



## CUYAHOGA COUNTY COUNCIL

### HEALTH, HUMAN SERVICES & AGING COMMITTEE

CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS

4<sup>th</sup> FLOOR

#### MEETING AGENDA

WEDNESDAY, SEPTEMBER 17, 2025—1:00 P.M.

#### Committee Members

Yvonne M. Conwell, Chair | Dist. 7  
Martin J. Sweeney, Vice Chair | Dist. 3  
Mark Casselberry | Dist. 4  
Michael J. Houser, Sr. | Dist. 10  
Robert E. Schleper, Jr. | Dist. 6

#### 1. CALL TO ORDER

#### 2. ROLL CALL

#### 3. PUBLIC COMMENT

#### 4. APPROVAL OF MINUTES FROM THE JULY 30, 2025 MEETING

#### 5. MATTERS REFERRED TO COMMITTEE

- a) R2025-0258: A Resolution authorizing an amendment to a Master Contract with various providers for Supplemental Nutrition Assistance Program (SNAP) to Skills Employment and Training services for the period 10/1/2023 – 9/30/2025 to extend the time period to 9/30/2026 and for additional funds in the total amount not-to-exceed \$1,300,000.00, effective 10/1/2025; authorizing the County Executive to execute the Master Contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:
- 1) Contract No. 3684 with The Centers for Families and Children in the amount not-to-exceed \$140,000.00.
  - 2) Contract No. 3704 with Cleveland Center for Arts & Technology dba New Bridge Cleveland in the amount not-to-exceed \$400,000.00.
  - 3) Contract No. 3707 with Cuyahoga County Public Library in the amount not-to-exceed \$50,000.00.
  - 4) Contract No. 3710 with Goodwill Industries of Greater Cleveland and East Central Ohio, Inc. in the amount not-to-exceed \$60,000.00.
  - 5) Contract No. 3706 with Lutheran Metropolitan Ministry in the amount not-to-exceed \$150,000.00.

- 6) Contract No. 3708 with Towards Employment in the amount not-to-exceed \$200,000.00.
  - 7) Contract No. 3711 with West Side Catholic Center in the amount not-to-exceed \$300,000.00.
- b) R2025-0271: A Resolution authorizing an amendment to Contract No. 5003 (fka Contract No. 4223) with Catholic Charities Corporation for success coaching services for eligible Ohio Works First applicants and management of the incentive payment system in connection with the Benefit Bridge Pilot Program for the period 3/1/2024 – 6/30/2025 to extend the time period to 6/30/2026, to amend terms, and for additional funds in the amount not-to-exceed \$1,996,754.24, effective 3/1/2025; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
- c) R2025-0272: A Resolution authorizing an amendment to a Master Contract with various providers for emergency assistance services for the period 9/1/2024 – 8/31/2025 to extend the time period to 8/31/2026 and for additional funds in the total amount not-to-exceed \$1,575,000.00, effective 9/1/2025; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:
- 1) Contract No. 4620 with A-Z Furniture Co., Inc. in the anticipated amount not-to-exceed \$315,000.00.
  - 2) Contract No. 4617 with Burlington Stores in the anticipated amount not-to-exceed \$500,000.00.
  - 3) Contract No. 4622 with Dave's Supermarket, Inc. in the anticipated amount not-to-exceed \$125,000.00.
  - 4) Contract No. 4621 with Penney OpCo LLC, dba JCPenney in the anticipated amount not-to-exceed \$250,000.00.
  - 5) Contract No. 4619 with West 25th Furnishings and Appliances, Inc. in the anticipated amount not-to-exceed \$385,000.00.

## 6. PRESENTATION

- a) **Child Protection Team Project -**
- Jennifer Johnson, Executive Director and Michael Bokmiller, Director of Community Partnership at Canopy Child Advocacy Center
  - Kara Davis, Deputy Director at Cuyahoga County Division of Children and Family Services

- Dr. Kristen Iniguez, DO, FAAP, Director of Pediatric Forensic Medic Team at University Hospital
- Debora Brewer, Assistant Prosecuting Attorney and MTU/SVU Supervisor at Cuyahoga County Prosecutor's Office
- Dr. Aparna Roy, Chief of Pediatrics at MetroHealth

## **7. MISCELLANEOUS BUSINESS**

## **8. ADJOURNMENT**

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



## CUYAHOGA COUNTY COUNCIL

### HEALTH, HUMAN SERVICES & AGING COMMITTEE

CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS

4<sup>th</sup> FLOOR

#### MEETING MINUTES

WEDNESDAY, JULY 30, 2025—1:00 P.M.

#### Committee Members

Yvonne M. Conwell, Chair | Dist. 7  
Martin J. Sweeney, Vice Chair | Dist. 3  
Mark Casselberry | Dist. 4  
Michael J. Houser, Sr. | Dist. 10  
Robert E. Schleper, Jr. | District 6

#### 1. CALL TO ORDER

Chairwoman Conwell called the meeting to order at 1:07 p.m.

#### 2. ROLL CALL

Ms. Conwell asked Assistant Deputy Clerk Georgakopoulos to call the roll. Committee members Conwell, Casselberry and Schleper were in attendance and a quorum was determined. Committee member Houser arrived after the roll call was taken. Committee member Sweeney was absent.

In accordance with Rule 12F of the County Council Rules, Council President Miller appointed himself as a Member Pro Tem of the Health, Human Services & Aging Committee.

#### 3. PUBLIC COMMENT

Brandon West addressed the committee regarding the passing of fallen Lorain Police Officer, Phillip Wagner.

Loh addressed the committee regarding Ordinance No. O2025-0003 and expressed concerns regarding conditions at the local homeless shelter.

Written public comment submitted by Michelle Philippon and Eliza Dennison regarding Ordinance No. O2025-0003 was acknowledged and forwarded to all Councilmembers.

#### 4. APPROVAL OF MINUTES FROM THE JULY 2, 2025 MEETING

A motion was made by Mr. Schleper, seconded by Mr. Casselberry and approved by unanimous vote to approve the minutes from the July 2, 2025 meeting.

#### 5. MATTERS REFERRED TO COMMITTEE

- a) O2025-0003: An Ordinance amending Sections 501.15, 505.03, and 1501.03(A); and enacting Section 1501.08 of the Cuyahoga County Code to prohibit the practice of conversion therapy on minors and vulnerable adults.

Mr. Schleper, Mr. Brendan Doyle, Special Counsel for the County Executive; Mr. Robert Chaloupka, appointee to the Commission on Human Rights; and Mr. Michael King, Special Counsel for County Council, addressed the Committee regarding Ordinance No. O2025-0003. Discussion ensued.

Committee members asked questions of Mr. Schleper, Mr. Doyle, Mr. Chaloupka and Mr. King pertaining to the item, which they answered accordingly.

Ms. Conwell asked if any of the meeting attendees would like to address the committee regarding Ordinance No. O2025-0003. Mr. West and Loh provided their respective remarks regarding Ordinance No. O2025-0003.

On a motion by Mr. Schleper with a second by Mr. Miller, Ordinance No. O2025-0003 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

Ms. Conwell, Mr. Houser and Mr. Casselberry requested to have their names added as co-sponsors to the legislation.

## 6. PRESENTATIONS

- a) Strategic Plan Development –  
Karnese McKenzie, Agency Director, Catholic Charities, St. Martin de Porres Family Center

Ms. Karnese McKenzie, Agency Director, Catholic Charities, St. Martin de Porres Family Center, addressed the Committee and provided an update on the impact of the ARPA funding that allowed the organization to build capacity, expand outreach and lay the foundation for long-term success through the following activities:

- Hired a consultant who helped identify critical areas of organizational improvement, prioritize funding needs and enhance programs and initiatives aligned with their mission.
- Built a development and communications team, who helped to strengthen outreach and funding capacity.
- Engaged with a Fund Development Consultant, to identify new donors and sponsors.
- Engaged with a Social Media Consultant, who helped to capture client and community stakeholders testimony to be showcased on social media and an upcoming fundraiser.
- Completed facility improvements including bathroom renovations in senior and youth services departments.
- Upcoming renovation of acoustic panels to improve sound quality in the gym.
- Program expansions and new initiatives unlocked new partnerships and funding opportunities, which resulted in summer camp scholarships to families in need through a private donor; a grant award that will create a job and career and training hub housed at St. Martin de Porres Family Center, targeting TANF-eligible families; a grant award to help provide food pantry support services and direct client rental and utility assistance; and a private donation to fund gym renovations and a youth basketball program.

Ms. McKenzie concluded by stating that the strategic plan development helped to build a stronger, more resilient organization that is better equipped to serve the community.

b) Pregnancy Care in the Jail –

Katie Davis Bellamy, MSN, RN, PHNA-BC, Chief Operating Officer, MetroHealth Community Health Centers

Meaghan Combs, MD, MPH, Division Director, Birth and Babies Services, Department of Family Medicine

**The presentation on Pregnancy Care in the Jail was held and will be rescheduled.**

7. MISCELLANEOUS BUSINESS

**There was no miscellaneous business.**

8. ADJOURNMENT

**With no further business to discuss, Chairwoman Conwell adjourned the meeting at 2:30 p.m., without objection.**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2025-0258

Sponsored by: **County Executive Ronayne/Department of Health and Human Services/Cuyahoga Job and Family Services**

**A Resolution** authorizing an amendment to a Master Contract with various providers for Supplemental Nutrition Assistance Program (SNAP) to Skills Employment and Training services for the period 10/1/2023 – 9/30/2025 to extend the time period to 9/30/2026 and for additional funds in the total amount not-to-exceed \$1,300,000.00, effective 10/1/2025; authorizing the County Executive to execute the Master Contract and all other documents consistent with this Resolution and declaring the necessity that this Resolution become immediately effective.

**WHEREAS**, the County Executive/Department of Health and Human Services/Cuyahoga Job and Family Services recommends an amendment to a Master Contract with various providers for Supplemental Nutrition Assistance Program (SNAP) to Skills Employment and Training services for the period 10/1/2023 – 9/30/2025 to extend the time period to 9/30/2026 and for additional funds in the total amount not-to-exceed \$1,300,000.00, effective 10/1/2025, as follows:

- a) Contract No. 3684 with The Centers for Families and Children in the anticipated amount of \$140,000.00.
- b) Contract No. 3704 with Cleveland Center for Arts & Technology dba New Bridge Cleveland in the anticipated amount of \$400,000.00.
- c) Contract No. 3707 with Cuyahoga County Public Library in the anticipated amount of \$50,000.00.
- d) Contract No. 3710 with Goodwill Industries of Greater Cleveland and East Central Ohio, Inc. in the anticipated amount of \$60,000.00.
- e) Contract No. 3706 with Lutheran Metropolitan Ministry in the anticipated amount of \$150,000.00.
- f) Contract No. 3708 with Towards Employment in the anticipated amount of \$200,000.00.

- g) Contract No. 3711 with West Side Catholic Cener in the anticipated amount of \$300,000.00; and

**WHEREAS**, the primary goal of this project is to provide high quality employment and training services to Supplemental Nutrition Assistance Program (SNAP) recipients and enhance participation in the SNAP Employment and Training program (SNAP E&T); and

**WHEREAS**, the project is funded 100% Federal Food Assistance Employment & Training Fund (FAET); 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 a Master Contract with various providers for Supplemental Nutrition Assistance Program (SNAP) to Skills Employment and Training services for the period 10/1/2023 – 9/30/2025 to extend the time period to 9/30/2026, to make budget line-item revisions, and for additional funds in the total amount not-to-exceed \$1,300,000.00, effective 10/1/2025, as follows:

- a) Contract No. 3684 with The Centers for Families and Children in the anticipated amount of \$140,000.00.
- b) Contract No. 3704 with Cleveland Center for Arts & Technology dba New Bridge Cleveland in the anticipated amount of \$400,000.00.
- c) Contract No. 3707 with Cuyahoga County Public Library in the anticipated amount of \$50,000.00.
- d) Contract No. 3710 with Goodwill Industries of Greater Cleveland and East Central Ohio, Inc. in the anticipated amount of \$60,000.00.
- e) Contract No. 3706 with Lutheran Metropolitan Ministry in the anticipated amount of \$150,000.00.
- f) Contract No. 3708 with Towards Employment in the anticipated amount of \$200,000.00.
- g) Contract No. 3711 with West Side Catholic Cener in the anticipated amount of \$300,000.00.

