

Minutes

Contracts and Purchasing Board

County Administration Building, 4th Floor

March 11, 2013 11:30 A.M.

I. Call to Order: The meeting was called to order at 11:30 A.M.

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

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 – There were no tabled items

B. Scheduled Items

CPB2013-158

Department of Public Works, recommending an award on RQ25029 and enter into a contract with Fluorescent Recycling, Inc. in the amount not-to-exceed \$20,000.00 for fluorescent lamps, ballasts and lead acid battery recycle disposal services for various County buildings for the period 3/1/2013 - 2/28/2016.

Funding Source: 100% Internal Service Funds

☒ X Approve
☐ Disapprove
☐ Hold

CPB2013-159

Department of Public Works, recommending an award on RQ24458 and enter into a contract with R.A. Wiedemann & Associates, Inc. the amount not-to-exceed \$77,265.30 for an operational study of the Cuyahoga County Airport for the period 3/11/2013-12/31/2013. (Deputy Chief Approval No. DC2012-164 - authority to seek qualifications).

Funding Source: 100% General Funds

☒ X Approve
☐ Disapprove
☐ Hold

CPB2013-160

Department of Information Technology,

- A) Submitting a revenue generating agreement with City of Brooklyn in the amount of \$7,284.60, for professional web services to the City of Brooklyn for the period 3/12/2012 - 3/12/2014.
- B) Submitting a revenue generating agreement with the Village of Brooklyn Heights in the amount of \$6,732.00 for professional web services for the period 2/11/2013 - 2/10/2015.

Funding Source: Revenue Generating

☒ Approve
☐ Disapprove
☐ Hold

CPB2013-161

Department of Workforce Development,

- A) Submitting a contract with ADALET/Scott Fetzer Company in the amount not-to-exceed \$2,000.00 for the On-the-Job Training Program for the period 2/4/2013 - 4/30/2013.
- B) Submitting a contract with Air Temp Mechanical, Inc. in the amount not-to-exceed \$2,800.00 for the On-the-Job Training Program for the period 2/11/2013 - 4/30/2013.
- C) Submitting a contract with Cleveland Specialty Products, Inc. in the amount not-to-exceed \$20,500.00 for the On-the-Job Training Program for the period 1/31/2013 - 4/30/2013.
- D) 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 1/22/2013 - 3/31/2013.

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

☒ Approve
☐ Disapprove
☐ Hold

CPB2013-162

Office of Procurement & Diversity, recommending an award:

Department of Public Works

- a) on RQ26147 to Flagzone, LLC (10-3) in the amount of \$45,882.72 for 817- gross U.S. Flags.

Funding Source: 100% General Funds

☒ Approve
☐ Disapprove
☐ Hold

CPB2013-163

Juvenile Court, submitting an amendment to Contract No. CE1100202-01 with Redwood Toxicology Laboratory, Inc. for drug screening and testing services for the period 2/1/2011 - 1/31/2013 for additional funds in the amount of \$13,000.00.

Funding Source: 100% Health and Human Services Levy Funds

☒ Approve
☐ Disapprove
☐ Hold

CPB2013-164

Department of Health and Human Services, Division of Children and Family Services, recommending an award on RQ26895 and enter into a contract with Embassy Suites Hotel in the amount of \$9,075.00 for rental of space and related services for a Supervisor and Manager Conference for the period 3/27/2013 - 3/28/2013.

Funding Source: 33% Federal and 67% Health and Human Services Levy Funds

☒ Approve
☐ Disapprove
☐ Hold

C. Exemption Requests**CPB2013-165**

Department of Public Safety and Justice Services, Witness/Victim, submitting an RFP Exemption on RQ25975 which will result in an award recommendation to Mental Health Services for Homeless Persons, Inc. in the amount not-to-exceed \$25,000.00 for the FY2010 Juvenile Justice and Delinquency Prevention Reducing Disproportionate Minority Contact program for the EXODUS Project for the period 4/1/2013 - 8/31/2013.

