

Minutes

Contracts and Purchasing Board
County Administration Building, 4th Floor
July 15, 2013 11:30 A.M.

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

Attendees: Chief of Staff Matt Carroll
Treasurer Mark Parks - Alternate
Councilman Dale Miller
Stan Kosilesky - Alternate
Richard Opre - Alternate
Clerk of the Contracts and Purchasing Board Melinda Burt

County Executive Ed FitzGerald, Fiscal Officer Wade Steen and Director Lenora Lockett were unavailable.

At the July 15, 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. Rich Opre abstained.

III. Public Comment - There was no public comment.

IV. Contracts and Awards

A. Tabled Item

CPB2013-400

Department of Workforce Development, submitting a contract with Equity Administrative Services, Inc. in the amount not-to-exceed \$10,000.00 for the Incumbent Worker Training Program for the period 5/1/2013 - 12/31/2013.

Funding Source: 100% Federal Community Development Block Grant Funds

Approve
 Disapprove
 Hold

B. Scheduled Items

CPB2013-526

Department of Development,

A) Submitting a contract with Burgess & Niple, Inc. for Phase II Environmental Services in the amount of \$4,390.00 at the proposed M.M. & R Site located at 23700 St. Clair Avenue, Euclid, start-completion

dates are 07/15/2013 - 1/13/2014.

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

Funding Source: USEPA Coalition assessment Grant and or economic development brownfield funds.

Approve
 Disapprove
 Hold

CPB2013-527

Fiscal Office, recommending an award on RQ27811 and enter into a contract with EuQuant, Inc. in the amount not-to-exceed \$66,000.00 for development, data collection and analysis of a Disparity Study for the period 7/11/2013 - 7/10/2014.

Funding Source: General Funds

Approve
 Disapprove
 Hold

CPB2013-528

Office of Procurement & Diversity, submitting an amendment to Contract No. CE1200050-05 with Fifth Third Bank for procurement card services for the period 2/1/2012 - 12/31/2014 to change the scope of services, effective 7/15/2013 and for additional funds in the amount of \$1,000.00.

Funding Source: Health and Human Services Levy Funds

Approve
 Disapprove
 Hold

CPB2013-529

Medical Examiner, recommending an award on RQ26906 and enter into a contract with Life Technologies Corporation in the amount not-to-exceed \$100,000.00 for consumables for applied biosystems genetic analyzers for the period 8/1/2013 - 7/31/2014.

Funding Source: Crime Lab General Fund

Approve
 Disapprove
 Hold

CPB2013-530

Department of Public Safety and Justice Services/Public Safety Grants, submitting an amendment to Agreement No. AG1200070-01 with City of Cleveland for planning, training, exercises, equipment and

grant administration expenses in connection with the FY2010 Urban Area Security Initiative Grant Program for the period 8/1/2010 - 6/30/2013 for additional funds in the amount of \$23,738.58.

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

Approve
 Disapprove
 Hold

CPB2013-531

Department of Public Safety and Justice Services, Public Safety Grants, submitting an agreement 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 Bedford in the amount not-to-exceed \$2,600.00 for the period January 1, 2012 through April 30, 2013.
- B) City of Bedford in the amount not-to-exceed \$688.32 for the period October 27, 2011 through April 30, 2013.
- C) City of Broadview Heights in the amount not-to-exceed \$1,142.81 for the period 1/1/2013 - 4/30/2013.

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

Approve
 Disapprove
 Hold

C. Exemption Requests

CPB2013-532

Department of Workforce Development, submitting an RFP exemption, which will result in amendments to various contracts and agreements for Workforce Investment Act In-School and Out-of-School Youth Training for the period 9/1/2011 - 6/30/2013 to extend the time period to 6/30/2014 and for additional funds:

- A) CE1100660-01 with Baldwin-Wallace College in the amount of \$95,000.00.
- B) AG1100140-01 with Cuyahoga Community College District in the amount of \$225,000.00.
- C) CE1100662-01 with Esperanza, Incorporated in the amount of \$120,000.00.
- D) CE1100663-01 with Linking Employment, Abilities & Potential in the amount of 175,000.00.
- E) AG1100141-01 with Mayfield City School District in the amount of \$357,000.00.
- F) CE1100665-01 with Open Doors, Inc. in the amount of \$80,000.00.

