

Cuyahoga County Board of Control
November 12, 2013 11:00 A.M.
Lakeside Place - Council Offices - Board Room
323 W. Lakeside Avenue, 4th Floor

1. Call to Order
2. Review Minutes
3. Public Comment
4. Tabled Items

5. New Items for Review

Item	Requestor	Description	Board Action
BC2013-302	Juvenile Court	<p>Recommending an award on RQ27520 and enter into a contract with Mizanin Reporting Service, Inc. for court reporting services in the amount not-to-exceed \$130,000.00 for the period 1/1/2014 - 12/31/2015.</p> <p>Funding Source: 100% General Funds</p>	<p><input type="checkbox"/> Approve</p> <p><input type="checkbox"/> Disapprove</p> <p><input type="checkbox"/> Hold</p>
BC2013-303	Department of Public Safety and Justice Services/ Public Safety Grants	<p>Submitting an agreement with City of Cleveland in the amount not-to-exceed \$184,600.75 for reimbursement of eligible expenses in connection with the FY2011 State Homeland Security-Law Enforcement Grant Program for the period 9/1/2011 - 3/31/2014.</p> <p>Funding Source: Department of Homeland Security Funding through the Ohio Emergency Management Agency</p>	<p><input type="checkbox"/> Approve</p> <p><input type="checkbox"/> Disapprove</p> <p><input type="checkbox"/> Hold</p>
BC2013-304	Department of Public Safety and Justice Services/ Public Safety Grants	<p>Submitting an agreement with City of Cleveland in the amount not-to-exceed \$137,433.00 for reimbursement of eligible expenses in connection with the FY2012 State Homeland Security Grant Program for the period 9/1/2012 - 4/30/2014.</p> <p>Funding Source: Department of Homeland Security Funding through the Ohio Emergency Management Agency</p>	<p><input type="checkbox"/> Approve</p> <p><input type="checkbox"/> Disapprove</p> <p><input type="checkbox"/> Hold</p>
BC2013-305	Department of Health and Human Services/ Community Initiatives Division/Office of Homeless	<p>Submitting an amendment to Contract No. CE1300125-01 with Cleveland Tenants Organization for homeless prevention outreach, information and referral services for the period 10/1/2012 - 9/30/2013 to extend the time period to 9/30/2014 and for additional funds in the amount of \$50,593.00.</p> <p>Funding Source: 100% through federal, Emergency</p>	<p><input type="checkbox"/> Approve</p> <p><input type="checkbox"/> Disapprove</p> <p><input type="checkbox"/> Hold</p>

	Services	Solutions Grant funds.	
BC2013-306	Department of Health and Human Services/ Division of Cuyahoga Job and Family Services	Submitting an amendment to Contract No. CE1300411-01 with ResCare Workforce Services for a Work Experience Program for Ohio Works First cash recipients for the period 10/1/2013-9/30/2014 to change the scope of services, effective 12/2/2013, and for additional funds in the amount of \$475,000.00. Funding Source: 100% by Federal TANF funds	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold

6. Other Business

Item	Requestor	Description	Board Action
BC2013-307	Department of Public Works	<p>Submitting an alternate procurement process on RQ RQ29262 which will result in an award recommendation in the amount not-to-exceed \$400,000 for the installation (including reclaim, disposal/recycle, repair and replace) of Shaw carpet for various County locations .</p> <p>Funding Source: Capital Projects Maintenance Fund</p> <p>1. Description of Supplies or Services (If contract amendment, please identify contract time period and/or scope change)</p> <p>Seeking an approval of an exemption from aggregation for the installation (including reclaim, disposal/recycle, repair and replace) of Shaw carpet for various County locations.</p> <p>2. Estimated Dollar Value and Funding Source(s) including percentage breakdown (If amendment, please enter original contracted amount and additional amount, if any)</p> <p>Not to exceed \$400,000.00 Capital Project CC768119 0278</p> <p>3. Rationale Supporting the Use of the Selected Procurement Method (include state contract # or GSA contract # and expiration date)</p> <p>The type of carpet requested limits the procedure to a certain group of vendors registered as State Term Contractors only (13 Vendors). This would therefore require this exemption so individual State Term contractors could Bid formally/Informally within this</p>	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold

	<p>limited but registered group in contrast to the traditional method of an Open Market Bid (open to any contractor, quality of carpet/supplies not recognized). If an Exemption is granted, the Bid Process will be competitively quoted by the State Term contractors that supply this type of high quality carpet/supplies, high-quality workmanship and superior customer service avoiding customer dissatisfaction and avoiding disruption of service due to product failure. The Bid Process will be conducted in the BuySpeed Online System in cooperation with the Office of Procurement to insure a positive result for the County and its buildings.</p> <p>4. What other available options and/or vendors were evaluated? If none, include the reasons why.</p> <p>All State Contract vendors will be notified (13). The Department of Public Works will evaluate all bids and will award to 1-3 contractors in order to complete the entire job in a timely fashion.</p> <p>5. What ultimately led you to this product or service? Why was the recommended vendor selected?</p> <p>Many different carpets have been used throughout the County facilities. Other carpet products (such as Lee's) used in the past have failed and the manufacturer has had to replace the carpet. Additionally, the recently replaced carpet had to be replaced again due to adhesives leaking through seams. Shaw carpet that has been used in other applications such as the Courthouse Square has performed to manufacturer specifications without failure. The carpets manufactured by Shaw Industries have been proven to exceed the standards that the Department previously expected and to prevent premature wear and additional expenditures over the future time frame, The Department would prefer to use the Shaw brand carpets and its' dealer network singularly and the Bid Process will be competitively quoted by the State Term Contractors.</p> <p>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.</p> <p>Competitive bid will be conducted with all State Contract Vendors and on BuySpeed for 10 days with State Term pricing. The Department would like to purchase the</p>	
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		<p>carpet manufactured by Shaw which has been proven to be cost effective over time.</p> <p>7. Describe what future plans, if any, the County can take to permit competition before any subsequent purchases of the required supplies or services.</p> <p>All carpet purchased for the County facilities will be uniform in reference to the style, construction, fiber, thickness, density, protective treatments, glue, etc.</p>	
BC2013-308	Clerk of Courts	<p>Submitting an alternate procurement process on RQ29245 which will result in an award recommendation in the amount not-to-exceed \$1,760,000.00 for certified mailing services for the period 1/1/2014 - 12/31/2015 (Cuyahoga County Code 501.12B(15)).</p> <p>Funding Source: 100% General Fund</p> <p>1. Description of Supplies or Services (If contract amendment, please identify contract time period and/or scope change) Delivery service for all certified mailing, including electronic delivery confirmation and immediate docketing.</p> <p>2. Estimated Dollar Value and Funding Source(s) including percentage breakdown (If amendment, please enter original contracted amount and additional amount, if any)</p> <p>In 2012, the Clerk of Courts spent \$1.5 million on postage, but this does not include the cost of supplies or hours of staff labor. Returned mail accounts for a portion of the costs. The current estimate (\$1.76 million) for the proposed service is based strictly on number of pieces of certified mail sent so far in 2013, projecting forward to end of the year. Given the reduction in returned mail that is expected to be achieved by the proposed change in service provider, it is anticipated that costs will be below the estimated amount, with the added benefit of technology that will record service and automatically docket to the Court's case management system.</p> <p>3. Rationale Supporting the Use of the Selected Procurement Method (include state contract # or GSA contract # and expiration date) Require a delivery service not reliant upon regular mail</p>	<p><input type="checkbox"/> Approve</p> <p><input type="checkbox"/> Disapprove</p> <p><input type="checkbox"/> Hold</p>

