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| M:\_2014_Information\2014CountySeal-Branding\2014CountySeal-Branding\Color logo\CC NEW LOGO.png | **REVISED**  **Cuyahoga County Board of Control Agenda**  **Monday, April 18, 2016 11:00 AM**  **County Headquarters**  **2079 East Ninth Street, 4th Floor**  **Committee Room B**  **Cleveland, Ohio** |

**I** – **CALL TO ORDER**

**II** – **REVIEW MINUTES – 4/11/16**

**III** – **PUBLIC COMMENT**

**IV** – **CONTRACTS AND AWARDS**

**A** – **Tabled Items**

**B** – **New Items for Review**

**BC2016-268**

Office of Procurement & Diversity, recommending an award: Department of Public Works on RQ36170 to Ohio Machinery Co. dba Ohio CAT (23-4) in the amount of $48,750.00 for the purchase of (1) generator and automatic transfer switch for Juvenile Justice Center Coordination Center Project.

Funding Source: 100% Capital Project Fund

**BC2016-269**

1. Department of Public Works submitting an RFP exemption on RQ37021, which will result in an award recommendation to Jack Doheny Company in the amount of $197,000 for purchase of an airport rescue and firefighting vehicle.
2. Recommending an award on RQ37021 to Jack Doheny Company in the amount of $197,000 for purchase of an airport rescue and firefighting vehicle.

Funding Source: 100% General Fund – Airport Operation Fund

1. Description of Supplies or Services

The Federal Aviation Agency requires the presence of a Class 2 Airport Rescue Fire Fighting Truck in an Index A airport facility.

2. Estimated Dollar Value - $197,000

3. Funding Source – 100% General Fund, Airport Operation Fund

4. Was the specific project funding included in OBM-approved budget for the current year?

$125,000 was budgeted for this purchase; $75,000 will be moved from other line items of the Airport budget.

5. Rationale Supporting the Use of the Selected Procurement Method

The Federal Aviation Agency requires the presence of a Class 2 Airport Rescue Fire Fighting Truck in an Index A airport facility. The Jack Doheny Company is the regional supplier for the Oshkosh Stinger Rapid Intervention truck. Since there are no other suppliers, a competitive bid would provide the same results and would lengthen the time until the unit could be put into service at the airport.

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

Dept of Public Works staff consulted with FAA and various manufacturers of the Rescue Fire Fighting trucks and found this unit and supplier to be the best fit for the airport. The airport utilizes Oshkosh equipment for snow removal on the runways and Jack Doheny Company has a relationship with the County for not only the Oshkosh equipment but also for Jet-Vacs.

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

An incident at the airport exposed that the current equipment was quite old and did not meet current FAA requirements. Dept. of Public Works staff obtained current specification for the Rescue Fire Fighting truck and sought suppliers. The Jack Doheny Company is the only regional supplier for Oshkosh equipment which would make the airport compliant with FAA regulations.

8. 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 current truck does not meet the FAA requirements and in the event of an incident, response could be limited. The new equipment should be purchased and placed into service as quickly as possible. Competitive Bidding would not change the results of this purchase as the vendor is the regional supplier of Oshkosh Rapid Intervention equipment.

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

The County through the Dept of Public Works and Airport staff need to focus on FAA requirements and periodically see that updated equipment is identified and detailed in the budget for replacement. If other manufacturers or suppliers of the Rapid Intervention equipment come into the market, a competitive bid process could be employed. Should the limited number of suppliers remain static, the County will have to process new replacements by this type of method. Counter Offer Counter Offer Amount ($) Counter Offer Details

**BC2016-270**

Department of Health and Human Services/Community Initiatives Division/Office of Homeless Services, recommending an award on RQ36682 and enter into a contract with West Side Catholic Center in the amount not-to-exceed $170,000.00 for fiscal agent services in connection with the Identification Documentation Collaborative for the period 3/1/2016 – 2/28/2017.

