

Minutes

Contracts and Purchasing Board
County Administration Building, 4th Floor
July 1, 2013 11:30 A.M.

I. Call to Order: The meeting was called to order at 11:37 A.M by David Merriman.

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

County Executive Ed FitzGerald and Councilman Dale Miller were unavailable.

At the July 1, 2013 regular meeting of the Contracts and Purchasing Board all actions taken for the following approved items were done with the approval of all members present. All items were considered and adopted by unanimous vote unless otherwise noted.

II. Review and Approve Minutes –

The minutes were approved as written by majority vote. Dave Greenspan abstained.

III. Public Comment - There was no public comment.

IV. Contracts and Awards

B. Scheduled Items

CPB2013-490

Department of Development,

A) Submitting a contract with HzW Environmental Consultants, LLC for Phase II Environmental Services in the amount of \$18,496.00 at the proposed Waterloo Bank Building Site located at 15619-15621 Waterloo Road, Cleveland. Start-completion dates are 07/01/2013 - 12/28/2013.

B) Submitting a License for Entry, Consent and Limited Release from Liability agreement in connection with said project site.

Funding Source: 100% Brownfield Revolving Loan Funds

☒ X Approve
☐ Disapprove
☐ Hold

CPB2013-491

Department of Workforce Development,

- A) submitting a contract with PPG Industries, Inc. in the amount not-to-exceed \$6,000.00 for the On-the-Job Training Program for the period 5/20/2013 -8/2/2013.
- B) submitting a contract with Menorah Park Center for Senior Living BET Moshav Zekenim Hadati in the amount not-to-exceed \$3,096.00 for the On-the-Job Training Program for the period 5/13/2013 - 6/1/2013.
- C) submitting a contract with Telco Pros, Inc. in the amount not-to-exceed \$3,000.00 for On-the-Job Training Program for the period 6/3/2013 - 7/13/2013.

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

☒X__ Approve
☐ Disapprove
☐ Hold

CPB2013-492

Fiscal Office,

- A) Submitting an RFP exemption on RQ28061, which will result in a revenue generating agreement with Ohio Lottery Commission in the amount of \$3,800.00 for an instant and on-line ticket vending machine in connection with the Route Vending Services Program for the period 7/1/2013 - 6/30/2014.
- B) Submitting a revenue generating agreement with Ohio Lottery Commission for an instant and on-line ticket vending machine valued in the amount of \$3,800.00 in connection with the Route Vending Services Program for the period 7/1/2013 - 6/30/2014.

Funding Source: Revenue Generating

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

The Lottery Commission will place a Lottery machine in the lobby of the County Administration Building located at 1219 Ontario, Cleveland, Ohio 44113.

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

The County will receive 4.5% of sales generated from the machine. The Lottery will pay the County monthly.

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

This is a Revenue Generating Contract. It is an agreement with another Government Agency.

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

No other vendors available to place a Lottery machine in the County Administration Building.

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

It is a revenue generating product.

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.

N/A

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

N/A

☒ Approve
☐ Disapprove
☐ Hold

CPB2013-493

Department of Health and Human Services/Office of Re-entry, submitting an amendment to Contract No. CE1200445-01 with Project Learn, Inc. for adult basic educational services for inmates at the County Corrections Center for the Office of Reentry for the period 5/1/2012 - 4/30/2015 to change the scope of services, effective 8/1/2013 and for additional funds in the amount of \$20,000.00.

Funding Source: 100% Health and Human Services Levy

☒ Approve
☐ Disapprove
☐ Hold

CPB2013-494

Department of Health and Human Services/Division of Senior and Adult Services, recommending an award on RQ27226 and enter into a contract with 700 Beta Drive, LLC in the amount not-to-exceed \$20,000.00 for rental of space and related services for the Conference on Aging for the period 10/17/2013 - 10/18/2013.

Funding Source: 100% Health and Human Services Levy.

☒ Approve
☐ Disapprove
☐ Hold

C. Exemption Requests

CPB2013-495

Department of Information Technology, submitting an RFP exemption on RQ27974, which will result in an award recommendation to TEC Communications IronPort in the amount of \$145,173.60 for Smart Net IronPort devices for the period 7/1/2013 - 6/30/2014.

Funding Source: 100% General Funds

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

Devices filter out spam which is about 80% of incoming emails. Devices also serve as proxy servers allowing access to various sites on the internet and block certain sites.

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

Not to exceed price of \$145,173.60.

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

State Term Contract Vendor #

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

Originally purchased products from this vendor, now looking for continued support.

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

Pricing.

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.

System could be inundated with unwanted emails.

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

Additional years will be picked up in the new WAN contract.