		<p>carrier and proven record of successful first time and electronic transmission of data. Summit County Clerk of Court has implemented the same process with FedEx and has achieved dramatic results in increasing the success rate of first-time delivery along with substantial cost savings.</p> <p>4. What other available options and/or vendors were evaluated? If none, include the reasons why. UPS FedEx Midwest Direct</p> <p>5. What ultimately led you to this product or service? Why was the recommended vendor selected? Need to improve the success rate on the certified mail process first time service and reduce the amount of time staff spends. Also need to use technology to record service and automatically docket to the case management system.</p> <p>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. Clerk of Courts would incur expenses related to supplies and labor.</p> <p>7. Describe what future plans, if any, the County can take to permit competition before any subsequent purchases of the required supplies or services.</p>	
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7. Public Comment

8. Adjourn

Minutes

Cuyahoga County Board of Control
November 4, 2013 11:00 A.M.
Lakeside Place - Council Offices - Board Room
323 W. Lakeside Avenue, 4th Floor

1. Call to Order

County Executive Ed FitzGerald called the meeting to order at 11:05 a.m.

Attending:

County Executive Ed FitzGerald

Councilman Michael Gallagher
Councilman Dave Greenspan
Councilman Pernel Jones
Director of Procurement and Diversity Lenora Lockett
Interim Fiscal Officer Mark Parks
Public Works Director Bonnie Teeuwen

At the November 4, 2013 regular meeting of the Board of Control the following approved items were properly moved and seconded. All items were considered and adopted by all members present, unless otherwise noted.

2. Review Minutes

Ed FitzGerald motioned to approve the minutes from the 10/28/13 meeting as written. Pernel Jones seconded the motion. The minutes were unanimously approved.

3. Public Comment

There was no public comment.

4. Tabled Items

There were no tabled items.

5. New Items for Review

BC2013-298 Department of Workforce Development submitting an amendment to Contract No. CE1200195-01 with Linking Employment, Abilities & Potential for training and employment related services to individuals with disabilities for the period 3/1/2012 - 6/30/2013 to extend the time period to 6/30/2014 and for additional funds in the amount not-to-exceed \$177,000.00. Funding Source: 100% by Disability Employment Initiative program (DEI) Funds.

Ed FitzGerald motioned to approve the item; Pernel Jones seconded the motion. Item BC2013-298 was unanimously approved.

BC2013-299 Department of Public Safety and Justice Services/ Public Safety Grants requesting approval to apply for and accept grant funds from Ohio Office of Criminal Justice Services in the amount of \$432,811.36 for FY2013 STOP Violence Against Women Act Grant Program for the period 1/1/2014 - 12/31/2014. Funding Source: Department of Justice, Office of Justice Programs, Office of Violence Against Women through the Ohio Department of Public Safety, Office of Criminal Justice Services.

Felicia Harrison, of Public Safety and Justice Services presented the item. She informed the committee that the total amount of the grant includes \$432,811.36 in a block grant portion, and \$14,232.21 in an administrative portion.

Ed FitzGerald motioned to approve the item; Bonnie Teeuwen seconded the motion. Item BC2013-299 was unanimously approved.

BC2013-300 Department of Health and Human Services/ Division of Children and Family Services submitting an amendment to Contract No. CE1100752-01 with Case Western Reserve University for the Partners for Forever Families Initiative for the Adoption Opportunities Program for the period 9/30/2011 - 9/29/2013 to extend the time period to 12/31/2013 and for additional funds in the amount not-to-exceed \$25,000.00. Funding Source: 100% Health and Human Services Levy funds (with expenses eligible for reimbursement under a federal Adoption Opportunity Grant).

Ed FitzGerald motioned to approve the item; Pernel Jones seconded the motion. Item BC2013-300 was unanimously approved.