G) CE1100666-01 with Youth Opportunities Unlimited in the amount of \$430,000.00, to change the scope of services, effective 7/15/2013.

H) CE1100667-01 with Guidestone fka Berea Children's Home in the amount of \$460,000.00.

I) AG1100142-01- with Cuyahoga Community College District in the amount of \$120,000.00.

J) CE1100700-01 with Towards Employment, Incorporated in the amount of \$150,000.00.

K) CE1100669-01 with Lutheran Metropolitan Ministry in the amount of \$120,000.00.

Funding Source: Federal Workforce Investment Act (WIA) Funds

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

The contract amendments will allow over 1,000 economically disadvantaged youth to receive year round education and training services.

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 contract amendment is in the amount of \$2,332,000.00. Funding is through Federal Workforce Investment Act funds. The original contract amounts and increases are depicted above.

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

All of the contracted providers were competitively procured in the federal Workforce Investment Act Request for Proposal (RFP) process issued in 2011. The original contract period ran through 6/30/12. However the RFP allows for the option to extend for two additional twelve-month periods until June 30, 2014. The option to extend is based on available funds and on the performance by the contractor. Workforce Development is pleased with contract performance as we are currently meeting or exceeding all mandated federal performance measures.

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

In the WIA Youth RFP in 2011, twenty-four proposals were reviewed. The decision was made based on the review to fund these eleven programs.

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

The availability of federal Workforce Investment Act funds specifically earmarked to serve economically disadvantaged in-school and out-of-school youth. The identified organizations were selected based on a rigorous RFP process.

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.

Not Applicable. These organizations were procured via Request for Proposal.

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

As long as performance remains strong by the identified organizations, we intend to amend contracts within the authorized RFP authorized period.

Approve
 Disapprove
 Hold

CPB2013-533

Department of Health and Human Services/Cuyahoga Job and Family Services, submitting an RFP exemption on RQ28026, which will result in an award recommendation to Northwoods Consulting Partners, Inc. in the amount of \$70,600.00 for licenses, maintenance and support on the Premier Appointment Manager System for the period 7/1/2013 - 6/30/2014.

Funding Source: Public Assistance Funds

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 Northwoods PAM (Premier Appointment Manager) application for licenses, upgrades and support. Contract runs from 7/1/2013 -6/30/14. Application is used by EFS and Nursing Home staff to schedule, track and report on client appointments.

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 \$70,600.00 under State Term Schedule #533091-1.

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

Northwoods PAM application is the current application all EFS staff to schedule and track client appointments. Vendor is listed under State Term Schedule #533091-1.

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

None. The PAM application has been used for the last few years as our primary scheduling tool for case worker and client scheduling. Another vendor and new software would probably be much more expensive if implemented. This application suits the current needs of the agency.

5. What ultimately led you to this product or service? Why was the recommended vendor selected? Analysis and competitive bids through investigation and an RFP in 2008 provided vendor software comparisons. Northwoods was chosen on cost, value, suitability of the application and support. Staff are 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 client tracking and case worker access to this application would prevent correct and proper scheduling for all client visits and appointments causing delays and problems in serving the clients of the county.

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

As far as products and applications suitable for EFS needs, this product and vendor provide the tools to staff to reduce paperwork, ease of use, and reporting capabilities. Whenever the agency deems the product or vendor no longer suits the needs of staff, another application may be entertained. However, approximately 26 counties within Ohio use the same software because the application provides a useful tool for staff.

