



**AGENDA**  
**CUYAHOGA COUNTY ECONOMIC DEVELOPMENT & PLANNING**  
**COMMITTEE MEETING**  
**MONDAY, JULY 22, 2024**  
**CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS**  
**C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR**  
**3:00 PM**

**Committee Members:**

**Jack Schron, Chair – District 6**  
**Patrick Kelly, Vice Chair – District 1**  
**Sunny M. Simon - District 11**  
**Cheryl L. Stephens - District 10**  
**Michael P. Byrne – District 4**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES FROM THE JULY 8, 2024 MEETING** [See Page 4]
- 5. MATTERS REFERRED TO COMMITTEE**
  - a) R2024-0285: A Resolution authorizing an amendment to Contract No. 4663, a Development Loan in the amount not-to-exceed \$10,000,000.00 to Playhouse Square Foundation for the benefit of The Lumen at Playhouse Square Project to extend the due date of the loan from September 13, 2024 to September 13, 2025 upon payment of \$5,000,000.00 in principal plus accrued and unpaid interest; authorizing the County Executive and/or Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 7]

- b) R2024-0286: A Resolution authorizing an Economic Development Loan in an amount not-to-exceed \$2,000,000.00 to PPT Real Estate Holding LLC, or its approved designee, for the relocation, expansion and renovation of Park Place Technologies Campus, located at 747 and 755 Alpha Drive, Highland Heights; authorizing the County Executive and/or the Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 13]
- c) R2024-0287: A Resolution making awards on RQ13103 to various providers in the total amount not-to-exceed \$3,425,000.00 for design and administration of a Small Business Program with a focus on minority and women-owned businesses, effective upon contract signature of all parties, through 6/30/2026; authorizing the County Executive to execute the contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 26]
- 1) Contract No. 4626 with Grow America in the amount not-to-exceed \$791,666.00.
  - 2) Contract No. 4627 with Northeast Ohio Hispanic Center for Economic Development in the amount not-to-exceed \$650,000.00.
  - 3) Contract No. 4629 with Economic & Community Development Institute in the amount not-to-exceed \$983,334.00.
  - 4) Contract No. 4633 with JumpStart, Inc. in the amount not-to-exceed \$330,000.00.
  - 5) Contract No. 4634 with UBIZ Venture Capital in the amount not-to-exceed \$350,000.00.
  - 6) Contract No. 4635 with Village Capital Corporation in the amount not-to-exceed \$320,000.00.

## 6. MISCELLANEOUS BUSINESS

## 7. ADJOURNMENT

*\*Complimentary parking for the public is available in the attached garage at 900 Prospect. A skywalk extends from the garage to provide additional entry to the Council Chambers from the 5<sup>th</sup> floor parking level of the garage. Please see the Clerk to obtain a complimentary parking pass.*

*\*\*Council Chambers is equipped with a hearing assistance system. If needed, please see the Clerk to obtain a receiver.*



## **MINUTES**

**CUYAHOGA COUNTY ECONOMIC DEVELOPMENT & PLANNING  
COMMITTEE MEETING  
MONDAY, JULY 8, 2024  
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS  
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR  
3:00 PM**

**1. CALL TO ORDER**

**Chairman Schron called the meeting to order at 3:06 p.m.**

**2. ROLL CALL**

**In accordance with Rule 12F of the County Council Rules, Council President Jones appointed Councilmember Miller as a Member Pro Tem of the Economic Development & Planning Committee.**

**Mr. Schron asked Assistant Deputy Clerk Georgakopoulos to call the roll. Committee members Schron and Kelly and Committee Member Pro Tem Miller were in attendance and a quorum was determined. Committee members Simon, Stephens and Byrne were absent. Council President Jones was also in attendance.**

**3. PUBLIC COMMENT**

**Loh addressed the committee members regarding funding of various County initiatives.**

**4. APPROVAL OF MINUTES FROM THE JUNE 10, 2024 MEETING**

**A motion was made by Mr. Kelly, seconded by Mr. Jones and approved by unanimous vote to approve the minutes from the June 10, 2024 meeting.**

5. MATTERS REFERRED TO COMMITTEE

- a) R2024-0254: A Resolution amending Resolution No. R2023-0349 dated 12/5/2023, as amended by Resolution Nos. R2016-0218, R2018-0067, R2020-0061, R2022-0049 and R2023-0020, which authorized funding in the amount of \$2,500,000.00 to Variety Properties LLC for the benefit of a project located at 11801 - 11825 Lorain Avenue in the City of Cleveland, by extending the Resolution sunset provision from May 31, 2024, to November 30, 2024; converting the funding from a grant to a partially or fully forgivable loan; requiring review and approval of terms by the Cuyahoga County Community Improvement Corporation; and declaring the necessity that this Resolution become immediately effective.

**Mr. Paul Herdeg, Director of the Department of Development; Ms. Melissa Ferchill Swingos, President and Mr. Steve Luca, Vice President of Real Estate Development & Acquisitions for the MCM Company Inc.; and Ms. Kelly Flamos, Owner/Developer of the Variety Theatre Complex, addressed the Committee regarding Resolution No. R2024-0254. Discussion ensued.**

**Committee members asked questions of Mr. Herdeg, Ms. Ferchill Swingos, Mr. Luca and Ms. Flamos pertaining to the item, which they answered accordingly.**

**On a motion by Mr. Miller with a second by Mr. Kelly, Resolution No. R2024-0254 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.**

- b) R2024-0264: A Resolution adopting the 2024 Economic Development Plan in accordance with Section 7.05 of the Cuyahoga County Charter and Section 801.01 of the Cuyahoga County Code; and declaring the necessity that this Resolution become immediately effective.

**Mr. Herdeg addressed the Committee regarding Resolution No. R2024-0264. Discussion ensued.**

**Committee members asked questions of Mr. Herdeg pertaining to the item, which he answered accordingly.**

**On a motion by Mr. Schron with a second by Mr. Miller, Resolution No. R2024-0264 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.**

6. MISCELLANEOUS BUSINESS

**There was no miscellaneous business.**

7. ADJOURNMENT

**With no further business to discuss, Chairman Schron adjourned the meeting at 4:15 p.m., without objection.**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0285

<p>Sponsored by: <b>County Executive Ronayne/Department of Development</b></p>	<p><b>A Resolution</b> authorizing an amendment to Contract No. 4663, a Development Loan in the amount not-to-exceed \$10,000,000.00 to Playhouse Square Foundation for the benefit of The Lumen at Playhouse Square Project to extend the due date of the loan from September 13, 2024 to September 13, 2025 upon payment of \$5,000,000.00 in principal plus accrued and unpaid interest; authorizing the County Executive and/or Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Development entered into Contract No. 4663, a Development Loan in the amount not-to-exceed \$10,000,000.00 to Playhouse Square Foundation (“Foundation”) for the benefit of The Lumen at Playhouse Square Project, as authorized by Resolution R2018-0185, passed November 13, 2018 (“Loan”); and

WHEREAS, the primary goal of the Loan, development of a new 34-story residential tower, consisting of 318 residential apartments and a 530-car parking garage with retail, in the Playhouse Square neighborhood at 1600 Euclid Avenue, Cleveland, in Council District 7 (“Project”), has been fully satisfied; and

WHEREAS, the County and the Foundation now desire to amend the Loan to extend the due date of the Loan from September 13, 2024 to September 13, 2025 upon payment of \$5,000,000.00 in principal, plus any accrued and unpaid interest on the Loan, on or before September 30, 2024; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** That the Cuyahoga County Council hereby authorizes an amendment to Contract No. 4663, a Development Loan to Playhouse Square Foundation in the amount not-to-exceed \$10,000,000.00 for the benefit of The Lumen at Playhouse Square Project, to extend the due date of said Loan from September 13, 2024 to September 13, 2025 upon payment of \$5,000,000.00 in principal, plus any accrued and unpaid interest on the Loan, on or before September 30, 2024.

**SECTION 2.** That the County Executive and/or the Director of Development is and each are authorized to execute all documents consistent with said loan and this Resolution.

**SECTION 3.** That this Resolution shall sunset twelve (12) months after County Council approval should the authorized action have not occurred by that date. In the event this Resolution sunsets prior to the authorized action taking place, the Director of Development shall notify the Clerk of Council in writing. The Clerk of Council shall record the sunseting of this Resolution in the Council’s journal.

**SECTION 4.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

**SECTION 5.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: July 16, 2024  
Committee(s) Assigned: Economic Development & Planning

Journal \_\_\_\_\_

\_\_\_\_\_, 20\_\_\_\_

**ECONOMIC DEVELOPMENT LOAN TRANSACTIONS**

<b>Title</b>	2024 – Department of Development; Playhouse Square Foundation Loan; Portfol Loan No. 296-01-01
<b>Department or Agency Name</b>	Department of Development
<b>Requested Action</b>	<input checked="" type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Other (please specify):

<b>Original (O)/ Amendment (A-# )</b>	<b>Contract No. (If PO, list PO#)</b>	<b>Vendor Name</b>	<b>Time Period</b>	<b>Amount</b>	<b>Date BOC Approved/ Council’s Journal Date</b>	<b>Approval No.</b>
A-1	CM4663 (CE19200 18-01)	PLAYHOUSE SQUARE FOUNDATIO N	Upon Approval for 1 additional Year (9/13/24 to 9/13/25)	\$0	Pending	Pending

**Loan Description and Terms.**

Loan proceeds were used to successfully construct a new 34-story residential tower, with approximately 318 apartment units and 530-car parking garage and retail located at 1600 Euclid Avenue, Cleveland, Ohio (the “Project”). Department of Development is seeking approval to modify the existing Loan Maturity Date of September 13, 2024, by providing for a one (1) year extension. Amended Maturity Date, upon approval, will become September 13, 2025.

