



AGENDA
CUYAHOGA COUNTY HEALTH, HUMAN SERVICES & AGING
COMMITTEE MEETING
THURSDAY, NOVEMBER 16, 2017
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
1:00 PM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT RELATED TO THE AGENDA**
- 4. APPROVAL OF MINUTES FROM THE NOVEMBER 1, 2017 MEETING**
- 5. MATTER REFERRED TO COMMITTEE**
 - a) R2017-0165: A Resolution authorizing an amendment to Contract No. CE1700154-01 with Case Western Reserve University for fiscal agent services in connection with facilitation of the First Year Cleveland Initiative for the period 6/1/2016 - 4/30/2019 to expand the scope of services, effective 4/1/2017, and for additional funds in the amount not-to-exceed \$1,500,000.00; 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.
 - b) R2017-0218: A Resolution making an award on RQ40092 to Emerald Development and Economic Network, Inc. in the amount not-to-exceed \$716,955.00 for the Rapid Re-housing Program for Homeless Individuals and Families for the period 1/1/2018 - 12/31/2018; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [Pending Council Referral]

- c) R2017-0221: A Resolution authorizing an amendment to Contract No. CE1500310-01 with Maximus Human Services, Inc. for the Work Experience Program for work-required public assistance recipients for the period 1/1/2016 - 12/31/2017 to extend the time period to 12/31/2018 and for additional funds in the amount not-to-exceed \$1,300,000.00; 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. [Pending Council Referral]

- d) R2017-0222: A Resolution authorizing a contract with United Way of Greater Cleveland in the amount not-to-exceed \$1,095,450.00 for fiscal agent services for emergency food purchases for Cuyahoga County residents for the period 1/1/2018 - 12/31/2018; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [Pending Council Referral]

- e) R2017-0223: A Resolution authorizing an amendment to Contract No. CE1500128-01 with Catholic Charities Corporation for various services for Ohio Works First and Disability Financial Assistance recipients with barriers to employment and the Comprehensive Case Management and Employment Program for the period 7/1/2015 - 12/31/2017 to extend the time period to 12/31/2018 and for additional funds in the amount not-to-exceed \$1,147,083.97; 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. [Pending Council Referral]

- f) R2017-0224: A Resolution authorizing an amendment to Contract No. CE1600090-01 with The Centers for Families and Children for a job skills center for work-required public assistance recipients and for job readiness, job search, job placement and job retention services for the period 7/1/2016 - 12/31/2017 to extend the time period to 12/31/2018 and for additional funds in the amount not-to-exceed \$1,122,454.58; 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. [Pending Council Referral]

- g) R2017-0225: A Resolution authorizing an amendment to Contract No. CE1600091-01 with Verge Inc. for job readiness, job search, job placement and job retention services for Ohio Works First cash assistance and food stamp recipients for the period 7/1/2016 - 12/31/2017 to extend the time period to 12/31/2018 and for additional funds in the amount not-to-exceed \$700,000.00; 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. [Pending Council Referral]

6. MISCELLANEOUS BUSINESS

7. OTHER PUBLIC COMMENT

8. ADJOURNMENT

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

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



MINUTES

CUYAHOGA COUNTY HEALTH, HUMAN SERVICES & AGING COMMITTEE MEETING

WEDNESDAY, NOVEMBER 1, 2017

CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS

C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR

1:00 PM

1. CALL TO ORDER

Chairwoman Conwell called the meeting to order at 1:03 p.m.

2. ROLL CALL

Ms. Conwell asked Assistant Deputy Clerk Johnson to call the roll. Committee members Conwell, Tuma, Baker, Brown and Miller were in attendance and a quorum was determined.

3. PUBLIC COMMENT RELATED TO THE AGENDA

Ms. Loh addressed the Committee regarding eligibility for services from the Cuyahoga County Board of Developmental Disabilities.

4. APPROVAL OF MINUTES FROM THE OCTOBER 18, 2017 MEETING

A motion was made by Mr. Miller, seconded by Mr. Tuma and approved by unanimous vote to approve the minutes of the October 18, 2017 meeting.

5. MATTER REFERRED TO COMMITTEE

- a) R2017-0165: A Resolution authorizing an amendment to Contract No. CE1700154-01 with Case Western Reserve University for fiscal agent services in connection with facilitation of the First Year Cleveland Initiative for the period 6/1/2016 - 4/30/2019 to expand the scope of services, effective 4/1/2017, and for additional funds in the amount not-to-exceed

\$1,500,000.00; 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.

There was no legislative action taken on Resolution No. R2017-0165.

- b) R2017-0190: A Resolution authorizing a state term contract with Hyland Software, Inc. in the amount not-to-exceed \$660,245.05 for software licenses, maintenance services and professional services for development of a case management system for the period 10/1/2017 - 12/31/2018; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Ms. Deborah Watkins, Director of the Office of Child Support Services; and Mr. Mathew Bender, Web & Applications Development Administrator, addressed the Committee regarding Resolution No. R2017-0190. Discussion ensued.

Committee members asked questions of Ms. Watkins and Mr. Bender pertaining to the item, which they answered accordingly.

On a motion by Mr. Miller with a second by Ms. Brown, Resolution No. R2017-0190 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

6. PRESENTATION

- a) Update from Cuyahoga County Board of Developmental Disabilities – Kelly Petty, Superintendent and Chief Executive Officer

Ms. Kelly Petty, Superintendent and Chief Executive Officer of the Cuyahoga County Board of Developmental Disabilities, provided the Committee with an overview of the Board of Developmental Disabilities and provided information relating to various policy initiatives, budget, staffing, number of people served as well as the Board's strategic plan. Discussion ensued.

Committee members asked questions of Ms. Petty pertaining to the item, which she answered accordingly.

7. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

8. OTHER PUBLIC COMMENT

There were no public comments given.