☒ X Approve
☐ Disapprove
☐ Hold

CPB2013-496

Fiscal Office/County Treasurer, submitting an RFP exemption on RQ15930, which will result in an amendment to Contract No. CE-100064 with The PFM Group for additional funds in the amount of \$52,500.00.

Funding Source: 100% General Funds

1. Description of Supplies or Services

Contract amendment to extend the current contract six months, from April 1, 2013 through September 30, 2013 with The PFM Group for Investment Advisory Services in the amount not to exceed \$52,500.00. The scope of services has changed to add trade execution, training, broker/dealer relationship management and periodic strategy discussions.

2. Estimated Dollar Value and Funding Source(s) including percentage breakdown.

This is an amendment to a contract. Total for three year agreement was \$104,000.00. There was an amendment for \$8,250.00. This is a General Fund expense.

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

N/A

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

We are asking to extend an existing agreement.

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

N/A

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 amendment will give us the time necessary to prepare a contract with the selected vendor from a recent RFQ for Investment Advisory Services and permit the necessary enhanced services.

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

N/A

☒ X Approve
☐ Disapprove
☐ Hold

CPB2013-497

Department of Health and Human Services/Division of Senior and Adult Services, submitting, submitting an RFP exemption on RQ27635, which will result in an award recommendation to Compuware Corporation in the amount of \$12,800.00 for maintenance services for the period 6/1/2013 - 5/31/2014.

Funding Source: Health and Human Services Levy funds

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

The Division of Senior and Adult Services has identified a need for computer software maintenance services. The identified vendor's maintenance and computer software services are available under existing State Term Schedule – contract number 534062 (6/30/2009) extended through 6/30/2013; and DSAS desires to avail itself of such services. The vendor will provide support and maintenance services, all new software releases or modifications to its already existing software applications, along with any and all enhancements and/or changes to the software.

- a. The vendor will provide current releases that improve software functionality with new features or enhancements required by DSAS and/or as;
- b. Provide any necessary updates to the Home Health Aide Monitoring System (HHAMS) software applications resulting from changes in operating system upgrades;
- c. Provide advice and guidance on the use of the software, or for problem resolution, whether the problem has been caused by an error or defect in the software.

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

DSAS did not make an effort to renegotiate the price, as the associated dollar value remains unchanged for the eighth year. DSAS considers the price for this purchase to be fair and reasonable. DSAS is only billed on an hourly rate for the work it requests.

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

The procurement method used for the previous awards (State Term Schedule). DSAS has secured these services for the last 8 years from Compuware Corporation via a State Term Schedule.

The funding for this service comes from the County Health & Human Services Levy.

In 2004 DSAS issued an RFP for the development of a (HHAMS) system. This system was required as a result of a change in the State law. Compuware was awarded the contract on the basis of its proposal. Since then DSAS has contracted with Compuware for ongoing maintenance and enhancements via the State Term Schedule contract.

The Division of Senior & Adult Services proposes to enter into a State Term Schedule contract on a basis of Other Than Full and Open Competition for on-going maintenance of the (HHAMS). It's DSAS' opinion that Compuware Corporation is capable of delivering the required Technical Support and Maintenance services. Similar types of computer services may exist, but only one vendor; Compuware, for reasons of expertise, and / or standardization, quality, compatibility with existing equipment, specifications, or availability, make them the only source that is acceptable to meet DSAS' specific need for the (HHAMS) software application support and maintenance.

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

No other vendors were evaluated. The services which are being provided are for a particular software application (HHAMS) that was designed, developed, tested and enhanced by Compuware since its inception. Compuware is uniquely qualified to maintain the application infrastructure and software artifacts made for hire. Bringing in a new vendor would compromise the already developed efficiencies which have proven to be reliable and tested over time; therefore, not being the best option for DSAS. It is the opinion of DSAS that Compuware will be quicker to develop fixes to maintain the current application; whereas, they have all the knowledge, programming staff, and needed efficiencies required to support the software they originally developed.

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

As stated in response to question #3, DSAS has secured these services for the last 8 years from Compuware Corporation via a state term contract (contract number 534062 - (6/30/2009) extended through 6/30/2013).

Compuware Corporation was selected as the recommended vendor based on its longevity on the project. Compuware has a local presence in Cuyahoga County and numerous resources that are capable of delivering this solution. The (HHAMS) provides a way for DSAS to ensure client services are being provided while allowing for efficient low-cost delivery without unnecessary design documentation.

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 system will be without a maintenance contract until a new contract is in place.

