

## Minutes

Contracts and Purchasing Board  
County Administration Building, 4th Floor  
September 9, 2013 11:30 A.M.

I. Call to Order: The meeting was called to order at 11:33 A.M by Melinda Burt.

Attendees: Chief of Staff Matt Carroll  
Treasurer Mark Parks (Alternate for Wade Steen)  
Councilman Dale Miller  
Public Works Director Bonnie Teeuwen  
Director of Purchasing Lenora Lockhart  
Clerk of the Contracts and Purchasing Board Melinda Burt

Fiscal Officer Wade Steen was unavailable.

At the September 3, 2013 regular meeting of the Contracts and Purchasing Board all actions taken for the following 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 from the September 3, 2013 Contracts and Purchasing Board Meeting –

The minutes were approved as written by majority vote.

III. Public Comment - There was no public comment.

IV. Contracts and Awards

A. Tabled Items

B. Scheduled Items

CPB2013-675 Department of Information Technology Department of Information Technology, recommending an award on RQ28467 and enter into a contract with SHI International Corp. in the amount not-to-exceed \$1,217.94 for maintenance on WS-FTP software for the period 7/1/2013 - 6/30/2016. Funding Source:100% General Fund

Approve  
 Disapprove  
 Hold

CPB2013-676 Department of Public Safety and Justice Services/Office of Emergency Management Recommending an award on RQ27405 and enter into a contract with Knowledge Center, Inc. in the amount not-to-exceed \$33,900.00 for maintenance on the Crisis Information Management System for the period 7/1/2013 - 6/30/2015. Funding Source: 50% Federal Urban Area Security Initiative Funds; 50% General Fund

Approve  
 Disapprove  
 Hold

CPB2013-677 Department of Health and Human Services/Community Initiatives Division/Office of Homeless Services Recommending an award on RQ28279 and enter into a contract with Domestic Violence & Child Advocacy Center in the amount not-to-exceed \$75,697.00 for supportive services for homeless women and families for the Supportive Housing Program for the FY2012 McKinney-Vento Homeless Assistance grant in connection with FY2012 Continuum of Care Homeless Assistance Grant Programs for the period 9/1/2013 - 8/31/2014. Funding Source: 100% HUD McKinney-Vento Homeless Act Funds

Approve  
 Disapprove  
 Hold

### C. Exemption Requests

CPB2013-678 Department of Development Submitting an RFP exemption, which will result in an amendment to Contract No. CE1200499 with Neighborhood Housing Services of Greater Cleveland, Inc. for administration of the Cuyahoga County Down Payment Assistance Program for the period 8/20/2012 - 8/19/2013 to extend the time period to 12/31/2013 and for additional funds in the amount of \$111,782.00.

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

The existing contract provides federal Home Investments Partnership Program (HOME) funds to make down payment assistance loans to eligible homebuyers in 51 suburbs. The proposed amendment will change the time period from 08/20/2012 – 08/19/2013 to 08/20/2012 – 12/31/2013, and will add \$111,782 of HOME funds which will increase the contract amount from \$330,000 to \$441,782.

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

The original contracted amount was \$330,000 of federal HOME funds. The additional amount is \$111,782 of federal HOME funds. The original and amended contracts are 100% federal funded.

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

Due to recent changes in the United States Department of Housing and Urban Development (HUD) regulations for the HOME program, which were not made available to Cuyahoga County for its staff to review until a meeting held by HUD on August 20, 2013, it was not possible for Cuyahoga County to issue an RFP for additional down payment loan services earlier in 2013. Now that Cuyahoga County staff have received information from HUD on the regulatory changes, Development will issue an RFP which will result in a new contract for down payment loans starting on January 1, 2014. To maintain service to homebuyers while this RFP is issued and processed, the existing contract must be amended for additional time and funds.

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

Development considered not extending the current contract during the RFP period, which would result in no down payment assistance being available to buyers in 51 suburbs for several months. Development considered offering a no-bid contract to a different vendor, but this would be inconsistent with the County's selection of Neighborhood Housing Services to provide down payment loans services via the 2012 formal RFP process. Development considered making down payment loans directly, but determined that in-house processing is less efficient than outsourcing the work to a qualified nonprofit agency such as Neighborhood Housing Services.

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

Down payment assistance loans are a longstanding service provided to income eligible homebuyers in order to maintain homeownership and reduce vacancies in suburban communities. The existing contract was awarded to Neighborhood Housing Services of Greater Cleveland through a formal RFP process in August 2012. Awarding a 3-1/2 month contract to any other vendor would be inconsistent with the results of the 2012 formal 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.