Funding Source: 100% Health and Human Services Levy Fund

**BC2016-271**

1. Department of Development submitting an RFP exemption on RQ37182, which will result in an award recommendation to Quick Employment, LLC in the amount not-to-exceed $50,000 for temporary staffing services.
2. Recommending an award on RQ37182, which will result in an award recommendation to Quick Employment, LLC in the amount not-to-exceed $50,000 for temporary staffing services.

Funding Source: 100% General Fund

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

Development would like to enter into a contractual agreement with Quick Employment, LLC to hire temporary staff to fill a personnel deficit.

2. Estimated Dollar Value. For amendments, please enter original contracted time period and amount and all previous amendment history (time periods, amounts), if any.)

Not to exceed $50,000.00

3. Funding Source(s) including percentage breakdown. If other than General Fund, identify actual fund name.

Development General Fund, DV014100 100%

4. Was the specific project funding included in OBM-approved budget for the current year?

Contractual line item reserves in the Department of Development budget are available to encumber this contract.

5. Rationale Supporting the Use of the Selected Procurement Method

Due to urgency of staffing need, the Department selected a vendor that has provided the County with these services in the past. Vendor is registered with the Inspector General. The Department also solicited informal quotes from two other vendors and the selected vendor not only offered highly qualified candidates, but also the lowest cost.

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

Human Resources obtained (3) quotes:

Alliance

Heckaman

Quick Employment

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

Quick employment was able to deliver qualified candidates that fit the job description, education and experience at a lesser cost.

8. Provide an explanation of unacceptable delays in fulfilling the County’s need that would be incurred if award was made through a competitive bid.

Agency is operating at a staff deficit. Already submitted a letter of intent to agency and candidates have accepted the offers.

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

The department will work together with OBM to secure budgeting for FY 2017 to fill this position permanently.

**C.**  **Exemption Requests**

**BC2016-272**

Medical Examiner, submitting an RFP exemption on RQ37018, which will result in an award recommendation to Thermo Electron North America LLC in the amount of $112,741.56 for maintenance on a Liquid Chromatograph/Tandom Mass Spectrometer for the period 5/2/2016 – 5/1/2019.

Funding Source: Medical Examiner’s Lab Fund

**BC2016-273**

Department of Health and Human Services, Division of Children and Family Services, submitting an RFP exemption on RQ36997, which will result in an award recommendation to Crown Plaza Cleveland South/ Independence in the amount of $15,900.00 for room rental and catering services for the 2016 Substitute Caregiver Training Conference for the period 5/19/2016 – 5/21/2016.

Funding Source: 100% reimbursable through the North Central Ohio Regional Training Center Contract

**BC2016-274**

Department of Health and Human Services, Division of Children and Family Services, submitting an RFP exemption on RQ36986, which will result in an award recommendation to Crown Plaza Cleveland South/ Independence in the amount of $12,251.25 for room rental and catering services for the 2016 Supervisor Management Training Conference for the period 6/15/2016 – 6/18/2016.

Funding Source: 100% reimbursable through the North Central Ohio Regional Training Center Contract

**D**. **Consent Agenda**

**BC2016-275**

Common Pleas Court/Corrections Planning Board, submitting a grant agreement with the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County in the amount of $833,360.00 for FY2016 Non-Medicaid funding for alcohol and other drug prevention and treatment services for the period 1/1/2016 - 12/31/2017.

Funding Source: Adult Treatment Drug Court and Treatment Capacity Expansion Grant

**BC2016-276**

Department of Health and Human Services, Community Initiatives Division, Office of Re-entry, recommending a payment in the amount of $1,200.00 to EDWINS Leadership & Restaurant Institute for sponsorship of The Re-Entry Business Summit being held on 4/15/2015.