BC2013-301 Department of Health and Human Services/ Division of Senior and Adult services submitting an amendment to Contract No. CE1300065-01 with Lutheran Metropolitan Ministry for Guardianship of Adult Services for the period 1/1/2013 - 12/31/2013 for additional funds in the amount not-to-exceed \$52,000.00. Funding Source: County Health & Human Services levy in the amount of \$26,000.00 (50%) and by the Cuyahoga County Probate Court in the amount of \$26,000.00 (50%).

Ed FitzGerald motioned to approve the item. Michael Gallagher seconded the motion. Item BC2013-301 was unanimously approved. Lenora Lockett recused herself.

9. Other Business

Lindy Burt reminded the Board that next week's meeting will occur on Tuesday, November 12th, due to the Veteran's Day Holiday occurring on Monday.

10. Public Comment

There was no public comment.

11. Adjourn

Ed FitzGerald motioned to adjourn; Michael Gallagher seconded the motion. The Board unanimously approved a motion to adjourn at 11:13 a.m.

5. New Items for Review

BC2013-302

A. Scope of Work Summary

1. Juvenile Court is requesting approval of award recommendation and approval of a contract for Court Reporting Services with Mizanin Reporting Services, Inc. for the time period of January 1, 2014 to December 31, 2015, with the not-to-exceed amount of \$130,000.00.

2. The primary goal of the program is to provide professional and technical services to conduct court reporting services for Juvenile Court and to provide verbatim transcriptions of proceedings, when needed.

3. N/A.

B. Procurement

1. The procurement method for this project was an RFP (#27520). The total value of the RFP is \$135,000.00.
2. The above RFP closed on June 25, 2013. There was a 5% SBE goal.
3. There were two (2) proposals submitted to OPD. These two (2) vendors were submitted for review and one (1) was selected.

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is:

Mizanin Reporting Service, Inc.
5755 Granger Road Suite 360
Independence, Ohio 44131
Council District: 6

2. James M. Mizanin is the President of Mizanin Reporting Service, Inc.

3.a Project is located at:
Cuyahoga County Juvenile Justice Center
9300 Quincy Avenue
Cleveland, Ohio 44106

- 3.b. The project is located in County district: 8

D. Project Status and Planning

1. This project reoccurs annually.
2. N/A
3. N/A
4. N/A
5. N/A

E. Funding

1. The project is funded 100% by the General Fund.
2. The schedule of payments is monthly, by invoice.
3. N/A

BC2013-303

Title: Public Safety & Justice Services, 2013, Agreement, City of Cleveland, FY11 SHSP-LE

A. Scope of Work

1. Department of Public Safety & Justice Services requesting approval for an agreement with the City of Cleveland for FY11 SHSP-LE in the amount not to exceed \$184,600.75 for the period 9/1/2011-3/31/2014

2. The primary goals of the project are:

- a) Acquire equipment to promote the early identification of threats.
- b) Continue to develop secure local-, regional-, and state level intelligence and information sharing systems, with the goal of interconnecting and standardizing these systems so that they may ultimately join the national information sharing environment

3. The funding for the FY11 SHSP-LE is passed through to Cuyahoga County from the Ohio Emergency Management Agency (OEMA) and the Department of Homeland Security (DHS).

B. Procurement

1. The procurement method for this project was a request for applications and a review process conducted by the Region 2 Law Enforcement and Terrorism Prevention Program Advisory Group and with the oversight of OEMA. Per guidance provided from OEMA, the Advisory Group must consist of the following members: three police chiefs, three county sheriffs, one university law enforcement representative, one representative from a criminal justice services agency and one representative from a terrorism and early warning group. This group accepted applications and recommended awards with OEMA's oversight.

2. The performance period of the grant agreement ends on March 31, 2014

3. The City of Cleveland follows their procurement policy, which must at least be compliant with Cuyahoga County's policy.