**SECTION 2.** That the County Executive is authorized to execute the Master Contract and all documents consistent with 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.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or 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: August 5, 2025

Committee(s) Assigned: Health, Human Services & Aging

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

### PURCHASE-RELATED TRANSACTIONS

<b>Title</b>	Health and Human Services; 2025– Multiple Vendors – Contract Amendment 10/1/2025-9/30/2026; SNAP to Employment and Training Services
<b>Department or Agency Name</b>	Cuyahoga County Job and Family Services
<b>Requested Action</b>	<input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input checked="" 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.
O		Various Vendors- see below	10/1/2023- 9/30/2024	\$1,257,500.00	10/24/2023 (original vendor approval)	R2023-0277 (original vendor approval)
	3684	The Centers for Families and Children		\$130,000.00		
	3704	Cleveland Center for Arts and Technology dba NewBridge Cleveland		\$400,000.00		
	3706	Lutheran Metropolitan Ministry		\$150,000.00		
	3707	Cuyahoga County Public Library		\$27,500.00		
	3708	Towards Employment		\$200,000.00		
	3710	Goodwill Industries of Greater Cleveland and East Central Ohio, Inc.		\$50,000.00		
	3711	West Side Catholic Center		\$300,000.00		
A-#1		Various Vendors- see below	10/1/2024- 9/30/2025	\$1,257,500.00	9/24/2024	R2024-0343
	3684	The Centers for Families and Children		\$130,000.00		
	3704	Cleveland Center for Arts and Technology dba NewBridge Cleveland		\$400,000.00		
	3706	Lutheran Metropolitan Ministry		\$150,000.00		
	3707	Cuyahoga County Public Library		\$27,500.00		
	3708	Towards Employment		\$200,000.00		
	3710	Goodwill Industries of Greater Cleveland and East Central Ohio, Inc.		\$50,000.00		
	3711	West Side Catholic Center		\$300,000.00		

<b>A-#2</b>		Various Vendors-see below	10/1/2025-9/30/2026	\$1,300,000.00	Pending	Pending
	3684	The Centers for Families and Children		\$140,000.00		
	3704	Cleveland Center for Arts and Technology dba NewBridge Cleveland		\$400,000.00		
	3706	Lutheran Metropolitan Ministry		\$150,000.00		
	3707	Cuyahoga County Public Library		\$50,000.00		
	3708	Towards Employment		\$200,000.00		
	3710	Goodwill Industries of Greater Cleveland and East Central Ohio, Inc.		\$60,000.00		
	3711	West Side Catholic Center		\$300,000.00		

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

**Cuyahoga Job and Family Services** is requesting approval of a contract amendment 2 with seven (7) vendors, (The Centers for Families and Children, Cleveland Center for Arts & Technology dba NewBridge Cleveland, Cuyahoga County Public Library, Goodwill Industries of Greater Cleveland, Lutheran Metropolitan Ministry, Towards Employment and West Side Catholic Center), for the **SNAP to Skills Employment and Training Program** in the amount of **\$1,300,000.00** for the time period of **10/1/2025- 9/30/2026**.

**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?**

**N/A**

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

- To increase the number of SNAP participants who are able to obtain employment at a wage allowing them to sustain their families.
- To increase the rate of SNAP participants retaining employment.
- To provide case management, supportive services, and soft skills training to SNAP participants.

**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):**

The Centers for Families and Children  
4500 Euclid Avenue  
Cleveland, OH 44103

Eric Morse, President & CEO

<b>Vendor Council District:</b> 07	<b>Project Council District:</b> Serving Countywide
<b>If applicable provide the full address or list the municipality(ies) impacted by the project.</b>	Countywide
<b>Vendor Name and address:</b>	<b>Owner, executive director, other (specify):</b>
Cleveland Center for Arts & Technology dba New Bridge 3634 Euclid Ave., Suite 100 Cleveland, OH 44115	Arman Ochoa, Chief Financial Operator & Chief Operating Officer
<b>Vendor Council District:</b> 07	<b>Project Council District:</b> Serving Countywide
<b>If applicable provide the full address or list the municipality(ies) impacted by the project.</b>	Countywide
<b>Vendor Name and address:</b>	<b>Owner, executive director, other (specify):</b>
Cuyahoga County Public Library 2111 Snow Rd. Parma, OH 44134	Pamela K. Jankowski, Deputy Director – Public Services
<b>Vendor Council District:</b> 04	<b>Project Council District:</b> Serving Countywide
<b>If applicable provide the full address or list the municipality(ies) impacted by the project.</b>	Countywide
<b>Vendor Name and address:</b>	<b>Owner, executive director, other (specify):</b>
Goodwill Industries of Greater Cleveland and East Central Ohio, Inc. 408 Ninth St., SW Canton, OH 44707	Mark Trew, Chief Operating Officer
<b>Vendor Council District:</b> N/A	<b>Project Council District:</b> Serving Countywide
<b>If applicable provide the full address or list the municipality(ies) impacted by the project.</b>	Countywide
<b>Vendor Name and address:</b>	<b>Owner, executive director, other (specify):</b>
Lutheran Metropolitan Ministry 4515 Superior Ave. Cleveland, OH 44103	Maria Foschia, President & Chief Executive Officer
<b>Vendor Council District:</b> 07	<b>Project Council District:</b> Serving Countywide
<b>If applicable provide the full address or list the municipality(ies) impacted by the project.</b>	Countywide
<b>Vendor Name and address:</b>	<b>Owner, executive director, other (specify):</b>
Towards Employment 3301 Saint Clair Avenue Cleveland, OH 44114	Jill Rizika, President & Chief Executive Officer
<b>Vendor Council District:</b> 07	<b>Project Council District:</b> Serving Countywide
<b>If applicable provide the full address or list the municipality(ies) impacted by the project.</b>	Countywide
<b>Vendor Name and address:</b>	<b>Owner, executive director, other (specify):</b>

West Side Catholic Center 3135 Lorain Ave. Cleveland, OH 44113	Michael Bernot, Executive Director
<b>Vendor Council District:</b> 07	<b>Project Council District:</b> Serving Countywide
<b>If applicable provide the full address or list the municipality(ies) impacted by the project.</b>	Countywide

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ# _____ (Insert RQ# for formal/informal items, as applicable) <input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date: _____	Provide a short summary for not using competitive bid process.  *See Justification for additional information.
The total value of the solicitation: _____	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received)    /	<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 (%): (    ) DBE (    ) SBE (    ) MBE (    ) WBE. Were goals met by awarded vendor per DEI tab sheet review? <input 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 type="checkbox"/> No, please explain:	<input type="checkbox"/> Government Purchase  <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input checked="" type="checkbox"/> Contract Amendment - (list original procurement) <b>RFP #12944</b> <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.
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100% Federal Food Assistance Employment and Training
Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):
<b>List all Accounting Unit(s) upon which funds will be drawn and amounts if more than one accounting unit.</b>  Accounting Unit: HS260195; Account: 55130; Activity: UCH08397; Account Category: 55130
Payment Schedule: <input type="checkbox"/> Invoiced <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

<b>Provide status of project.</b> Recurring service/purchase.	
Is contract/purchase 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: N/A</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:	
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 been made? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	

<b>HISTORY</b> (see instructions): <b>See chart above.</b>						
<b>Prior Original (O) and subsequent Amendments (A-# )</b>	<b>Contract No. (If PO, list PO#)</b>	<b>Vendor Name</b>	<b>Time Period</b>	<b>Amount</b>	<b>Date BOC/Council Approved</b>	<b>Approval No.</b>

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ# (if applicable):	12944
Buyspeed RQ# (if applicable):	N/A
Infor/Lawson PO # Code (if applicable):	RFP
CM Contract#	3684

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

TAC or CTO Required or Authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
<b>SNAP E&amp;T AMND 2 – The Centers (1 of 7)</b>			<b>Department Initials</b>	<b>Purchasing</b>
Briefing Memo			DA	EB
Justification Form			AL	EB
IG#	24-0066-REG 12/31/2028		LS	EB
Annual Non-Competitive Bid Contract Statement (See Contracts Checklist Glossary on the intranet for form requirements).	Date:		N/A	N/A
Debarment/Suspension Verified	Date:	6.30.2025	LS	EB
Auditor's Findings	Date:	6.30.2025	LS	EB
Independent Contractor (I.C.) Form	Date:	6.30.2025 6/23/2025	LS	EB
Cover - Master contracts only			LS	EB
Contract Evaluation – if required provide most recent CM history on contract history table (see pg 2)			PB	EB
TAC/CTO Approval or IT Standards (if required attach and identify relevant page #s or meeting approval number)			N/A	N/A
Checklist Verification			LS	EB

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>SNAP E&amp;T AMND 2 – The Centers (1 of 7)</b>	<b>Department Initials</b>
Agreement/Contract and Exhibits	LS
Matrix Law Screen shot	LS
COI	LS
Workers' Compensation Insurance	LS
Original Executed Contract (containing insurance terms) & all executed amendments	LS

## Department of Purchasing – Required Documents Checklist

### CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account Number	Activity Code	Account Category or Subaccount	Dollar Amount
10/1/2025 – 12/31/2025	HS260195	55130	UCH08397	55130	\$11,666.67
1/01/2026 – 9/30/2026	HS260195	55130	UCH08397	55130	\$128,333.33
			<b>TOTAL</b>		\$140,000.00

### CONTRACT HISTORY (see Contract Evaluation, if applicable/ to be completed by Department)

CE/AG# (if applicable)		N/A			
Infor/Lawson PO# and PO Code (if applicable)		RFP			
Lawson RQ# (if applicable)		N/A			
CM Contract#		3684			
	Original Amount	Amendment Amount (if applicable)	Original Time Period/Amended End Date	BOC/ Resolution Approval Date	BOC/ Resolution Approval #
Original Amount	\$1,257,500.00		10/1/2023 – 9/30/2024	10/24/2023	R2023-0277
Prior Amendment Amounts (list separately) (Amendment 1 )		\$1,257,500.00	10/1/2024 – 9/30/2025	12/03/2024	R2024-0343
		\$			
		\$			
Pending Amendment (Amendment 2)		\$1,300,000.00	10/1/2025 – 9/30/2026	Pending	Pending
Total Amendments		\$2,557,500.00			
Total Contract Amount		\$3,815,000.00			

### PURCHASING USE ONLY

Prior Resolutions:	R2023-0277; R2024-0343
CM#:	3684
Vendor Name:	The Centers for Families and Children
Time Period:	10/1/2023 – 9/30/2025 EXT 9/30/2026
Amount:	\$140,000.00
History/CE:	OK
EL:	OK
Purchasing Notes:	N/A
Purchasing Agents Initials and date of approval	EB 7/17/2025



## CONTRACT EVALUATION FORM

<b>Contractor</b>	The Centers for Family and Children																									
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM3684																									
<b>RQ#</b>	RQ# 12944																									
<b>Time Period of Original Contract</b>	10/1/2023 – 9/30/2024																									
<b>Background Statement</b>	Cuyahoga County's SNAP to Skills implements a 3rd party partner model that leverages non-federal funds used for employment, training, and supportive services to FAET recipients for up to 50% reimbursement by community-based organizations and community colleges. This model promotes growth, expansion and sustainability of much needed services and programs for FAET recipients																									
<b>Service Description</b>	To provide high quality employment and training services to Supplemental Nutrition Assistance Program (SNAP) recipients and enhance participation in the SNAP Employment and Training program (SNAP E&T)																									
<b>Performance Indicators</b>	<ul style="list-style-type: none"> <li>Assist SNAP clients by providing education and support services</li> <li>Assist SNAP participants in finding employment by providing job and career services</li> </ul>																									
<b>Actual Performance versus performance indicators (include statistics):</b>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th><th>Referred</th><th>Components Completed</th><th>Completed ESOL, GED or Basic Ed</th><th>Received Credential or Certificate</th><th>Completed Program</th><th>Employed</th><th>Avg. Hourly Wage</th><th>Dropped/Stopped Attending</th></tr> </thead> <tbody> <tr> <td>#</td><td>21</td><td>4</td><td>0</td><td>1</td><td>1</td><td>9</td><td>16.38</td><td>0</td></tr> </tbody> </table>									Referred	Components Completed	Completed ESOL, GED or Basic Ed	Received Credential or Certificate	Completed Program	Employed	Avg. Hourly Wage	Dropped/Stopped Attending	#	21	4	0	1	1	9	16.38	0
	Referred	Components Completed	Completed ESOL, GED or Basic Ed	Received Credential or Certificate	Completed Program	Employed	Avg. Hourly Wage	Dropped/Stopped Attending																		
#	21	4	0	1	1	9	16.38	0																		
<b>Rating of Overall Performance of Contractor</b>	Superior		Above Average		Average		Below Average		Poor																	
<b>Select One (X)</b>					X																					
<b>Justification of Rating</b>	Provider is currently below projected expectations of program. It is estimated that the provider will be able to adjust operations for the remaining part of year, to meet the program expectations. CJFS will continue to provide support to ensure contracted services are of the highest quality for participants.																									
<b>Department Contact</b>	Paul Bounds																									
<b>User Department</b>	Job and Family Services																									
<b>Date</b>	7/2/2025																									