Funding Source: 100% Health and Human Services Levy Fund

**BC2016-277**

Office of Procurement & Diversity, presenting voucher payments ($500 - $25,000) for the week of 4/18/2016

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| --- | --- | --- | --- | --- |
| **Requisition #** | **Description** | **Department** | **Vendor Name** | **Total** |
| CE-16-36876 | Engine scan tool | Department of Public Works | John J. Parker DBA My Rides Here | $3,780.00 |
| CE-16-36853 | Generators – Construction trucks | Department of Public Works | T & S Mower Service | $5,512.86 |
| CE-16-36889 | Diesel exhaust fluid pump system | Department of Public Works | Precision Pump, Inc. | $2,358.95 |
| CT-16-37098 | Self-dumping hopper truck | Department of Public Works | Dean Supply | $1,764.45 |
| CT-16-37073 | Sanitary Knaack tool box | Department of Public Works | Frontier Industrial | $900.00 |
| CT-16-36943 | Tubing and valves | Department of Public Works | Lakeside Supply Company | $13,422.57 |
| CT-16-37101 | Sanitary repair of ridged see snakes | Department of Public Works | M Tech Company | $2,377.75 |
| CT-16-37099 | Repair of Nobles SS5 scrubber | Department of Public Works | Dawnchem Inc. | $681.15 |
| CT-16-36975 | Fittings | Department of Public Works | Lakeside Supply Company | $18,736.68 |
| CT-16-37092 | Print shop finishing services | Department of Public Works | United Finishing & Die Cutting Inc. | $562.00 |
| CT-16-37081 | Print shop cover sheets | Department of Public Works | Millcraft Paper Company | $839.76 |
| CT-16-36808 | Purchase fryer and steamer for Justice Center café | Department of Public Works | Dean Supply | $11,219.00 |
| ST-16-37077 | Overhaul engine S-223 | Department of Public Works | Rush Truck Centers of Ohio, Inc. | $12,234.23 |
| CR-16-37114 | Meter, pH with electrode and swing arm – DNA | Medical Examiner | Fisher Scientific Company LLC | $797.76 |
| CR-16-37113 | Performance Validation Kit – Trace Evidence | Medical Examiner | Perkinelmer | $947.00 |
| SH-16-36927 | 2016 Sergeant uniforms | Sheriff’s Department | Shuttlers Uniform, Inc. | $8,500.00 |
| SH-16-36929 | 2016 Corporal uniforms | Sheriff’s Department | Shuttlers Uniform, Inc. | $17,712.00 |
| SH-16-36965 | Vest for Protective Service Officer | Sheriff’s Department | Standard Law  Enforcement | $637.90 |
| SH-16-37007 | Shoes for inmates | Sheriff’s Department | Charm-Tex | $6,949.80 |
| SH-16-37003 | Wire clothes/coat hangars for jail | Sheriff’s Department | Astro Supply | $855.00 |
| SH-16-37034 | Clear liners for jail trash | Sheriff’s Department | L-Mor, Inc. DBA/ Darling Fire & Safety | $999.50 |
| SH-16-36996 | Mop heads for jail cleaning | Sheriff’s Department | Dean Supply | $944.64 |
| SH-16-37000 | Broom heads for jail cleaning | Sheriff’s Department | North Coast Sales | $1,100.00 |
| SH-16-36971 | Rubber bumpers for Jail kitchen | Sheriff’s Department | HPM Business Systems Inc. | $3,499.97 |
| SH-16-36995 | Floor stripper/rinse for Jail | Sheriff’s Department | Aries Distribution | $663.36 |
| SH-16-36995 | Floor wax for Jail | Sheriff’s Department | Sovereign Industries, Inc. | $1,245.36 |
| **Items already purchased** | | | | |
| CE-16-36938 | Transmission repair on truck | Department of Public Works | Rush Truck Centers of Ohio, Inc. | $1,654.06 |

**V** – **OTHER BUSINESS**

**Items of Note (non-voted)**

Department of Development, submitting a conveyance agreement with the Cuyahoga County Land Reutilization Corporation for transfer of certain County-owned property, located at 19511 Ridgewood Avenue, Permanent Parcel No. 761-08-054 and 20004 Ridgewood Avenue, Permanent Parcel No. 761-09-062, Warrensville Heights in connection with a U.S. Department of Housing and Urban Development Neighborhood Stabilization Program Loan.