**Loan Amount:** \$10,000,000

**Loan Terms:** Due 9/13/2024, Fifty percent (50%) of Principal balance equal to \$5,000,000 plus accrued and unpaid interest. Beginning December 31, 2024, quarterly payments of interest at a rate of interest of Five percent (5.0%) shall be due and payable on the remaining \$5,000,000 of outstanding principal through and up to the Amended Maturity Date of 9/13/2025.

**Loan Security:** To provide security for the Loan, Borrower has agreed to deposit into certain investment accounts (the “Borrower Investment Accounts”) held with KeyBank National Association (“Intermediary”) the sum of Ten Million Dollars and 00/100 Dollars (\$10,000,000.00) (the “Secured Reserve Amount”) and to enter into that certain Securities Account Control Agreement by and among Lender, Borrower and Intermediary (the “Control Agreement”) in order to grant Lender a first priority lien in the Borrower Investment Accounts. County and Borrower also executed a Pledge, Assignment and Security Agreement (the “Pledge Agreement”) pursuant to which Borrower shall grant a first priority lien to Lender in all of Borrower’s right, title and interest in the Borrower Investment Accounts. Upon the redemption of the \$5,000,000 of principal on 9/13/2024, the Security Documents shall be amended to reflect the obligation of maintaining a minimum cash balance of \$5,000,000 as the Amended Secured Reserved Amount.

**Project Purpose/Goals, Outcomes(List 3):**

- (1) Project construction has been completed and residential component of project near stabilized value
- (2) Many existing and new capital projects are being taken on and preserving their cash flow for one additional year adds significant value to the development of these capital projects.
- (3) Maintain the revitalization efforts for the Playhouse Square District

If a County Council item, are you requesting passage of the item without 3 readings.  Yes  No

<b>In the boxes below, list Borrower/Vendor, Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)</b>	
Vendor Name and address:	Owner, executive director, other (specify):
Playhouse Square Foundation 1501 Euclid Avenue, Suite 200 Cleveland, OH 44115	Attention: Patricia A. Gaul, Sr. Vice President of Business and General Counsel
Vendor Council District: 7	Project Council District: 7
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>City of Cleveland</b>

<b>NON-COMPETITIVE PROCUREMENT - X</b>
Provide a short summary for not using competitive bid process.
Economic Development Loan
<input type="checkbox"/> Exemption
<input type="checkbox"/> Alternative Procurement Process
<input type="checkbox"/> Contract Amendment ( <i>list original procurement</i> )
<input checked="" type="checkbox"/> Other Procurement Method, please describe: <b>Loan</b>

<b>FUNDING SOURCE: i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source.</b>
ECONOMIC DEVELOPMENT FUND (40%) GENERAL FUND (60%)
Is funding for this included in the approved budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if "no" please explain): no funds are being disbursed
Payment Schedule: <input checked="" type="checkbox"/> Invoiced <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

<b>Provide status of project.</b>	
Is contract late <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late submission	
<b>Reason:</b>	
<b>Timeline:</b>	
Project/Procurement Start Date (date your team started working on this item):	
Date documents were requested from vendor:	
Date of insurance approval from risk manager:	
Date Department of Law approved Contract:	
Date item was entered and released in Infor:	
Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:	

If late, have services begun? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)
Have payments be made? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)

<b>HISTORY (see instructions):</b>					
<b>Contract No. (If PO, list PO#)</b>	<b>Vendor Name</b>	<b>Time Period</b>	<b>Amount</b>	<b>Date BOC Approved/ Council's Journal Date</b>	<b>Approval No.</b>
CE1920018-01	Playhouse Square Foundation	5/14/2019 – 9/13/2024	\$10,000,000	11/13/2018	R2018-0185

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0286

<p>Sponsored by: <b>County Executive Ronayne/Department of Development</b></p>	<p><b>A Resolution</b> authorizing an Economic Development Loan in an amount not-to-exceed \$2,000,000.00 to PPT Real Estate Holding LLC, or its approved designee, for the relocation expansion and renovation of Park Place Technologies campus, located at 747 and 755 Alpha Drive, Highland Heights; authorizing the County Executive and/or the Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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**WHEREAS**, the County Executive/Department of Development recommends an Economic Development Loan in an amount not-to-exceed \$2,000,000.00 to PPT Real Estate Holding LLC, or its approved designee, for the relocation expansion and renovation of Park Place Technologies campus, located at 747 and 755 Alpha Drive, Highland Heights; and

**WHEREAS**, the primary goal of this loan is assists in funding project costs to relocate and consolidate their headquarters in Mayfield Heights, Ohio and their distribution in Solon, Ohio; and

**WHEREAS**, this project is anticipated to create 60 new jobs; and

**WHEREAS**, the total cost of the project is approximately \$43,200,000.00 of which the County will loan \$2,000,000.00 with a term of 10 years principal and interest based on a 15-year amortization at 5.5% interest; and

**WHEREAS**, the project is funded by 100% Economic Development Fund; and

**WHEREAS**, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** That the Cuyahoga County Council hereby authorizes an Economic Development Loan in an amount not-to-exceed \$2,000,000.00 to PPT Real Estate Holding LLC, or its approved designee for the relocation expansion and

renovation of Park Place Technologies campus, located at 747 and 755 Alpha Drive, Highland Heights.

**SECTION 2.** That the County Executive and/or the Director of Development is authorized to execute all documents consistent with said loan and this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

**SECTION 3.** That this Resolution shall sunset twelve (12) months after County Council approval should the authorized action have not occurred by that date. In the event this Resolution sunsets prior to the authorized action taking place, the Director of Development shall notify the Clerk of Council in writing. The Clerk of Council shall record the sunseting of this Resolution in the Council's journal.

**SECTION 4.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

**SECTION 5.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: July 16, 2024  
Committee(s) Assigned: Economic Development & Planning

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_

**ECONOMIC DEVELOPMENT LOAN TRANSACTIONS**

<b>Title</b>	2024 – Department of Development; PPT Real Estate Holdings LLC; Economic Development Loan; Portfol Loan No. 377-01-01
<b>Department or Agency Name</b>	Department of Development
<b>Requested Action</b>	<input checked="" type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-# )	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
O	Pending	PPT Real Estate Holdings	10 Years	\$2,000,000	Pending	Pending

**Loan Description and Terms.**

Department of Development is seeking approval of an Economic Development Loan to PPT Real Estate Holdings LLC. The loan will be used to assist in funding project costs to relocate and consolidate their headquarters in Mayfield Heights, Ohio and their distribution in Solon, Ohio to 747 and 755 Alpha Drive, Highland Hts., Ohio. The business will construct a renovate and upgrade the existing buildings on Alpha Drive.

**Loan Amount:** not to exceed \$2,000,000

**Loan Terms:** 10 years P&I based on a 15 year amortization at 5.5% interest.

**Loan Security:** A subordinate mortgage and assignment of leases and rents and corporate guarantee from Park Place Technologies LLC.

**Project Purpose/Goals, Outcomes(List 3):**

Retention and expansion of corporate Headquarters to allow for expansion of business and creation and retention of jobs in Cuyahoga County.

Loan proceeds may be used for real estate acquisition, construction, furniture, fixtures, equipment, and soft costs related to the project at 747 and 755 Alpha Drive, Highland Heights, OH 44143

**Number of Jobs created:** 414  
**Number of Jobs retained:** 60

**If a County Council item, are you requesting passage of the item without 3 readings.**  Yes  No

<b>In the boxes below, list Borrower/Vendor, Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)</b>	
Vendor Name and address:	Owner, executive director, other (specify):
PPT Real Estate Holdings LLC	Andrew Gehrlein

5910 Landerbrook Drive, Mayfield Hts., Ohio	
Vendor Council District: 6	Project Council District: 11
If applicable provide the full address or list the municipality(ies) impacted by the project.	5910 Landerbrook Drive, Mayfield Heights, Ohio

<b>NON-COMPETITIVE PROCUREMENT - X</b>
Provide a short summary for not using competitive bid process.
Economic Development Loan
<input type="checkbox"/> Exemption
<input type="checkbox"/> Alternative Procurement Process
<input type="checkbox"/> Contract Amendment ( <i>list original procurement</i> )
<input checked="" type="checkbox"/> Other Procurement Method, please describe: <b>Loan</b>

<b>FUNDING SOURCE: i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant</b> (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source.
Economic Development Fund
Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):
Payment Schedule: <input checked="" type="checkbox"/> Invoiced <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Other (please explain): Reimbursement for costs

<b>Provide status of project.</b>
Is contract late <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late submission
<b>Reason:</b>
<b>Timeline:</b>
Project/Procurement Start Date (date your team started working on this item):
Date documents were requested from vendor:
Date of insurance approval from risk manager:
Date Department of Law approved Contract:
Date item was entered and released in Infor:
Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:
If late, have services begun? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)
Have payments be made? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)