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ# (if applicable):	12944
Buyspeed RQ# (if applicable):	N/A
Infor/Lawson PO # Code (if applicable):	RFP
CM Contract#	3704

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

TAC or CTO Required or Authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
<b>SNAP E&amp;T AMND 2 – NEWBRIDGE (2 of 7)</b>			<b>Department Initials</b>	<b>Purchasing</b>
Briefing Memo			DA	EB
Justification Form			AL	EB
IG#	21-0181-REG 12/31/2025		LS	EB
Annual Non-Competitive Bid Contract Statement ( <i>See Contracts Checklist Glossary on the intranet for form requirements</i> ).	Date:		N/A	N/A
Debarment/Suspension Verified	Date:	6.30.2025	LS	EB
Auditor’s Findings	Date:	6.30.2025	LS	EB
Independent Contractor (I.C.) Form	Date:	6.12.2025	LS	EB
Cover - <i>Master contracts only</i>			LS	EB
Contract Evaluation – <i>if required provide most recent CM history on contract history table (see pg 2)</i>			PB	EB
TAC/CTO Approval or IT Standards ( <i>if required attach and identify relevant page #s or meeting approval number</i> )			N/A	N/A
Checklist Verification			LS	EB

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>SNAP E&amp;T AMND 2 – NEWBRIDGE (2 of 7)</b>	<b>Department Initials</b>
Agreement/Contract and Exhibits	LS
Matrix Law Screen shot	LS
COI	LS
Workers’ Compensation Insurance	LS
Original Executed Contract (containing insurance terms) & all executed amendments	LS

## Department of Purchasing – Required Documents Checklist

### CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account Number	Activity Code	Account Category or Subaccount	Dollar Amount
10/1/2025 – 12/31/2025	HS260195	55130	UCH08397	55130	\$33,333.33
1/01/2026 – 9/30/2026	HS260195	55130	UCH08397	55130	\$366,666.67
			<b>TOTAL</b>		\$400,000.00

### CONTRACT HISTORY (see Contract Evaluation, if applicable/ to be completed by Department)

CE/AG# (if applicable)		N/A			
Infor/Lawson PO# and PO Code (if applicable)		RFP			
Lawson RQ# (if applicable)		N/A			
CM Contract#		3704			
	Original Amount	Amendment Amount (if applicable)	Original Time Period/Amended End Date	BOC/ Resolution Approval Date	BOC/ Resolution Approval #
Original Amount	\$1,257,500.00		10/1/2023 – 9/30/2024	10/24/2023	R2023-0277
Prior Amendment Amounts (list separately) (Amendment 1 )		\$1,257,500.00	10/1/2024 – 9/30/2025	12/03/2024	R2024-0343
		\$			
		\$			
Pending Amendment (Amendment 2)		\$1,300,000.00	10/1/2025 – 9/30/2026	Pending	Pending
Total Amendments		\$2,557,500.00			
Total Contract Amount		\$3,815,000.00			

### PURCHASING USE ONLY

Prior Resolutions:	R2023-0277; R2024-0343
CM#:	3704
Vendor Name:	Cleveland Center for Arts & Technology dba New Bridge Cleveland
Time Period:	10/1/2023 – 9/30/2025 EXT 9/30/2026
Amount:	\$400,000.00
History/CE:	OK
EL:	OK
Purchasing Notes:	N/A
Purchasing Agents Initials and date of approval	EB 7/17/2025

## CONTRACT EVALUATION FORM

<b>Contractor</b>	New Bridge																									
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM3704																									
<b>RQ#</b>	RQ# 12944																									
<b>Time Period of Original Contract</b>	10/1/2023 – 9/30/2024																									
<b>Background Statement</b>	Cuyahoga County's SNAP to Skills implements a 3rd party partner model that leverages non-federal funds used for employment, training, and supportive services to FAET recipients for up to 50% reimbursement by community-based organizations and community colleges. This model promotes growth, expansion and sustainability of much needed services and programs for FAET recipients.																									
<b>Service Description</b>	To provide high quality employment and training services to Supplemental Nutrition Assistance Program (SNAP) recipients and enhance participation in the SNAP Employment and Training program (SNAP E&T)																									
<b>Performance Indicators</b>	<ul style="list-style-type: none"> <li>Assist SNAP clients by providing education and support services</li> <li>Assist SNAP participants in finding employment by providing job and career services</li> </ul>																									
<b>Actual Performance versus performance indicators (include statistics):</b>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #d3d3d3;"> <th></th><th>Referred</th><th>Components Completed</th><th>Completed ESOL, GED or Basic Ed</th><th>Received Credential or Certificate</th><th>Completed Program</th><th>Employed</th><th>Avg. Hourly Wage</th><th>Dropped/Stopped Attending</th></tr> </thead> <tbody> <tr> <td>#</td><td>49</td><td>3</td><td>0</td><td>0</td><td>3</td><td>0</td><td>0</td><td>3</td></tr> </tbody> </table>									Referred	Components Completed	Completed ESOL, GED or Basic Ed	Received Credential or Certificate	Completed Program	Employed	Avg. Hourly Wage	Dropped/Stopped Attending	#	49	3	0	0	3	0	0	3
	Referred	Components Completed	Completed ESOL, GED or Basic Ed	Received Credential or Certificate	Completed Program	Employed	Avg. Hourly Wage	Dropped/Stopped Attending																		
#	49	3	0	0	3	0	0	3																		
<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>	Provider is currently below projected expectations of program. It is estimated that the provider will be able to adjust operations for the remaining part of year, to meet the program expectations. CJFS will continue to provide support to ensure contracted services are of the highest quality for participants.																									
<b>Department Contact</b>	Paul Bounds																									
<b>User Department</b>	Job and Family Services																									
<b>Date</b>	7/2/2025																									

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ# (if applicable):	12944
Buyspeed RQ# (if applicable):	N/A
Infor/Lawson PO # Code (if applicable):	RFP
CM Contract#	3707

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

TAC or CTO Required or Authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
<b>SNAP E&amp;T AMND2 – CCPL (2 of 7)</b>			<b>Department Initials</b>	<b>Purchasing</b>
Briefing Memo			DA	EB
Justification Form			AL	EB
IG#			N/A- Gov't Entity	N/A
Annual Non-Competitive Bid Contract Statement <i>(See Contracts Checklist Glossary on the intranet for form requirements).</i>	Date:	N/A	N/A	N/A
Debarment/Suspension Verified	Date:	7/1/2025	AL	EB
Auditor's Findings	Date:	7/1/2025	AL	EB
Independent Contractor (I.C.) Form	Date:	N/A	N/A- Gov't Entity	N/A
Cover - <i>Master contracts only</i>			LS	EB
Contract Evaluation – <i>if required provide most recent CM history on contract history table (see pg 2)</i>			AL	EB
TAC/CTO Approval or IT Standards <i>(if required attach and identify relevant page #s or meeting approval number)</i>			N/A	N/A
Checklist Verification			AL	EB

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	AL
Matrix Law Screen shot	AL
COI	AL
Workers' Compensation Insurance	AL
Original Executed Contract (containing insurance terms) & all executed amendments	AL

## Department of Purchasing – Required Documents Checklist

### CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account Number	Activity Code	Account Category or Subaccount	Dollar Amount
10/1/2025-12/31/2025	HS260195	55130	UCH08397	55130	\$4,166.67
1/1/2026- 9/30/2026	HS260195	55130	UCH08397	55130	\$45,833.33
			<b>TOTAL</b>		<b>\$50,000.00</b>

### CONTRACT HISTORY (see Contract Evaluation, if applicable/ to be completed by Department)

<b>CE/AG# (if applicable)</b>		N/A			
<b>Infor/Lawson PO# and PO Code (if applicable)</b>		RFP			
<b>Lawson RQ# (if applicable)</b>		12944			
<b>CM Contract#</b>		3707			
	Original Amount	Amendment Amount (if applicable)	Original Time Period/Amended End Date	BOC/ Resolution Approval Date	BOC/ Resolution Approval #
<b>Original Amount</b>	\$1,257,500.00		10/1/2023-9/30/2024	10/24/2023	R2023-0277
<b>Prior Amendment Amounts (list separately) (A-# )</b>	AMND1	\$1,257,500.00	10/1/2024-9/30/2025	9/30/2024	R2024-0343
		\$			
		\$			
<b>Pending Amendment</b>	AMND2	\$1,300,000.00	10/1/2025-9/30/2026	Pending	Pending
<b>Total Amendments</b>		\$2,557,500.00			
<b>Total Contract Amount</b>		\$3,815,000.00			

### PURCHASING USE ONLY

<b>Prior Resolutions:</b>	R2023-0277; R2024-0343
<b>CM#:</b>	3707
<b>Vendor Name:</b>	Cuyahoga County Public Library
<b>Time Period:</b>	10/1/2023 – 9/30/2025 EXT 9/30/2026
<b>Amount:</b>	\$50,000.00
<b>History/CE:</b>	OK
<b>EL:</b>	OK
<b>Purchasing Notes:</b>	N/A
<b>Purchasing Agents Initials and date of approval</b>	EB 7/17/2025

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Cuyahoga County Public Library								
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM 3707								
<b>RQ#</b>	RQ# 12944								
<b>Time Period of Original Contract</b>	10/01/2023-09/30/2024								
<b>Background Statement</b>	Cuyahoga County's SNAP to Skills implements a 3rd party partner model that leverages non-federal funds used for employment, training, and supportive services to FAET recipients for up to 50% reimbursement by community-based organizations and community colleges. This model promotes growth, expansion and sustainability of much needed services and programs for FAET recipients.								
<b>Service Description</b>	To provide high quality employment and training services to Supplemental Nutrition Assistance Program (SNAP) recipients and enhance participation in the SNAP Employment and Training program (SNAP E&T)								
<b>Performance Indicators</b>	<ul style="list-style-type: none"> <li>Assist SNAP clients by providing education and support services.</li> <li>Assist SNAP participants in finding employment by providing job and career services.</li> </ul>								
<b>Actual Performance versus performance indicators (include statistics):</b>		<b>Referred</b>	<b>Components Completed</b>	<b>Completed ESOL, GED or Basic Ed</b>	<b>Received Credential or Certificate</b>	<b>Completed Program</b>	<b>Employed</b>	<b>Avg. Hourly Wage</b>	<b>Dropped/Stopped Attending</b>
	#	20	0	0	0	0	0	0	5
<b>Rating of Overall Performance of Contractor</b>	Superior		Above Average		Average		Below Average		Poor
<b>Select One (X)</b>					X				

<b>Justification of Rating</b>	Provider is currently below projected expectations of program. It is estimated that the provider will be able to adjust operations for the remaining part of year, to meet the program expectations. CJFS will continue to provide support to ensure contracted services are of the highest quality for participants.
<b>Department Contact</b>	Paul Bounds
<b>User Department</b>	Job and Family Services
<b>Date</b>	7/2/2025



## Department of Purchasing – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ# (if applicable):	12944
Buyspeed RQ# (if applicable):	N/A
Infor/Lawson PO # Code (if applicable):	RFP
CM Contract#	3710

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

TAC or CTO Required or Authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
SNAP E&T AMND2 – Goodwill (3 of 7)			Department Initials	Purchasing
Briefing Memo			DA	EB
Justification Form			AL	EB
IG#	21-0095-REG Exp 12/31/2025		AL	EB
Annual Non-Competitive Bid Contract Statement ( <i>See Contracts Checklist Glossary on the intranet for form requirements</i> ).	Date:	N/A	N/A	N/A
Debarment/Suspension Verified	Date:	7/1/2025	AL	EB
Auditor's Findings	Date:	7/1/2025	AL	EB
Independent Contractor (I.C.) Form	Date:	6/9/2025 6/10/2025	AL	EB
Cover - Master contracts only			LS	EB
Contract Evaluation – if required provide most recent CM history on contract history table (see pg 2)			AL	EB
TAC/CTO Approval or IT Standards (if required attach and identify relevant page #s or meeting approval number)			N/A	N/A
Checklist Verification			AL	EB

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	
	Department Initials
Agreement/Contract and Exhibits	AL
Matrix Law Screen shot	AL
COI	AL
Workers' Compensation Insurance	AL
Original Executed Contract (containing insurance terms) & all executed amendments	AL

