



**AGENDA  
CUYAHOGA COUNTY COUNCIL REMOTE\* COMMITTEE OF THE WHOLE MEETING  
TUESDAY, MAY 5, 2020  
2:00 PM**

**\*Due to the COVID-19 pandemic, the Cuyahoga County Administration Building is closed to the public at this time. As this meeting is being conducted remotely, in accordance with HB 197, interested persons may access the meeting via livestream by using the following link: [council.cuyahogacounty.us/en-US/Streaming-Video.aspx](https://council.cuyahogacounty.us/en-US/Streaming-Video.aspx)**

**\*\*Public comment for this meeting may be submitted in writing via email to the Clerk of Council at [jschmotzer@cuyahogacounty.us](mailto:jschmotzer@cuyahogacounty.us) no later than 1:00 p.m. on Tuesday, May 5, 2020**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT\*\***
- 4. PRESENTATION / DISCUSSION**
  - a) County Budget Update – Fiscal Officer Michael Chambers
- 5. ITEMS REFERRED TO COMMITTEE:**
  - a) R2020-0087: A Resolution authorizing a loan in the amount not-to-exceed \$12,890,904.00 to The MetroHealth System for the provision of services to County employees covered under the MetroHealth Services Group Healthcare Benefits Plan; authorizing the County Executive and/or Fiscal Officer to execute all documents consistent with said loan and this Resolution, and declaring the necessity that this Resolution become immediately effective. (See Page 4)

b) R2020-0088: A Resolution authorizing amendments to agreements and contracts with various providers for community-based services to support at-risk children and families in Cuyahoga County for various time periods to extend the time periods to 3/31/2021 and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: (See Page 7)

i) for the period 4/1/2018 - 3/31/2020:

- a) No. AG1800016-01 with City of Lakewood in the amount not-to-exceed \$450,694.00.
- b) No. AG1800055-01 with Cuyahoga Metropolitan Housing Authority in the amount not-to-exceed \$361,803.00.
- c) No. CE1800160-01 with Catholic Charities Corporation in the amount not-to-exceed \$645,749.77.
- d) No. CE1800161-01 with The East End Neighborhood House in the amount not-to-exceed \$427,161.00.
- e) No. CE1800162-01 with Murtis Taylor Human Services System in the amount not-to-exceed \$964,877.00.
- f) No. CE1800163 -01 with The Centers for Families and Children in the amount not-to-exceed \$394,105.00.
- g) No. CE1800164-01 with University Settlement, Incorporated in the amount not-to-exceed \$681,925.84.
- h) No. CE1800165-01 with West Side Community House in the amount not-to-exceed \$439,715.00.

ii) for the period 11/19/2018 - 3/31/2020:

- a) No. CE1800452-01 with The Harvard Community Services Center in the amount not-to-exceed \$461,704.00.

c) R2020-0089: A Resolution authorizing an amendment to Agreement No. AG1900216-01 with City of Cleveland/ Department of Public Health for administration, coordination, prenatal and inter-conceptual care services to high risk families in connection with

expansion of the MomsFirst Program for the Invest in Children Program for the period 1/1/2020 - 12/31/2021 to change the scope of services, effective 1/1/2020, and for additional funds in the amount not-to-exceed \$774,940.00; 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. (See Page 62)

- d) O2020-0009: An Uncodified Ordinance amending uncodified Ordinance No. O2020-0008 dated 4/14/2020, which amended uncodified Ordinance No. O2020-0007 dated 3/16/2020, which provided for paid emergency administrative leave for all County employees and which deleted the requirement that the paid emergency administrative leave can only be used after the employee has exhausted his or her existing accrued sick leave, by revising the date on which the paid emergency administrative leave will expire; and declaring the necessity that this uncodified Ordinance become immediately effective. (See Page 69)

**6. MISCELLANEOUS BUSINESS**

**7. ADJOURNMENT**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2020-0087

Sponsored by: <b>County Executive Budish/Department of Human Resources</b>	<b>A Resolution</b> authorizing a loan in the amount not-to-exceed \$12,890,904.00 to The MetroHealth System for the provision of services to County employees covered under the MetroHealth Services Group Healthcare Benefits Plan; authorizing the County Executive and/or Fiscal Officer to execute all documents consistent with said loan and this Resolution, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, on March 11, 2020, County Executive Armond Budish issued an Executive Order declaring a state of emergency due to the outbreak of a deadly infectious respiratory disease identified as COVID-19; and