Development will issue a formal RFP, now that HUD has provided information on the changes in HOME program rules. Failing to extend the current contract during the RFP period would result in a lapse of down payment assistance loan services to buyers of homes in 51 suburbs.

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

Development will continue to issue formal RFPs for down payment assistance loan services. We do not expect HUD to change its HOME program regulations again for several years, so we do not anticipate delays in issuing down payment assistance loan RFPs in future years.

Approve  
 Disapprove  
 Hold

CPB2013-679 County Prosecutor Submitting an RFP exemption on RQ28290, which will result in an award recommendation to Pointe Blank Solutions, LTD in the amount of \$1,800,000.00 for consultant services for the Case Management and Document Imaging System for the period 3/1/2013 - 2/28/2016.

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

Continued ongoing software maintenance, monitoring, support, consultation, training and enhancements for the Justice Matters case management system.

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

The funding source is 100% General Funds (PR 191056/SF 0600), encumbered at \$600,000.00 annually for a three year term, for a cumulative contract total of \$1.8 million dollars.

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

Point Blank Solutions, LTD is the developer and sole supplier for Justice Matters and Docu-Pointe systems, which are the case and document management systems used by the CCPO. These products and services cannot be legally purchased through any source other than Pointe Blank.

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

None. The only other option would be to replace the high quality enterprise systems that the CCPO has made a significant investment in. The system supports many advanced Prosecutor functions that are not available in off the shelf products.

Such features include fully electronic discovery delivery and management, case profiles and weighting, case severity index, online title order management, and custom interfaces to the Sheriff's and Fiscal systems. The CCPO has enjoyed a long, mutually beneficial relationship with Pointe Blank Solutions, LTD. and has received a consistently outstanding product at a fair cost.

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

Pointe Blank Solutions, LTD has been involved in the development and implementation of the CCPO's custom case management system since April 2005 (contract encumbrance #CEO500494-1.) The subsequent four year support and development contract effective July 16, 2009 (contract encumbrance #CEO900516-1) was also sole source procurement.

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.

CCPO would be at risk to be unable to maintain day to day operations. This system plays an integral and critical role in, the ongoing operations of the CCPO and its obligations to carry out the statutory duties associated with the office of the Prosecutor. Pointe Blank Solutions is presently the only company that can legally provide the services required by the CCPO.

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

This contract has the delivery of the system source code provisioned. At the end of this agreement, the CCPO will have the ability to maintain the system internally.of the contract).

Approve  
 Disapprove  
 Hold

CPB2013-680 County Sheriff Submitting an RFP exemption on RQ28532, which will result in an award recommendation to Cleveland Rape Crisis Center in the amount of \$101,865.00 for coordinator services for the development and implementation of a prison rape elimination training program in connection with the Prison Rape Elimination Act (PREA) grant program for the period 10/1/2013 - 09/30/2014.

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

Contract with Cleveland Rape Crisis Center for a Prison Rape Elimination Act (PREA) Coordinator for program development and implementation for the education of staff and prisoners in accordance with the PREA Grant Guidelines.

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

\$101,865.00

100% Safe & Sound – Prison Rape Elimination Act

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

The Cleveland Rape Crisis Center was written into the grant application by Justice Services.

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

None; The Cleveland Rape Crisis Center was written into the grant application by Justice Services.

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

The Cleveland Rape Crisis Center was written into the grant application by Justice Services.

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.

None; this is a one-year grant.

Approve

Disapprove

Hold

CPB2013-681 Department of Health and Human Services/Community Initiatives Division/Office of Early Childhood Submitting an RFP exemption on RQ28551, which will result in an award recommendation to Starting Point in the amount of \$593,038.00 for administration of various initiatives of the Universal Pre-Kindergarten Program for the Invest in Children Program for the period 8/1/2013 - 7/31/2014.

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

Management of the Universal Pre-Kindergarten (UPK) Management Information system (MIS); UPK Safety Net Scholarship program; implementation of the UPK family engagement, resource coordination, and program enhancement components to support the provision of high-quality Universal Pre-Kindergarten (UPK) programming in UPK sites for the time period August 1, 2013 through July 31, 2014.

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

\$593,038.00; 100% Health and Human Services Levy Funding

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

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 RFGA process conducted by ODJFS for the Child Care Resource and Referral Services project (RFGA#JFSR1415178069). As the child care resource and referral agency for Cuyahoga County, Starting Point provides assistance to parents needing care for their children; child care providers in need of technical assistance and training; 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 as Cuyahoga County's child care resource and referral agency are complementary to the services provided by Starting Point under the UPK contract.