Approve
 Disapprove
 Hold

CPB2013-534

Department of Health and Human Services/Cuyahoga Job and Family Services, submitting an RFP exemption on RQ28029, which will result in an award recommendation to Northwoods Consulting Partners, Inc. for licenses, maintenance and support on the Electronic Document Management and Imaging System for the period 7/1/2013 - 6/30/2014 in the amount not-to-exceed \$303,929.00.

Funding Source: Public Assistance Funds

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 the Document Management and Imaging application for licenses, software, upgrades and support. Contract runs from 7/1/2013- 6/30/14. Application is used by all EFS and Nursing Home staff process and save all forms and caseload files to disc.

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 \$303,929.00

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

The Document Imaging and Management application is the back bone and current application used to process, track, image and save all caseload files and documents. Vendor is listed under State Term Schedule 533091-1.

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

The Document Imaging and Management application is the back bone and current application used to process, track, image and save all caseload files and documents. Vendor is listed under State Term Schedule 533091-1.

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

After 2008 RFP, Northwoods was considered the best vendor to support the needs of EFS on all document management and imaging solutions. Staff are 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.

Current systems are working and changing vendors at this time would lead to increased costs, delays and non-support of these applications. Vendor is listed on state term schedule.

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

No future plans indicate a decision to change vendors for these applications. Recent RFP and vendor selection were thoroughly studied in 2008 and current vendor was chosen.

Approve
 Disapprove
 Hold

CPB2013-535

Department of Health and Human Services/Division of Children and Family Services, submitting an RFP exemption which will result in award recommendations to various vendors in the total amount not-to-exceed \$40,000.00 for Summer Camp activities for the period 6/1/2013 - 9/30/2013.

Funding Source: 100% Health and Human Services Levy Funds

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

DCFS would like to assist families by providing payment for Summer Camp activities to children who would otherwise not be able to afford it.

2. Estimated Dollar Value and Funding Source(s) including percentage breakdown (If amendment, please enter original contracted amount and additional amount, if any)
3. Rationale Supporting the Use of the Selected Procurement Method (include state contract # or GSA contract # and expiration date)

The camps would be determined by the family.

4. What other available options and/or vendors were evaluated? If none, include the reasons why.
5. What ultimately led you to this product or service? Why was the recommended vendor selected?

This service was chosen because of the benefits to our clients from attending a structured summer camp/activity. The vendors were selected based on the decision of the families that will participate.

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 a competitive bidding process was used, the families would be limited to one specific camp that might not meet the individual family needs as well as logistical/ transportation issues could arise.

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

Approve
 Disapprove
 Hold

CPB2013-536

Department of Health and Human Services/Division of Senior & Adult Service, submitting an RFP exemption on RQ27827, which will result in an award recommendation to Playhouse Square Foundation in the amount of \$1,750.00 for the annual Senior Movie Day event to be held on 8/2/2013.

Funding Source:

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

The Division of Senior & Adult Services, in conjunction with Playhouse Square hosts an annual Senior Movie Day in August each year. Playhouse Square provides the venue and free admission to seniors. In the past, the County has provided light refreshments and would like to do so again this year. This year's event is scheduled for 8/2/2013.

This year, DSAS would like to offer seniors a beverage and popcorn. The cost of this package is \$1.75 a person. The actual cost to be paid to Playhouse Square will depend on how many seniors actually attend the event. As the maximum capacity for the event is 1,000, if approved, the total cost will not exceed \$1,750.00

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

100% Health & Human Services levy

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

Because of the venue's restrictions, a competitive bid is not possible and no other vendor can provide the delivery of goods/services at such a substantial reduced special pricing.

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

Please see response #3.

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

The Playhouse Square's willingness to partner with DSAS to provide this special event to enhance the seniors experience while participating in this event; coupled with substantial cost savings, ultimately led DSAS to this product.

The recommended vendor was selected because no other vendor can provide the delivery of goods/services at such a substantially reduced special 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.

Because of the venue's restrictions, a competitive bid is not possible.

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

Because of the venue's restrictions, a competitive bid is not possible.