**VI** – **PUBLIC COMMENT**

**VII** – **ADJOURNMENT**

**Minutes**

Cuyahoga County Board of Control Meeting

Monday, April 11, 2016 11:00 AM

County Headquarters

2079 East Ninth Street, 4th Floor

Committee Room B

I. – CALL TO ORDER

The meeting was called to order at 11:02 AM.

Attending:

Armond Budish, County Executive

Dennis Kennedy, Fiscal Officer

Michael King, County Council (Alternate for Dan Brady)

Stan Kosilesky, Public Works (Alternate for Michael Dever)

Lenora Lockett, Director, Office of Procurement & Diversity

Trevor McAleer, County Council (Alternate for Dave Greenspan)

Councilman Dale Miller

II. – REVIEW MINUTES

Armond Budish motioned to approve the minutes from the April 4, 2016 meeting, as written; Dale Miller seconded. The minutes were unanimously approved.

III. – PUBLIC COMMENT

There was no public comment.

IV. – CONTRACTS AND AWARDS

A. – Tabled Items Returned for Review

*- none -*

B. – New Items for Review

BC2016-259

Department of Regional Collaboration recommending an award on RQ33381 (19 – 5) and enter into a contract with Public Policy Advocates LLC in the amount of $102,000 for state advocacy services for the period 1/1/16 – 12/31/16. Funding Source: 100% General Fund

Karlton Laster, Department of Regional Collaboration, presented. Dale Miller praised the vendor’s qualifications, but expressed concern about their capability to be effective working in the Republican-dominated political environment of Columbus. Armond Budish motioned to approve; Stan Kosilesky seconded. Item BC2016-259 was unanimously approved.

C. – Exemption Requests

BC2016-260

Department Of Health And Human Services/Division of Children and Family Services, submitting an RFP exemption on RQ36486, which will result in an award recommendation to Terminix International in the amount not-to-exceed $25,000.00 for bed bug extermination services for the period 4/1/2016 - 12/31/2017. Funding Source: 33% Title IV-E Maintenance and 67% Health and Human Services Levy Funds

Daphne Kelker, Department of Children and Family Services, presented. There were no questions. Armond Budish motioned to approve; Dale Miller seconded. Item BC2016-260 was unanimously approved.

D. – Consent Agenda

Armond Budish referred the Board’s attention to the Consent Agenda items. There were no questions. Armond Budish motioned to approve items BC2016-261 through -267; Dale Miller seconded. The Consent Agenda items were unanimously approved.

BC2016-261

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: Revenue Generating

*Item BC2016-261 was unanimously approved.*

BC2016-262

Department Of Sustainability, recommending a payment in the amount of $1,000.00 to Environmental Health Watch for sponsorship of the Race, Food, and Justice Conference: Analyzing the Urban Food Movement Through a Social Justice Lens for the period 4/21/2016 - 4/23/2016. Funding Source: 100% General Fund

*Item BC2016-262 was unanimously approved.*

BC2016-263

Common Pleas Court/Corrections Planning Board, submitting an amendment to a grant agreement with Ohio Department of Rehabilitation and Correction for Community-Based correction activities in connection with the FY2016 408 Non-Residential Jail Misdemeanant Diversion Program for the period 7/1/2015 - 6/30/2016, for additional funds in the amount of $7,750. Funding Source: 100% Ohio Department of Rehabilitation and Correction's Bureau of Community Sanctions

*Item BC2016-263 was unanimously approved.*

BC2016-264

Department of Health and Human Services, submitting an RFP exemption on RQ36988, which will result in an award recommendation to Cleveland Rape Crisis Center in the amount of $50,000.00 for operational support for rape crisis prevention and intervention programs for the period 06/01/2016 - 12/31/2016. Funding Source: 100% Health and Human Services Levy Funds

*Item BC2016-264 was unanimously approved.*

BC2016-265

Department of Health and Human Services/Community Initiatives Division/Family and Children First Council, submitting an amendment to a grant agreement from Ohio Children's Trust Fund for the Child Abuse and Neglect Prevention Program for the period 7/1/2015 - 6/30/2016 for additional funds in the amount of $193,648.00. Funding Source: 100% Ohio Children's Trust Fund