Funding Source: State of Ohio, Juvenile Justice and Delinquency Prevention. No match required.

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

Mental Health Services for Homeless Persons, Inc. ("MHS") will partner with the Witness/Victim Service Center, Cuyahoga County Juvenile Court, and the Cuyahoga Metropolitan Housing Administration ("CMHA") Police Force in order to deliver services to minority youth ages 12-17 who are at risk for involvement or further involvement in the juvenile justice system. The goal of the program is to reduce disproportionate minority contact with the juvenile justice system by providing effective behavioral health interventions.

2. Estimated Dollar Value and Funding Source(s) including percentage breakdown (If amendment, please enter original contracted amount and additional amount, if any)
\$25,000.00

100% of funds from State of Ohio: FY2010 Juvenile Justice and Delinquency Prevention / Reducing Disproportionate Minority Contact

3. Rationale Supporting the Use of the Selected Procurement Method

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

MHS is named in the grant allocation packet received from the State of Ohio. Funds for MHS were earmarked from the State and this allocation is a part of the approved budget.

4. What other available options and/or vendors were evaluated? If none, include the reasons why.
None. MHS was named in the grant allocation packet received from the State of Ohio.

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

MHS was named in the grant allocation approved by the State of Ohio. The Exodus project is a joint project between Witness/Victim, MHS, Juvenile Court and CMHA. The Exodus project has been effective in reducing disproportionate minority contact with the juvenile justice 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.

Approval would have to come from the State of Ohio before altering the project design. Such an approval process would be lengthy and would result in preventing valuable services from reaching vulnerable youth.

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 can explore whether the State would be willing to entertain a varied scope of service for future fiscal years.

☒ Approve

☐ Disapprove

☐ Hold

CPB2013-166

Department of Health and Human Services, Division of Senior and Adult Services, submitting an RFP exemption on RQ26729, which will result in an award recommendation to CareStar Learning, LLC in the amount not-to-exceed \$1,600.00 for online training for Home Health Aides for the period 3/1/2013 - 2/28/2015.

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

The Division of Senior & Adult Services seeks to contract with Care Star Learning, LLC, for the period 03/01/13 – 02/28/15 for Online training in the amount of \$1,600.00.

CareStar is an Ohio-based healthcare company that specializes in providing on-line educational solutions for state and local governments, as well as organizations and individuals responsible for the care of consumers requiring home and community-based services. CareStar offers courses and addresses the core competencies required by State law for Home Health Aides, along with being accredited by the Ohio Department of Job & Family services (ODJFS) and Ohio Department of Health (ODH).

CareStar Learning, LLC. Is the recommended vendor by the Ohio Department of Job and Family Services for the Ohio Home Care Program and it is the easiest to navigate, most affordable, offered the best course catalog and allows flexibility in its scheduling.

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

The estimated dollar value for this purchase is \$1,600.00. This expenditure is to be funded from the County Health & Human Services Levy.

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

The RFP exemption was the only option available, and the referenced vendor is referred to on the ODJFS website and recommended by the Ohio Home Care Program for the provision of in-service continuing education.

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

Two (2) other vendors were evaluated; Care2Learn and RhinoBill. Care2Learn was unresponsive to my email quote and information inquiry. RhinoBill identified a cost of \$6.00 per CEU credit in comparison to a cost of \$1.30 per CEU credit quoted by CareStar Learning. Additionally, CareStar Learning was the only vendor interested and willing to register with the County's Office of Procurement & Diversity, along with fulfilling the Office of the Inspector General's certification requirements.

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

CareStar Learning is a vendor accredited and endorsed by the Ohio Department of Job and Family Services, thus meeting the Ohio Home Care Program rule and the Ohio Department of Health to ensure providers receive the appropriate training required to meet and satisfy the continuing education coursework and certification needs of their staff.

Another factor leading to the use of this product/service was the vendor's willingness to customize their delivery of courses to meet the needs of our staff, along with the ability to understand and easily navigate the learning modules, along with the vendor's willingness to adhere to the County's procurement policies, procedures and requirements.

