the KRA-L. (Kindergarten Reading Assessment-Literacy).

Band 1 Score of 0-13 Identified for intense instruction

Band 2 Score of 14-23 Identified for targeted instruction

Band 3 Score of 24-29 Identified for enriched instruction

Increase SPARK participant scores on the 3rd grade Ohio Achievement Tests (OAT) in reading and math by providing a “jump start” to their educational experience.

SPARK will empower parents to be their child’s first teacher by providing them with the materials, skills and supports they need to engage their child in meaningful educational and social interactions. This will also have a direct impact on non-SPARK children living in the home. This will be measured through pre- and post-participation parent surveys, and the Ages and Stages and H.O.M.E. assessments.

SPARK will connect preschool children to support services and therapies as required to improve and support school readiness.

SPARK will help schools prepare to receive all children by assisting them in a self-assessment designed to identify ways in which they can be welcoming and responsive to children and families at each transitional juncture.

The guide for this process will be Strong Beginnings, Smooth Transitions, and Continuous Learning: A Ready School Resource Guide for Elementary School Leadership.

SPARK will seek to improve school attendance rates

2. Estimated Dollar Value and Funding Source(s) including percentage breakdown (If amendment, please enter original contracted amount and additional amount, if any)
\$300,000 for the Literacy Cooperative for SPARK-100% from United Way of Greater Cleveland

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

The project is supported solely through private funds. The Literacy Cooperative was specifically identified by the private funder, United Way, as their choice to be the implementing agency over two years ago when the program began.

4. What other available options and/or vendors were evaluated? If none, include the reasons why.
The Literacy Cooperative had been previously identified by the Invest in Children and United Way in our initial application for grant funding over two years ago. It is important to note, however, that much of the funding goes to a subcontractor. Family Connections, that was selected through an RFP process that was open to all eligible agencies. An Invest in Children staff person (Marcos Cortes) was a member of that review committee. The Evaluator, Dr. Peter Leahy, of the University of Akron, has site visited the program and provided very positive feedback on the implementation and program quality.

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

The Literacy Cooperative was developed out of need to systematically approach the issue of low literacy rates in Cuyahoga County. Despite many different groups advocating and offering literacy services the literacy rate remained unchanged for a nearly a decade. The Literacy Cooperative was created with a set of goals to pilot, promote and advocate for programs to end the cycle of poverty through literacy-based interventions. SPARK is a natural fit for the Literacy Cooperative and their priority to improve literacy outcomes in our community.

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 dollars are earmarked specifically for this program by United Way and for the lead agency, the Literacy Cooperative. The Literacy Cooperative is a natural fit for SPARK and for it continued Implementation. We have already been delayed with the issuance of the Grant Award by the funder. Any further delay would impact not only the services to families but the longitudinal evaluation as well.

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 Literacy Cooperative has as a goal to Pilot programs. This is intended to be a 3 year pilot to determine if SPARK is viable in Cuyahoga County. We expect to work with the Literacy Cooperative for this third and final year after which we will know if this program can be successfully sustained in Cuyahoga County. At that point, if we wish to continue the program and there is funding available we will need to find a permanent home for SPARK. We will then need to competitively bid for the service of lead agency to implement SPARK.

☒ X Approve
☐ Disapprove
☐ Hold

CPB2013-67

Department of Health and Human Services/Cuyahoga Job and Family Services, submitting an RFP exemption on RQ25667 which will result in an award recommendation to Human Services Associates, Inc. in the amount of \$10,825.00 for financial management services for the period 4/1/2013 - 3/31/2014.