9. ADJOURNMENT

With no further business to discuss, Chairwoman Conwell adjourned the meeting at 2:16 p.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0165

<p>Sponsored by: County Executive Budish/Department of Health and Human Services</p>	<p>A Resolution authorizing an amendment to Contract No. CE1700154-01 with Case Western Reserve University for fiscal agent services in connection with facilitation of the First Year Cleveland Initiative for the period 6/1/2016 - 4/30/2019 to expand the scope of services, effective 4/1/2017, and for additional funds in the amount not-to-exceed \$1,500,000.00; 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.</p>
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WHEREAS, the County Executive/Department of Health and Human Services has recommended an amendment to Contract No. CE1700154-01 with Case Western Reserve University for fiscal agent services in connection with facilitation of the First Year Cleveland Initiative for the period 6/1/2016 - 4/30/2019 to expand the scope of services, effective 4/1/2017, and for additional funds in the amount not-to-exceed \$1,500,000.00; and

WHEREAS, the primary goal of this project is to share information and support community efforts to reduce infant mortality; and

WHEREAS, County Council has determined that entering into the proposed amendment is in the best interest of the County; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

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. CE1700154-01 with Case Western Reserve University for fiscal agent services in connection with facilitation of the First Year Cleveland

First Reading/Referred to Committee: September 12, 2017
Committee(s) Assigned: Health, Human Services & Aging

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0218

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services</p>	<p>A Resolution making an award on RQ40092 to Emerald Development and Economic Network, Inc. in the amount not-to-exceed \$716,955.00 for the Rapid Re-housing Program for Homeless Individuals and Families for the period 1/1/2018 - 12/31/2018; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services has recommended an award on RQ40092 to Emerald Development and Economic Network, Inc. in the amount not-to-exceed \$716,955.00 for the Rapid Re-housing Program for Homeless Individuals and Families for the period 1/1/2018 - 12/31/2018; and

WHEREAS, the primary goals of this project are to: a) provide a short term rent subsidy for families, youth and single adults experiencing a housing crisis; b) provide housing location assistance; and c) assist clients to maintain housing; and

WHEREAS, this project is funded 100% by the U.S. Department of Housing and Urban Development, FY2016 Continuum of Care Homeless Assistance Program Funds; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ40092 to Emerald Development and Economic Network, Inc. in the amount not-to-exceed \$716,955.00 for the Rapid Re-housing Program for Homeless Individuals and Families for the period 1/1/2018 - 12/31/2018.

SECTION 2. That the County Executive is authorized to execute a contract and all other documents consistent with said award and this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, 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:
Committee(s) Assigned:

Journal _____
_____, 20__

SUMMARY OF REQUESTED ACTION

2018 OHS CONTRACT FOR RAPID REHOUSING WITH EMERALD DEVELOPMENT AND ECONOMIC NETWORK, INC. (EDEN) RQ# 40092 \$ 716,955.00.

A. Scope of Work Summary

1. DCAP is requesting approval of a contract/amendment with Emerald Development and Economic Network (EDEN) for Rapid ReHousing in the amount of \$716,955.00. The term of the contract is January 1, 2018 to December 31, 2018.
2. The primary goal of the project is:
To provide short term rental assistance program to move people from homelessness into housing quickly while providing supportive services to them.
3. Describe the services that will be provided:
Intake, assessment, barrier removal, housing locator, home inspection
4. Is the contract included in the current budget? Yes

B. Procurement

1. Identify the procurement type used:
 - a. RFP Formal

C. Contractor Information

Emerald Development & Economic Network
7812 Madison Avenue
Cleveland, Ohio 44102

D. Project Status

1. The project's term is 1/1/2018 to 12/31/2018
2. Does the project reoccur annually? Yes

E. Funding

1. Describe the funding source.
Health and Human Services Levy
2. What is the percentage breakdown between funding source(s)?
100% HHS Levy
Total: \$716,955.00
3. Will the vendor be paid by invoice? Yes
 - a. If so, how frequently?
By monthly invoice
 - b. If not, describe payment method.

F. Briefly describe the proposed procurement method.

This contract was competitively procured in 2017. Only one provider responded.

G. Why is this method preferred over the standard, competitive procedure?

This was competitively procured.

H. Were other vendors evaluated? If not, explain.

Only one provider responded. They held the previous contract, but submitted a competitive proposal that was scored and selected.

I. For items or services being procured through State or GSA contract or through a joint purchasing program, provide the contract number and expiration date.

N/A

Office of Procurement and Diversity Tabulation Sheet

REQUISITION NUMBER: OH-17-40092 CONTRACT PERIOD: 1/1/2018 to 12/31/2018 CCBB: Low Non-CCBB Bid\$:

RFB/RFP/RFQ DUE DATE: July 21, 2017 NUMBER OF RESPONSES: Add 2%, Total is: RANGE OF LOWEST BID REC'D \$

TYPE: (RFB/RFP/RFQ): RFP (Formal) ESTIMATE: \$1,100,000.00 Minus \$, = PRICE PREF % & \$ LIMIT:

REQUESTING DEPARTMENT: Department Of Health And Human Services - Division Of Job And Family Services SBE GOAL: 0% Does CCBB Apply: Yes No

MAX SBE PRICE PREF \$ DOES PRICE

COMMODITY DESCRIPTION: 2018 Office Of Homeless Services Rapid Rehousing RFP

PREFERENCE APPLY? Yes No

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review:	Price Preference	CCBB Registered	SBE:	Dept. Tech. Review	Award: (Y/N)
1 Emerald Development and Economic Network (EDEN) Inc 7812 Madison Avenue Cleveland, OH 44102		N/A	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1209 MCF: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Subcontractor Name: SBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No Total SBE % SBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE Comments and Initials: SBE Subcontractor		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID: 1060477

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review:	Price Preference	CCBB Registered	SBE:	Dept. Tech. Review	Award: (Y/N)
			POF: <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes			Name: SBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No Total SBE % SBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE Comments and Initials:		

Transaction ID: 1060477

CONTRACT HISTORY/EVALUATION FORM

Contractor	Emerald Development and Economic Network, Inc. (EDEN)				
Contract/Agreement No.	1300126-03				
RQ#	24301				
Time Period of Original Contract	10/01/12 - 12/31/2017				
Background Statement	The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act passed in 2009, established rapid exit from shelter as a priority activity for federal funding. The activity titled "Rapid Re-housing", encompasses the following activities: short term financial assistance, housing location and stabilization services, and activities directly connected to providing these services. The Office of Homeless Services has supported the prioritization of RRH since 2009.				
Service Description	The Rapid Re-Housing (RRH) Program is a short term rental assistance program that gives us the ability to move people from homelessness into housing quickly while providing supportive services to them. The core components of RRH are as follows: Housing Identification, Rent and Move In Assistance, and RRH Case Management and Services. This includes recruiting landlords, matching clients with available units, inspections, rent reasonable tests, subsidy payments to landlords and ongoing support services to participants while on the program.				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract/Agreement Amount	\$1,049,309.00				
Prior Amendment Amounts (List separately)		\$0.00	9/30/2014		CPB2013-887
		\$676,606.00	NO CHANGE		R2014-0076
		\$387,993.00	12/31/2015		BC2014-308
		\$563,617.00	NO CHANGE		R2015-0075
		\$63,094.00	12/31/2016		BC2015-758
		\$908,000.00	NO CHANGE		R2016-0013
		\$450,000.00	NO CHANGE		BC2016-493
		\$165,650.00	9/30/2017		BC2016-876
		\$500,000.00	NO CHANGE		BC2017-194
		\$144,490.00	12/31/2017		
Pending Amendment		NA	NA	NA	NA
Total Amendment(s)					
Total Contract Amount		\$4,908,759.00			
Performance Indicators	# of households assisted, reduction in shelter length of stay.				
Actual performance versus performance indicators (include statistics):	Within the past 12 months, over 450 HH received rental assistance. The average length of shelter stay was reduced by 10%.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor

Select One (X)		X			
Justification of Rating	Emerald Development and Economic Network, Inc. (EDEN) is currently meeting program expectations by providing emergency housing assistance for homeless individuals and families. EDEN has been able to reduce the average length of shelter stay by 10% over the last 12 months.				
Dept. Contact	Ruth Gillett				
User Dept.	Office of Homeless Services				
Date	9/28/2017				

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0221

Sponsored by: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services	A Resolution authorizing an amendment to Contract No. CE1500310-01 with Maximus Human Services, Inc. for the Work Experience Program for work-required public assistance recipients for the period 1/1/2016 - 12/31/2017 to extend the time period to 12/31/2018 and for additional funds in the amount not-to-exceed \$1,300,000.00; 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.
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WHEREAS, the County Executive/Department of Health and Human Services/ Cuyahoga Job and Family Services has recommended an amendment to Contract No. CE1500310-01 with Maximus Human Services, Inc. for the Work Experience Program for work-required public assistance recipients for the period 1/1/2016 - 12/31/2017 to extend the time period to 12/31/2018 and for additional funds in the amount not-to-exceed \$1,300,000.00; and

WHEREAS, the primary goals of this project are to provide a work experience program that will offer participants a high quality, competency-based, results-oriented work experience program that will enhance participants' employability and competitiveness in the job market; and

WHEREAS, the project is funded 66% by Federal TANF funds and 34% by Federal FAET funds; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

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. CE1500310-01 with Maximus Human Services, Inc. for the Work Experience Program for work-required public assistance recipients for the

period 1/1/2016 - 12/31/2017 to extend the time period to 12/31/2018 and for additional funds in the amount not-to-exceed \$1,300,000.00.

SECTION 2. That the County Executive is authorized to execute the contract and all other 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:
Committee(s) Assigned:

Journal _____
_____, 20__

SUMMARY OF REQUESTED ACTION

2018 CJFS CONTRACT AMENDMENT FOR THE WORK EXPERIENCE PROGRAM (WEP) WITH MAXIMUS HUMAN SERVICES, INC. RQ#33447 FOR \$1,300,000.00.

A. Scope of Work Summary

1. DCAP is requesting approval of a contract amendment with Maximus Human Services, Inc. for the Work Experience Program (WEP) in the amount of \$1,300,000.00. The term of the contract is January 1, 2018 to December 31, 2018.
2. The primary goal of the project is:
To provide a work experience program that offers participants a high quality, competency-based, results-oriented work experience consistent with the DRA that enhances participants' employability and competitiveness in the job market as well as participation outcomes.
3. Describe the services that will be provided:
Career mentoring, skill building, and employer services
4. Is the contract included in the current budget? Yes

B. Procurement

1. Identify the procurement type used:
 - a. RFP Formal in 2015

C. Contractor Information

Maximus Human Services, Inc.
1891 Metro Center Drive
Reston, VA 20190

D. Project Status

1. The project's term is 1/1/2018 to 12/31/2018
2. Does the project reoccur annually? Yes

E. Funding

1. Describe the funding source.
TANF and FAET
2. What is the percentage breakdown between funding source(s)?
60% TANF and 40% FAET
TANF: \$ 780,000.00
FAET: \$ 520,000.00
TOAL: \$1,300,000.00
3. Will the vendor be paid by invoice? Yes
 - a. If so, how frequently?
On a monthly basis

F. Briefly describe the proposed procurement method.

This contract was competitively procured in 2015. 2. The RFP RQ#33447. When the initial RFP was issued, CJFS received 4 proposals. Based upon the review and rank, Maximus was recommended.

G. Why is this method preferred over the standard, competitive procedure?

The original contract allowed for two option years. We are exercising that second year now.

H. Were other vendors evaluated? If not, explain.

Yes, three other vendors were evaluated, Maximus was selected based on a scoring summary.

I. For items or services being procured through State or GSA contract or through a joint purchasing program, provide the contract number and expiration date.