*Item BC2016-265 was unanimously approved.*

BC2016-266

Department Of Health And Human Services/Division Of Senior And Adult Services, submitting an amendment to a grant agreement with the Western Reserve Area Agency on Aging for the Medicare Improvements for Patients and Providers Act (MIPPA) Beneficiary Outreach and Assistance Program for the period 9/30/2014 - 9/29/2015 to extend the time period to 9/30/2016 and for additional funds in the amount of $20,000.00. Funding Source: 100% Western Reserve Area Agency on Aging

*Item BC2016-266 was unanimously approved.*

BC2016-267

Office of Procurement and Diversity – Purchase Order Report for the week of 4/11/16

*Item BC2016-267 was unanimously approved.*

V. – OTHER BUSINESS (non-voted items)

Department Of Development, submitting a Memorandum of Understanding with City of East Cleveland for participation in the 2018 Regional Assessment Fair Housing Study.

VI. – PUBLIC COMMENT

There was further public comment.

VII. – ADJOURNMENT

Armond Budish motioned to adjourn; Trevor McAleer seconded. The motion to adjourn was unanimously approved at 11:08 AM.

**IV. B. New Items for Review**

**BC2016-268**

A. Scope of Work Summary

1. Office of Procurement & Diversity is requesting approval of an award to Ohio Machinery Co. dba Ohio CAT in the amount of $48,750.00 for Generator and Automatic Transfer Switch for the JJC Coordination Center Project.

2. The primary goal is to contract with a quality vendor to furnish the Generator and Switch in accordance to the detailed specifications and at the best possible price.

B. Procurement

1. The procurement method for this project is a RFB. The estimate is $70,000.00.

2. The RFB closed on March 10, 2016. The SBE goal is 0%.

3. There were 23 bids issued from OPD, and 4 bids returned. The award is being recommended to the lowest and best bid. (The apparent low bid is non-responsive to the technical requirements.)

C. Contractor and Project Information

1. The address of the vendor is:

Ohio Machinery Co. dba Ohio CAT

3883 East Royalton Road

Broadview Heights, OH 44147

2. The Principal Owner for the vendor is Kenneth Taylor, President, (440) 526-6200.

D. Project Status and Planning

1. The project is new to the County

E. Funding

1. The project is funded 100% by the Capital Projects

2. The schedule of payments is by invoice.

**BC2016-269**

**[See item detail in agenda, above]**

**BC2016-270**

A. Scope of Work Summary

1. Office of Homeless Services requesting approval of a Contract with West Side Catholic Center in the amount of $170,000.00 for providing ID documents for poor and disabled households for the period March 1, 2016 through February 28, 2017. The anticipated start-completion dates are 3/01/2016 - 2/28/2017.

2. The primary goals of the project are to attain legal identification documentation for poor and disabled individuals who need legal ID's for themselves and their children to access education, housing, employment, driver's licenses, etc.

3. N/A

B. Procurement

The contract was approved for an RFP Exemption on 3/07/16, BC2016 - 181.

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is (provide the full address in the following format):

West Side Catholic Center  
3135 Lorain Avenue  
Cleveland, OH 44113  
Council District 7

2. The Executive Director of West Side Catholic Center is Anita Cook, (216) 631-4741, Ext. 102.  
  
**D. Project Status & Planning**  
1. Contracting with the West Side Catholic Center - ID Collaborative was included in the FY2016 – 2017 Budget process.

4. The Contract term has already begun. The reason for the delay in submitting the contract is twofold: 1) the funds were not initially added to the OHS Index Code which delayed the contracting process, and 2) implementation of the new myPro system slowed down processing a bit.

**E. Funding**  
1. The contract is funded 100% by the Health & Human Services Levy, HS 158097/0278.

2. The contract and amount were approved by County Council through the FY2016 -2017 Budget process.

3. The schedule of payments is monthly or quarterly at the request of the provider.

**BC2016-271**

[see item detail in section B of agenda, above]

**C. EXEMPTIONS**

**BC2016-272**

1. Description of Supplies or Services

Seeking a 3 year Preventive Maintenance Contract for our Liquid Chromatograph/Mass Spectrometer (LC/MS).