<b>HISTORY (see instructions):</b>
N/A



**Economic Development Loan  
LOAN PRESENTATION PACKAGE**

**PPT Real Estate Holdings LLC or approved designee**

**Park Place Technologies, LLC**



**Prepared By:**  
**Anthony Stella**  
**Economic Development Administrator**  
**(216) 443-3163**  
[astella@cuyahogacounty.us](mailto:astella@cuyahogacounty.us)  
**June 13, 2024**

## Department of Development PROJECT DESCRIPTION & DETAILS

**PROJECT NAME:** Park Place Technologies  
**CCCIC DATE:** June 13, 2024  
**DOD Program:** Economic Development Fund

### OVERVIEW

1. **Borrower:** PPT Real Estate Holdings LLC
2. **Project Location & Council District:** 747 & 755 Alpha Drive, Highland Heights, Ohio 44143 District 11, Sunny Simon
3. **CCCIC Review Date:** June 13, 2024
4. **Qualifies for these Funding Sources:** Economic Development Fund
5. **Funding Partners in the Project:** Consolidated Business Services, Jobs Ohio, City of Highland Heights
6. **Company Background:**

Park Place Technologies is a rapidly growing global leader in data center support and networking optimization services. The company's broad range of products achieve customer success in the fields of third-party IT hardware maintenance, IT infrastructure managed services, data center professional services, and enterprise network performance monitoring. The company surpassed \$600 million in revenue in 2023. They maintain ~ 1,000 spare parts locations and support over 21,500 customers, including 249 Fortune 500 customers – all overseen by the leadership team at their headquarters in Mayfield Heights. Additionally, Park Place operates a distribution center in Solon.

Park Place Technologies was founded in 1991 and has been named to CRN's Fast Growth 150 list nine times, most recently in 2023. CRN cited Park Place's 93% growth rate from 2020 to 2022. Additionally, Park Place Technologies has been recognized as a Case Weatherhead 100 fastest-growing company.

The company continues to expand its local and global footprint. In 2023, Park Place Technologies acquired Xuper, an IT solutions provider in the U.K. (which complements the firm's work with the world's most accomplished channel companies), and Protec IT-Solutions, an IT services provider in Germany. In January 2024, Park Place Technologies acquired NorthSmart, a third-party maintenance provider in the United States. In 2024, Park Place Technologies acquired SDV Solutions Holding, Inc and NorthSmart , LLC . These companies

have similar operations to Park Place and will allow the company to continue to increase its revenues.

**7. Project Summary:**

Park Place Technologies has acquired the former Progressive Alpha Campus at 747 and 755 Alpha Drive in Highland Heights. This campus will consolidate the Mayfield Heights headquarters and the Solon distribution center. Between these two locations Park Place Technologies currently has 414 employees which will relocate to Highland Heights. It is estimated that 60 new jobs will be created within the first 3 years. Projected 2024 payroll is approximately \$50 million, and annual payroll is projected to exceed \$60 million by 2028.

Renovations to the site include, but are not limited to, an expansion and complete renovation of the 100,500 square foot Annex Building, installation of new labs, amenities, a warehouse, construction of a new north entry, façade upgrades, a new covered walkway connecting the garage to the facility, and construction of a basketball and pickleball court.

**COSTS**

1. **Total Project Costs:** \$43,200,000
2. **County Loan Amount Requested:** \$2,000,000
3. **Qualifies for these Funding Sources:** Economic Development Fund

**Sources and Uses**

USES		SOURCES	
Real Estate Purchase	\$17,000,000	Sponsor Equity (PPT Real Estate Holdings, LLC)	\$18,700,000
Renovation	\$18,626,579	Cooperative Business Services(CBS)	\$ 17,500,000
Demolition	\$573,421	Cuyahoga County	\$ 2,000,000
Furniture, fixtures, equipment, soft costs	\$5,000,000	Jobs Ohio (TeamNEO)	\$3,000,000
Specialty machinery & equipment, new labs equipment	\$2,000,000	Highland Heights	\$2,000,000
<b>Total Uses</b>	<b>\$43,200,000</b>	<b>Total Sources</b>	<b>\$43,200,000</b>

The project cost totals \$43.2 million and involves acquisition of real estate, renovation, FF&E, and machinery. The project is receiving a loan from Cooperative Business Services in the amount of \$17.5 million, a loan from Jobs Ohio in the amount of \$3 million, a loan from Highland Heights in the amount of \$2 million, and a total of \$18.7 million in equity.

Highland Hts. is additionally providing a 10-year CRA 50% property tax abatement. Highland Hts. will also provide a 15-year payroll tax rebate to Park Place Technologies in the amount of \$400,000 per year if Park Place Technologies maintains a minimum payroll of \$45 million and an additional \$100,000 per year if payroll exceeds \$62 million.

The project has a gap of \$2 million to be filled by a potential County Economic Development loan.

### **TERMS**

1. **Interest Rate:** 5.50%
2. **Term/Repayment:** Monthly principal and interest payments on a 10-year term based on 15-amortization schedule with. Total loan term is 10 years.
3. **Security/Collateral/Guarantor(s):** A Subordinate Mortgage and Assignment of Leases and Rents pari-passu with Highland Heights and Jobs Ohio on the project site and a Corporate Guaranty from Park Place Technologies LLC.
4. **Borrower/ Guarantor** shall maintain Annual Debt Service Coverage Ratio of at least 1.25 and Current Ratio of at least 1.1 at all times to match the covenants from the JobsOhio loan.

The project is expected to retain 414 jobs and create 60 new jobs with a total payroll of approximately \$60 million annually by 2028.

### **RATIONALE FOR PARTICIPATION**

- **Jobs Created:** The project will retain 414 full-time equivalent jobs and create a minimum of 60 new full-time equivalent jobs in Cuyahoga County with a combined payroll of \$60,000,000 and an average wage of \$114,000 per year.
- **Economic Impact:** This project will help retain a growing information technology company in Cuyahoga County.
- **Community Impact:** This project will redevelop a former Progressive Insurance campus which had been vacated due to the insurance company's move to more remote work functions.

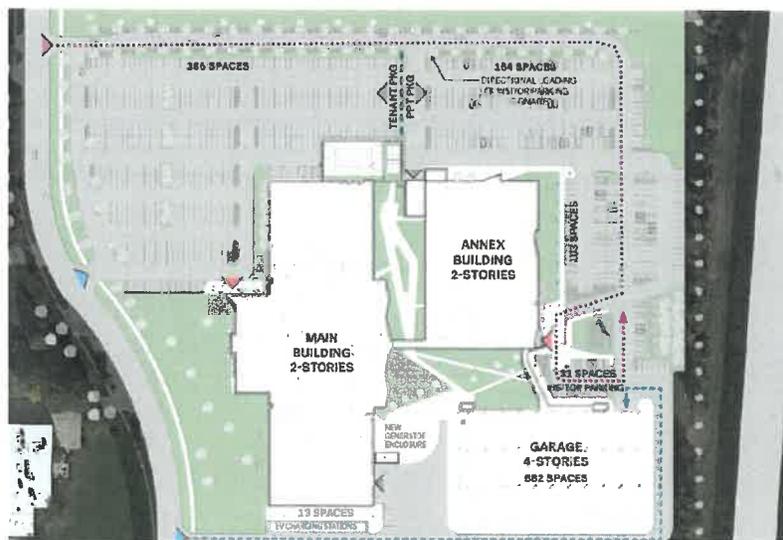
**PROJECT DEBT SCHEDULE**

	CBS	County ED Loan	Jobs Ohio	Highland Heights	Total
Loan Amount	\$17,500,000	\$2,000,000	\$3,000,000	\$2,000,000	\$24,500,000
Interest Rate	8.25%	5.50%	5.00%	5.00%	
Term (Years)	10	10	10	7	
Amortization (years)	25	15	15	7	
Annual Debt Service	\$1,655,745	\$196,100	\$284,686	\$339,214	\$1,940,431

**Collateral Analysis**

Based on a third-party appraisal performed by CBRE, the property has an “as complete” value of \$41,850,000. Total debt for the real estate is \$24,500,000 which provides for a loan-to-value (LTV) of 58.54%. This exceeds the County’s maximum LTV of 90%.

The loan will be guaranteed by the operating business (Park Place Technologies, LLC). The operating business provides strong cash flow for repayment.



**RECOMMENDATION:**

The Department of Development believes that providing financial assistance to PPT Real Estate Holdings, LLC is a worthwhile risk that will leverage additional investment, create jobs and increase taxes for our community. The Department, therefore, recommends approval of the Cuyahoga County Economic Development Loan.