N/A

CONTRACT HISTORY/EVALUATION FORM

Contractor	Maximus Human Services, Inc.				
Contract/Agreement No.	CE1500310-01, 02				
RQ#	WT-16-33447				
Time Period of Original Contract	1/1/16 - 12/31/16				
Background Statement	<p>The intense competition for even entry-level positions in the current local job market and the pervasive lack of basic “work maturity” skills among some public assistance recipients, necessitates the development of a competency-based unpaid work experience program. A high quality program must address the issue of unemployment and assist participants to become “job ready” by reducing barriers to employment such as lack of soft skills and limited work histories. Since the onset of welfare reform, and more recently TANF reauthorization, Cuyahoga County has operated a variety of unpaid Work Experience Program (WEP) models in an attempt to emphasize hard and soft skill development as well as assist work-eligible individuals in complying with their participation requirements. The goal of WEP is to allow participants to practice the workplace skills necessary to be competitive in the real world of work. To this end, WEP is targeted toward individuals who would most benefit from a current work experience, a positive job reference, and enhanced work skills.</p> <p>The current CJFS work experience program serves OWF cash assistance recipients as well as Able-Bodied Adults Without Dependents (ABAWD). WEP staff work closely with CJFS staff to quickly schedule participants for orientation; place participants in worksites that align with their career goals or interests; monitor participant attendance and progress; and develop quality, meaningful worksites. While not a goal of the program, in some instances, participants are exposed to job openings at worksites and are encouraged to apply for permanent, paid employment. In all instances, participants are evaluated twice per month by their supervisor on a variety of work place competencies to assess their “job readiness”. Feedback is provided to participants on hard and soft skill performance and developmental needs. Most program participants are engaged in WEP for three (3) to six (6) months. An individual is considered “completing” WEP when he/she meets or exceeds expectations for demonstrating soft and hard workplace skills over a sustained period of time. Emphasis is placed on immediate and continuous engagement of participants in high quality work and maintaining participants in the program until they have gained the skills necessary to compete in the world of work. Once a participant completes the WEP program and is determined to be “job ready”, he/she is offered job readiness/job search assistance through CJFS with the goal of obtaining permanent, paid employment and coming one step closer to economic self-sufficiency.</p>				
Service Description	<ul style="list-style-type: none"> • Staff outreach to participants to schedule an Orientation within 24 hours of referral. Staff explain the program and build buy-in. To make sure they engage participants who they can't reach on the first try, staff are diligent in following up by phone, email, or letter. A toll-free Participant Service Line allows participants to reach staff at their convenience to schedule Orientation. A dedicated Engagement Team is primarily responsible for this function. • Orientation is offered each morning, and combines group activities and one-on-one time with a Career Mentor to highlight benefits of participation. Staff use a combination of presentations, interactive exercises, video testimonials, and engaging group facilitation to get participants both excited and involved. Orientation transitions into a Placement Interview with a Career Mentor where they explain the program in more detail and discuss rules and requirements of participation. A Talent Development Team has primary responsibility for conducting orientation, placement interviewing, and subsequent placement. • An initial placement interview occurs on the same day as orientation. Career Mentors meet one-on-one with participants to learn more about their overall situation, existing skills competency, work style, interests, barriers, and level of work experience. This exchange establishes a baseline profile of the participant's skills and workplace capacity that guides discussion for what type of worksite placement can best meet participation goals. The program uses industry standard tools to reveal appropriate skill-building sequencing. The entire process results in the participant selecting a career cluster – a general category of industry sectors used to organize the types of jobs and occupations that are available in that industry. • Once staff discover a participant's sector-based job category, they identify the soft skill and workplace skill development needed to build capacity for a job in that industry sector. The goal is a workable activity plan combining practical skills gained from a worksite placement and competencies they need to improve in order to become job ready. Participants can use computer-based training modules to build their skills and competencies. • Once a placement has occurred, staff begin tracking retention and conduct follow-up to ensure a successful work experience. If problems arise, a certified social worker becomes involved as part of the EAP to provide more intensive support to participants on-site. 				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract/Agreement Amount	\$1,372,804.51			11/25/2015	R2015-0235
Prior Amendment Amounts (List separately)		\$1,302,648.96	12/31/2017	12/1/2016	2016-0221
Pending Amendment		\$1,300,000.00			
Total Amendment(s)		\$2,602,648.96			
Total Contract Amount	\$3,975,453.47				
Performance Indicators	Work readiness, participation, and attendance				

Actual performance versus performance indicators (include statistics):	Activity		Performance Benchmark	Performance Outcome	
	Work Readiness		70%	85%	
	Participation		70%	75%	
	Attendance		100%	89%	
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)			x		
Justification of Rating	The Work Experience Program is a critical service for OWF and FAET applicants in need of soft skills. Maximus has met many of their benchmarks and participants involved in the program feel satisfied with the services provided.				
Dept. Contact	Julie Schaefer				
User Dept.	Division of Contract Administration and Performance				
Date	9/26/2017				

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0222

Sponsored by: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services	A Resolution authorizing a contract with United Way of Greater Cleveland in the amount not-to-exceed \$1,095,450.00 for fiscal agent services for emergency food purchases for Cuyahoga County residents for the period 1/1/2018 - 12/31/2018; authorizing the County Executive to execute the 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/Department of Health and Human Services/Cuyahoga Job and Family Services has submitted a contract with United Way of Greater Cleveland in the amount not-to-exceed \$1,095,450.00 for fiscal agent services for emergency food purchases for Cuyahoga County residents for the period 1/1/2017 – 12/31/2017; and

WHEREAS, the primary goal of this project is to serve as fiscal agent to perform administrative duties related to the distribution, monitoring and oversight of Cuyahoga County funds to meet the emergency food needs of residents in the County; and

WHEREAS, the project is funded 100% by Health and Human Services Levy; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

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

SECTION 1. That the Cuyahoga County Council hereby authorizes a contract with United Way of Greater Cleveland in the amount not-to-exceed \$1,095,450.00 for fiscal agent services for emergency food purchases for Cuyahoga County residents for the period 1/1/2018 - 12/31/2018.

SECTION 2. 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.

Journal _____
_____, 20__

SUMMARY OF REQUESTED ACTION

2018 (CJFS) CONTRACT WITH (UNITED WAY OF GREATER CLEVELAND) FOR (EMERGENCY FOOD PURCHASES) RQ# WT-17-40818 \$1,095,450.00.

A. Scope of Work Summary

1. CJFS is requesting approval of a contract with United Way of Greater Cleveland for emergency food purchases for Cuyahoga County residents in the amount of \$1,095,450.00. The term of the contract is January 1, 2018 to December 31, 2018.
2. The primary goal of the project is: To provide eligible individuals and families residing in Cuyahoga County with a diverse inventory of food at one of the 38 Hunger Networks.
3. Describe the services that will be provided: For United Way to provide professional services related to coordinating the allocation of funds for the purchase of food by the hunger centers serving eligible individuals and families residing in Cuyahoga County.

B. Procurement

1. This contract will provide administrative oversight of County funds and use them as pre-paid grants to the 38 Hunger Networks for products purchased on the Cleveland Food Banks inventory list.

The Federal Emergency Management Agency/Emergency Food and Shelter Program (FEMA/EFSP) Cuyahoga County Local Board, which is staffed by United Way of Greater Cleveland has the capability to administer these resources and can ensure funds will be allocated based upon community need.

2. DHHS Division of Contract Administration and Performance is requesting to recommend award and submit contract.
3. The procurement method for this project was through an RFP Exemption. The total value of the exemption is \$1,095,450.00.

C. Contractor Information

United Way of Greater Cleveland
1331 Euclid Ave.
Cleveland, OH 44115

D. Project Status

1. The project's term is January 1, 2018 to December 31, 2018 and it reoccurs annually.

E. Funding

1. The project is funded by 100% HHS Levy dollars.
2. The schedule of payments is by monthly invoice.
3. The project is a new contract.

F. Briefly describe the proposed procurement method.

RFP Exemption due to the nature of the services. The vendor is the only provider that offers these unique services.