2. Estimated Dollar Value

$112,741.56 ($37,580.52 annually)

3. Funding Source

Special Revenue - Medical Examiner’s Lab Fund - CR180034 (revenues generated from ME facility user fees)

4. Was the specific project funding included in OBM-approved budget for the current year?

No it was not. The item is a new contract being put into place with the anticipated expiration of the equipment’s warranty. That said, OBM projects sufficient funding in the Lab Fund to cover the proposed contract.

5. Rationale Supporting the Use of the Selected Procurement Method

The Medical Examiner’s Office originally received approval to process as a Sole Source, however, during the 5-day online posting required for sole-source contracts/purchases, the Remi Group submitted a quote for this preventive maintenance contract. Remi is broker of services, which in turn, contracts with the manufacturer. While REMI offered to beat the manufacturer’s quote, a detailed comparison of terms of service across the two vendors revealed the manufacturer (Thermo) as the preferred vendor. Thus, the request for an RFP Exemption was the recommended procurement solution.

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

The Medical Examiner’s Office originally received approval to process as a Sole Source, however, upon OPD’s 5 day online posting, the Remi Group submitted a quote for this preventive maintenance contract

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

The contract is required for the annual maintenance of LC/MS which is a critical instrument required by the Toxicology department for analysis of certain drugs. The initial investment for this instrument was $175,000. Any issue with the instrument will stop the analysis process for these drugs which will delay time sensitive casework. The service contract is need for the continuous operation of the instrument. The service contract is for specialized maintenance of the LC/MS which is highly specialized instrumentation to perform highly critical forensic casework analysis.

8. 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 the instrument should fail we would not have coverage and would have to follow a time sensitive procedure causing production delays in the laboratory.

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

The requested service contract is a specialized technical maintenance for highly specialized instrumentation to perform highly critical forensic casework analysis.

**BC2016-273**

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

The Division of Children and Family Services is seeking to secure room rental and catering services for the annual Substitute Caregiver Training Conference. This conference is an educational resource that offers substitute caregivers, child welfare professionals, and community partners learning opportunities designed to improve and strengthen parenting skills and effectiveness in caring for children in substitute care. The conference is from May 19, 2016 to May 21, 2016 at an amount not to exceed $15,900.00.

2. Estimated Dollar Value. For amendments, please enter original contracted time period and amount and all previous amendment history (time periods, amounts), if any.)

The estimated dollar value is not to exceed $15,900.00.

3. Funding Source(s) including percentage breakdown. If other than General Fund, identify actual fund name.

The funding source and percentage breakdown for this project is 100% State Reimbursable through the North Central Ohio Regional Training Contract.

4. Was the specific project funding included in OBM-approved budget for the current year?

The project funding was included in OBM-approved budget for the current year of 2016.

5. Rationale Supporting the Use of the Selected Procurement Method?

The Division Of Children and Family Services is seeking approval of an RFP Exemption For Room Rental And Catering Services With Crowne Plaza Cleveland South/independence For The 2016 Substitute Caregiver Training Conference On May 19, 2016 To May 21, 2016 At An Amount Not To Exceed $15,900.00.

6. What other available options and/or vendors were evaluated? If none, include the reasons why. The Informal Bidding Process Was Attempted Initially, Yet Resulted In Only One Compliant Vendor That Met The Critieria Of Availability, Location, Parking, Amenities And Price.

7. What ultimately led you to this good or service? Why was the recommended vendor selected? The Vendor, Crowne Plaza Cleveland South/indepancence, Was The Only Vendor That Met Our Criteria Of Availability, Location, Parking, Amentities, And Price.

8. Provide an explanation of the unacceptable delays in fulfilling the County’s need that would be incurred if award was made through a competitive bid. A Competitive Bid Process Would Preclude The Eminent Selection Of The Only Vendor That Can Provide Room Rental And Catering Services Of The Days Requested At An Amount The Did Not Exceed $15,900.00.