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

DSAS recently released a Request for Information (RFI) in an effort to hear about off-the-shelf software solutions, thus allowing DSAS to issue a Request for Proposal (RFP) for a comprehensive case management system in 2013. Through the competitive RFP process, the aforementioned comprehensive case management system may replace the current (HHAMS) system which is supported by the current vendor, Compuware Corporation.

☒ Approve
☐ Disapprove
☐ Hold

D. Consent Agenda

CPB2013-498

Department of Public Works, submitting an agreement of cooperation with City of Parma for the resurfacing of East Ridgewood Drive from Broadview Road to Crossview Road.

Funding Source: 100% County Road and Bridge Fund.

☒ Approve
☐ Disapprove
☐ Hold

CPB2013-499

Department of Public Works,

- A) Submitting an LPA agreement with Ohio Department of Transportation for the resurfacing of Belvoir Boulevard from Fairmount Boulevard to Mayfield Road in the Cities of South Euclid, University Heights and Shaker Heights.
- B) Submitting an LPA agreement with Ohio Department of Transportation in for the reconfiguration of the Warrensville Center Road/Van Aken Boulevard/Chagrin Boulevard/Northfield Road Intersection in the City of Shaker Heights and the Village of Highland Hills.

Funding Source: There is no cost associated with these agreements.

☒ Approve
☐ Disapprove
☐ Hold

CPB2013-500

Department of Development, submitting an amendment to a loan with 4600 Euclid, LLC, for a Brownfield Redevelopment Fund Project, located at 4600 Euclid Avenue, Cleveland, to acknowledge the conversion of the existing construction debt with Key Bank into permanent debt with Key Bank and authorizing the Director of Development to execute the loan documents, amendments, subordination agreements and other instruments and agreements, with such parties that may be required or appropriate to effectuate the loan.

Funding Source: Brownfield Redevelopment bond funds

☒ Approve
☐ Disapprove
☐ Hold

CPB2013-501

Executive's Office, recommending payments to various fellows for the Cuyahoga County Public Fellowship Program in the amount not-to-exceed \$2,200.00 each, for the period 6/3/2013 - 8/2/2013:

- A) Kristina Marie Santana
- B) Wendall Garth
- C) Endrit Kosta
- D) Kathryn Clarkin

Funding Source: General Funds

☒ Approve
☐ Disapprove

☐ Hold

CPB2013-502

County Sheriff, submitting a Memorandum of Understanding with Recovery Resources for the problem gambling prevention and treatment services program for the period 7/1/2013 - 6/30/2014.

Funding: N/A

☒ Approve
☐ Disapprove
☐ Hold

CPB2013-503

Juvenile Court, submitting an amendment to Contract No. CE1300031-01 with Functional Family Therapy Associates, Inc. for Functional Family Therapy (FFT) Training and Licensure for the period of 1/1/2013 - 6/30/2013 to extend the time period to 6/30/2014; no additional funds required.

Funding Source: 100% funded by the RECLAIM Ohio Grant Funds

☒ Approve
☐ Disapprove
☐ Hold

CPB2013-504

Department of Health and Human Services/Community Initiatives Division/Office of Homeless Services, submitting various grant agreements with the U.S. Department of Housing & Urban Development for FY2012 Continuum of Care Homeless Assistance Grant Programs in connection with the McKinney-Vento Homeless Assistance Act for the period 1/1/2013 - 12/31/2014:

A) in the amount of \$174,731.00 for the Zelma George Link Project for the Supportive Housing Program grant.

B) in the amount of \$10,0248,516.00 for the Emerald Development and Economic Network, Inc. Shelter Plus Care Tenant Based Rental Assistance project for the Shelter Plus Care Rent Subsidy Program grant.

Funding Source: 100% by the U.S. Department of Housing & Urban Development.

☒ Approve
☐ Disapprove
☐ Hold

CPB2013-505

Office of Procurement & Diversity, presenting voucher payments for the week of July 1, 2013.

Note: This item was amended to delete the following duplicated item:

SM-13-27963	6/11/2013	Conference Room A/V system	SM / SM01	\$14,700.00
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☒ Approve
☐ Disapprove
☐ Hold

CPB2013-506

Department of Development, presenting voucher payments between 06/20/2013 to 06/26/2013.

☒ Approve
☐ Disapprove
☐ Hold

David Merriman announced that due to the Thursday, July 4th holiday, Board of Control and Contracts and Purchasing Board Calendars will be posted to the County web-site on Wednesday, July 3 by Melinda Burt. Any questions regarding items listed on the printed agendas should be directed to Ms. Burt.

V. Other Business

VI. Public Comment – There was no public comment.

VII. Adjournment: The meeting was adjourned at 11:48 A. M. without objection.