WHEREAS, the County Executive/Department of Human Resources has recommended a loan in the amount not-to-exceed \$12,890,904.00 to The MetroHealth System for a term ending December 31, 2020 for the provision of services to County employees covered under the MetroHealth Services Group Healthcare Benefits plan; and

WHEREAS, the proposed funding source for the loan is the Hospitalization Self-Insurance Fund; 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 loan in the amount not-to-exceed \$12,890,904.00 to The MetroHealth System for a term ending December 31, 2020 for the provision of services to County employees covered under the MetroHealth Services Group Healthcare Benefits plan, to be funded from the Hospitalization Self-Insurance Fund.

**SECTION 2.** That the County Executive and/or Fiscal Officer are authorized to execute all documents consistent with said loan 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 for 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: April 28, 2020  
Committee(s) Assigned: Committee of the Whole

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

## **R2020-00?? - A loan to The MetroHealth System to assist with COVID-19 related activities**

### **A. Scope of Work Summary**

The County Executive is proposing that the County and The MetroHealth System (“MetroHealth”) enter into a loan agreement to provide short-term funding to MetroHealth to assist with COVID-19-related activities. Both organizations recognize that a COVID-19 pandemic is ongoing in Ohio and worldwide. Given COVID-19 events, MetroHealth has had to postpone elective visits, procedures, surgeries and more, and adjust if, how, and when it renders care to patients in order to comply with local, state and federal government directives.

- To assist MetroHealth during the COVID-19 period in Ohio, the County will loan up to \$12,890,904 (the “Loan Amount”) to MetroHealth at 0% interest, with the loan to be repaid no later than December 31, 2021; the loan being funded from the Hospitalization Self-Insurance Fund.
- The Loan Amount is based on the amount the County paid MetroHealth for services under the Employee Select Plan in 2019.
- The County will continue to promptly adjudicate MetroHealth’s claims for services provided under the County Employee MetroHealth Select Plan, as paid through Medical Mutual.
- At the end of the COVID-19 emergency, the County and MetroHealth will calculate the loan balance to be repaid by subtracting the amount actually paid by the County under the Employee MetroHealth Select Plan from the Loan Amount, the difference to be the Loan Balance.
- The Loan Balance must be repaid within 12 months following the end of the emergency, as determined by the Cuyahoga County Health Commissioner; the loan agreement specifies twelve equal, monthly installments. In addition, the County reserves the right, under the loan agreement, to demand repayment of any outstanding Loan Balance upon 60-days’ notice to MetroHealth.

### **B. Procurement**

N/A

### **C. Contractor and Project Information**

Address: The MetroHealth System  
2500 MetroHealth Drive  
Cleveland, OH 44109

### **D. Project Status & Planning**

N/A

### **E. Funding**

The Hospitalization Self-Insurance Fund

# County Council of Cuyahoga County, Ohio

## Resolution No. R2020-0088

Sponsored by: <b>County Executive Budish/Department of Health and Human Services/Division of Children and Family Services</b>	<b>A Resolution</b> authorizing amendments to agreements and contracts with various providers for community-based services to support at-risk children and families in Cuyahoga County for various time periods to extend the time periods to 3/31/2021 and for additional funds; authorizing the County Executive to execute the amendments 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/Division of Children and Family Services has recommended amendments to agreements and contracts with various providers for community-based services to support at-risk children and families in Cuyahoga County for various time periods to extend the time periods to 3/31/2021 and for additional funds as follows:

- a) for the period 4/1/2018 - 3/31/2020:
  - i) No. AG1800016-01 with City of Lakewood in the amount not-to-exceed \$450,694.00.
  - ii) No. AG1800055-01 with Cuyahoga Metropolitan Housing Authority in the amount not-to-exceed \$361,803.00.
  - iii) No. CE1800160-01 with Catholic Charities Corporation in the amount not-to-exceed \$645,749.77.
  - iv) No. CE1800161-01 with The East End Neighborhood House in the amount not-to-exceed \$427,161.00.
  - v) No. CE1800162-01 with Murtis Taylor Human Services System in the amount not-to-exceed \$964,877.00.
  - vi) No. CE1800163 -01 with The Centers for Families and Children in the amount not-to-exceed \$394,105.00.
  - vii) No. CE1800164-01 with University Settlement, Incorporated in the amount not-to-exceed \$681,925.84.
  - viii) No. CE1800165-01 with West Side Community House in the amount not-to-exceed \$439,715.00.
  