G. Why is this method preferred over the standard, competitive procedure?

N/A

H. Were other vendors evaluated? If not, explain.

United Way is the only provider that offers these unique services. While our plan is to continue providing financial support to the Hunger Centers with respect to the procurement process, we will defer to the County Executive Office for future direction.

I. For items or services being procured through State or GSA contract or through a joint purchasing program, provide the contract number and expiration date.

N/A

No Tab Sheet – Vendor Exempt

CONTRACT HISTORY/EVALUATION FORM

Contractor						United Way of Greater Cleveland					
Contract/Agreement No.						CE1600262					
RQ#						WT-16-38094					
Time Period of Original Contract						1/1/17 to 12/31/17					
Background Statement						United Way of Greater Cleveland serves as the fiscal agent to perform the administrative duties related to the distribution, monitoring, and oversight of Cuyahoga County funds to meet the emergency food needs in the county. Currently, the Hunger Network of Greater Cleveland on behalf of their 33 affiliated hunger centers and 5 inner-ring suburb food centers purchase food from the Cleveland Foodbank. In addition United Way is responsible for providing administrative oversight of County funds, ensuring there is a diverse inventory of food, and providing on-going evaluation of the success of this method of distribution.					
Service Description						To provide professional services related to coordinating the allocation of funds for the purchase of food by the hunger centers serving eligible individuals and families residing in Cuyahoga County.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount		\$1,095,450.00						9/7/2016		R2016-0230	
Prior Amendment Amounts (List separately)											
Pending Amendment											
Total Amendment(s)											
Total Contract Amount		\$1,095,450.00									
Performance Indicators						See Sheet 2					
Actual performance versus performance indicators (include statistics):						See Sheet 2					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						United Way is currently meeting program expectations and continues to survey the centers and clients as to determine the overall satisfaction of services. CJFS will continue to provide support to ensure contracted services are of the highest quality for our clients.					
Dept. Contact						Michelle Churchill					
User Dept.						CJFS					
Date						9/26/2017					

	1st Quarter 2016	2nd Quarter 2016	3rd Quarter 2016	4th Quarter 2016
Total People Served	76,997	84,240	88,360	94,862
Pounds of Food	1,470,447	1,650,473	1,586,381	1,428,221
Cost	\$302,800.74	\$325,442.82	\$312,336.49	\$308,826.22
Average cost per pound	\$0.21	\$0.20	\$0.20	\$0.22

1st Quarter 2017
74,329
1,488,469
\$288,161.11
\$0.19

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0223

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services</p>	<p>A Resolution authorizing an amendment to Contract No. CE1500128-01 with Catholic Charities Corporation for various services for Ohio Works First and Disability Financial Assistance recipients with barriers to employment and the Comprehensive Case Management and Employment Program for the period 7/1/2015 - 12/31/2017 to extend the time period to 12/31/2018 and for additional funds in the amount not-to-exceed \$1,147,083.97; 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.</p>
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WHEREAS, the County Executive/Department of Health and Human Services/ Cuyahoga Job and Family Services has recommended an amendment to Contract No. CE1500128-01 with Catholic Charities Corporation for various services for Ohio Works First and Disability Financial Assistance recipients with barriers to employment and the Comprehensive Case Management and Employment Program for the period 7/1/2015 - 12/31/2017 to extend the time period to 12/31/2018 and for additional funds in the amount not-to-exceed \$1,147,083.97; and

WHEREAS, the primary goals of this project are to continue to provide intensive case management and vocational assessment and counseling services to individuals in receipt of Ohio Works First cash assistance and Disability Financial Assistance; and

WHEREAS, the project is funded 100% by Federal Temporary Assistance to Needy Families (“TANF”) funds; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

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. CE1500128-01 with Catholic Charities Corporation for various services for Ohio Works First and Disability Financial Assistance recipients with barriers to employment and the Comprehensive Case Management and Employment Program for the period 7/1/2015 - 12/31/2017 to extend the time period to 12/31/2018 and for additional funds in the amount not-to-exceed \$1,147,083.97.

SECTION 2. That the County Executive is authorized to execute the amendment and all other documents consistent with this Resolution.

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

SECTION 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:
Committee(s) Assigned:

Journal _____
_____, 20__

SUMMARY OF REQUESTED ACTION

2018 CJFS CONTRACT AMENDMENT FOR INTENSIVE CASE MANAGEMENT (ICM) PROGRAM WITH CATHOLIC CHARITIES CORPORATION, RQ#32904 FOR \$1,147,083.97.

A. Scope of Work Summary

1. DCAP is requesting approval of a contract amendment with Catholic Charities Corporation for the Intensive Case Management (ICM) Program in the amount of \$1,147,083.97. The term of the contract is January 1, 2018 to December 31, 2018.
2. The primary goal of the project is:
To provides intensive case management and vocational assessment and counseling services to individuals in receipt of Ohio Works First (OWF) cash assistance.
3. Describe the services that will be provided:
Outreach, engagement, assessment, Individual Service Plan (ISP), barrier removal, supportive services, and assistance with Social Security application.
4. Is the contract included in the current budget? Yes

B. Procurement

1. Identify the procurement type used:
 - a. RFP Formal in 2015

C. Contractor Information

Catholic Charities Corporation
3135 Euclid Avenue, Suite 202
Cleveland, OH 44115

D. Project Status

1. The project's term is 1/1/2018 to 12/31/2018
2. Does the project reoccur annually? Yes

E. Funding

1. Describe the funding source.
TANF and FAET
2. What is the percentage breakdown between funding source(s)?
100% TANF
TOAL: \$1,300,000.00
3. Will the vendor be paid by invoice? Yes
 - a. If so, how frequently?
On a monthly basis

F. Briefly describe the proposed procurement method.

This contract was competitively procured in 2015. 2. The RFP RQ#32904 was closed on February 13, 2015. There was one (1) proposal submitted for review, one (1) proposal is being recommended for approval.

G. Why is this method preferred over the standard, competitive procedure?

The original contract allowed for option years. We are exercising that option now.

H. Were other vendors evaluated? If not, explain.

There was one (1) proposal submitted for review, one (1) proposal is being recommended for approval.

I. For items or services being procured through State or GSA contract or through a joint purchasing program, provide the contract number and expiration date.