## Department of Purchasing – Required Documents Checklist

### CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account Number	Activity Code	Account Category or Subaccount	Dollar Amount
10/1/2025-12/31/2025	HS260195	55130	UCH08397	55130	\$5,000.00
1/1/2026- 9/30/2026	HS260195	55130	UCH08397	55130	\$55,000.00
			<b>TOTAL</b>		<b>\$60,000.00</b>

### CONTRACT HISTORY (see Contract Evaluation, if applicable/ to be completed by Department)

CE/AG# (if applicable)		N/A			
Infor/Lawson PO# and PO Code (if applicable)		RFP			
Lawson RQ# (if applicable)		12944			
CM Contract#		3710			
	Original Amount	Amendment Amount (if applicable)	Original Time Period/Amended End Date	BOC/ Resolution Approval Date	BOC/ Resolution Approval #
Original Amount	\$1,257,500.00		10/1/2023-9/30/2024	10/24/2023	R2023-0277
Prior Amendment Amounts (list separately) (A-# )	AMND1	\$1,257,500.00	10/1/2024-9/30/2025	9/30/2024	R2024-0343
		\$			
		\$			
Pending Amendment	AMND2	\$1,300,000.00	10/1/2025-9/30/2026	Pending	Pending
Total Amendments		\$2,557,500.00			
Total Contract Amount		\$3,815,000.00			

### PURCHASING USE ONLY

Prior Resolutions:	R2023-0277; R2024-0343
CM#:	3710
Vendor Name:	Goodwill Industries of Greater Cleveland and East Central Ohio, Inc.
Time Period:	10/1/2023 – 9/30/2025 EXT 9/30/2026
Amount:	\$60,000.00
History/CE:	OK
EL:	OK
Purchasing Notes:	N/A
Purchasing Agents Initials and date of approval	EB 7/17/2025

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Goodwill Industries								
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM 3710								
<b>RQ#</b>	RQ2259								
<b>Time Period of Original Contract</b>	10/01/2023-09/30/2024								
<b>Background Statement</b>	Cuyahoga County's SNAP to Skills implements a 3rd party partner model that leverages non-federal funds used for employment, training, and supportive services to FAET recipients for up to 50% reimbursement by community-based organizations and community colleges. This model promotes growth, expansion and sustainability of much needed services and programs for FAET recipients.								
<b>Service Description</b>	To provide high quality employment and training services to Supplemental Nutrition Assistance Program (SNAP) recipients and enhance participation in the SNAP Employment and Training program (SNAP E&T)								
<b>Performance Indicators</b>	<ul style="list-style-type: none"> <li>Assist SNAP clients by providing education and support services</li> <li>Assist SNAP participants in finding employment by providing job and career services</li> </ul>								
<b>Actual Performance versus performance indicators (include statistics):</b>		<b>Referred</b>	<b>Components Completed</b>	<b>Completed ESOL, GED or Basic Ed</b>	<b>Received Credential or Certificate</b>	<b>Completed Program</b>	<b>Employed</b>	<b>Avg. Hourly Wage</b>	<b>Dropped/Stopped Attending</b>
	#	5	5	0	0	0	3	12.50	1
<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>	Provider is currently below projected expectations of program. It is estimated that the provider will be able to adjust operations for the remaining part of year, to meet the								

	program expectations. CJFS will continue to provide support to ensure contracted services are of the highest quality for participants.
<b>Department Contact</b>	Job and Family Services
<b>User Department</b>	Paul Bounds
<b>Date</b>	7/2/2025

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ# (if applicable):	12944
Buyspeed RQ# (if applicable):	N/A
Infor/Lawson PO # Code (if applicable):	RFP
CM Contract#	3706

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

TAC or CTO Required or Authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
SNAP E&T AMND2 – LMM (4 of 7)			Department Initials	Purchasing
Briefing Memo			DA	EB
Justification Form			AL	EB
IG#	21-0372-REG Exp 12/31/2025		AL	EB
Annual Non-Competitive Bid Contract Statement (See Contracts Checklist Glossary on the intranet for form requirements).	Date:	N/A	N/A	N/A
Debarment/Suspension Verified	Date:	7/1/2025	AL	EB
Auditor's Findings	Date:	7/1/2025	AL	EB
Independent Contractor (I.C.) Form	Date:	9/30/2024	AL	EB
Cover - Master contracts only			LS	EB
Contract Evaluation – if required provide most recent CM history on contract history table (see pg 2)			AL	EB
TAC/CTO Approval or IT Standards (if required attach and identify relevant page #s or meeting approval number)			N/A	N/A
Checklist Verification			AL	EB

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	
	Department Initials
Agreement/Contract and Exhibits	AL
Matrix Law Screen shot	AL
COI	AL
Workers' Compensation Insurance	AL
Original Executed Contract (containing insurance terms) & all executed amendments	AL

## Department of Purchasing – Required Documents Checklist

### CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account Number	Activity Code	Account Category or Subaccount	Dollar Amount
10/1/2025-12/31/2025	HS260195	55130	UCH08397	55130	\$12,500.00
1/1/2026- 9/30/2026	HS260195	55130	UCH08397	55130	\$137,500.00
			<b>TOTAL</b>		<b>\$150,000.00</b>

### CONTRACT HISTORY (see Contract Evaluation, if applicable/ to be completed by Department)

CE/AG# (if applicable)		N/A			
Infor/Lawson PO# and PO Code (if applicable)		RFP			
Lawson RQ# (if applicable)		12944			
CM Contract#		3706			
	Original Amount	Amendment Amount (if applicable)	Original Time Period/Amended End Date	BOC/ Resolution Approval Date	BOC/ Resolution Approval #
<b>Original Amount</b>	\$1,257,500.00		10/1/2023-9/30/2024	10/24/2023	R2023-0277
<b>Prior Amendment Amounts (list separately) (A-# )</b>	AMND1	\$1,257,500.00	10/1/2024-9/30/2025	9/30/2024	R2024-0343
		\$			
		\$			
<b>Pending Amendment</b>	AMND2	\$1,300,000.00	10/1/2025-9/30/2026	Pending	Pending
<b>Total Amendments</b>		\$2,557,500.00			
<b>Total Contract Amount</b>		\$3,815,000.00			

### PURCHASING USE ONLY

Prior Resolutions:	R2023-0277; R2024-0343
CM#:	3706
Vendor Name:	Lutheran Metropolitan Ministry
Time Period:	10/1/2023 – 9/30/2025 EXT 9/30/2026
Amount:	\$150,000.00
History/CE:	OK
EL:	OK
Purchasing Notes:	N/A
Purchasing Agents Initials and date of approval	EB 7/17/2025

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Lutheran Metropolitan Ministry								
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM 3706								
<b>RQ#</b>	RQ# 12944								
<b>Time Period of Original Contract</b>	10/01/2023-09/30/2024								
<b>Background Statement</b>	Cuyahoga County's SNAP to Skills implements a 3rd party partner model that leverages non-federal funds used for employment, training, and supportive services to FAET recipients for up to 50% reimbursement by community-based organizations and community colleges. This model promotes growth, expansion and sustainability of much needed services and programs for FAET recipients.								
<b>Service Description</b>	To provide high quality employment and training services to Supplemental Nutrition Assistance Program (SNAP) recipients and enhance participation in the SNAP Employment and Training program (SNAP E&T)								
<b>Performance Indicators</b>	<ul style="list-style-type: none"> <li>Assist SNAP clients by providing education and support services.</li> <li>Assist SNAP participants in finding employment by providing job and career services.</li> </ul>								
<b>Actual Performance versus performance indicators (include statistics):</b>		<b>Referred</b>	<b>Components Completed</b>	<b>Completed ESOL, GED or Basic Ed</b>	<b>Received Credential or Certificate</b>	<b>Completed Program</b>	<b>Employed</b>	<b>Avg. Hourly Wage</b>	<b>Dropped/Stopped Attending</b>
	#	23	13	0	0	0	3	16.00	5
<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>	Provider is currently below projected expectations of program. It is estimated that the provider will be able to adjust operations for the remaining part of year, to meet the program expectations. CJFS will continue to provide support to ensure contracted services are of the highest quality for participants.
<b>Department Contact</b>	Paul Bounds
<b>User Department</b>	Job and Family Services
<b>Date</b>	7/2/2025



## Department of Purchasing – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ# (if applicable):	RQ#12944
Buyspeed RQ# (if applicable):	N/A
Infor/Lawson PO # Code (if applicable):	AMND
CM Contract#	CM 3708

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"/>
---	------------------------------	--

Contract Amendments Reviewed by Purchasing				
Towards Employment, Inc.			Department Initials	Purchasing
Briefing Memo			DA	EB
Justification Form			DA	EB
IG#	24-0388-REG; Exp. 12.31.2028		DA	EB
Annual Non-Competitive Bid Contract Statement <i>(Form is not required if going to BOC or Council for a vote; per requirements of County Code)</i>	Date:		N/A	N/A
Debarment/Suspension Verified	Date:	7.3.2025	DA	EB
Auditor's Findings	Date:	7.3.2025	DA	EB
Independent Contractor (I.C.) Form	Date:	6.13.2025	DA	EB
Cover - Master contracts only			DA	EB
Contract Evaluation – if required provide most recent CM history on contract history table (see pg 2)			DA	EB
TAC/CTO Approval or IT Standards <i>(if required attach and identify relevant page #s or meeting approval number)</i>			N/A	N/A
Checklist Verification			DA	EB

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	
Towards Employment, Inc.	
Agreement/Contract and Exhibits	DA
Matrix Law Screen shot	DA
COI	DA
Workers' Compensation Insurance	DA
Original Executed Contract (containing insurance terms) & all executed amendments	DA

## Department of Purchasing – Required Documents Checklist

### CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account Number	Activity Code	Account Category or Subaccount	Dollar Amount
10/1/2025-12/31/2025	HS260195	55130	UCH08397	55130	\$16,666.67
1/1/2026-9/30/2026	HS260195	55130	UCH08397	55130	\$183,333.33
			<b>TOTAL</b>		\$200,000.00

### CONTRACT HISTORY (see Contract Evaluation, if applicable/ to be completed by Department)

CE/AG# (if applicable)		N/A			
Infor/Lawson PO# and PO Code (if applicable)		RFP			
Lawson RQ# (if applicable)		RQ#12944			
CM Contract#		CM 3708			
	Original Amount	Amendment Amount (if applicable)	Original Time Period/Amended End Date	BOC/ Resolution Approval Date	BOC/ Resolution Approval #
Original Amount	\$1,257,500.00		10/1/2023-9/30/2024	10/24/2023	R2023-0277
Prior Amendment Amounts (list separately) (A-# 1)		\$1,257,500.00	10/1/2024-9/30/2025	9/24/2024	R2024-0343
Pending Amendment (A-#2)		\$1,300,000.00	10/1/2025-9/30/2026	Pending	Pending
Total Amendments		\$2,557,500.00			
Total Contract Amount		\$3,815,000.00			

### PURCHASING USE ONLY

Prior Resolutions:	R2023-0277; R2024-0343
CM#:	3708
Vendor Name:	Towards Employment
Time Period:	10/1/2023 – 9/30/2025 EXT 9/30/2026
Amount:	\$200,000.00
History/CE:	OK
EL:	OK
Purchasing Notes:	N/A
Purchasing Agents Initials and date of approval	EB 7/14/2025

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Towards Employment																									
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM3707																									
<b>RQ#</b>	RQ# 12944																									
<b>Time Period of Original Contract</b>	10/1/2023 – 9/30/2024																									
<b>Background Statement</b>	Cuyahoga County's SNAP to Skills implements a 3rd party partner model that leverages non-federal funds used for employment, training, and supportive services to FAET recipients for up to 50% reimbursement by community-based organizations and community colleges. This model promotes growth, expansion and sustainability of much needed services and programs for FAET recipients.																									
<b>Service Description</b>	To provide high quality employment and training services to Supplemental Nutrition Assistance Program (SNAP) recipients and enhance participation in the SNAP Employment and Training program (SNAP E&T)																									
<b>Performance Indicators</b>	<ul style="list-style-type: none"> <li>Assist SNAP clients by providing education and support services</li> <li>Assist SNAP participants in finding employment by providing job and career services</li> </ul>																									
<b>Actual Performance versus performance indicators (include statistics):</b>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 5%;"></th><th style="width: 10%;">Referred</th><th style="width: 10%;">Components Completed</th><th style="width: 10%;">Completed ESOL, GED or Basic Ed</th><th style="width: 10%;">Received Credential or Certificate</th><th style="width: 10%;">Completed Program</th><th style="width: 10%;">Employed</th><th style="width: 10%;">Avg. Hourly Wage</th><th style="width: 10%;">Dropped/Stopped Attending</th></tr> </thead> <tbody> <tr> <td>#</td><td>28</td><td>31</td><td>0</td><td>0</td><td>0</td><td>3</td><td>17.00</td><td>21</td></tr> </tbody> </table>									Referred	Components Completed	Completed ESOL, GED or Basic Ed	Received Credential or Certificate	Completed Program	Employed	Avg. Hourly Wage	Dropped/Stopped Attending	#	28	31	0	0	0	3	17.00	21
	Referred	Components Completed	Completed ESOL, GED or Basic Ed	Received Credential or Certificate	Completed Program	Employed	Avg. Hourly Wage	Dropped/Stopped Attending																		
#	28	31	0	0	0	3	17.00	21																		
<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>	Provider is currently below projected expectations of program. It is estimated that the provider will be able to adjust operations for the remaining part of year, to meet the program expectations. CJFS will continue to provide support to ensure contracted services are of the highest quality for participants.																									
<b>Department Contact</b>	Paul Bounds																									
<b>User Department</b>	Job and Family Services																									
<b>Date</b>	7/2/2025																									