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**CUYAHOGA COUNTY TERMS AND CONDITIONS**

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<b>SOURCE OF LOAN:</b>	ECONOMIC DEVELOPMENT FUND
<b>LOAN AMOUNT:</b>	Any and all amounts advanced by the County to Borrower as part of the Loan (each a "Loan Disbursement") shall not exceed an aggregate amount of Two Million and 00/100 Dollars (\$2,000,000.00) or no more than forty percent (40%) of the total Project costs.
<b>USE OF PROCEEDS:</b>	The Loan and all Loan Disbursements shall be used solely for the Project, including real estate acquisition, purchase of machinery, furniture, fixtures, equipment, and professional soft costs at the Project Site, located at 747 and 755 Alpha Drive, Highland Heights, Ohio 44143 (the "Eligible Project Costs"). Eligible Project Costs shall not include any commissions, fees and/or expenses which may be owed by Borrower to a broker.
<b>INTEREST RATE:</b>	All Loan Disbursements shall bear interest at the rate of 5.50% per annum, which interest shall apply to a 360-day period and be computed upon the basis of 30-day months for each month during which any principal amount of the Loan is outstanding.
<b>LOAN TERM / REPAYMENT:</b>	Principal plus accrued and unpaid interest shall be due and payable on a monthly basis on the first day of the calendar month in which they are due (each, a "Payment Date"). The first payment will be due the first day of the first full month following the initial Loan Disbursement and shall include all interest accrued thereon from the date thereof. The Loan will be amortized over 180 months with the outstanding principal balance of the Loan, together with all accrued and unpaid interest thereon, due and payable in full on the 10th anniversary of the date of the initial Loan Disbursement (the "Maturity Date").
<b>PROJECT EQUITY:</b>	A minimum of ten percent (10%) of the total Project costs to be injected in cash by the Borrower.
<b>SECURITY/COLLATERAL:</b>	Corporate Guaranty of Park Place Technologies, LLC ("Guarantor") The Loan shall be secured by the Note, the Mortgage and the Guaranties (collectively, the "Security," the Mortgage being the "Collateral"). The Mortgage shall consist of a Subordinate Real Estate lien on the real estate pari-passu with a loan from City of Highland Heights and a loan from Jobs Ohio and an Assignment of

Leases and Rents. Combined loan to value not to exceed 90%. An "as completed" appraisal is required to verify value of real estate.

**CONDITIONS:**

Borrower and/or Corporate Guarantor shall create, or cause tenant of the Project Site to create no less than (sixty) 60, new-to-the County full-time equivalent jobs and retain (four-hundred fourteen) 414 existing full time equivalent jobs within 3 years of the Project Completion Date. Borrower shall submit and use commercially reasonable efforts to cause tenant of the Project Site to submit an Employment Certification Report on or before December 31 of each calendar year following the Project Completion Date for a total period of 3 years.

Borrower/ Guarantor shall maintain Annual Debt Service Coverage Ratio of at least 1.25 and Current Ratio of at least 1.1 at all times to match the covenants from the JobsOhio loan.

**INSURANCE:**

Borrower shall procure, maintain and pay premiums for, the insurance coverage and limits of liability acceptable to the County with respect to the Project and shall name the County as Additional Insured and/or Loss Payee, as applicable.

**EXPENSES AND FEES:**

An application fee of \$500.00; A loan origination fee of 1.0% of the Loan Amount; The County's attorneys' fees for any outside counsel; Any Loan Expenses then outstanding.

**WORKFORCE AGREEMENT:**

The Borrower will be required to execute a Workforce Development Agreement with OhioMeansJobs for any jobs created as a result of the Project. The Workforce Development Agreement works to match unemployed skilled workers with available positions.

**SKILL UP MEETING(S):**

The Borrower will be required to have a meeting with representatives of the Department of Development's Skill-Up Program in order to assess opportunities to provide new skills to workforce and improve earning potential of employees.

**PREVAILING WAGES:**

If any part of the Loan is used for construction-related labor, Borrower agrees that wages paid to laborers and mechanics employed on the Project under contracts or subcontracts shall be paid at not less than the prevailing rates of wages for laborers and mechanics for the applicable class of work called for by the Project, which wages shall be determined in accordance with the requirements of Chapter 4115, Ohio Revised Code, or the Davis-Bacon Act, and shall cause such wages to be paid in accordance therewith, and Borrower shall require compliance by all contractors and subcontractors of all applicable requirements of Sections 4115.03 through 4115.16, Ohio Revised Code, or the Davis-Bacon Act, including, without limitation, (i) obtaining from the Ohio Department of Industrial Relations, or its federal equivalent, a

determination of the prevailing rates of wages to be paid for all classes of work called for by the Project, (ii) obtaining the designation of a Prevailing Wage Coordinator for the Project

pursuant to Section 4115.071, Ohio Revised Code, or the Davis-Bacon Act and (iii) ensuring that all contractors and subcontractors receive

notification of changes in prevailing wage rates as required under Section 4115.05, Ohio Revised Code, or the Davis-Bacon Act;

**SMALL BUSINESS ENTERPRISE:** Borrowers receiving economic development assistance valued at \$250,000 or more for projects resulting in improvements to real property are hereby encouraged to hire and provide contract opportunities to qualified Small Business Enterprises (SBE) that have been certified pursuant to Cuyahoga County's SBE program, particularly residents of Cuyahoga County whose income equals or falls below the federal poverty guidelines pursuant to Council Ordinance 2011-0014 and the SBE policy adopted October 29, 2009.

**REGULAR REPORTING:** Borrower shall submit, if requested: (i) annual tax returns and audited financial statements, (ii) evidence of current and continuing general liability, Builders Risk, Property insurance as required by the County, (iii) evidence of current real estate tax payments, (iv) annual current rent roll (if applicable), (v) annual job creation reports, and (vi) any other documentation as required under the loan documents.

**JOB CERTIFICATION CONTACT INFORMATION FORM:**

Borrower shall execute a Job Certification Information Form identifying the company's primary contact persons for Providing the County's information requirements pertaining to job creation and financial information matters.

**COUNTY TAXES:**

Borrower must be current on all of its Cuyahoga County tax liabilities before presentation of the Loan request to the Cuyahoga County Community Improvement Corporation (CCCIC) loan review committee.

**OTHER REGULATIONS:**

Borrower to comply with all federal, state and local regulations to the extent that they are applicable to the Project.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0287

<b>Sponsored by: County Executive Ronayne/Department of Development</b>	<b>A Resolution</b> making awards on RQ13103 with various providers in the total amount not-to-exceed \$3,425,000.00 for design and administration of a Small Business Program with a focus on minority and women-owned businesses, effective upon contract signature of all parties, until 6/30/2026; authorizing the County Executive to execute the contracts and all other documents consistent with said awards and this Resolution and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, the County Executive/Department of Development recommends making awards on RQ13103 with various providers in the total amount not-to-exceed \$3,425,000.00 for design and administration of a Small Business Program with a focus on minority and women-owned businesses, effective upon contract signature of all parties, until 6/30/2026 as follows:

- a) Contract No. 4626 with Grow America in an anticipated amount of \$791,666.00
- b) Contract No. 4627 with Northeast Ohio Hispanic Center for Economic Development in anticipated amount of \$650,000.00
- c) Contract No. 4629 with Economic & Community Development Institute in an anticipated amount of \$983,334.00
- d) Contract No. 4633 with Jump Start, Inc. in an anticipated amount of \$330,000.00
- e) Contract No. 4634 with UBIZ Venture Capital in an anticipated amount of \$350,000.00

- f) Contract No. 4635 with Village Capital Corporation in an anticipated amount of \$320,000.00; and

**WHEREAS**, the primary goals of this project are (a) provide capital and overall technical assistance to advance equity and opportunity for small minority-owned and women-owned businesses and entrepreneurs in Cuyahoga County, (b) operate lending services to these businesses in the form of small business capital loans, (c) operate comprehensive technical assistance services to these businesses to include application assistance, processing, underwriting qualification, loan servicing and post-loan support and operate a Capital for Construction Program which incorporates construction industry-specific training, access to markets, procurement/bid opportunities and access to capital for these contracting businesses; and

**WHEREAS**, this project is funded 100% Economic Development Fund; and

**WHEREAS**, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** That the Cuyahoga County Council hereby makes awards on RQ13103 with various providers in the total amount not-to-exceed \$3,425,000.00 for design and administration of a Small Business Program with a focus on minority and women-owned businesses, effective upon contract signature of all parties, until 6/30/2026 as follows:

- a) Contract No. 4626 with Grow America in an anticipated amount of \$791,666.00
- b) Contract No. 4627 with Northeast Ohio Hispanic Center for Economic Development in an anticipated amount of \$650,000.00
- c) Contract No. 4629 with Economic & Community Development Institute in an anticipated amount of \$983,334.00
- d) Contract No. 4633 with Jump Start, Inc. in an anticipated amount of \$330,000.00
- e) Contract No. 4634 with UBIZ Venture Capital in an anticipated amount of \$350,000.00
- f) Contract No. 4635 with Village Capital Corporation in an anticipated amount of \$320,000.00; and

**SECTION 2.** That the County Executive is authorized to execute the contracts and all documents consistent with said awards and this Resolution.

**SECTION 3.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, and safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

**SECTION 4.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: July 16, 2024  
Committee(s) Assigned: Economic Development & Planning

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_

**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	Department of Development / Multiple Awards / Contract / RQ #13103 / Contracts for Small Business Support Activities
<b>Department or Agency Name</b>	Department of Development
<b>Requested Action</b>	<input checked="" type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-# )	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC/Council Approved	Approval No.
		See below	Effective upon contract signatures of all parties through 6/30/2026	Total amount of contracts being awarded \$3,425,000.00	Pending	Pending
O	CM4629	Economic & Community Development Institute		\$983,334.00		
O	CM4626	Grow America		\$791,666.00		
O	CM4633	Jump Start, Inc		\$330,000.00		
O	CM4627	Northeast Ohio Hispanic Center		\$650,000.00		
O	CM4634	UBIZ Venture Capital		\$350,000.00		
O	CM4635	Village Capital Corporation		\$320,000.00		

**Service/Item Description (include quantity if applicable).**

The Department of Development is requesting approval of a contract, per the chart above, to secure a contract to design and carry out small business support activities, or programs, and administer such financial and technical assistance to this clientele, with a particular focus on minority and women-owned businesses, located in the Cuyahoga County.