N/A

CONTRACT HISTORY/EVALUATION FORM

Contractor						Catholic Charities Corporation					
Contract/Agreement No.						CE1500128-01, 02					
RQ#						WT-15-32904					
Time Period of Original Contract						7/1/2015 - 6/30/2016					
Background Statement						<p>The Intensive Case Management (ICM) program serves the OWF population in Cuyahoga County subject to work requirements under TANF. Of this population, it is estimated that close to 1 in 4 face physical or mental health challenges which prevent them from fully participating in employment and training activities in order to move from dependence on public assistance to employment and self-sufficiency. ICM serves eligible program participants that need individualized, intensive case management services – those who require assistance with navigating the social security system and those with severe barriers to employment who need intensive case management in order to make them “job ready”.</p> <p>Most participants in ICM are referred for treatment for mental health issues and physical disabilities as well as vocational training/rehabilitation, physical therapy, and counseling. The case manager is involved in linking individuals to other mainstream benefits and ensuring basic needs are met. For those whose disability will likely prevent them from sustaining work, the program aids SSI applicants in developing a strong application upfront or, in the case of an appeal, collecting necessary documentation to sustain an appeal hearing. The point at which an SSI applicant reaches the judicial phase of the hearing process, a case manager ensures the participant has stabilized, has his/her basic needs met, and is linked to the appropriate supportive services (including legal assistance as needed) prior to closing the case.</p> <p>Those individuals who are referred to the program and who are deemed “employable” receive barrier removal services and, in addition to the above, may attend doctor’s appointments, substance abuse treatment, and counseling for domestic violence. To date, the most common challenges faced by clients referred for barrier removal services include: physical health and/or disability related issues (long and short term), mental/emotional health issues, substance use/abuse, and individuals caring for family members with physical or mental health issues.</p>					
Service Description						<ul style="list-style-type: none"> • Catholic Charities Corporation (CCC) provides on-site, Intensive Case Management services at CJFS’ Virgil E. Brown building for OWF clients. • Program provides short-term psychiatric services that include: psychiatric assessments, prescription of medication and short-term monitoring of client’s response to treatment. • CCC employs case managers all with professional licensing to conduct evaluations and determine individual needs of the applicant. • The interview is designed to gather information from applicants in order to determine which of two service categories is most appropriate: <ol style="list-style-type: none"> 1) Eligible for Social Security Disability and need help navigating the SS application and/or appeal process; 2) Have severe barriers to employment and need interventions and assistance to become job ready. • Program provides high quality, intensive case management and follow-up services to participants identified as not “work-ready”. • The case management activities are individualized, based on specific participant needs, and include creative and persistent strategies to engage participants and keep them engaged until a more permanent case plan is in effect. • Case managers provide referrals and resources to assist individuals in meeting critical basic needs so that they may attend to the issue which prevent them from becoming employed. • Case managers assist participants and/or their children with disabilities to apply for and receive social security and other related benefits in order to end their reliance on OWF cash. • Program ensures individualized service planning, engages participants and addresses employment barriers. • Program provides quick access to community/supportive services necessary for barrier removal and subsequent participation in work activities. 					
		Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #					
Original Contract/Agreement Amount		\$442,940.00				BC2015-164					
Prior Amendment Amounts (List separately)			\$386,162.00	6/30/2017	5/31/2016	BC2016-368					
			\$977,321.00	6/30/2017	9/30/2016	R2016-163					
			\$80,000.00	12/31/2017	4/17/2017	BC2017-302					
Pending Amendment			\$1,147,083.97								
Total Amendment(s)			\$2,590,566.97								
Total Contract Amount			\$3,033,506.97								
Performance Indicators						<ul style="list-style-type: none"> • Referrals, number enrolled, active caseload, case closures: Barriers mitigated, stopped participating, other (employment/moved), approved SSI, pending SSI, denied SSI. 					
Actual performance versus performance indicators (include statistics):						<ul style="list-style-type: none"> • 224 referrals have been made to ICM program, 199 applicants enrolled. • Current active case load is 306 clients (July 2017). • There have been 120 case closures consisting of the following: <ul style="list-style-type: none"> - 57 had their barriers mitigated - 16 stopped participating - 46 other (obtained employment, moved out of country, etc.) - 19 had approved SSI - 44 had pending SSI - 8 had SSI denied 					

Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	The Intensive Case Management program is a critical service for OWF applicants unable to attain job readiness without intervention by trained workers. Catholic Charities Corporation continues to meet expectations by providing individualized services with referrals for treatment and SSI application assistance and guidance.				
Dept. Contact	Julie Schaefer				
User Dept.	Divison of Contract Administration and Performance				
Date	9/26/2017				

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0224

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services</p>	<p>A Resolution authorizing an amendment to Contract No. CE1600090-01 with The Centers for Families and Children for a job skills center for work-required public assistance recipients and for job readiness, job search, job placement and job retention services for the period 7/1/2016 - 12/31/2017 to extend the time period to 12/31/2018 and for additional funds in the amount not-to-exceed \$1,122,454.58; 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.</p>
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WHEREAS, the County Executive/Department of Health and Human Services/ Cuyahoga Job and Family Services has recommended an amendment to Contract No. CE1600090-01 with The Centers for Families and Children for a job skills center for work-required public assistance recipients and for job readiness, job search, job placement and job retention services for the period 7/1/2016 - 12/31/2017 to extend the time period to 12/31/2018 and for additional funds in the amount not-to-exceed \$1,122,454.58; and

WHEREAS, the primary goal of this project is to continue to provide: (a) work-required public assistance recipients with high quality, easily accessible, career development and work activities that improve the hard and soft skills they need to be successful in the workplace, while maintaining their public assistance benefits and (b) services related to job readiness, job search, job placement and job retention programs; and

WHEREAS, this project is funded 85% by Federal TANF funding and 15% FAET funding; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

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. CE1600090-01 with The Centers for Families and Children for a job skills center for work-required public assistance recipients and for job readiness, job search, job placement and job retention services for the period 7/1/2016 - 12/31/2017 to extend the time period to 12/31/2018 and for additional funds in the amount not-to-exceed \$1,122,454.58.

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

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health 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:
Committee(s) Assigned:

Journal _____
_____, 2017

SUMMARY OF REQUESTED ACTION

**2018 (CJFS) CONTRACT AMENDMENT WITH (THE CENTERS FOR FAMILIES AND CHILDREN) FOR (JOBS SKILLS CENTERS AND JOB READINESS, JOB SEARCH, JOB PLACEMENT, AND JOB RETENTION) RQ# WT-16-36191
\$1,122,454.58**

A. Scope of Work Summary

1. CJFS is requesting approval of a contract amendment with The Centers for Families and Children for the operation of a job skills center and a short-term job readiness, job search, job placement, and job retention program in the amount of \$1,122,454.58. The term of the contract is January 1, 2018 to December 31, 2018.
2. The primary goal of the project is: to enhance participants’ hard and soft work skills while assisting OWF eligible recipients referred by the Agency to comply with the work activity requirements.