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

The financial management consulting services consist of the following expectations and deliverables:

- General consultation to the Director, Fiscal Administrator and other management team staff;
- Research and analysis of federal and state laws and regulations governing the Department's financial management of federal, state and local programs funded in whole or in part by federal and state funds;
- Review, analyze and assist with reconciling the Department's financial reports in conjunction with CFIS;
- Assist in assuring the Department's financial management system provides appropriate controls to assure compliance with state and federal requirements;
- Analyze State/Federal Grant trends and the projection of State/Federal Grant balances as of June 301 each contract year;

- Assist in developing a Budget Projection for each state and county fiscal year;
- Provide recommendations to maximize State and Federal funding across Cuyahoga County's Health & Human Services departments;
- Study underutilized funding streams (i.e. Overpayment Incentives and leverage of local dollars as match to draw down State and Federal dollars);
- Analyze the PCSA and CSEA responsibility of Shared and RMS costs and their reimbursement to the Public Assistance fund;
- Provide guidance on contracts, contract monitoring and procurement;
- Attend meetings as requested.

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

Estimated value is \$10,825.00 with 100% of Public Assistance (PA) Funding.

3. Rationale Supporting the Use of the Selected Procurement Method

An Informal Request for Bids was issued on November 30, 2012 for Financial Services Consultant (attached). It was mailed to 5 perspective providers who have the qualifications, skills and experience in the State/County Financial Programs that were being sought. Bids were received until January 4, 2013. Only one bid was received from the five (5) perspective bidders (results attached).

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

No other vendors were evaluated, only one response was received from the RFB process.

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

Human Services Associates is assisting other counties with their budgeting and financial processes and has worked with our county for the past four years. They were the only bid received and their proposal reflects reasonable costs for the services being provided.

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.

It appears due to the highly specialized nature of required skills of this RFB and low contract value that the pool of interested applicants is very limited. Therefore we do not envision an additional bid process will garner new bids.

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

Recommend we would continue with the informal bid process to allow for competitive procurement.

Funding Source: 100% Public Assistance Funding

☒ Approve

☐ Disapprove
☐ Hold

D. Consent Agenda

CPB2013-68

Department of Public Safety and Justice Services/Public Safety Grants, submitting an amendment to a grant agreement with Ohio Emergency Management Agency in the amount of \$1,039,182.00 for the FY2010 State Homeland Security Grant Program for the period 8/1/2010 - 3/31/2013 to extend the time period to 6/30/2013; no additional funds required.

Funding Source: Department of Homeland Security grant funds through the Ohio Emergency Management Agency

☒ Approve
☐ Disapprove
☐ Hold

CPB2013-69

Department of Public Safety and Justice Services/Public Safety Grants, submitting an amendment to a grant agreement with Ohio Emergency Management Agency in the amount of \$762,319.00 for the FY2010 State Homeland Security-Law Enforcement Grant Program for the period 8/1/2010 - 3/31/2013 to extend the time period to 6/30/2013.

Funding Source: Department of Homeland Security grant funds through the Ohio Emergency Management Agency

☒ Approve
☐ Disapprove
☐ Hold

CPB2013-70

Office of Procurement and Diversity, presenting voucher payments for the week of February 4, 2013.

☒ Approve
☐ Disapprove
☐ Hold

CPB2013-71

Department of Development, presenting voucher payments between January 24, 2013 to January 30, 2013.

☒ Approve
☐ Disapprove
☐ Hold

V. Other Business

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

Presented by Richard Werner, Department of Health and Human Services/Division of Children and Family Services:

Recommending a payment to Cuyahoga County Board of Developmental Disabilities in the amount of \$21,500.00 for temporary placement services for a client.

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

X__ Approve
____ Disapprove
____ Hold

A. Discuss February 11, 2013 meeting location change

David Merriman announced that the February 11 Board meeting will be held in the Law Conference room across the hall from the Multi-Purpose room located on the 4th Floor of the County Administration building.

B. Discuss potential February 19, 2013 meeting date/time conflict

David Merriman announced the February 19 Board meeting will be tentatively scheduled for Wednesday, February 20 at 10:30 A.M. in the Multi-purpose Room. This new date and time will be confirmed at the next Board meeting .

VI. Public Comment – There was no public comment.

VII. Adjournment: The meeting was adjourned at 12:05 P.M.