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ# (if applicable):	RQ#12944
Buyspeed RQ# (if applicable):	N/A
Infor/Lawson PO # Code (if applicable):	AMND 2
CM Contract#	CM 3711

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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Contract Amendments Reviewed by Purchasing				
<b>West Side Catholic Center</b>			<b>Department Initials</b>	<b>Purchasing</b>
Briefing Memo			DA	EB
Justification Form			DA	EB
IG#	24-0021-REG; Exp. 12.31.2028		DA	EB
Annual Non-Competitive Bid Contract Statement <i>(Form is not required if going to BOC or Council for a vote; per requirements of County Code)</i>	Date:		N/A	N/A
Debarment/Suspension Verified	Date:	7.3.2025	DA	EB
Auditor's Findings	Date:	7.3.2025	DA	EB
Independent Contractor (I.C.) Form	Date:	6.10.2025	DA	EB
Cover - Master contracts only			DA	EB
Contract Evaluation – if required provide most recent CM history on contract history table (see pg 2)			DA	EB
TAC/CTO Approval or IT Standards <i>(if required attach and identify relevant page #s or meeting approval number)</i>			N/A	N/A
Checklist Verification			DA	EB

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>West Side Catholic Center</b>	<b>Department Initials</b>
Agreement/Contract and Exhibits	DA
Matrix Law Screen shot	DA
COI	DA
Workers' Compensation Insurance	DA
Original Executed Contract (containing insurance terms) & all executed amendments	DA

## Department of Purchasing – Required Documents Checklist

### CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account Number	Activity Code	Account Category or Subaccount	Dollar Amount
10/1/2025-12/31/2025	HS260195	55130	UCH08397	55130	\$25,000.00
1/1/2026-9/30/2026	HS260195	55130	UCH08397	55130	\$275,000.00
			<b>TOTAL</b>		\$300,000.00

### CONTRACT HISTORY (see Contract Evaluation, if applicable/ to be completed by Department)

CE/AG# (if applicable)		N/A			
Infor/Lawson PO# and PO Code (if applicable)		RFP			
Lawson RQ# (if applicable)		RQ#12944			
CM Contract#		CM 3711			
	Original Amount	Amendment Amount (if applicable)	Original Time Period/Amended End Date	BOC/ Resolution Approval Date	BOC/ Resolution Approval #
Original Amount	\$1,257,500.00		10/1/2023-9/30/2024	10/24/2023	R2023-0277
Prior Amendment Amounts (list separately) (A-#1)		\$1,257,500.00	10/1/2024-9/30/2025	9/24/2024	R2024-0343
Pending Amendment (A-#2)		\$1,300,000.00	10/1/2025-9/30/2026	Pending	Pending
Total Amendments		\$2,557,500.00			
Total Contract Amount		\$3,815,000.00			

### PURCHASING USE ONLY

Prior Resolutions:	R2023-0277; R2024-0343
CM#:	3711
Vendor Name:	West Side Catholic Center
Time Period:	10/1/2023 -9/30/2025 EXT 9/30/2026
Amount:	\$300,000.00
History/CE:	OK
EL:	OK
Purchasing Notes:	N/A
Purchasing Agents Initials and date of approval	EB 7/17/2025

## CONTRACT EVALUATION FORM

<b>Contractor</b>	West Side Catholic Center																									
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM3711																									
<b>RQ#</b>	RQ# 12944																									
<b>Time Period of Original Contract</b>	10/1/2023 – 9/30/2024																									
<b>Background Statement</b>	Cuyahoga County's SNAP to Skills implements a 3rd party partner model that leverages non-federal funds used for employment, training, and supportive services to FAET recipients for up to 50% reimbursement by community-based organizations and community colleges. This model promotes growth, expansion and sustainability of much needed services and programs for FAET recipients.																									
<b>Service Description</b>	To provide high quality employment and training services to Supplemental Nutrition Assistance Program (SNAP) recipients and enhance participation in the SNAP Employment and Training program (SNAP E&T)																									
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<b>Actual Performance versus performance indicators (include statistics):</b>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th><th>Referred</th><th>Components Completed</th><th>Completed ESOL, GED or Basic Ed</th><th>Received Credential or Certificate</th><th>Completed Program</th><th>Employed</th><th>Avg. Hourly Wage</th><th>Dropped/Stopped Attending</th></tr> </thead> <tbody> <tr> <td>#</td><td>28</td><td>9</td><td>0</td><td>2</td><td>2</td><td>2</td><td>13.12</td><td>0</td></tr> </tbody> </table>									Referred	Components Completed	Completed ESOL, GED or Basic Ed	Received Credential or Certificate	Completed Program	Employed	Avg. Hourly Wage	Dropped/Stopped Attending	#	28	9	0	2	2	2	13.12	0
	Referred	Components Completed	Completed ESOL, GED or Basic Ed	Received Credential or Certificate	Completed Program	Employed	Avg. Hourly Wage	Dropped/Stopped Attending																		
#	28	9	0	2	2	2	13.12	0																		
<b>Rating of Overall Performance of Contractor</b>	Superior		Above Average		Average		Below Average		Poor																	
<b>Select One (X)</b>					X																					
<b>Justification of Rating</b>	Provider is currently below projected expectations of program. It is estimated that the provider will be able to adjust operations for the remaining part of year, to meet the program expectations. CJFS will continue to provide support to ensure contracted services are of the highest quality for participants.																									
<b>Department Contact</b>	Paul Bounds																									
<b>User Department</b>	Job and Family Services																									
<b>Date</b>	7/2/2025																									

# County Council of Cuyahoga County, Ohio

## Resolution No. R2025-0271

Sponsored by: **County Executive Ronayne/Department of Health and Human Services/Cuyahoga Job and Family Services**

**A Resolution** authorizing an amendment to Contract No. 5003 (fka Contract No. 4223) with Catholic Charities Corporation for success coaching services for eligible Ohio Works First applicants and management of the incentive payment system in connection with the Benefit Bridge pilot program for the period 3/1/2024 – 6/30/2025 to extend the time period to 6/30/2026, to amend terms, and for additional funds in the amount not-to-exceed \$1,996,754.24, effective 3/1/2025; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution, and declaring the necessity that this Resolution become immediately effective.

**WHEREAS**, the County Executive Ronayne/Department of Health and Human Services/Cuyahoga Job and Family Services recommends an amendment to Contract No. 5003 (fka Contract No. 4223) with Catholic Charities Corporation for success coaching services for eligible Ohio Works First applicants and management of the incentive payment system in connection with the Benefit Bridge pilot program for the period 3/1/2024 – 6/30/2025 to extend the time period to 6/30/2026, to amend terms, and for additional funds in the amount not-to-exceed \$1,996,754.24, effective 3/1/2025; and

**WHEREAS**, the primary goals of this project are performing assessments and interviews utilizing the Mobility Mentoring system and assisting each participant in developing and clearly articulating their unique goals and bridge to self-sufficiency; and

**WHEREAS**, this project is funded 100% Federal Temporary Assistance for Needy Families (TANF) 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 amendment to Contract No. 5003 (fka Contract No. 4223) with Catholic Charities Corporation for success coaching services for eligible Ohio Works First applicants and management of the incentive payment system in connection with the Benefit Bridge pilot program for the period 3/1/2024 – 6/30/2025 to extend the time period to 6/30/2026, to amend terms, and for additional funds in the amount not-to-exceed \$1,996,754.24, effective 3/1/2025.

**SECTION 2.** That the County Executive is authorized to execute the amendment and all documents consistent with 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.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or 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: September 9, 2025  
Committee(s) Assigned: Health, Human Services & Aging

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

## PURCHASE-RELATED TRANSACTIONS

<b>Title</b> Cuyahoga County Job and Family Services and Catholic Charities Corporation – Benefit Bridge						
<b>Department or Agency Name</b>		Cuyahoga County Job and Family Services				
<b>Requested Action</b>		<input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <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/Council Approved</b>	<b>Approval No.</b>
O	4223	Catholic Charities	7/1/2024 – 12/31/2024	\$435,457.00	12/3/2024	R2024-0344
A-1	4223	Catholic Charities	7/1/2024-6/30/2025	\$1,870,000.00	12/3/2024	R2024-0344
A-2	5003	Catholic Charities	3/1/2025 – 6/30/2026	\$1,996,754.24	Pending	Pending
<b>Service/Item Description (include quantity if applicable).</b>						
Cuyahoga Job and Family Services is requesting approval of a contract Amendment 2 with Catholic Charities Benefit Bridge program to change the scope to expand services in the amount of \$1,996,754.24, for the time period of 3/1/2025 – 6/30/2026.						
Indicate whether: <input type="checkbox"/> New service/purchase <input checked="" type="checkbox"/> Existing service/purchase <input type="checkbox"/> Replacement for an existing service/purchase (provide details in Service/Item Description section above) See above for details.						
For purchases of furniture, computers, vehicles: <input type="checkbox"/> Additional <input type="checkbox"/> Replacement						
Age of items being replaced:		How will replaced items be disposed of?			N/A	
<b>Project Goals, Outcomes or Purpose (list 3):</b>						
<ul style="list-style-type: none"> <li>Offers a full range of workforce development services including vocational assessment, career counseling, job search and placement, networking and vocational rehabilitation, and post-employment support.</li> <li>Completes customized career assessments designed to allow the client's strengths, skills, values to be gathered utilizing a (SNAP), Strength, Needs, Abilities, and Preferences approach</li> <li>Provides Job placement and retention coaching to every Benefit Bridge participant which includes post-placement and retention services for any Benefit Bridge client that is already employed.</li> </ul>						
<b>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)</b>						
Vendor Name and address:			Owner, executive director, other (specify):			
Catholic Charities Corporation 7911 Detroit Avenue Cleveland, OH 44102			Spence Kline, Senior Director of Treatment, Prevention, and Recovery			
Vendor Council District:			Project Council District:			
District 3			Countywide			
If applicable provide the full address or list the municipality(ies) impacted by the project.						

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ# _____ (Insert RQ# for formal/informal items, as applicable) <input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date: _____	Provide a short summary for not using competitive bid process.  CJFS already contracts with this Vendor for employment support services through the existing Benefit Bridge program. Therefore, the Job and Career Training program was easily able to integrate with Benefit Bridge's existing contract.  *See Justification for additional information.
The total value of the solicitation: _____	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) _____ / _____  <b>N/A</b>	<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 (%): ( <input type="checkbox"/> ) DBE ( <input type="checkbox"/> ) SBE ( <input type="checkbox"/> ) MBE ( <input type="checkbox"/> ) WBE. Were goals met by awarded vendor per DEI tab sheet review? <input 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 type="checkbox"/> No, please explain: _____	<input type="checkbox"/> Government Purchase  <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input checked="" type="checkbox"/> Contract Amendment - (list original procurement) Exemption/CM 4223 <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 checked="" 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>N/A</b>	
<b>FUNDING SOURCE:</b> Please provide the complete, proper name of each funding source (No acronyms). Include % for each funding source listed.  <b>84% Federal Temporary Assistance for Needy Families (TANF) and</b> <b>16% STATE</b>	
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.

Accounting Unit: HS260195; Account: 55130; Activity: UCH08620

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

Provide status of project.

Revision of service or purchase

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

**Reason:** Cuyahoga Job and Family Services has an existing Benefit Bridge contract with Catholic Charities Corporation. In order to support the employment goals and long-term stability and self-sufficiency of families, the Parties saw the potential benefits of integrating the Job and Career Training component to the existing Benefit Bridge Program. However, there were a few factors resulting in delayed submission of this contract. The Vendor's requested to change scope of work to expand services. This request prompted an Amendment 2 which was already late. We were planning to request an additional Amendment, but to prevent further timeliness related delays, we decided to combine the requests to one Amendment.