B. Procurement

1. This contract will provide job related Services to OWF eligible recipients.
2. DHHS Division of Contract Administration and Performance is requesting to recommend award and submit contract for the operation of a job skills center and a short-term job readiness, job search, job placement, and job retention program.
3. The procurement method for this project was through a formal RFP. The total value of the contract is \$2,208,682.08.

1) Contract;	2016:	\$ 525,000.00
2) Amendment #1;	2017:	\$ 561,227.50
3) Proposed Amendment #2;	2018:	\$1,122,454.58
Total:		\$2,208,682.08

C. Contractor Information

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

D. Project Status

1. The project’s term is January 1, 2018 to December 31, 2018 and it reoccurs annually.

E. Funding

1. Project is funded with 100% Temporary Assistance for Needy Families (TANF) dollars.
2. The schedule of payments is by monthly invoice.
3. The project is a contract amendment.

F. Briefly describe the proposed procurement method.

The provider was initially secured through RFP #36191 issued on January 25, 2016 for the contract year beginning July 2016.

G. Why is this method preferred over the standard, competitive procedure?

N/A

H. Were other vendors evaluated? If not, explain.

Under the initial RFP, 5 proposals were received. All were received, evaluated and scored and based upon that process, The Centers for Families and Children was recommended.

I. For items or services being procured through State or GSA contract or through a joint purchasing program, provide the contract number and expiration date.

N/A

Date sent to Dept: 3/4/2016
 Date Received from Dept: _____
 (OPD Use Only)



CUYAHOGA COUNTY TABULATION OF PROPOSALS RECEIVED

DEPARTMENT NAME: Job & Family Services

PROPOSAL DUE DATE: March 4, 2016

Number of Proposals Sent/Returned: 17/5

RFP TITLE: Job Skills Center of OWF & Food Assist. Recipients

RFP #: 36191

SBE: 0%

TO BE COMPLETED BY OPD	TO BE COMPLETED BY SBE CONTRACT COMPLIANCE OFFICER					USER DEPT.	
VENDOR NAME & ADDRESS	IG / ETHICS REGISTRATION COMPLETE	SBE SUBCONTRACTOR NAME AMOUNT & PERCENTAGE	SBE PRIME %	TOTAL SBE %	COMPLY Y/N	COMMENTS & INITIALS	AWARD Y/N
Catholic Charities Corporation 7911 Detroit Avenue Cleveland, OH 44102	IG#-12-0766 NC-OK MVCP-OK CPVF-OK,yes <i>met 3/4/14</i>						N
Job Skills Center 1020 Bolivar Road 3 rd Floor Cleveland, OH 44115	IG#- inter-agency NC-OK MVCP-OK CPVF-OK,yes <i>met 3/4/14</i>						N
Maximus 1891 Metro Center Drive Reston, VA 20190	IG#-15-0242 NC-OK MVCP-OK CPVF-OK,yes <i>met 3/4/14</i>						N
The Centers for Families and Children 4500 Euclid Avenue Cleveland, OH 44103	IG#-12-0785 NC-OK MVCP-OK CPVF-OK,yes <i>met 3/4/14</i>						Y

Verge Inc 2450 Prospect Avenue Cleveland, OH 44115	IG#-not registered NC-OK MVCP-OK CPVF-OK,no <i>mb</i>	/	/			N
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Robert E. Math
 Department Director Name
 Rfptab - Updated 10/15/2013

314114

R. E. Math | 4/25/16
 Department Director Signature of Approval | Date

CONTRACT HISTORY/EVALUATION FORM

Contractor	The Centers for Families and Children				
Contract/Agreement No.	CE1600090				
RQ#	WT-16-36191				
Time Period of Original Contract	07/01/2016 to 06/30/2017				
Background Statement	In Cuyahoga County, programming efforts remain focused on the overall goal of helping low income families and individuals improve employment outcomes and support their families in addition to providing a variety of allowable work activities that will assist recipients in maintaining eligibility for public benefits. Programs offered to public assistance recipients provide effective work-focused activities that are appropriate for the characteristics of the individuals CJFS serves as well as provide supportive services necessary to enable recipients to engage in appropriate work activities.				
Service Description	The Provider shall operate a job skills center serving work-required public assistance recipients referred by the Agency. The Provider will provide a wide variety of short-term job readiness, job search, and job skills training in order to enhance participants' hard and soft work skills while assisting OWF/FAET eligible recipients referred by the Agency to comply with the work activity requirements.				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract/Agreement Amount	\$525,000.00			6/28/2016	R2016-0114
Prior Amendment Amounts (List separately)		\$561,227.50	12/31/2017	6/13/2017	R2017-0093
Pending Amendment		\$1,122,454.58	12/31/2018	TBD	TBD
Total Amendment(s)					
Total Contract Amount	\$2,208,682.08				
Performance Indicators	See Sheet 2				
Actual performance versus performance indicators (include statistics):	See Sheet 2				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	The Centers for Families and Children are currently meeting program expectations. Case file reviews observed the program to be consistent with the expected program design. CJFS will continue to provide technical assistance and support to ensure contracted services are of the highest quality for our clients.				
Dept. Contact	Michelle Churchill				
User Dept.	CJFS				
Date	9/26/2017				

JRJS 2016-2017

Performance Measures	Benchmark	Q1	Q2	Q3	Q4	YTD
Number of unduplicated participants who are engaged in the JSC	N/A	282	304	380		966
Percent of participants who attended orientation and completed all of their assigned hours at the JSC	60%	73%	80.83%	72.73%		76%
Percent of participants who attend orientation that are satisfied with the program	85%	97.79%	97.18%	97.85%		97.61%

Job Skills 2016-2017

Performance Measures	Benchmark	Q1	Q2	Q3	Q4	YTD
Number of unduplicated participants who are engaged in the JSC	N/A	282	304	380	150	1116
Percent of participants who attended orientation and completed all of their assigned hours at the JSC	60%	73%	80.83%	72.73%	64.10%	72.67%
Percent of participants who attend orientation that are satisfied with the program	85%	97.79%	97.18%	97.85%	98.47%	97.82%

County Council of Cuyahoga County, Ohio

Resolution No. R2017-0225

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services</p>	<p>A Resolution authorizing an amendment to Contract No. CE1600091-01 with Verge Inc. for job readiness, job search, job placement and job retention services for Ohio Works First cash assistance and food stamp recipients for the period 7/1/2016 - 12/31/2017 to extend the time period to 12/31/2018 and for additional funds in the amount not-to-exceed \$700,000.00; 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.</p>
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WHEREAS, the County Executive/Department of Health and Human Services/ Cuyahoga Job and Family Services has recommended an amendment to Contract No. CE1600091-01 with Verge Inc. for job readiness, job search, job placement and job retention services for Ohio Works First cash assistance and food stamp recipients for the period 7/1/2016 - 12/31/2017 to extend the time period to 12/31/2018 and for additional funds in the amount not-to-exceed \$700,000.00.