C. Contractor and Project Information

1. The address of the City of Cleveland:

601 Lakeside Ave
Cleveland, OH 44114
Council District: 7

2. The Mayor of the City of Cleveland is Frank Jackson

3. The address of the project is: same as above
Council District: 7

D. Project Status and Planning

1. The SHSP-LE is awarded on a yearly basis provided DHS receives funding from Congress

2. The project is underway and will be completed March 31, 2014 in accordance with the performance period of the SHSP-LE grant.

3. The project is not on a critical action path

4. The project's term has already begun in accordance with the performance period of the grant. The reason there was a delay in this request was awaiting the return of the signed agreement by the City of Cleveland.

5. N/A

E. Funding

1. The project is 100% funded by DHS through OEMA

2. The grant is a reimbursement grant so expenses are submitted for reimbursement as they occur. The City of Cleveland has until March 31, 2014, to request reimbursement for expenses incurred against the FY11 SHSP-LE award.

3. N/A

BC2013-304

Title: Public Safety & Justice Services, 2013, Agreement, City of Cleveland, FY12 SHSP

A. Scope of Work Summary

1. Department of Public Safety & Justice Services requesting approval of an agreement with the City of Cleveland for the anticipated cost of \$137,433.00. The anticipated start-completion dates are 9/1/2012-4/30/2014.

2. The primary goal of the project is for the City of Cleveland to purchase equipment that will aid in the preparation for, response to, and recovery from a homeland security event.

3. N/A

B. Procurement

1. The procurement method for this project was a presentation of an application to the local Cuyahoga County Emergency Services Advisory Board (CCESAB). The CCESAB was established by the government of the County of Cuyahoga, Ohio, pursuant to Section 5502.26 of the Ohio Revised Code to advise the County Executive for the County of Cuyahoga on Homeland Security, Public Safety and Emergency Management matters in order to enhance the prevention, protection, mitigation, response and recovery capabilities of the County of Cuyahoga. The recommendation of the award to the City of Cleveland was made pursuant to that responsibility. The membership of the CCESAB shall be as follows according to the bylaws adopted by County Council: one member appointed by the County Executive of Cuyahoga County, three members appointed by the Cuyahoga County Mayors and City Managers Association, one member that is a Cuyahoga County Township Trustee, one member appointed by the Metropolitan Medical Response System, one member appointed by the Cuyahoga County Sheriff, one member of the Cuyahoga County Office of Emergency Management, three members appointed by the Mayor of the City of Cleveland, one member appointed by the Cuyahoga County Fire Chiefs Association who is a Fire Chief of a community in the County of Cuyahoga, one member appointed by the Cuyahoga County Police Chiefs Association, who is a Police Chief of a community in the County of Cuyahoga, one member appointed by the Greater Cleveland Regional Transit Authority, Chair of the Cuyahoga County Citizen Corps Council, Chair of the Health and Medical Committee, Chair of the Communications Committee, Chair of the Fire Service Committee, Chair of the Law Enforcement Committee, Chair of the Public Works Committee, and Chair of the Emergency Medical Services Committee.

2. N/A

3. N/A

C. Contractor and Project Information

1. The address of the contractor is:

City of Cleveland
601 Lakeside Ave
Cleveland, OH 44114
Council District: 7

2. The Mayor of the City of Cleveland is Frank Jackson
 3. The address of the project is: same as above
- Council District: same as above

D. Project Status and Planning

1. The SHSP grant is awarded on a yearly basis provided Congress releases funding and the County's application is awarded via a competitive process.
2. The project has no phases. SHSP is a reimbursement grant and the City of Cleveland has until April 30, 2014 to request reimbursement.
3. N/A
4. The project's term has already begun. The reason for the delay is awaiting the signed agreement to be returned by the City of Cleveland.
5. N/A

E. Funding

1. The project is funded 100% by grants.
2. There is no schedule of payments. The SHSP is a reimbursement grant and the City of Cleveland has until April 30, 2014 to request reimbursement.