- b) for the period 11/19/2018 - 3/31/2020:

- i) No. CE1800452-01 with The Harvard Community Services Center in the amount not-to-exceed \$461,704.00.

WHEREAS, the goal of this project is to continue to serve families at risk of entering, or who have already entered, the child welfare system in Cuyahoga County; and

WHEREAS, the funding for this project is 70% from Health and Human Services Levy Funds and 30% 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 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 amendments to agreements and contracts with various providers for community-based services to support at-risk children and families in Cuyahoga County for various time periods to extend the time periods to 3/31/2021 and for additional funds as follows:

- a) for the period 4/1/2018 - 3/31/2020:
  - i) No. AG1800016-01 with City of Lakewood in the amount not-to-exceed \$450,694.00.
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  - iii) No. CE1800160-01 with Catholic Charities Corporation in the amount not-to-exceed \$645,749.77.
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  - viii) No. CE1800165-01 with West Side Community House in the amount not-to-exceed \$439,715.00.
  
- b) for the period 11/19/2018 - 3/31/2020:
  - i) No. CE1800452-01 with The Harvard Community Services Center in the amount not-to-exceed \$461,704.00.



**SECTION 2.** That the County Executive is authorized to execute the amendments 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: April 28, 2020  
Committee(s) Assigned: Committee of the Whole

Journal \_\_\_\_\_  
\_\_\_\_\_, 2020



**Division of Children and Family Services  
Community Based Services Amendment  
Program Background and Overview  
April 29, 2020**

In 1995 DCFS acknowledged that the work of protecting children needed to be a group effort: communities did not want their children removed and DCFS fundamentally believed that children belonged with their families as long as it was safe for them to do so. With technical assistance provided by the Annie E. Casey Foundation, The Agency formulated a community-based strategy which called for cooperation and shared responsibility among neighborhoods for the health and safety of children in every community. The first agency-wide strategic plan driven by the Family to Family goals was developed and over the next several years, a series of strategies were designed to achieve the Family to Family outcomes of:

- improving the safety of children in their own homes
- reducing the rate of entry into foster care
- decreasing length of stay of children in placement;
- increasing the number of children reunified with their families of origin
- increasing the number of children who find permanence by age 18
- increasing the housing stability for youth aging out of foster care

Over the past twenty-four years, DCFS has implemented and refined the Family to Family community-based strategy which is the model for how families are served in Cuyahoga County. Today, community partnerships make it possible for families to know where in their own neighborhood to go when they need help and how to advocate for themselves and their children. Community partners respond to crises and in many cases prevent or limit the need for DCFS involvement.

Community Based Services contracted agencies provide an array of geographically accessible, community-based services that support and meet the complex needs of children, families, and youth aging out of foster care. Services are designed to support families at risk of entering or who have already entered the child welfare system in Cuyahoga County and build on family strengths with an emphasis on safety and permanence for children, emotional and economic well-being for parents and kinship/foster caregivers and permanent, stable housing for youth aging out of DCFS care and custody. The activities and supports provided by these agencies help DCFS meet the **reasonable efforts** standards set forth by law (Federal title IV-E program requires States to make reasonable efforts to preserve and reunify families).

DCFS continues to contract with community agencies who develop networks in different neighborhoods throughout the county to provide a continuum of services and supports in order to meet its goals. The community networks include residents, grassroots and faith-based organizations, service providers, businesses, school systems, medical providers, and leaders in the community who are committed to the safety, stability, and well-being of families.