WHEREAS, the primary goals of this project are to: (a) enhance the job readiness and job search services available to participants and (b) assist participants with removing barriers to employment and increasing marketable soft skills while keeping participants engaged daily to meet required participation benchmarks; and

WHEREAS, this project is funded 85% by Federal TANF Funding and 15% by Federal FAET Funding; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operations of a County entity.

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. CE1600091-01 with Verge Inc. for job readiness, job search, job placement and job retention services for Ohio Works First cash assistance

and food stamp recipients for the period 7/1/2016 - 12/31/2017 to extend the time period to 12/31/2018 and for additional funds in the amount not-to-exceed \$700,000.00.

SECTION 2. That the County Executive is authorized to execute the amendment and all other 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:
Committee(s) Assigned:

Journal _____
_____, 2017

SUMMARY OF REQUESTED ACTION

2018 CJFS CONTRACT AMENDMENT FOR THE JOB READINESS, JOB SEARCH, JOB PLACEMENT AND JOB RETENTION PROGRAM WITH VERGE, INC. RQ#35953 FOR \$700,000.00.

A. Scope of Work Summary

1. DCAP is requesting approval of a contract amendment with Verge, Inc. for the JRJS program in the amount of \$700,000.00. The term of the contract is January 1, 2018 to December 31, 2018.
2. The primary goal of the project is:
To assist participants with removing barriers to employment & increasing marketable soft skills while keeping them engaged daily to meet required participation hours.
3. Describe the services that will be provided:
Job readiness, job search, job placement, job retention activities.
4. Is the contract included in the current budget? Yes

B. Procurement

1. Identify the procurement type used:
 - a. RFP Formal in 2016

C. Contractor Information

Verge, Inc.
2450 Prospect Ave.
Cleveland, OH 44115

D. Project Status

1. The project's term is 1/1/2018 to 12/31/2018
2. Does the project reoccur annually? Yes

E. Funding

1. Describe the funding source.
TANF and FAET
2. What is the percentage breakdown between funding source(s)?
60% TANF and 40% FAET
TANF: \$ 420,000.00
FAET: \$ 280,000.00
TOAL: \$700,000.00
3. Will the vendor be paid by invoice? Yes
 - a. If so, how frequently?
On a monthly basis

F. Briefly describe the proposed procurement method.

This contract was competitively procured in 2016. 2. The RFP RQ#35953 was closed on February 19, 2016. There were 8 proposals submitted for review, 2 proposals were being recommended. This is the second amendment to the original contract.

G. Why is this method preferred over the standard, competitive procedure?

The original contract allowed for two option years. We are exercising that second year now.

H. Were other vendors evaluated? If not, explain.

Yes, eight other vendors were evaluated. Two were selected, Verge, Inc. and The Centers for Families and Children. Both were awarded contracts.

I. For items or services being procured through State or GSA contract or through a joint purchasing program, provide the contract number and expiration date.

N/A

CONTRACT HISTORY/EVALUATION FORM

Contractor	VERGE, Inc.																
Contract/Agreement No.	CE1600091-01																
RQ#	WT-16-35953																
Time Period of Original Contract	7/1/16 to 6/30/17																
Background Statement	Verge, Inc. currently provides a job readiness, job search, job placement, job retention (JRJS) program to the OWF/FAET eligible residents of Cuyahoga County. The primary goals of the program are to assist participants with removing barriers to employment and increasing marketable soft skills while keeping them engaged daily to meet required participation hours. JRJS consists of job readiness training; an unpaid job "try out" for those who have no recent work experience or need to practice their workplace skills; job placement assistance; and job retention support once a participant becomes employed.																
Service Description	Verge, Inc. is contracted to serve approximately four hundred OWF and FAET/ABAWD participants referred by the Agency. Program activities include online job application and other assessment tools, job search, and professional classroom training to become "work ready". Once employed, Verge, Inc. worked with participants for up to 6 months to ensure a smooth and successful transition to their job.																
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #												
Original Contract/Agreement Amount	\$717,424.40			6/29/2016	R2016-0113												
Prior Amendment Amounts (List separately)		\$308,713.00	12/31/2017	4/24/2017	BC2017-320												
Pending Amendment		\$700,000.00															
Total Amendment(s)		\$1,008,713.00															
Total Contract Amount	\$1,726,137.40																
Performance Indicators	Number of participants: Enrolled, job ready, and placed in jobs.																
Actual performance versus performance indicators (include statistics):	* These numbers represent quarters 1-3. Typically the highest numbers are achieved in 3rd and 4th quarter reporting. Based upon previous experience we anticipate the provider to meet all performance indicators by the end of the contract year.																
	<table border="1"> <thead> <tr> <th>Indicator</th> <th>Benchmark</th> <th>YTD*</th> </tr> </thead> <tbody> <tr> <td>Enrolled</td> <td>280</td> <td>224</td> </tr> <tr> <td>Job ready</td> <td>224</td> <td>194</td> </tr> <tr> <td>Job placement</td> <td>157</td> <td>100</td> </tr> </tbody> </table>		Indicator	Benchmark	YTD*	Enrolled	280	224	Job ready	224	194	Job placement	157	100			
Indicator	Benchmark	YTD*															
Enrolled	280	224															
Job ready	224	194															
Job placement	157	100															
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor												
Select One (X)			X														
Justification of Rating	Verge, Inc. provides job readiness, job search, job placement, job retention (JRJS) program to the OWF/FAET eligible residents of Cuyahoga County. To date, they have worked with over 250 participants to become "work ready" and obtain employment. They have met expectations by continuing to provide these services.																
Dept. Contact	Julie Schaefer																
User Dept.	Division of Contract Administration and Performance																
Date	9/26/2017																