**Indicate whether:**  **New service/purchase**  
 **Existing service/purchase**  
 **Replacement for an existing service/purchase** (provide details in Service/Item Description section above)

**For purchases of furniture, computers, vehicles:**  **Additional**  
 **Replacement**  
**Age of items being replaced:** \_\_\_\_\_ **How will replaced items be disposed of?** \_\_\_\_\_

**Project Goals, Outcomes or Purpose (list 3):**

To support the growth of small business in Cuyahoga County.  
 To advance equity and opportunity for MBE and WBE small businesses located in Cuyahoga County.

**In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)**

Vendor Name and address:	Owner, executive director, other (specify):
Economic & Community Development Institute 7000 Euclid Ave #203 Cleveland, OH 44103	Inna Kinney CEO
Vendor Council District: 8	Project Council District: County-wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	
Vendor Name and address:	Owner, executive director, other (specify):
Grow America 1111 Superior Avenue E, Suite 1114 Cleveland, OH 44114	Daniel Marsh, III President
Vendor Council District: 7	Project Council District: County-wide
Vendor Name and address:	Owner, executive director, other (specify):
Jump Start, Inc 6701 Carnegie Ave, Suite 100 Cleveland, OH 44103	Ray T. Leach CEO
Vendor Council District: 8	Project Council District: County-wide
Vendor Name and address:	Owner, executive director, other (specify):
Northeast Ohio Hispanic Center 2511 Clark Ave Cleveland, OH 44109	Jenice Contreras Executive Director
Vendor Council District: 7	Project Council District: County-wide
Vendor Name and address:	Owner, executive director, other (specify):
UBIZ Venture Capital 2930 Prospect Avenue East Cleveland, OH 44115	Michael Obi President
Vendor Council District: 8	Project Council District: County-wide
Vendor Name and address:	Owner, executive director, other (specify):
Village Capital Corporation 11327 Shaker Blvd, Ste 500W Cleveland, OH 44103	Dione Alexander President

Vendor Council District: 7	Project Council District: County-wide

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ# <u>13103</u> (Insert RQ# for formal/informal items, as applicable) <input type="checkbox"/> RFB <input type="checkbox"/> RFP <input checked="" type="checkbox"/> RFQ <input type="checkbox"/> Informal <input checked="" type="checkbox"/> Formal Closing Date: 9/5/2023	Provide a short summary for not using competitive bid process.  *See Justification for additional information.
The total value of the solicitation: \$4,000,000.00 Number of Solicitations (sent/received) 10 / 9	<input type="checkbox"/> Exemption <input type="checkbox"/> State Contract, list STS number and expiration date <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): ( 0% ) DBE ( 0% ) SBE ( 0% ) MBE ( 0% ) WBE. Were goals met by awarded vendor per DEI tab sheet review? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please explain.  If no, has this gone to the Administrative Reconsideration Panel? If so, what was the outcome?	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting (    ).
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, please explain: Multiple Awards	<input type="checkbox"/> Government Purchase <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?  Multiple Awards	<input type="checkbox"/> Contract Amendment - (list original procurement) <input type="checkbox"/> Other Procurement Method, please describe:

<b>Is Purchase/Services technology related</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, complete section below:	
<input type="checkbox"/> Check if item on IT Standard List of approved purchase.	If item is not on IT Standard List state date of TAC approval:
Is the item ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	

<b>FUNDING SOURCE:</b> Please provide the complete, proper name of each funding source (No acronyms). Include % for each funding source listed.  100% Economic Development Fund - DV220110 / 55130 / DEVECD001
Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):

List all Accounting Unit(s) upon which funds will be drawn and amounts if more than one accounting unit.

Payment Schedule:  Invoiced  Monthly  Quarterly  One-time  Other (please explain):

Provide status of project.

Is contract/purchase late  No  Yes, In the fields below provide reason for late and timeline of late submission

Reason:

**Timeline**

Project/Procurement Start Date (date your team started working on this item):

Date documents were requested from vendor:

Date of insurance approval from risk manager:

Date Department of Law approved Contract:

Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:

If late, have services begun?  No  Yes (if yes, please explain)

Have payments been made?  No  Yes (if yes, please explain)

**HISTORY** (see instructions):

Prior Original (O) and subsequent Amendments (A-# )	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC/Council Approved	Approval No.
O	CM2177	Economic & Community Development Institute	03/01/2022 – 02/29/2024	\$750,000.00	3/8/2022	R2022-0044
O	CM2179	Grow America - fka-National Development Council	03/01/2022 – 02/29/2024	\$750,000.00	3/8/2022	R2022-0044
O	CM2181	Village Capital Corporation	03/01/2022 – 02/29/2024	\$500,000.00	3/8/2022	R2022-0044

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	13103
Infor/Lawson PO# Code (if applicable):	RFQ
Event #	4663
CM Contract#	4626

	<b>Department initials</b>	<b>Clerk of the Board</b>
Briefing Memo	LB	<input type="checkbox"/>

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the contract being submitted late?		
What is being done to prevent this from reoccurring?		

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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<b>FULL AND OPEN COMPETITION</b>				
<b>Formal RFQ</b>				
<b>Reviewed by Purchasing</b>				
			<b>Department initials</b>	<b>Purchasing</b>
Notice of Intent to Award (sent to all responding vendors)			LB	GM
Bid Specification Packet			LB	GM
Final DEI Goal Setting Worksheet			LB	GM
Diversity Documents – <i>if required (goal set)</i>			N/A	N/A
Award Letter (sent to awarded vendor)			LB	GM
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>			N/A	N/A
Tabulation Sheet			LB	GM
Evaluation with Scoring Summary ( <i>Names of evaluators to be included, must have minimum of three evaluators</i> ).			LB	GM
IG#	20-0227-REG 12/31/2024		LB	National Council for Community Development, aka National 20-0227-REG 12/31/2024 GM Please See W-9 to Confirm Grow America and National Council for Community Development are same
Debarment/Suspension Verified	Date:	6/11/2024	LB	GM
Auditor’s Finding	Date:	6/11/2024	LB	GM
Vendor’s Submission			LB	GM
Independent Contractor (I.C.) Requirement	Date:	11/2/2023	LB	GM
Cover - Master contracts only			N/A	N/A

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Contract Evaluation – <i>if required</i>	LB	GM
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	N/A	N/A
Checklist Verification	LB	GM

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	<b>Department initials</b>
Agreement/Contract and Exhibits	LB documents attached GM
Matrix Law Screen shot	LB documents attached GM
COI	LB documents attached GM
Workers’ Compensation Insurance	LB documents attached GM

### CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Amount
<b>Effective Date</b> – 12/31/2024	DV220110	55130	DEVECD001	\$197,916.50
01/01/2025 – 12/31/2025	DV220110	55130	DEVECD001	\$395,833.00
01/01/2026 – <b>06/30/2026</b>	DV220110	55130	DEVECD001	\$197,916.50
			<b>TOTAL</b>	<b>\$791,666.00</b>

### CONTRACT HISTORY (to be completed by department)

<b>CE/AG# (if applicable)</b>	n/a				
<b>Infor/Lawson PO# and PO Code (if applicable)</b>	211443 RFQ				
<b>Lawson RQ# (if applicable)</b>	6222				
<b>CM Contract#</b>	2179				
	<b>Original Amount</b>	<b>Amendment Amount</b>	<b>Original Time Period &amp; End Date/ Amended End Date</b>	<b>Approval Date</b>	<b>Approval #</b>
<b>Original Amount</b>	\$750,000.00		03/01/2022 – 02/29/2024	03/08/2022	R2022-0044
	<b>Prior Amendment Amounts (list separately)</b>	\$			
		\$			
		\$			
	<b>Pending Amendment</b>	\$			

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	<b>Total Amendments</b>	<b>\$</b>			
<b>Total Contact Amount</b>	<b>\$</b>				

### PURCHASING USE ONLY

Prior Resolutions	R2022-0044 dated 03/08/2022
CM#:	4626
Vendor Name:	Grow America
ftp:	the date of the signature of the authorized County representative (the “Effective Date”) to June 30, 2026
Amount:	\$791,666.00
History/CE:	CM2179
EL:	ok
Procurement Notes:	<p>The Department of Development is requesting approval of an Agreement with Grow America, to secure a contract to design and carry out small business support activities, or programs, and administer such financial and technical assistance to this clientele, with a particular focus on minority and women-owned businesses, located in the Cuyahoga County. The agreement amount is for \$791,666.00 and the time period is from Effective date to June 30, 2026. Funding: 100% Economic Development Fund.</p> <p><i>Please See W-9 to Confirm Grow America and National Council for Community Development are same</i></p>
Purchasing Buyer’s initials and date of approval	GM 06/26/2024

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	13103
Infor/Lawson PO# Code (if applicable):	RFQ
Event #	4663
CM Contract#	4627

	<b>Department initials</b>	<b>Clerk of the Board</b>
Briefing Memo	LB	<input type="checkbox"/>

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the contract being submitted late?		
What is being done to prevent this from reoccurring?		