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 this contract for services would result in a delay in initiation of certain components of the UPK program including child assessments used as an outcome measure of the effectiveness of UPK, enrollment of families into the UPK data system that is used for tracking and billing purposes, and the support needed for programs to provide a smooth transition for children and families new to the program.

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 for families with children birth through school-age allows for better coordination of the services provided under this contract.

Approve  
 Disapprove  
 Hold

CPB2013-682 Fiscal Office/Department of Consumer Affairs/Division of Weights and Measures Submitting a sole source exemption on RQ28243, which will result in an award recommendation to Nover Engelstein & Associates, Inc. in the amount not-to-exceed \$30,000.00 for consultant services, license and maintenance for WinWam Weights and Measure software.

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

Purchasing a perpetual license for weights and measures inspections of devices, package checking and price verification will allow our inspectors to fully automate their regulatory functions from a manual paper based operation to state-of-the-art technology creating accountability, accuracy, and increase in work productivity. The program known as WinWam is a collection of four modules: package checking, device inspection, price verification and hypertext handbooks. All of the modules comply with the National Institute of Standards & Technology (NIST) regulations that the state of Ohio and Cuyahoga County have adopted for testing weights and measures.

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

If yes, please provide details regarding future obligations and/or needs. What is the duration of this purchase, including number of "potential" renewal options?

A perpetual license is paid on a one time basis granting the county the right to run the program as long as we choose. It does not include the rights to upgrade to a new version or software support. Upgrades and remote technical support are available under their annual software maintenance program. The first year annual software maintenance program fee is included in the purchase. Subsequent years, the annual software maintenance fee is \$4,155 that includes software updates, bug fixes and Mon-Fri 8 am – 6 pm remote tech support by phone-fax-email. The only other purchase would be if the department determines it needs additional price verification license or hand scan guns.

Why do you need to acquire these goods or services?

To provide outstanding efficiency, increase work productivity, accuracy, accountability and reporting of weights and measures inspections for the county. WinWam will require the inspectors to adhere to state and county weights and measures laws and all three of the National Regulations: NIST Handbook 133, 44 and NCWM Publication 19. In addition, this will enable to the department to take enforcement action against those businesses where weighing, measuring, or price verification failed during an inspection.

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.

Nover Englestein & Associates, Inc. is the developer, distributor and sole source provider of the WinWam Weights and Measures Software products. In addition, they are the only company that supports, maintains and trains these products. WinWam Software is the only commercially available and proven software product that performs weights and measures inspection. WinWam adheres to state and county weights and measures laws and all three of the National Regulations: NIST Handbook 133, 44 and NCWM Publication 19. The uniqueness of the software also includes the integration of online national regulations (NIST Handbook 44 and NCWM Publication 19) in a hypertext format. Under the annual software maintenance plan, changes in NIST regulations and future improvement of the software will be provided at no additional cost to the county. The company has been in business since 1995 and has a list of clients of 127 state, county and city government agencies including 8 from Ohio.

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 no alternatives to WinWam and what it can do for Cuyahoga County with regards to our weight and measure inspections program through its providing excellent security, accuracy and accountability of work, along with providing the department its ability to take enforcement action against businesses who fail inspections.

I would be remiss, however, if I did not mention a visit staff did to Summit County in May 2013 regarding their web based application database called RightWeigh. This database was developed by their IT department about a year ago and is housed on their server. The system is still undergoing improvements and was designed around their weights and measure department needs. The system has gaps in security, unable to generate various reports, lacks a concrete timeline when the system will be completed or beta tested outside the county, and much more. This is not a viable alternative because it is still under development and lacks the features and time tested capability of the WinWam that has with its 127 state, county and city government agencies including 8 from Ohio using WinWam.

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

Staff met and/or talked with other Ohio weights and measures departments using WinWam from May through July 2013. He observed WinWam in use during inspections and inquired about its features and how it has helped their department. WinWam has been purchased and in use by the City of Cleveland, Wayne County, Lucas County, Butler County, Stark County, Hamilton County, City of Columbus, and the Ohio Department of Agriculture.

Has your department bought these goods/services in the past?  Yes  No

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?

Purchasing a perpetual license enable us to run the program as long as we choose, so the only future cost to the county will be software maintenance.

What efforts were made to get the best possible price?

The first quote was received in April 2012 with a price of \$37,565. A second quote was received on May 23, 2013 with a price of \$31,980. Before a third quote was received, the department examined inspectors' workloads and how work could be performed without the need for each inspector to have a license in each of the four modules. Items were eliminated based upon need and efficiency. A third and final quote was received on May 31, 2013 with a price of \$29,085 (excluding instructor's travel and related expenses).