BC2013-305

A. Scope of Work Summary

1. Following approval of RFP 24301 award recommendations and authority to enter into a contract provided through R2012-0222, Cleveland Tenants Organization Contract: CE1300125-01 is being submitted for a Contract Amendment, extending the term through 9/30/2014, and adding \$50,593.00 to the contract amount.
2. The primary goals of the Emergency Solutions Grant Program are to a) reduce the number of families and individuals entering the shelter system; b) assist households to leave the shelter more quickly; and c) assure that persons do not return to homelessness. Cleveland Tenants Organization assists in these goals by providing eviction prevention and Landlord/Tenant Law information to households facing court ordered eviction actions. Cleveland Tenants Organization contacts all households that have been notified of an eviction action by the Cleveland Municipal Housing Court by U.S. mail and offers information concerning tenants' rights and alternatives to eviction.
3. N/A

B. Procurement

The Procurement method was RFP 24301. The RFP closed on August 10, 2012. Cleveland Tenants Organization Inc. was approved for an award on October 9, 2012. Authority to enter into contracts was also approved as part of the Resolution.

C. Contractor and Project Information

1. Cleveland Tenants Organization
3631 Perkins Avenue, Suite 3A-4
Cleveland, OH 44114
Council District #7
2. Angela Shuckahosee is the ED. (216) 432-0617. Cleveland Tenants Organization is a non profit organization.

3. N/A
4. N/A

D. Project Status and Planning

1. The Emergency Solutions Grant Program is an annual Department of Housing & Urban Development (HUD) entitlement to promote homeless prevention and rapid re-housing activities. The ESGP was established by Congress to continue homeless system transformation activities begun through the Homeless Prevention and Rapid Re-housing (HPRP) Program.
2. N/A
3. The contract amendment is on a critical path to extend the current contract period and to provide additional funds for the agency to continue providing services.
4. The contract term began 10/1/2012. The reason for the delay in submitting the contract was due to waiting for amendment approval prior to submitting the actual contract for amendment.
5. N/A

E. Funding

1. The contract amendment amount of \$50,593.00 is funded 100% through federal, Emergency Solutions Grant funds.
2. The provider submits reimbursement invoices on a quarterly basis.
3. The contract is amending the term and the amount; the term is extended through 9/30/2014 and the amount is increased by \$50,593.00. This is the first amendment to this contract. The activities described in the Scope of Services remain the same.

BC2013-306

A. Scope of Work Summary

1. Cuyahoga Job and Family Services is requesting approval of an amendment to ResCare Workforce Services for the cost of \$475,000.00. The amendment is concurrent with the contract period of October 1, 2013– September 30, 2014.
2. This amendment changes the scope and value and is the first (1st) amendment of the contract. The history of the amendments is:
Contract 2013: \$992,237.00
Proposed Amend#1 2013: \$475,000.00
Total: \$1,467,237.00

3. Program is mandated by OAC 5101:4-3-20, effective October 1, 2013 requiring Able Bodied Adults Without Dependents (ABAWDS) be subject to work requirements and time limits.

B. Procurement

1. The procurement method for this program was RFP. The total value of the RFP was \$800,000.00.
2. The procurement method was closed on May 10, 2013.
3. The proposed amendment received OPD's approval to process on 10/9/13. NOVUS document is attached for review.

C. Contractor and Project Information

1. The address of vendor is:
ResCare Workforce Services
9901 Linn Station Road

Louisville, KY 40223
Council District (NA)

2. The Chairman for the vendor is Ralph G. Gronefeld, Jr.

3. a. The address of the project is:

Cuyahoga Job and Family Services

Reserve Square, Lower Level

1701 East 12th Street

Cleveland, OH 44114

3. b. The project is located in Council District (07)

D. Project Status and Planning

1. The project reoccurs annually.

E. Funding

1. The project is funded 100% by Federal TANF funds.

2. The schedule of payments is by monthly invoice.

6. Other Business

See detail for items BC2013-307 – BC2013-308 in Section 6, above.