Approve
 Disapprove
 Hold

D. Consent Agenda

CPB2013-537

Department of Public Works, recommending awards to various property owners as settlement for property rights in connection with the replacement of Bellaire Road Bridge No. 24 over Big Creek and the replacement of West 130th Street Bridge No. 64 over a branch of Big Creek in the City of Cleveland and Village of Linndale:

Parcel No(s): 4-S & T

Owner(s): N. Hani
Settlement \$ Amount: \$1,000.00

Parcel No(s): 5-T
Owner(s): I. Kinchy
Settlement \$ Amount: \$838.00

Parcel No(s): 10-S & T
Owner(s): Shulman Enterprises, Inc.
Settlement \$ Amount: \$6,500.00

Parcel No(s): 16-WD & T
Owner(s): R. Kolek
Settlement \$ Amount: \$850.00

Funding Source: Road and Bridge Funds

Approve
 Disapprove
 Hold

CPB2013-538
County Sheriff,

A) Requesting approval to apply for and accept grant funds from Ohio Department of Rehabilitation and Correction, Division of Parole and Community Services, Bureau of Community Sanctions in the amount of \$200,001.00 for the Local Incarceration Program in connection with the FY2012 Community Correction Act Grant Program for the period 7/1/2013 - 6/30/2014.

B) Submitting a grant agreement with Ohio Department of Rehabilitation and Correction, Division of Parole and Community Services, Bureau of Community Sanctions in the amount of \$200,001.00 for the Local Incarceration Program in connection with the FY2012 Community Correction Act Grant Program for the period 7/1/2013 - 6/30/2014.

Funding Source: FY2012 Community Correction Act Grant Funds

Approve
 Disapprove
 Hold

CPB2013-539

Juvenile Court, submitting a subgrant agreement with Ohio Department of Job and Family Services in the amount of \$5,000,000.00 for reimbursement of Title IV-E eligible expenses for foster care placement and maintenance for the period 7/1/2013 - 6/30/2015.

Funding Source: State of Ohio as pass-through funds from the United States Department of Health and Human Services.

Approve
 Disapprove
 Hold

CPB2013-540

Department of Public Safety and Justice Services/Public Safety Grants, submitting an amendment to a grant award from the Ohio Department of Youth Services for the FY2011 Title II Juvenile Justice and Delinquency Prevention Block Grant Program for the period 1/1/2012 - 9/30/2012 to extend the time period to 9/30/2013 and for additional funds in the amount of \$71,518.00.

Funding Source: Ohio Department of Youth Services through the Federal Office of Juvenile Justice and Delinquency Prevention Block grant funds

Approve
 Disapprove
 Hold

CPB2013-541

Department of Public Safety and Justice Services Public Safety Grants, submitting a grant award with Ohio Department of Youth Services in the amount of \$160,429.00 for the FY2012 Title II Juvenile Justice and Delinquency Prevention Block Grant Program for the period 1/1/2013 - 6/30/2014.

Funding Source: Ohio Department of Youth Services through the Federal Office of Juvenile Justice and Delinquency Prevention funds

Approve
 Disapprove
 Hold

CPB2013-542

Department of Health and Human Services/Community Initiatives Division/Office of Homeless Services, submitting a grant agreement with U.S. Department of Housing and Urban Development in the amount of \$317,109.00 for the West Side Catholic Housing Empowerment Program project for the FY2012 Cuyahoga County Continuum of Care Program in connection with the HEARTH Act Homeless Assistance Grant for the period 1/1/2013-12/31/2014.

Funding Source: .U.S. Department of Housing & Urban Development

Approve
 Disapprove
 Hold

CPB2013-543

Office of Procurement & Diversity, presenting voucher payments for the week of July 15, 2013.

Approve
 Disapprove
 Hold

CPB2013-544

Department of Development, presenting voucher payments between 07/05/2013 to 07/10/2013.

Approve
 Disapprove
 Hold

V. Other Business - None

VI. Public Comment – There was no public comment.

VII. Adjournment: The meeting was adjourned at 11:49 A. M. without objection.