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

Based on the uniqueness of the WinWam Software and the needs of the department, we were able to determine what products are necessary for success and the perpetual license it is a one-time cost that enable us to run this program as long as we choose.



Amount to be paid: \$30,000 to include cost of software licenses, 1 year annual maintenance fee, handheld scanner guns and 3 days implementation services and training costs for the instructor, his travel and related expenses (airfare or driving to site mileage/tolls).

Approve  
 Disapprove  
 Hold

CPB2013-683 Court of Common Pleas, Juvenile Court Division a) Submitting an RFP exemption, which will result in an award recommendation to Cornell Abraxas Group, Inc. in the amount of \$25,000 for provision of professional and technical services to conduct programming, treatment, case management, and care and custody services for the period August 27, 2013 – December 31, 2013.

b) Recommending an award and enter into a contract with Cornell Abraxas Group, Inc. in the amount of \$25,000 for provision of professional and technical services to conduct programming, treatment, case management, and care and custody services, for the period August 27, 2013 – December 31, 2013.

Funding: 100% General Fund

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

These vendors provide traditional residential services for one specific Court youth as identified in the Journal Entry for Case DL11110142.

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 - This contract will be 100% funded by the General Fund.

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

The selected vendor was chosen by a specific Jurist in Juvenile Court.

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

None, this youth required the specific services that this particular vendor provides.

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

The selected vendor was chosen by a specific Jurist in Juvenile Court.

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.

The youth is already currently at the facility receiving treatment services.

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

All residential treatment services will be RFP'd prior to the end of the current contract period.

Approve  
 Disapprove  
 Hold

D. Consent Agenda

CPB2013-684 Department of Public Works Submitting an agreement with City of Parma Heights for the Countywide Preventative Maintenance Program. Funding Source: N/A

Approve  
 Disapprove  
 Hold

CPB2013-685 Department of Development Submitting an amendment to Agreement No. AG1300047-01 with Village of Bratenahl for the Master Plan Project for the Competitive Municipal Planning grant Community Development Block Grant Program for the period 8/15/2012 - 7/31/2013 to extend the time period to 9/30/2013; no additional funds required. Funding Source: Federal Community Development Block Grant Funds

Approve  
 Disapprove  
 Hold

CPB2013-686 Department of Information Technology recommending to declare various computer equipment as surplus County property no longer needed for public use; recommending to sell said property to RET3 Job Corp. for a fee in the amount of \$1.00. Funding Source: N/A

Approve  
 Disapprove  
 Hold

CPB2013-687 Department of Public Safety and Justice Services Department of Public Safety and Justice Services/Public Safety Grants, submitting an agreement with Village of Woodmere 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: Federal Urban Area Security Initiative Funds

Approve  
 Disapprove  
 Hold

CPB2013-688 Department of Public Safety and Justice Services Department of Public Safety and Justice Services/Public Safety Grants, submitting an agreement with Village of Woodmere for the purchase of equipment, valued in the amount of \$20,340.00, for the FY2008 State Homeland Security Grant Program for the period 9/1/2008 - 3/31/2011. Funding Source: State Homeland Security Program Funds

Approve  
 Disapprove  
 Hold

CPB2013-689 Department of Public Safety and Justice Services Department of Public Safety and Justice Services/Public Safety Grants, submitting an agreement with Village of Woodmere for the purchase of equipment, valued in the amount of \$23,719.74, for the FY2008 Urban Area Security Initiative Grant Program for the period 9/1/2008 - 8/31/2011. Funding Source: Federal Urban Area Security Initiative Funds

Approve  
 Disapprove  
 Hold

CPB2013-690 Office of Procurement & Diversity Presenting voucher payments for the week of September 9, 2013.

Approve  
 Disapprove  
 Hold

CPB2013-691 Department of Development Presenting voucher payments and housing rehab loans between 08/29/2013 - 09/04/2013.

Approve  
 Disapprove  
 Hold

V. Other Business

CPB2013-692  
TIME SENSITIVE/MISSION CRITICAL - Department of Public Works Recommending a payment on RQ 28677 in the amount of \$4,850 to RDT Concepts for 25 shelving units.

Councilman Dale Miller motioned to introduce the mission critical item; seconded by Bonnie Teeuwen. The item was unanimously approved. In addition, the Board unanimously approved restoration of Public Works's mission critical budget to \$25,000.

Approve  
 Disapprove  
 Hold

VI. Public Comment – there was no additional public comment

VII. Adjournment – The 9/9/13 Contracts & Purchasing Board meeting was adjourned by majority vote at 11:49 a.m.