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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<b>FULL AND OPEN COMPETITION</b>				
<b>Formal RFQ</b>				
<b>Reviewed by Purchasing</b>				
			<b>Department initials</b>	<b>Purchasing</b>
Notice of Intent to Award (sent to all responding vendors)			LB	GM
Bid Specification Packet			LB	GM
Final DEI Goal Setting Worksheet			LB	GM
Diversity Documents – <i>if required (goal set)</i>			N/A	N/A
Award Letter (sent to awarded vendor)			LB	GM
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>			N/A	N/A
Tabulation Sheet			LB	GM
Evaluation with Scoring Summary ( <i>Names of evaluators to be included, must have minimum of three evaluators</i> ).			LB	GM
IG#	23-0214-REG 12/31/2027		LB	Northeast Ohio Hispanic Center for Economic Development 23- 0214-REG 12/31/2027, GM
Debarment/Suspension Verified	Date:	6/11/2024	LB	GM
Auditor’s Finding	Date:	6/11/2024	LB	GM
Vendor’s Submission			LB	GM
Independent Contractor (I.C.) Requirement	Date:	6/11/2024	LB	GM
Cover - <i>Master contracts only</i>			N/A	N/A
Contract Evaluation – <i>if required</i>			N/A	N/A
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			LB	GM

Other documentation may be required depending upon your specific item

## Department of Purchasing – Required Documents Checklist

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Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	<b>Department initials</b>
Agreement/Contract and Exhibits	LB documents attached GM
Matrix Law Screen shot	LB documents attached GM
COI	LB documents attached GM
Workers’ Compensation Insurance	LB documents attached GM

### CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Amount
<b>Effective Date –</b> 12/31/2024	DV220110	55130	DEVECD001	\$162,500.00
01/01/2025 – 12/31/2025	DV220110	55130	DEVECD001	\$325,000.00
01/01/2026 – <b>06/30/2026</b>	DV220110	55130	DEVECD001	\$162,500.00
			<b>TOTAL</b>	<b>\$650,000.00</b>

### CONTRACT HISTORY (to be completed by department)

<b>CE/AG# (if applicable)</b>		N/A			
<b>Infor/Lawson PO# and PO Code (if applicable)</b>		N/A			
<b>Lawson RQ# (if applicable)</b>		N/A			
<b>CM Contract#</b>		N/A			
	<b>Original Amount</b>	<b>Amendment Amount</b>	<b>Original Time Period &amp; End Date/ Amended End Date</b>	<b>Approval Date</b>	<b>Approval #</b>
<b>Original Amount</b>	\$				
	<b>Prior Amendment Amounts (list separately)</b>	\$			
		\$			
		\$			
	<b>Pending Amendment</b>	\$			
	<b>Total Amendments</b>	\$			
<b>Total Contact Amount</b>	\$				

PURCHASING USE ONLY

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Revised 7/28/2022

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Prior Resolutions	N/A
CM#:	4627
Vendor Name:	Northeast Ohio Hispanic Center for Economic Development
ftp:	the date of the signature of the authorized County representative (the “Effective Date”) to June 30, 2026
Amount:	\$650,000.00
History/CE:	N/A
EL:	ok
Procurement Notes:	The Department of Development is requesting approval of an Agreement with Northeast Ohio Hispanic Center for Economic Development, to secure a contract to design and carry out small business support activities, or programs, and administer such financial and technical assistance to this clientele, with a particular focus on minority and women-owned businesses, located in the Cuyahoga County. The agreement amount is for \$650,000.00 and the time period is from Effective date to June 30, 2026 Funding: 100% Economic Development Fund.
Purchasing Buyer’s initials and date of approval	GM 06/26/2024

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	13103
Infor/Lawson PO# Code (if applicable):	RFQ
Event #	4633
CM Contract#	4629

	<b>Department initials</b>	<b>Clerk of the Board</b>
Briefing Memo	LB	<input type="checkbox"/>

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the contract being submitted late?		
What is being done to prevent this from reoccurring?		

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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<b>FULL AND OPEN COMPETITION</b>				
<b>Formal RFQ</b>				
<b>Reviewed by Purchasing</b>				
			<b>Department initials</b>	<b>Purchasing</b>
Notice of Intent to Award (sent to all responding vendors)			JAP	GM
Bid Specification Packet			JAP	GM
Final DEI Goal Setting Worksheet			JAP	GM
Diversity Documents – <i>if required (goal set)</i>			N/A	N/A
Award Letter (sent to awarded vendor)			JAP	GM
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>			N/A	N/A
Tabulation Sheet			JAP	GM
Evaluation with Scoring Summary ( <i>Names of evaluators to be included, must have minimum of three evaluators</i> ).			JAP	GM
IG#	21-0363-REG	31DEC2025	JAP	The Economic & Community Development Institute 21-0363-REG 12/31/2025 GM
Debarment/Suspension Verified	Date:	06/17/2024	JAP	GM
Auditor’s Finding	Date:	06/13/2024	JAP	GM
Vendor’s Submission			JAP	GM
Independent Contractor (I.C.) Requirement	Date:	06/12/2024	JAP	GM
<i>Cover - Master contracts only</i>			N/A	N/A
Contract Evaluation – <i>if required</i>			JAP	GM
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			JAP	GM

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Reviewed by Law	
	<b>Department initials</b>
Agreement/Contract and Exhibits	JAP documents attached GM
Matrix Law Screen shot	JAP documents attached GM
COI	JAP documents attached GM
Workers’ Compensation Insurance	JAP documents attached GM

### CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Amount
Effective Date – 12/31/2024	DV220110	55130	DEVECD001	\$245,833.50
01/01/2025 – 12/31/2025	DV220110	55130	DEVECD001	\$491,667.00
01/01/2026 – 06/30/2026	DV220110	55130	DEVECD001	\$245,833.50
			<b>TOTAL</b>	<b>\$983,334.00</b>

### CONTRACT HISTORY (to be completed by department)

<b>CE/AG# (if applicable)</b>					
<b>Infor/Lawson PO# and PO Code (if applicable)</b>		211442			
<b>Lawson RQ# (if applicable)</b>		6222			
<b>CM Contract#</b>		2177			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$750,000.00		03/01/2022 - 02/29/2024	3/8/2022	R2022-0044
	<b>Prior Amendment Amounts (list separately)</b>	\$			
		\$			
	<b>Pending Amendment</b>	\$			
	<b>Total Amendments</b>	\$			
<b>Total Contact Amount</b>	\$750,000.00				

### PURCHASING USE ONLY

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Prior Resolutions	R2022-0044
CM#:	4629
Vendor Name:	Economic & Community Development Institute
ftp:	the date of the signature of the authorized County representative (the “Effective Date”) to June 30, 2026
Amount:	\$983,334.00
History/CE:	2177
EL:	ok
Procurement Notes:	The Department of Development is requesting approval of an Agreement with Economic & Community Development Institute, to secure a contract to design and carry out small business support activities, or programs, and administer such financial and technical assistance to this clientele, with a particular focus on minority and women-owned businesses, located in the Cuyahoga County. The agreement amount is \$983,334.00 and the time period is from Effective date to June 30, 2026. Funding: 100% Economic Development Fund.
Purchasing Buyer’s initials and date of approval	GM 06/26/2024

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	13103
Infor/Lawson PO# Code (if applicable):	RFQ
Event #	4663
CM Contract#	4633

	<b>Department initials</b>	<b>Clerk of the Board</b>
Briefing Memo	LB	<input type="checkbox"/>

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the contract being submitted late?		
What is being done to prevent this from reoccurring?		

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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<b>FULL AND OPEN COMPETITION</b>				
<b>Formal RFQ</b>				
<b>Reviewed by Purchasing</b>				
			<b>Department initials</b>	<b>Purchasing</b>
Notice of Intent to Award (sent to all responding vendors)			JAP	GM
Bid Specification Packet			JAP	GM
Final DEI Goal Setting Worksheet			JAP	GM
Diversity Documents – <i>if required (goal set)</i>			N/A	N/A
Award Letter (sent to awarded vendor)			JAP	GM
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>			N/A	N/A
Tabulation Sheet			JAP	GM
Evaluation with Scoring Summary ( <i>Names of evaluators to be included, must have minimum of three evaluators</i> ).			JAP	GM
IG#	21-0244-REG 31DEC2025		JAP	JumpStart NEXT Fund II, LP 21-0244-REG 12/31/2025 GM
Debarment/Suspension Verified	Date:	06/17/2024	JAP	GM
Auditor’s Finding	Date:	06/17/2024	JAP	GM
Vendor’s Submission			JAP	GM
Independent Contractor (I.C.) Requirement	Date:	02/29/2024	JAP	GM
Cover - <i>Master contracts only</i>			N/A	N/A
Contract Evaluation – <i>if required</i>			N/A	N/A
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			JAP	GM

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Reviewed by Law	
	<b>Department initials</b>
Agreement/Contract and Exhibits	JAP documents attached GM
Matrix Law Screen shot	JAP documents attached GM
COI	JAP documents attached GM
Workers’ Compensation Insurance	JAP documents attached GM

### CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Amount
08/01/2024 – 12/31/2024	DV220110	55130	DEVECD001	\$82,500.00
01/01/2025- 12/31/2025	DV220110	55130	DEVECD001	\$165,000.00
01/01/2026 – 07/31/2026	DV220110	55130	DEVECD001	\$82,500.00
			<b>TOTAL</b>	\$330,000.00

### CONTRACT HISTORY (to be completed by department)

<b>CE/AG# (if applicable)</b>		N/A			
<b>Infor/Lawson PO# and PO Code (if applicable)</b>		N/A			
<b>Lawson RQ# (if applicable)</b>		N/A			
<b>CM Contract#</b>		NO PREVIOUS HISTORY			
	<b>Original Amount</b>	<b>Amendment Amount</b>	<b>Original Time Period &amp; End Date/ Amended End Date</b>	<b>Approval Date</b>	<b>Approval #</b>
<b>Original Amount</b>	\$				
	<b>Prior Amendment Amounts (list separately)</b>	\$			
		\$			
		\$			
	<b>Pending Amendment</b>	\$			
	<b>Total Amendments</b>	\$			
<b>Total Contact Amount</b>	\$				

### PURCHASING USE ONLY

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Prior Resolutions	N/A
CM#:	4633
Vendor Name:	JumpStart, Inc.
ftp:	the date of the signature of the authorized County representative (the “Effective Date”) to June 30, 2026
Amount:	\$330,000.00
History/CE:	N/A
EL:	ok
Procurement Notes:	The Department of Development is requesting approval of an Agreement with JumpStart, Inc., to secure a contract to design and carry out small business support activities, or programs, and administer such financial and technical assistance to this clientele, with a particular focus on minority and women-owned businesses, located in the Cuyahoga County. The agreement amount is \$330,000.00 and the time period is from Effective date to June 30, 2026. Funding: 100% Economic Development Fund.
Purchasing Buyer’s initials and date of approval	GM 06/26/2024

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	13103
Infor/Lawson PO# Code (if applicable):	RFQ
Event #	4663
CM Contract#	4634

	<b>Department initials</b>	<b>Clerk of the Board</b>
Briefing Memo	LB	<input type="checkbox"/>

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the contract being submitted late?		
What is being done to prevent this from reoccurring?		

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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<b>FULL AND OPEN COMPETITION Formal RFQ Reviewed by Purchasing</b>
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	Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)	JAP	GM
Bid Specification Packet	JAP	GM
Final DEI Goal Setting Worksheet	JAP	GM
Diversity Documents – <i>if required (goal set)</i>	N/A	N/A
Award Letter (sent to awarded vendor)	JAP	GM
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>	N/A	N/A
Tabulation Sheet	JAP	GM
Evaluation with Scoring Summary ( <i>Names of evaluators to be included, must have minimum of three evaluators</i> ).	JAP	GM
IG# 24-0061-REG 31DEC2028	JAP	UBIZ Venture Capital 24-0061-REG 12/31/2028 GM
Debarment/Suspension Verified Date: 06/17/2024	JAP	GM
Auditor’s Finding Date: 06/17/2024	JAP	GM
Vendor’s Submission	JAP	GM
Independent Contractor (I.C.) Requirement Date: 02/29/2024	JAP	GM
Cover - <i>Master contracts only</i>	N/A	N/A
Contract Evaluation – <i>if required</i>	N/A	N/A
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	N/A	N/A
Checklist Verification	LB	GM

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

<b>Reviewed by Law</b>
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## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	Department initials
Agreement/Contract and Exhibits	JAP documents attached GM
Matrix Law Screen shot	LB documents attached GM
COI	LB documents attached GM
Workers’ Compensation Insurance	LB documents attached GM

### CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Amount
<b>Effective Date</b> – 12/31/2024	DV220110	55130	DEVECD001	\$87,500.00
01/01/2025 - 12/31/2025	DV220110	55130	DEVECD001	\$175,000.00
01/01/2026 – <b>06/30/2026</b>	DV220110	55130	DEVECD001	\$87,500.00
			<b>TOTAL</b>	<b>\$350,000.00</b>

### CONTRACT HISTORY (to be completed by department)

<b>CE/AG# (if applicable)</b>		N/A			
<b>Infor/Lawson PO# and PO Code (if applicable)</b>		N/A			
<b>Lawson RQ# (if applicable)</b>		N/A			
<b>CM Contract#</b>		NO PREVIOUS HISTORY			
	<b>Original Amount</b>	<b>Amendment Amount</b>	<b>Original Time Period &amp; End Date/ Amended End Date</b>	<b>Approval Date</b>	<b>Approval #</b>
<b>Original Amount</b>	\$				
	<b>Prior Amendment Amounts (list separately)</b>	\$			
		\$			
		\$			
	<b>Pending Amendment</b>	\$			
	<b>Total Amendments</b>	\$			
<b>Total Contact Amount</b>	\$				

### PURCHASING USE ONLY

Prior Resolutions	N/A
CM#:	4634

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Revised 7/28/2022

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Vendor Name:	UBIZ Venture Capital
ftp:	the date of the signature of the authorized County representative (the “Effective Date”) to June 30, 2026
Amount:	\$350,000.00
History/CE:	N/A
EL:	ok
Procurement Notes:	The Department of Development is requesting approval of an Agreement with UBIZ Venture Capital to secure a contract to design and carry out small business support activities, or programs, and administer such financial and technical assistance to this clientele, with a particular focus on minority and women-owned businesses, located in the Cuyahoga County. The agreement amount is \$350,000.00 and the time period is from Effective date to June 30, 2026. Funding: 100% Economic Development Fund.
Purchasing Buyer’s initials and date of approval	GM 06/26/2024

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	13103
Infor/Lawson PO# Code (if applicable):	RFQ
Event #	4663
CM Contract#	4635

	<b>Department initials</b>	<b>Clerk of the Board</b>
Briefing Memo	LB	<input type="checkbox"/>

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the contract being submitted late?		
What is being done to prevent this from reoccurring?		

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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<b>FULL AND OPEN COMPETITION Formal RFQ Reviewed by Purchasing</b>
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		Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)		JAP	GM
Bid Specification Packet		JAP	GM
Final DEI Goal Setting Worksheet		JAP	GM
Diversity Documents – <i>if required (goal set)</i>		N/A	N/A
Award Letter (sent to awarded vendor)		JAP	GM
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>		N/A	N/A
Tabulation Sheet		JAP	GM
Evaluation with Scoring Summary ( <i>Names of evaluators to be included, must have minimum of three evaluators.</i> )		JAP	GM
IG#	21-0404-REG 31DEC2025	JAP	Village Capital Corporation 21-0404-REG 12/31/2025 GM
Debarment/Suspension Verified	Date: 06/17/2024	JAP	GM
Auditor’s Finding	Date: 06/17/2024	JAP	GM
Vendor’s Submission		JAP	GM
Independent Contractor (I.C.) Requirement	Date: 6/20/2024	JAP	GM
Cover - <i>Master contracts only</i>		N/A	N/A
Contract Evaluation – <i>if required</i>		JAP	GM
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.		N/A	N/A
Checklist Verification		LB	GM

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuvahoga.cc/policies-procedures/procurement-information>

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Reviewed by Law	
	<b>Department initials</b>
Agreement/Contract and Exhibits	JAP documents attached GM
Matrix Law Screen shot	LB documents attached GM
COI	LB documents attached GM
Workers' Compensation Insurance	LB documents attached GM

### CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Amount
Effective Date - 12/31/2024	DV220110	55130	DEVECD001	\$80,000.00
01/01/2025 – 12/31/2025	DV220110	55130	DEVECD001	\$160,000.00
01/01/2026 – 06/30/2026	DV220110	55130	DEVECD001	\$80,000.00
			<b>TOTAL</b>	<b>\$320,000.00</b>

### CONTRACT HISTORY (to be completed by department)

<b>CE/AG# (if applicable)</b>					
<b>Infor/Lawson PO# and PO Code (if applicable)</b>		211445			
<b>Lawson RQ# (if applicable)</b>		6222			
<b>CM Contract#</b>		2181			
	<b>Original Amount</b>	<b>Amendment Amount</b>	<b>Original Time Period &amp; End Date/ Amended End Date</b>	<b>Approval Date</b>	<b>Approval #</b>
<b>Original Amount</b>	<b>\$500,000.00</b>		<b>03/01/2022 – 02/29/2024</b>	<b>03/08/2022</b>	<b>R2022-0044</b>
	<b>Prior Amendment Amounts (list separately)</b>	<b>\$</b>			
		<b>\$</b>			
		<b>\$</b>			
	<b>Pending Amendment</b>	<b>\$</b>			
	<b>Total Amendments</b>	<b>\$</b>			
<b>Total Contact Amount</b>	<b>\$500,000.00</b>				

### PURCHASING USE ONLY

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Prior Resolutions	R2022-0044
CM#:	4635
Vendor Name:	Village Capital Corporation
ftp:	the date of the signature of the authorized County representative (the “Effective Date”) to June 30, 2026
Amount:	\$320,000.00
History/CE:	CM2181
EL:	ok
Procurement Notes:	The Department of Development is requesting approval of an Agreement with Village Capital Corporation to secure a contract to design and carry out small business support activities, or programs, and administer such financial and technical assistance to this clientele, with a particular focus on minority and women-owned businesses, located in the Cuyahoga County. The agreement amount is \$320,000.00 and the time period is from Effective date to June 30, 2026. Funding: 100% Economic Development Fund.
Purchasing Buyer’s initials and date of approval	GM 06/26/2024