Given that our Home Health Aides need 12 hours of continuing education per year to keep their certification current, the vendor's on-line training modules provide HHA's with the ability to access training per their availability, either through utilizing DSAS computers located at their respective work stations, or access through home computers.

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.

DSAS does not believe there is another vendor willing and/or able to provide this service at this level for the price.

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

Not applicable.

☒ Approve

___Disapprove
___Hold

CPB2013-167

Department of Health and Human Services, Division of Senior and Adult Services, submitting an RFP exemption on RQ26810, which will result in an award recommendation to Pitney Bowes in the amount not-to-exceed \$1,796.05 for maintenance on the Global Mailing Systems 3 Series Station Inserter Mailing Machine for the period ~~3/1/2013 – 2/28/2015~~. **12/1/2012 – 11/30/2013.**

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

The Division of Senior & Adult Services is requesting to secure maintenance services with Pitney Bowes for a 3 SERIES STATION INSERTER Mailing Machine maintenance for the period of 12/01/12-11/30/13. Model F35L Serial #1026397. per the Ohio State Contract #800051-2 STS-MMA7418 As per the O.R.C. 125.04 (B) COOP ID#0709545.

In accordance to invoice no. 431069 dated 11-1-2012.

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

The estimated dollar value for this purchase is \$1,796.05. This expenditure is to be funded from the Health & Human Services Levy. DSAS requests to pay lump sum amount with Department with Department Order under State Contract.

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

The 3 SERIES STATION INSERTER Mailing Machine was originally purchased in 2005 through an informal bid process. At the time of purchase the quotes were required to include maintenance as a part of the pricing. Pitney Bowes at that time was the lowest most responsive bidder. DSAS has only had service on the mailing machine from Pitney Bowes due the original purchase agreement and the availability of maintenance on the Ohio State Contract #800051-2 STS-MMA7418 As per the O.R.C. 125.04 (B) COOP ID#0709545. This Procurement Method (RFP Exemption) is now being requested upon OPD's recommendation. The late submission of this request was based on DSAS identifying a 2013 budget shortage for this procurement; after which DSAS awaited a budget adjustment to be approved and posted; thereby, gaining final OBM approval on 1/31/13.

4. What other available options and/or vendors were evaluated? If none, include the reasons why.
No other options and/or vendors were evaluated because the State Contract allows DSAS to continue to receive maintenance from the original manufacturer of the machine. DSAS attempted to solicit quotes from other vendors in 2009; however, at that time the vendors contacted stated they would need to conduct a service call to evaluate the condition of the machine before they could provide a quote for maintenance. No other options and/or vendors have been evaluated due to the fact that the machine has always been maintained by Pitney Bowes since the original purchase.

5. What ultimately led you to this product or service? Why was the recommended vendor selected?
The mailing machine and vendor (Pitney Bowes) were selected in 2005, as they were the lowest and best bid responding to an informal request for bids. DSAS has continued to obtain maintenance from Pitney Bowes because they are the original manufacturer, available on the State Contract, and willing to provide maintenance without DSAS incurring the additional cost of a service call.

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.

If competitively bid, DSAS is not likely to receive a bid from any other potential vendor(s) without incurring a charge to evaluate the condition of the mailing machine. While this process unfolds and unless a new maintenance agreement is secured with the current provider, DSAS runs the risk of costly repairs as our current contract expired 12/1/12.

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

If OPD and the County Contract & Purchasing Board does not agree that Pitney Bowes is the best provider of maintenance services for the 3 SERIES STATION INSERTER Mailing Machine due to the fact they are the original manufacturer and available to us on the State Contract, DSAS will plan to issue an informal bid for said maintenance services in September 2013 for the period 12/1/2013 through 11/30/2014.

Note: this item was amended to reflect the time period as 12/1/2012 – 11/30/2013.