Timeline

Project/Procurement Start Date (date your team started working on this item):	3/17/2025
---	-----------

Date documents were requested from vendor:	3/17/2025; 4/3/2025; 4/22/2025
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Date of insurance approval from risk manager:	5/8/2025
---	----------

Date Department of Law approved Contract:	7/15/2025
---	-----------

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) The Vendor has been providing billable services. The Vendor is requesting to bill for services back to the time period begin date of 3/1/2025.

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

**HISTORY** (see instructions): See chart above.

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ# (if applicable):	N/A	
Buyspeed RQ# (if applicable):	N/A	
Infor/Lawson PO # Code (if applicable):	AMND	
CM Contract#	5003 (fka 4223)	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	<p>Cuyahoga Job and Family Services has an existing Benefit Bridge contract with Catholic Charities Corporation. In order to support the employment goals and long-term stability and self-sufficiency of families, the Parties saw the potential benefits of integrating the Job and Career Training component to the existing Benefit Bridge Program. However, there were a few factors resulting in delayed submission of this contract. The Vendor requested to change scope of work to expand services. This request prompted an Amendment 2 which was already late. We were planning to request an additional Amendment, but to prevent further timeliness related delays, we decided to combine the requests to one Amendment.</p>	
What is being done to prevent this from reoccurring?	<p>We are continually working with key staff to put processes in place to ensure funding availability and timely responses.</p>	

TAC or CTO Required or Authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
Benefit Bridge-Amendment 2			Department Initials	Purchasing
Briefing Memo			LS	EB
Justification Form			LS	EB
IG#	24-0079-REG EXP. 12.31.2028		LS	EB
Annual Non-Competitive Bid Contract Statement <i>(See Contracts Checklist Glossary on the intranet for form requirements).</i>	Date:		N/A	N/A
Debarment/Suspension Verified	Date:	6.24.2025	LS	EB
Auditor's Findings	Date:	6.24.2025	LS	EB
Independent Contractor (I.C.) Form	Date:	3.18.2025	LS	EB
Cover - Master contracts only			N/A	N/A
Contract Evaluation – if required provide most recent CM history on contract history table (see pg 2)			LS	EB
TAC/CTO Approval or IT Standards (if required attach and identify relevant page #s or meeting approval number)			N/A	N/A
Checklist Verification			LS	EB

## Department of Purchasing – Required Documents Checklist

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	LS
Matrix Law Screen shot	LS
COI	LS
Workers' Compensation Insurance	LS
Original Executed Contract (containing insurance terms) & all executed amendments	LS

### CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account Number	Activity Code	Account Category or Subaccount	Dollar Amount
<del>3/1/2025 – 6/30/2025</del>	<del>HS260195</del>	<del>55130</del>	<del>UCH08620</del>	<del>55130</del>	<del>\$0.00</del>
7/1/2025 – 12/31/2025	HS260195	55130	UCH08620	55130	\$831,980.93
1/1/2026 – 6/30/2026	HS260195	55130	UCH08620	55130	\$1,164,773.31
			<b>TOTAL</b>		<b>\$1,996,754.24</b>

### CONTRACT HISTORY (see Contract Evaluation, if applicable/ to be completed by Department)

CE/AG# (if applicable)		N/A			
Infor/Lawson PO# and PO Code (if applicable)		EXMT			
Lawson RQ# (if applicable)		N/A			
CM Contract#		4223			
	Original Amount	Amendment Amount (if applicable)	Original Time Period/Amended End Date	BOC/ Resolution Approval Date	BOC/ Resolution Approval #
Original Amount	\$435,457.00		3/1/2024 – 12/31/2024	04/01/2024	BC2024-253
Prior Amendment Amounts (list separately) (A-#1 )		\$1,870,000.00	7/1/2024 – 6/30/2025	12/03/2024	R2024-0344
		\$			
		\$			
Pending Amendment 2		\$0.00 \$1,996,754.24	3/1/2025 - 6/30/2025 7/1/2025 – 6/30/2026	Pending Pending	Pending Pending
Total Amendments		\$3,866,754.24			
Total Contract Amount		\$4,302,211.24			

## Department of Purchasing – Required Documents Checklist

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### PURCHASING USE ONLY

Prior Resolutions:	BC2024-253; R2024-0344
CM#:	5003 FKA 4223
Vendor Name:	CATHOLIC CHARITIES CORPORATION
Time Period:	3/1/2024 - 6/30/2025 EXT 6/30/2026
Amount:	\$1,996,754.24
History/CE:	OK
EL:	OK
Purchasing Notes:	N/A
Purchasing Agents Initials and date of approval	EB 7/30/2025

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Catholic Charities Corporation – Benefit Bridge				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM5003				
<b>RQ#</b>	N/A				
<b>Time Period of Original Contract</b>	3/1/2024 – 12/31/2024				
<b>Background Statement</b>	Benefit Bridge is an 18- month program that provides a bridge of support to help individuals safely transition off public benefits to financial freedom. Catholic Charities Job and Career Training (JCT) proposes to support the employment goals of clients enrolled in Cuyahoga County’s Benefit Bridge program to ensure a successful and sustainable transition from public benefits. Thus far, approximately seventy-one percent (71%) of all clients enrolled in the Benefit Bridge program are working full-time, at the time of county referral. This leaves close to thirty percent (30%) of all referrals with limited chance of long-term independence or financial stability without further work in increasing employment status.				
<b>Service Description</b>	<ul style="list-style-type: none"> <li>• Provides workforce development</li> <li>• Completes customized career assessments</li> <li>• Offers job placement and retention coaching</li> </ul>				
<b>Performance Indicators</b>	Provide customized career assessment Process supportive service request				
<b>Actual Performance versus performance indicators (include statistics):</b>	Provide customized career assessment: 59 Process supportive service request: 133				
<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>	Provider is currently meeting expectations of program. CJFS will continue to provide support to ensure contracted services are of the highest quality for participants.				



<b>Department Contact</b>	Paul Bounds, Deputy Administrator
<b>User Department</b>	Job and Family Services
<b>Date</b>	7/23/2025

# County Council of Cuyahoga County, Ohio

## Resolution No. R2025-0272

Sponsored by: <b>County Executive Ronayne/Department of Health and Human Services/Division of Children and Family Services</b>	<b>A Resolution</b> authorizing an amendment to a Master Contract with various providers for emergency assistance services for the period 9/1/2024 – 8/31/2025 to extend the time period to 8/31/2026 and for additional funds in the total amount not-to-exceed \$1,575,000.00, effective 9/1/2025; authorizing the County Executive to execute the Master Contract and all other documents consistent with this Resolution, and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, the County Executive Ronayne/Department of Health and Human Services/Division of Children and Family Services recommends an amendment to a Master Contract with various providers for emergency assistance services for the period 9/1/2024 – 8/31/2025 to extend the time period to 8/31/2026 and for additional funds in the total amount not-to-exceed \$1,575,000.00, effective 9/1/2025 as follows:

- a. Contract No. 4620 with A-Z Furniture Co. Inc. in the anticipated amount of \$315,000.00.
- b. Contract No. 4617 with Burlington Stores, Inc. in the anticipated amount of \$500,000.00.
- c. Contract No. 4622 with Dave’s Supermarket, Inc. in the anticipated amount of \$125,000.00.
- d. Contract No. 4621 with Penney OpCo LLC, dba J C Penney in the anticipated amount of \$250,000.00.
- e. Contract No. 4619 with West 25<sup>th</sup> Furnishings and Appliances, Inc. in the anticipated amount of \$385,000.00; and

**WHEREAS**, the primary goal of this project is to provide basic food and household furnishings in order to divert family/caregivers from further involvement with DCFS, while they are experiencing a crisis; and

**WHEREAS**, this project is funded 65% Health and Human Services Levy fund and 35% Federal Title IV-E; 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 a Master Contract with various providers for emergency assistance services for the period 9/1/2024 – 8/31/2025 to extend the time period to 8/31/2026 and for additional funds in the total amount not-to-exceed \$1,575,000.00, effective 9/1/2025 as follows:

- a. Contract No. 4620 with A-Z Furniture Co. Inc. in the anticipated amount of \$315,000.00.
- b. Contract No. 4617 with Burlington Stores, Inc. in the anticipated amount of \$500,000.00.
- c. Contract No. 4622 with Dave's Supermarket, Inc. in the anticipated amount of \$125,000.00.
- d. Contract No. 4621 with Penney OpCo LLC, dba J C Penney in the anticipated amount of \$250,000.00.
- e. Contract No. 4619 with West 25<sup>th</sup> Furnishings and Appliances, Inc. in the anticipated amount of \$385,000.00; and

**SECTION 2.** That the County Executive is authorized to execute the Master Contract and all documents consistent with 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 or 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: September 9, 2025  
Committee(s) Assigned: Health, Human Services & Aging

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

## PURCHASE-RELATED TRANSACTIONS

<b>Title</b>	Department of Children and Family Services RQ# 14253 2025 master Contract Various Vendors – Emergency Assistance Services Amendment 1
<b>Department or Agency Name</b>	Division of Children and Family Services
<b>Requested Action</b>	<input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input checked="" 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.
0	4617, 4619, 4620, 4621, 4622	Burlington Stores, West 25 <sup>th</sup> Furnishings, A-Z Furniture, Penney OpCO dba JC Penney and Dave's Supermarket	9/1/2024- 8/31/2025	\$1,575,000.00	9/30/2025	R2024-0345
A-1	4617,4619 4620,4621 4622	Burlington Stores, West 25 <sup>th</sup> Furnishings, A-Z Furniture, Penney OpCo dba JC Penney and Dave's Supermarket	9/1/2025- 8/31/2026	\$1,575,000.00	Pending	Pending

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

Emergency Assistance includes food, furniture, and basic appliances and are provided so that families may be diverted from further involvement with DCFS and/or caregivers can better meet the needs of children in their care. Families and caretakers approved for emergency assistance are often experiencing a crisis and therefore need items such as beds, cribs, food, and basic appliances. These items are provided as soon as possible following the receipt of a Purchase Order or gift card from 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:   N/A                      How will replaced items be disposed of?   N/A

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

Provide basic food items

Rev. 05/07/2024

Provide basic household furnishings  
Provision of these items in order to divert family/caregivers from further involvement with DCFS, while they are experiencing a crisis

**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):
Burlington Stores, Inc 1830 Route 130 North Burlington, NJ 08016	Karen Cha, Director of Marketing
West 25 <sup>th</sup> Furnishings and Appliance, Inc 1860 East 55 <sup>th</sup> Street Cleveland, Ohio 44103	Alex Fuerman, Owner
A-Z Furniture Company, Inc 1860 East 55 <sup>th</sup> Street Cleveland, Ohio 44103	Joe Golan, Manager
Penney OpCo LLC, dba JC Penney 6105 Legacy Drive, Suite 8100 Plano, TX 75024	Michael Brownlee, Director B2B Commercial Solutions
Dave's Supermarkets 5300 Richmond Road Bedford Hts, Ohio 44146	Thomas Thiry, Chief Financial Officer
Vendor Council District: Various Districts	Project Council District: Various Districts
If applicable provide the full address or list the municipality(ies) impacted by the project.	N/A

#### COMPETITIVE PROCUREMENT

RQ# 14253 (Insert RQ# for formal/informal items, as applicable)  
☐ RFB ☒ RFP ☐ RFQ  
☐ Informal  
☒ Formal Closing Date: 4/22/2024  
 The total value of the solicitation: \$1,575,000.00  
 Number of Solicitations (sent/received) 16 / 5  
 Participation/Goals (%): ( 0 ) DBE ( 0 ) SBE ( 0 ) MBE ( 0 ) WBE. Were goals met by awarded vendor per DEI tab sheet review? ☒ Yes  
☐ No, please explain.  
 If no, has this gone to the Administrative Reconsideration Panel? If so, what was the outcome?