9. Describe what future plans, if any, the County can take to permit competition before any subsequent purchases of the required supplies of services. In The Future, The Division Of Children And Family Services Will Issue An Informal RFP For Room Rental And Catering Services.

**BC2016-274**

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

This is a request for an RFP exemption to contract with Crowne Plaza Cleveland South/Independence for room rental and catering services from June 15, 2016 to June 18, 2016 in the amount of $12,251.25.

The purpose of this contract is to give supervisors and managers enhanced training to increase their knowledge and skills. Professional experts will deliver this upper level training. After the completion of the conference, supervisors should have new knowledge and skills that will assist them in their daily responsibilities. The conference goal is to motivate supervisors and managers to maximize their resources to assist staff in their daily operations on the job.

2. Estimated Dollar Value. For amendments, please enter original contracted time period and amount and all previous amendment history (time periods, amounts), if any.)

$12, 251.25

3. Funding Source(s) including percentage breakdown. If other than General Fund, identify actual fund name.

This is 100% State Reimbursable through the North Central Ohio Regional Training Center.

4. Was the specific project funding included in OBM-approved budget for the current year?

Yes. This funding was included.

5. Rationale Supporting the Use of the Selected Procurement Method

The Division of Children and Family Services requests an RFP exemption to contract with Crowne Plaza for the 2016 Supervisor-Manager Conference. The RFP exemption is the appropriate procurement method as this is the vendor who can provide the appropriate room rental and catering needs within th specified location.

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

The informal bidding process was attempted to solicit vendors within the specified location who were able to accomodate the room rental and catering needs.

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

The recommended vendor was the only provider in the specified location that was able to provide the room rental and catering services at the budgeted amount.

8. 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 conference is scheduled to be held in June. Additional competitive bidding efforts would create a delay and will lead to vendors who are unable to provide the appropriate services at the budgeted price.

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

The Division of Children and Family Services plans to issue an Informal RFP in the future.

**D. CONSENT AGENDA**

**BC2016-275**

1. (Cuyahoga County Common Pleas Court Corrections Planning Board) requesting approval of a grant agreement General Non-Medicaid with the Alcohol, Drug Addiction and Mental Health Board of Cuyahoga County in the amount of $833,360.00. The anticipated start-completion dates are (1/1/2016 – 12/31/2017).

2. The primary goals of the project are to provide Intensive outpatient treatment services under the Treatment Capacity Expansion fee for service grant at $100,000 each year and to provide funding for the Adult Treatment Drug Court grant at $316,680 each year.

3. The project is mandated by (provide the ORC statute with section numbers, Cuyahoga County Charter, etc).

**BC2016-276**

A. Scope of Work Summary

1. HHS – Office of Reentry is requesting approval of a payment to EDWINS Leadership & Restaurant Institute for the anticipated cost not-to-exceed $1,200.00. The anticipated start-completion dates are (04/13/2016- 04/15/2016).

2. The primary goals of the project are:

* Sponsorship of the Re-entry Business Summit
* Partnership of the Re-entry Business Summit
* Help with cost of printed and social media materials

B. Procurement

1. The procurement method for this project is a payment.

C. Contractor and Project Information

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

EDWINS Leadership & Restaurant Institute

13101 Shaker Square

Cleveland, OH 44120

2. Owner – Brandon Chrostowski

3.a The address or location of the project is: Re-Entry Summit - Cleveland Convention Center

D. Project Status and Planning

1. The project is the first of its kind here in Cleveland, Ohio.

E. Funding

1. The project is funded through HHS Levy funding.

2. The schedule of payments is one-time payment.

**V. Other Business**

**Items of Note (non-voted)**

Department of Development, submitting a conveyance agreement with the Cuyahoga County Land Reutilization Corporation for transfer of certain County-owned property, located at 19511 Ridgewood Avenue, Permanent Parcel No. 761-08-054 and 20004 Ridgewood Avenue, Permanent Parcel No. 761-09-062, Warrensville Heights in connection with a U.S. Department of Housing and Urban Development Neighborhood Stabilization Program Loan.

Funding Source: N/A