☒ X Approve
☐ Disapprove
☐ Hold

CPB2013-168

Department of Health and Human Services, Cuyahoga Job and Family Services, submitting an RFP exemption on RQ26227, which will result in an award recommendation to Mid-America Consulting Group, Inc. fka ProviderGateway, Inc. in the amount not-to-exceed \$59,080.00 for long term care application software support and maintenance for the period 2/1/2013 - 1/31/2014.

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

Contract is for renewal of maintenance and support of Long Term Care application for licenses, hosting, upgrades and support. Contract runs from 2/1/13- 1/31/14. This application is used by CJFS Medicaid Benefits staff to transact with providers and clients on Medicare/Medicaid cases.

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

Total cost for this contract will not exceed \$59,080.00.

3. Rationale Supporting the Use of the Selected Procurement Method

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

Provider Gateway LTC is the current application in use to track nursing home cases. Vendor is listed under State Term Schedule 533132-1

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

None, LTC is our main tracking and communication method on these cases. CJFS has been using this application for a few years. Another vendor and new software would probably be much more expensive if implemented.

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

CJFS has used this software and application for a number of years. The CJFS staff is familiar with the product and vendor response has been satisfactory.

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.

All tracking and provider access to this application would be lost which would contribute to causing delays and problems in delaying with Medicare and Medicaid clients and their cases.

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

There is a similar software application from Lucas County that we will evaluate to replace Provide Gateway LTC during the coming year. If analysis of the replacement works, we will be able to use a new system.

☒X___ Approve
☐___ Disapprove
☐___ Hold

D. Consent Agenda

CPB2013-169

Department of Public Works, submitting an amendment to CE1000323-02 with The H. Leff Electric Company for fluorescent and mercury ballasts for various County buildings for the period 3/1/2010 - 12/31/2012 to extend the time period to 5/31/2013; no additional funds required.

Funding Source: 100% Internal Service Fund

☒X___ Approve
☐___ Disapprove
☐___ Hold

CPB2013-170

Court of Appeals, submitting an amendment to Contract No. CE1200115-01 with InfoPro Computer Solutions for consultant services on the Buckeye Case Management and Computer Network Systems for the period 2/1/2012 - 1/31/2013 to extend the time period to 4/1/2013; no additional funds required.

Funding Source: 100% General Funds

☒ Approve
☐ Disapprove
☐ Hold

CPB2013-171

Department of Health and Human Services/Community Initiatives Division/Office of Early Childhood, recommending to terminate Contract No. CE1200522-01 with Lakewood Beginnings Child Development Center, Inc. for Universal Pre-Kindergarten services for the period 8/1/2012 - 7/31/2013, effective 11/1/2012.

Funding Source: 90.1% by the Health and Human services levy, 9.9% private grant dollars.

☒ Approve
☐ Disapprove
☐ Hold

CPB2013-172

Department of Information Technology, recommending to declare various computer equipment as Office of Procurement & Diversity, presenting voucher payments for the week of March 11, 2013.

☒ Approve
☐ Disapprove
☐ Hold

CPB2013-173

Department of Development, presenting voucher payments between 02/28/2013 - 03/06/2013.

☒ Approve
☐ Disapprove
☐ Hold

V. Other Business

The agenda was amended to introduce the following items:

Presented by Jeff Mowry, Department of Information Technology:

Submitting a state contract with Flairsoft Ltd. in the amount not-to-exceed \$70,520.00 for Oracle Database Administrator services for the Department of Children and Family Services for the period 3/1/2013 - 8/31/2013.

Time sensitive/ mission critical purchase items:

Presented by Don Jerle, Department of Public Works:

Recommending a payment to Animal Emergency Clinic West in the amount of \$1,294.51 for emergency surgery services.

Recommending a payment to Best Equipment Company in the amount of \$1,461.20 for repair of a sanitary sewer Jet Vac vehicle.

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

☒ Approve
☐ Disapprove
☐ Hold

VI. Public Comment – There was no public comment.

VII. Adjournment: The meeting was adjourned at 11:55 A.M.