## Department of Purchasing Tabulation Sheet

REQUISITION NUMBER: 13103	EVENT: 4663	TYPE: RFQ	ESTIMATE: \$3,000,000.00
CONTRACT PERIOD:		RFP DUE DATE: September 5, 2023	
REQUESTING DEPARTMENT: Development		COMMODITY DESCRIPTION: Administration of Support Programs for Small Business Entities	
DIVERSITY GOAL/SBE 0 %		DIVERSITY GOAL/WBE 0 %	

No.	Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
1.	Contractors Assistance Association (Construction Employers Association) 950 Keynote Circle, Suite 10 Cleveland, OH 44131	Compliant: <input checked="" type="checkbox"/> Yes  IG Registration Complete: <input checked="" type="checkbox"/> No  IG Number: <i>*Bidder needs to be register</i>  NCA: N/A  Planholder: <input checked="" type="checkbox"/> Yes  Department of Purchasing: <b>OK GHM 09 /05/23</b>	SBE / MBE / WBE  N/A		<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Economic and Community Development Institute 7000 Euclid Avenue, Suite 203 Cleveland, OH 44103	Compliant: <input checked="" type="checkbox"/> Yes  IG Registration Complete: <input checked="" type="checkbox"/> Yes  IG Number: 21-0363-REG  NCA: N/A  Planholder: <input checked="" type="checkbox"/> Yes	N/A		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

No.	Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
3.	JumpStart, Inc. 6701 Carnegie Avenue, Suite 100 Cleveland, OH 44103	Department of Purchasing: <b>OK GHM 09 /05/23</b>  Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 19-0210-REG NCA: N/A Planholder: <input checked="" type="checkbox"/> Yes Department of Purchasing: <b>OK GHM 09 /05/23</b>	N/A		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4.	Manufacturing Works 3135 Berea Road Cleveland, OH 44111	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 21-0307-REG NCA: N/A Planholder: <input checked="" type="checkbox"/> Yes Department of Purchasing: <b>OK GHM 09 /05/23</b>	N/A		<input type="checkbox"/> Yes <input type="checkbox"/> No

5.	<p>NDC-National Development Council  1111 Superior Avenue E  Cleveland, OH 44114</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes  IG Registration Complete: <input checked="" type="checkbox"/> Yes  IG Number: 20-0227-REG  NCA: N/A  Planholder: <input checked="" type="checkbox"/> Yes  Department of Purchasing:  <b>OK GHM 09 /05/23</b></p>	N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6.	<p>NEO Hispanic Center for Economic Development  2511 Clark Avenue  Cleveland, OH 44109</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes  IG Registration Complete: <input checked="" type="checkbox"/> Yes  IG Number: 23-0214-REG  NCA: N/A  Planholder: <input checked="" type="checkbox"/> Yes  Department of Purchasing:  <b>OK GHM 09 /05/23</b></p>	N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7.	<p>Ohio Aerospace Institute  22800 Cedar Point Road  Cleveland, OH 44142</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes  IG Registration Complete: <input checked="" type="checkbox"/> Yes  IG Number: 19-0018-REG  NCA: N/A  Planholder: <input checked="" type="checkbox"/> Yes  Department of Purchasing:  <b>OK GHM 09 /05/23</b></p>	N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No

8.	<p>UBIZ Venture Capital (Urban League)  2930 Prospect Avenue  Cleveland, OH 44115</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes  IG Registration Complete: <input checked="" type="checkbox"/> Yes  IG Number: 21-0275-REG  NCA: N/A  Planholder: <input checked="" type="checkbox"/> Yes  Department of Purchasing:  <b>OK GHM 09 /05/23</b></p>	N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9.	<p>Village Capital Corporation (NPI)  11327 Shaker Blvd. Suite 500W  Cleveland, Oh 44104</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes  IG Registration Complete: <input checked="" type="checkbox"/> Yes  IG Number: 21-0404-REG  NCA: N/A  Planholder: <input checked="" type="checkbox"/> Yes  Department of Purchasing:  <b>OK GHM 09 /05/23</b></p>	N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**GOAL SETTING WORKSHEET**

Department Name: Department of Development  
 Contact Name: Bob Flauto  
 Contact Phone#: (216) 698-2898  
 Contact Email: bflauto@cuyahogacounty.us  
 RQ#: 13103  
 RQ Description: Administration of Support Programs for Small Business Entities

*NOTE: User Department completes the YELLOW AREAS ONLY.*

Work Category/Scope	NIGP Code (5 digits)	Work/Scope Amount (\$)	Disparity Study Work/Scope Availability # (All Vendors)	Disparity Study Work/Scope Availability # (MBE)	Disparity Study Work/Scope Availability % (MBE)	Disparity Study Work/Scope Availability \$ (MBE)	Disparity Study Work/Scope Availability # (WBE)	Disparity Study Work/Scope Availability % (WBE)	Disparity Study Work/Scope Availability \$ (WBE)
DISADVANTAGE BUSINESS ENTERPRISE (DBE) AND HISTORICALLY UNDE	91835	\$ 3,000,000.00	1		0.00	0.00		0.00	0.00
<b>Totals (\$):</b>		<b>3000000.00</b>	<b>1</b>		<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>

Project Diversity Goals:

Comments: LL 7/12/23  
 NIGP 91835: NIGP 91835:  
 26t/7m/0w with 22t/4m/0w without  
 duplicates duplicates

Override: scope of work is to allocate a new round of capital and operating funding to nonprofit support organizations who programmatically assist small businesses in these areas  
 0%  
 0%  
 0%

MBE Goal  
 WBE Goal  
 SBE Goal (not calculated)

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Grow America – FKA National Development Council				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM2179 PO211443				
<b>RQ#</b>	6222				
<b>Time Period of Original Contract</b>	03/01/2022 – 02/29/2024				
<b>Background Statement</b>	Cuyahoga County’s Five-Year Economic Development Plan recognizes the importance of small business as a key driver of innovation, job creation, wealth creation, and economic opportunity. The County further recognizes the need for supports to overcome the effects of past discrimination against minority and women business entrepreneurs and owners – both in the areas of capital provision and technical assistance.				
<b>Service Description</b>	To support the growth of small business; and to advance equity and opportunity for MBE and WBE small businesses located in Cuyahoga County, through the highest and best combination of financial and technical assistance programs available.				
<b>Performance Indicators</b>	The design and execution of a superior small business program, or programs, and the administration of financial and technical assistance to this clientele, with a focus on minority and women-owned businesses in Cuyahoga County.				
<b>Actual Performance versus performance indicators (include statistics):</b>	Performed as expected				
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>	X				
<b>Justification of Rating</b>	Performed as expected				
<b>Department Contact</b>	Vaughn Johnson				
<b>User Department</b>	Department of Development				
<b>Date</b>	June 18, 2024				

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Economic and Community Development Institute				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM# 2177 PO# 211442				
<b>RQ#</b>	6222				
<b>Time Period of Original Contract</b>	03/01/2022 – 02/29/2024				
<b>Background Statement</b>	Cuyahoga County’s Five-Year Economic Development Plan recognizes the importance of small business as a key driver of innovation, job creation, wealth creation, and economic opportunity. The County further recognizes the need for supports to overcome the effects of past discrimination against minority and women business entrepreneurs and owners – both in the areas of capital provision and technical assistance.				
<b>Service Description</b>	To support the growth of small business; and to advance equity and opportunity for MBE and WBE small businesses located in Cuyahoga County, through the highest and best combination of financial and technical assistance programs available.				
<b>Performance Indicators</b>	The design and execution of a superior small business program, or programs, and the administration of financial and technical assistance to this clientele, with a focus on minority and women-owned businesses in Cuyahoga County.				
<b>Actual Performance versus performance indicators (include statistics):</b>	Performed as expected				
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>	X				
<b>Justification of Rating</b>	Performed as expected				
<b>Department Contact</b>	Vaughn Johnson				
<b>User Department</b>	Department of Development				
<b>Date</b>	June 18, 2024				

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Village Capital				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM#2181 PO# 211445				
<b>RQ#</b>	6222				
<b>Time Period of Original Contract</b>	03/01/2022 – 02/29/2024				
<b>Background Statement</b>	Cuyahoga County's Five-Year Economic Development Plan recognizes the importance of small business as a key driver of innovation, job creation, wealth creation, and economic opportunity. The County further recognizes the need for supports to overcome the effects of past discrimination against minority and women business entrepreneurs and owners – both in the areas of capital provision and technical assistance				
<b>Service Description</b>	To support the growth of small business; and to advance equity and opportunity for MBE and WBE small businesses located in Cuyahoga County, through the highest and best combination of financial and technical assistance programs available				
<b>Performance Indicators</b>	The design and execution of a superior small business program, or programs, and the administration of financial and technical assistance to this clientele, with a focus on minority and women-owned businesses in Cuyahoga County.				
<b>Actual Performance versus performance indicators (include statistics):</b>	Performed as expected				
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>	X				
<b>Justification of Rating</b>	Performed as expected				
<b>Department Contact</b>	Vaughn Johnson				
<b>User Department</b>	Department of Development				
<b>Date</b>	June 18, 2024				