#### NON-COMPETITIVE PROCUREMENT

Provide a short summary for not using competitive bid process.  
 \*See Justification for additional information.  
☐ Exemption  
☐ State Contract, list STS number and expiration date  
☐ Government Coop (Joint Purchasing Program/GSA), list number and expiration date  
☐ Sole Source ☐ 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:	<input type="checkbox"/> Government Purchase
Master Contract- 5 proposals submitted, 5 received award	<input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input checked="" type="checkbox"/> Contract Amendment - (list original procurement)
Similar. All 5 proposals were awarded	<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.
79% Federal Emergency Services; 21% Health and Human Services Levy
Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):
<b>List all Accounting Unit(s) upon which funds will be drawn and amounts if more than one accounting unit.</b>
HS215100 56040 UCH05401
Payment Schedule: <input type="checkbox"/> Invoiced <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

<b>Provide status of project.</b> Ongoing	
Is contract/purchase late <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late submission	
<b>Reason:</b> The process for this amendment was initiated later than originally planned. The delay in commencing this amendment was due to the absence of this requirement on an updated department project schedule.	
<b>Timeline</b>	
Project/Procurement Start Date (date your team started working on this item):	7/8/2025
Date documents were requested from vendor:	7/8/2025
Date of insurance approval from risk manager:	N/A - Amendment
Date Department of Law approved Contract:	7/18/2025 – Matrix Approval
Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:	
If late, have services begun? <input checked="" type="checkbox"/> No <input type="checkbox"/> 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	1630 1635 1628 4558 4342	Burlington Stores W. 25 <sup>th</sup> Furniture JC Penney Dave's Supermarket	9/1/2021-8/30/2022	\$1,575,000.00	8/3/2021	R2021-0179
A-1	1630 1635 1628 4558 4342	Burlington Stores W. 25 <sup>th</sup> Furniture JC Penney Dave's Supermarket	9/1/2022-8/30/2023	\$1,575,000.00	9/8/2022	R2022-0328D
A-2	1630 1635 1628 4558 4342	Burlington Stores W. 25 <sup>th</sup> Furniture JC Penney Dave's Supermarket	9/1/2023-8/31/2024	\$1,575,000.00	8/10/2023	R2023-021



## Department of Purchasing – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ# (if applicable):	14253
Buyspeed RQ# (if applicable):	
Infor/Lawson PO # Code (if applicable):	AMND
CM Contract#	4620

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	The process for this amendment was initiated later than originally planned. The delay in commencing this amendment was due to the absence of this requirement on an updated department project schedule.	
What is being done to prevent this from reoccurring?	To avoid similar delays in the future, team will ensure that all contract actions are clearly identified and incorporated into the schedule during the initial planning phase. The team will also establish regular checkpoints to monitor the schedule and make any necessary adjustments to stay on track.	

TAC or CTO Required or Authorized IT Standard	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
Master Contract AMND 1- A-Z Furniture (Agenda Item #3 of 5)			Department Initials	Purchasing
Briefing Memo			SB	BRM
Justification Form			SB	BRM
IG#	24-0365-REG exp 12/31/2028		SB	BRM
Annual Non-Competitive Bid Contract Statement (See Contracts Checklist Glossary on the intranet for form requirements).	Date:		N/A	n/a
Debarment/Suspension Verified	Date:	7/10/2025	SB	BRM
Auditor's Findings	Date:	7/10/2025	SB	BRM
Independent Contractor (I.C.) Form	Date:	7/9/2025	SB	BRM
Cover - Master contracts only			SB	BRM(CM 4617)
Contract Evaluation – if required provide most recent CM history on contract history table (see pg 2)			SB	BRM
TAC/CTO Approval or IT Standards (if required attach and identify relevant page #s or meeting approval number)			SB	N/A
Checklist Verification			SB	BRM

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	
	Department Initials

## Department of Purchasing – Required Documents Checklist

Agreement/Contract and Exhibits	SB
Matrix Law Screen shot	SB
COI	SB
Workers' Compensation Insurance	SB
Original Executed Contract (containing insurance terms) & all executed amendments	SB

### CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account Number	Activity Code	Account Category or Subaccount	Dollar Amount
9/1/2025-12/31/2025	HS215100	56040	UCH05401		\$105,000.00
1/1/2026-8/31/2026	HS215100	56040	UCH05401		\$210,000.00
			<b>TOTAL</b>		<b>\$315,000.00</b>

### CONTRACT HISTORY (see Contract Evaluation, if applicable/ to be completed by Department)

<b>CE/AG# (if applicable)</b>					
<b>Infor/Lawson PO# and PO Code (if applicable)</b>		RFP			
<b>Lawson RQ# (if applicable)</b>		14253			
<b>CM Contract#</b>		4620			
	Original Amount	Amendment Amount (if applicable)	Original Time Period/Amended End Date	BOC/ Resolution Approval Date	BOC/ Resolution Approval #
<b>Original Amount</b>	\$1,575,000.00		9/1/2024-8/31/2025	9/30/2025	R2024-0345
<b>Prior Amendment Amounts (list separately) (A-# )</b>		\$			
		\$			
		\$			
<b>Pending Amendment</b>		\$1,575,000.00		<b>Pending</b>	<b>Pending</b>
<b>Total Amendments</b>		\$			
<b>Total Contract Amount</b>		\$3,150,000.00			

### PURCHASING USE ONLY

Prior Resolutions:	R2024-0345
CM#:	4620

## **Department of Purchasing – Required Documents Checklist**

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Vendor Name:	A-Z Furniture Co., Inc.
Time Period:	9/1/24-8/31/25 EXT 8/31/2026
Amount:	\$315,000.00
History/CE:	OK
EL:	OK
Purchasing Notes:	
Purchasing Agents Initials and date of approval	BRM 7/31/2025

## CONTRACT EVALUATION FORM

<b>Contractor</b>	A-Z Furniture Company, Inc				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM 4620				
<b>RQ#</b>	14253				
<b>Time Period of Original Contract</b>	9/1/2024-8/31/2025				
<b>Background Statement</b>	Provide emergency assistance to youth, families, and caregivers involved with DCFS for household furniture items such as beds, cribs, mattresses, appliances, and furnishings meeting basic needs.				
<b>Service Description</b>	Respond to requests for emergency assistance for household items to those individuals referred by DCFS who are in possession of a Cuyahoga County purchase order.				
<b>Performance Indicators</b>	Provide quality household items and have sufficient inventory to meet the needs of individuals, families, and caregivers including delivery options, installation, and assembly.				
<b>Actual Performance versus performance indicators (include statistics):</b>	Variety of household furniture items that meet basic needs for youth, families, and caregivers and provide additional delivery, assembly, and installation when needed.				
<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>	Quality furniture items, sufficient inventory, vast selection, and reasonable pricing.				
<b>Department Contact</b>	Kara Davis, Deputy Director (216) 432-3503				
<b>User Department</b>	Cuyahoga County Division of Children and Family Services.				
<b>Date</b>	7/21/2025				

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ# (if applicable):	14253
Buyspeed RQ# (if applicable):	
Infor/Lawson PO # Code (if applicable):	AMND
CM Contract#	4617

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	The process for this amendment was initiated later than originally planned. The delay in commencing this amendment was due to the absence of this requirement on an updated department project schedule.	
What is being done to prevent this from reoccurring?	To avoid similar delays in the future, team will ensure that all contract actions are clearly identified and incorporated into the schedule during the initial planning phase. The team will also establish regular checkpoints to monitor the schedule and make any necessary adjustments to stay on track.	

TAC or CTO Required or Authorized IT Standard	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
<b>Master Contract AMND 1- Burlington Stores (Agenda Item #1 of 5)</b>			<b>Department Initials</b>	<b>Purchasing</b>
Briefing Memo			SB	BRM
Justification Form			SB	BRM
IG#	21-0068-REG exp 12/31/2025		SB	BRM
Annual Non-Competitive Bid Contract Statement (See Contracts Checklist Glossary on the intranet for form requirements).	Date:		N/A	N/A
Debarment/Suspension Verified	Date:	7/10/2025	SB	BRM
Auditor's Findings	Date:	7/10/2025	SB	BRM
Independent Contractor (I.C.) Form	Date:	7/8/2025	SB	BRM
Cover - Master contracts only			SB	BRM (CM 4617)
Contract Evaluation – if required provide most recent CM history on contract history table (see pg 2)			SB	BRM
TAC/CTO Approval or IT Standards (if required attach and identify relevant page #s or meeting approval number)			SB	N/A
Checklist Verification			SB	BRM

Other documentation may be required depending upon your specific item

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

Reviewed by Law	
	Department Initials

## Department of Purchasing – Required Documents Checklist

Agreement/Contract and Exhibits	SB
Matrix Law Screen shot	SB
COI	SB
Workers' Compensation Insurance	SB
Original Executed Contract (containing insurance terms) & all executed amendments	SB

### CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account Number	Activity Code	Account Category or Subaccount	Dollar Amount
9/1/2025-12/31/2025	HS215100	56040	UCH05401		\$166,666.34
1/1/2026-8/31/2026	HS215100	56040	UCH05401		\$333,333.36
			<b>TOTAL</b>		<b>\$500,000.00</b>

### CONTRACT HISTORY (see Contract Evaluation, if applicable/ to be completed by Department)

<b>CE/AG# (if applicable)</b>					
<b>Infor/Lawson PO# and PO Code (if applicable)</b>		RFP			
<b>Lawson RQ# (if applicable)</b>		14253			
<b>CM Contract#</b>		4617			
	Original Amount	Amendment Amount (if applicable)	Original Time Period/Amended End Date	BOC/ Resolution Approval Date	BOC/ Resolution Approval #
<b>Original Amount</b>	\$1,575,000.00		9/1/2024-8/31/2025	9/30/2025	R2024-0345
<b>Prior Amendment Amounts (list separately) (A-# )</b>		\$			
		\$			
		\$			
<b>Pending Amendment</b>		\$			
<b>Total Amendments</b>		\$1,575,000.00		<b>Pending</b>	<b>Pending</b>
<b>Total Contract Amount</b>		\$3,150,000.00			

### PURCHASING USE ONLY

Prior Resolutions:	R2024-0345
CM#:	4617

## Department of Purchasing – Required Documents Checklist

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Vendor Name:	Burlington Stores
Time Period:	9/1/2024-8/31/2025 EXT 8/31/2026
Amount:	\$500,000.00
History/CE:	OK
EL:	OK
Purchasing Notes:	
Purchasing Agents Initials and date of approval	BRM 7/31/2025

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Burlington Store, Inc				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM 4617				
<b>RQ#</b>	14253				
<b>Time Period of Original Contract</b>	9/1/2024-8/31/2025				
<b>Background Statement</b>	Burlington offers a wide range of clothing options at stores located at or near major shopping centers for the purpose of emergency assistance to youth and families involved with DCFS.				
<b>Service Description</b>	Quality clothing for children 0-18, which includes a full range of options from infant to adult to meet the individual needs of youth including undergarments, sleepwear, outerwear, and all-season options.				
<b>Performance Indicators</b>	Provide quality and reasonably priced clothing options for eligible individuals/families referred by DCFS who are in possession of a Cuyahoga County purchase order.				
<b>Actual Performance versus performance indicators (include statistics):</b>	Burlington stores are located throughout Cuyahoga County providing convenient locations for accessibility. All merchandise is new, below retail costs, and include brand-named items.				
<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>	Wide variety of clothing options at reasonable pricing in convenient locations throughout the county that meet the needs of youth/families.				
<b>Department Contact</b>	Kara Davis, Deputy Director (216) 432-3503				
<b>User Department</b>	Cuyahoga County Division of Children and Family Services				
<b>Date</b>	7/21/2025				



## Department of Purchasing – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ# (if applicable):	14253
Buyspeed RQ# (if applicable):	
Infor/Lawson PO # Code (if applicable):	AMND
CM Contract#	4622

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	The process for this amendment was initiated later than originally planned. The delay in commencing this amendment was due to the absence of this requirement on an updated department project schedule	
What is being done to prevent this from reoccurring?	To avoid similar delays in the future, team will ensure that all contract actions are clearly identified and incorporated into the schedule during the initial planning phase. The team will also establish regular checkpoints to monitor the schedule and make any necessary adjustments to stay on track.	

TAC or CTO Required or Authorized IT Standard	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
<b>Master Contract AMND 1- Dave’s Supermarket (Agenda Item #5 of 5)</b>			<b>Department Initials</b>	<b>Purchasing</b>
Briefing Memo			SB	BRM
Justification Form			SB	BRM
IG#	21-0129 REG exp 12/31/2025		SB	BRM
Annual Non-Competitive Bid Contract Statement <i>(See Contracts Checklist Glossary on the intranet for form requirements).</i>	Date:		N/A	N/A
Debarment/Suspension Verified	Date:	7/10/2025	SB	BRM
Auditor’s Findings	Date:	7/10/2025	SB	BRM
Independent Contractor (I.C.) Form	Date:	7/9/2025	SB	BRM
Cover - Master contracts only			SB	BRM (CM 4617)
Contract Evaluation – if required provide most recent CM history on contract history table <i>(see pg 2)</i>			SB	BRM
TAC/CTO Approval or IT Standards <i>(if required attach and identify relevant page #s or meeting approval number)</i>			N/A	N/A
Checklist Verification			SB	BRM

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	SB

## Department of Purchasing – Required Documents Checklist

Matrix Law Screen shot	SB
COI	SB
Workers' Compensation Insurance	SB
Original Executed Contract (containing insurance terms) & all executed amendments	SB

### CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account Number	Activity Code	Account Category or Subaccount	Dollar Amount
9/1/2025-12/31/2025	HS215100	56040	UCH05401		\$41,666.65
1/1/2026-8/31/2026	HS215100	56040	UCH05401		\$83,333.35
			<b>TOTAL</b>		\$125,000.00

### CONTRACT HISTORY (see Contract Evaluation, if applicable/ to be completed by Department)

<b>CE/AG# (if applicable)</b>					
<b>Infor/Lawson PO# and PO Code (if applicable)</b>		RFP			
<b>Lawson RQ# (if applicable)</b>		14253			
<b>CM Contract#</b>		4622			
	Original Amount	Amendment Amount (if applicable)	Original Time Period/Amended End Date	BOC/ Resolution Approval Date	BOC/ Resolution Approval #
<b>Original Amount</b>	\$1,575,000.00		9/1/2024-8/31/2025	9/30/2025	R2024-0345
<b>Prior Amendment Amounts (list separately) (A-# )</b>		\$			
		\$			
		\$			
<b>Pending Amendment</b>		\$1,575,000.00		<b>Pending</b>	<b>Pending</b>
<b>Total Amendments</b>		\$			
<b>Total Contract Amount</b>		\$3,150,000.00			

### PURCHASING USE ONLY

<b>Prior Resolutions:</b>	R2024-0345
<b>CM#:</b>	4622
<b>Vendor Name:</b>	Dave's Supermarket, Inc.

## Department of Purchasing – Required Documents Checklist

Time Period:	9/1/2024-8/31/2025 EXT 8/31/2026
Amount:	\$125,000.00
History/CE:	OK
EL:	OK
Purchasing Notes:	
Purchasing Agents Initials and date of approval	BRM 7/31/2025

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Dave's Supermarkets				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM 4622				
<b>RQ#</b>	14253				
<b>Time Period of Original Contract</b>	9/1/2024-8/31/2025				
<b>Background Statement</b>	Provide emergency assistance in the form of gift cards for food items to families involved with DCFS.				
<b>Service Description</b>	Dave's Supermarkets to provide gift cards in denomination of \$5, \$10, \$20, \$25, and \$50 to youth and families in need of emergency food assistance to ensure basic needs.				
<b>Performance Indicators</b>	To assist youth and families involved with DCFS who are in need of emergency assistance by means of gift cards for food. including fresh fruits and vegetables to those in possession of a Cuyahoga County Purchase order.				
<b>Actual Performance versus performance indicators (include statistics):</b>	Vendor is centrally located and accessible to the community through 11 supermarkets in Cuyahoga County. All locations have accessibility to public transportation and provide a variety of food options including fresh fruits, vegetables, and other healthy food options.				
<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>	High quality options for families in need of basic food items at reasonable prices.				
<b>Department Contact</b>	Kara Davis, Deputy Director (216) 432-3503				
<b>User Department</b>	Cuyahoga County Division of Children and Family Services.				
<b>Date</b>	7/21/2025				

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ# (if applicable):	14253
Buyspeed RQ# (if applicable):	
Infor/Lawson PO # Code (if applicable):	AMND
CM Contract#	4621

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	The process for this amendment was initiated later than originally planned. The delay in commencing this amendment was due to the absence of this requirement on an updated department project schedule.	
What is being done to prevent this from reoccurring?	To avoid similar delays in the future, team will ensure that all contract actions are clearly identified and incorporated into the schedule during the initial planning phase. The team will also establish regular checkpoints to monitor the schedule and make any necessary adjustments to stay on track.	

TAC or CTO Required or Authorized IT Standard	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
Master Contract AMND 1- JC Penney (Agenda Item #4 of 5)			Department Initials	Purchasing
Briefing Memo			SB	BRM
Justification Form			SB	BRM
IG#	21-0139 REG exp 12/31/2025		SB	BRM
Annual Non-Competitive Bid Contract Statement (See Contracts Checklist Glossary on the intranet for form requirements).	Date:		N/A	n/a
Debarment/Suspension Verified	Date:	7/10/2025	SB	BRM
Auditor's Findings	Date:	7/10/2025	SB	BRM
Independent Contractor (I.C.) Form	Date:	7/14/2025	SB	BRM
Cover - Master contracts only			SB	BRM (CM 4621)
Contract Evaluation – if required provide most recent CM history on contract history table (see pg 2)			SB	BRM
TAC/CTO Approval or IT Standards (if required attach and identify relevant page #s or meeting approval number)			SB	n/a
Checklist Verification			SB	BRM

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
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## Department of Purchasing – Required Documents Checklist

	Department Initials
Agreement/Contract and Exhibits	SB
Matrix Law Screen shot	SB
COI	SB
Workers' Compensation Insurance	SB
Original Executed Contract (containing insurance terms) & all executed amendments	SB

### CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account Number	Activity Code	Account Category or Subaccount	Dollar Amount
9/1/2025-12/31/2025	HS215100	56040	UCH05401		\$83,333.34
1/1/2026-8/31/2026	HS215100	56040	UCH05401		\$166,666.66
			<b>TOTAL</b>		<b>\$250,000.00</b>

### CONTRACT HISTORY (see Contract Evaluation, if applicable/ to be completed by Department)

<b>CE/AG# (if applicable)</b>					
<b>Infor/Lawson PO# and PO Code (if applicable)</b>		RFP			
<b>Lawson RQ# (if applicable)</b>		14253			
<b>CM Contract#</b>		4621			
	Original Amount	Amendment Amount (if applicable)	Original Time Period/Amended End Date	BOC/ Resolution Approval Date	BOC/ Resolution Approval #
<b>Original Amount</b>	\$1,575,000.00		9/1/2024-8/31/2025	9/30/2025	R2024-0345
<b>Prior Amendment Amounts (list separately) (A-# )</b>		\$			
		\$			
		\$			
<b>Pending Amendment</b>		\$1,575,000.00		<b>Pending</b>	<b>Pending</b>
<b>Total Amendments</b>		\$			
<b>Total Contract Amount</b>		\$3,150,000.00			

### PURCHASING USE ONLY

Prior Resolutions:	R2024-0345
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## Department of Purchasing – Required Documents Checklist

CM#:	4621
Vendor Name:	Penney OpCo LLC dba JCPenney
Time Period:	9/1/2024-8/31/2025 ext 8/31/2026
Amount:	\$250,000.00
History/CE:	OK
EL:	OK
Purchasing Notes:	
Purchasing Agents Initials and date of approval	BRM 7/31/2025

## CONTRACT EVALUATION FORM

<b>Contractor</b>	JC Penney				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM 4621				
<b>RQ#</b>	14253				
<b>Time Period of Original Contract</b>	9/1/2024-8/31/2025				
<b>Background Statement</b>	JCPenny provides a variety of affordable clothing options for children and youth involved with DCFS.				
<b>Service Description</b>	Children and youth entering custody and eligible for a Cuyahoga County purchase order age 0-18 can select from a wide range of clothing options to meet basic needs including school uniforms, outerwear, and everyday clothing items.				
<b>Performance Indicators</b>	Provide high quality clothing to eligible kids and youth. Serve individuals/families referred by DCFS who are in possession of a Cuyahoga County purchase order.				
<b>Actual Performance versus performance indicators (include statistics):</b>	Locally accessible provider having stores located in four sites throughout the area and online purchasing options. Vendor has affordable purchasing options, offers brands with youth likability and style appealing to all ages.				
<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>	Variety selection of quality clothing items at affordable cost.				
<b>Department Contact</b>	Kara Davis, Deputy Director (216) 432-3503				
<b>User Department</b>	Cuyahoga County Division of Children and Family Services.				
<b>Date</b>	7/21/2025				



## Department of Purchasing – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ# (if applicable):	14253
Buyspeed RQ# (if applicable):	
Infor/Lawson PO # Code (if applicable):	AMND
CM Contract#	4619

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	The process for this amendment was initiated later than originally planned. The delay in commencing this amendment was due to the absence of this requirement on an updated department project schedule	
What is being done to prevent this from reoccurring?	To avoid similar delays in the future, team will ensure that all contract actions are clearly identified and incorporated into the schedule during the initial planning phase. The team will also establish regular checkpoints to monitor the schedule and make any necessary adjustments to stay on track.	

TAC or CTO Required or Authorized IT Standard	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
Master Contract AMND 1- West 25 <sup>th</sup> Furnishings (Agenda Item #2 of 5)			Department Initials	Purchasing
Briefing Memo			SB	BRM
Justification Form			SB	BRM
IG#	24-0241-REG exp 12/31/2028		SB	BRM
Annual Non-Competitive Bid Contract Statement (See Contracts Checklist Glossary on the intranet for form requirements).	Date:		N/A	N/A
Debarment/Suspension Verified	Date:	7/10/2025	SB	BRM
Auditor's Findings	Date:	7/10/2025	SB	BRM
Independent Contractor (I.C.) Form	Date:	7/12/2025	SB	BRM
Cover - Master contracts only			SB	BRM
Contract Evaluation – if required provide most recent CM history on contract history table (see pg 2)			SB	BRM
TAC/CTO Approval or IT Standards (if required attach and identify relevant page #s or meeting approval number)			N/A	N/A
Checklist Verification			SB	BRM

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	
	Department Initials

## Department of Purchasing – Required Documents Checklist

Agreement/Contract and Exhibits	SB
Matrix Law Screen shot	SB
COI	SB
Workers' Compensation Insurance	SB
Original Executed Contract (containing insurance terms) & all executed amendments	SB

### CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account Number	Activity Code	Account Category or Subaccount	Dollar Amount
9/1/2025-12/31/2025	HS215100	56040	UCH05401		\$128,333.34
1/1/2026-8/31/2026	HS215100	56040	UCH05401		\$256,666.66
			<b>TOTAL</b>		<b>\$385,000.00</b>

### CONTRACT HISTORY (see Contract Evaluation, if applicable/ to be completed by Department)

<b>CE/AG# (if applicable)</b>					
<b>Infor/Lawson PO# and PO Code (if applicable)</b>		RFP			
<b>Lawson RQ# (if applicable)</b>		14253			
<b>CM Contract#</b>		4619			
	Original Amount	Amendment Amount (if applicable)	Original Time Period/Amended End Date	BOC/ Resolution Approval Date	BOC/ Resolution Approval #
<b>Original Amount</b>	<b>\$1,575,000.00</b>		<b>9/1/2024-8/31/2025</b>	<b>9/30/2025</b>	<b>R2024-0345</b>
<b>Prior Amendment Amounts (list separately) (A-# )</b>		\$			
		\$			
		\$			
<b>Pending Amendment</b>		<b>\$1,575,000.00</b>		<b>Pending</b>	<b>Pending</b>
<b>Total Amendments</b>		<b>\$</b>			
<b>Total Contract Amount</b>		<b>\$3,150,000.00</b>			

### PURCHASING USE ONLY

<b>Prior Resolutions:</b>	R2024-0345
<b>CM#:</b>	4619

## Department of Purchasing – Required Documents Checklist

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Vendor Name:	West 25th Furnishings and Appliances, Inc.
Time Period:	9/1/2024-8/31/2025 EXT 8/31/2026
Amount:	\$385,000.00
History/CE:	OK
EL:	OK
Purchasing Notes:	
Purchasing Agents Initials and date of approval	BRM 7/31/2025

## CONTRACT EVALUATION FORM

<b>Contractor</b>	West 25 <sup>th</sup> Furnishings and Appliances				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM 4619				
<b>RQ#</b>	14253				
<b>Time Period of Original Contract</b>	9/1/2024-8/31/2025				
<b>Background Statement</b>	W. 25 <sup>th</sup> Furnishings and Appliances to provide emergency assistance to families involved with DCFS for household items such as beds, dressers, sofas, cribs, pack-n-plays, tables, chairs, and appliances.				
<b>Service Description</b>	Respond to requests for emergency assistance for household items to those individuals/families referred to them by DCFS who are in possession of a Cuyahoga County purchase order.				
<b>Performance Indicators</b>	Provide quality household items and have sufficient inventory to meet the individual needs of families and caregivers including delivery, assembly, and at reasonable pricing.				
<b>Actual Performance versus performance indicators (include statistics):</b>	Quality and reasonably priced household items including delivery and assembly when needed.				
<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>	Quality furniture items, sufficient inventory, vast selection, and reasonable pricing.				
<b>Department Contact</b>	Kara Davis, Deputy Director (216) 432-3503				
<b>User Department</b>	Cuyahoga County Division of Children and Family Services				
<b>Date</b>	7/21/2025				