The services are delivered in communities by nine service providers:

<b>Provider</b>	<b>Service Area/Neighborhood</b>
Catholic Charities Fatima Center	Hough
Catholic Charities St Martin DePorres	Glenville, Forest Hills, Collinwood
The Centers for Families and Children	Cleveland Heights, University Heights, northeast suburbs
City of Lakewood	Lakewood, Puritas , Longmere, Kamm’s Corner, northwest suburbs
CMHA	Central, downtown area
East End Neighborhood House	Buckeye, Fairfax, Garden Valley, Woodland Hills
Harvard Community Services Center	Lee-Harvard-Miles, Bedford, Bedford Hts., Solon, Glenwillow
Murtis Taylor East Cleveland	East Cleveland
Murtis Taylor Garfield Heights	Garfield Heights, Maple Heights,
Murtis Taylor Mt. Pleasant	Mount Pleasant, Shaker Heights, Warrensville
University Settlement Parma	Parma, Parma Heights, Independence, southwest suburbs
University Settlement Slavic Village	Slavic Village, Broadway
West Side Community House	Cudell, Old Brooklyn, Detroit Shoreway, Ohio City, Tremont

Services are delivered through a comprehensive array of activities designed to support and strengthen families. These activities are:

**Outreach and engagement** with at risk children and their families, prospective foster parents, kinship caregivers, and youth aging out of foster care. Outreach includes marketing and promotional literature, social media, and presentations at neighborhood agencies and events.

**Needs Assessment** measures a family’s strengths and needs related to child safety, permanency, well-being and self-sufficiency. Families are assessed using the Collaborative Assessment Matrix (CAM).

**Service Planning** is a joint effort between agency staff and caregivers and is based on the assessment findings. Service Plans contain goals, steps and timeframes and are updated once a goal is achieved.

**Service Coordination** includes the synchronization of services and supports with community partners as reflected in the service plan. System of care coordinators and resource specialists collaborate with community partners to meet the needs of families.

**Case management** includes assessment, planning, service coordination, and referrals. The wraparound service process allows resource supports and coaching to ensure the family is able to build their own support system.

**Emergency Assistance** is provided to families in crisis for whom other community-based resources have been exhausted. Emergency assistance may be provided to meet basic needs and/or to ensure the safety and well-being of children in the home. Examples of emergency assistance include baby clothing, utility bills, cribs, school uniforms, prescriptions, work clothing, furniture, linens, medical bills, and appliances. Community Based Services contracted agencies (or “collaboratives”) provide not only assistance for families with children in care, but they serve to keep non- custody families from penetrating deeper into the child welfare system.

**Family Meetings** includes participation by agency staff in all family planning meetings convened by DCFS. These meetings include Team Decision-Making (TDM) meetings which are held to make all child placement related decisions, including removal of a child. TDM is one of the four core Family to Family strategies. Community Based Services contracted agencies are invited to attend these critical meetings

where there is the potential for the removal of a child from their parents' home due to safety issues. The benefits of having a neutral non DCFS employee as part of the team is critical for agency involved clients to provide the client support throughout the process and link to local community resources and culturally appropriate services. In some cases, their input and support can prevent children from coming into care. In cases where children do have to come into care, the collaboratives provide supports to the family that help them achieve reunification.

**Family Visits** are facilitated for parents with children in the care of DCFS. Visits take place in a clean, safe and relatively private space and for those requiring supervision, qualified, professional staff monitor the visit.

National research supports parent-child visits as a key strategy within child welfare practice. It is important for children to be able to visit their siblings and parents in a safe environment; maintaining connections with family is critical. It is important not only for family social well-being, but also for case plan progress, reunification and permanency. Research shows that contact between a child and their biological family is the single most important factor related to whether the child remains in out of -home care.

**Independent Living Skills** are provided to youth 14 and above who have been placed out of the home by DCFS and are aging out of foster care with no plan for permanency. Services include comprehensive life skills plan to ensure each youth's well-being and self-sufficiency. Youth ages 18-25 are provided comprehensive employment service including job training, soft skill development, job placement assistance, and job retention support.

During the 2019-2020 contract year, Community Based Services providers:

- Served 2,726 families
- Attended 3,966 family meetings ( 2,576 of which were initial TDM meetings focused on decisions around removal from the home— represents 65% of the total # of meetings attended )
- Facilitated 6,467 family visitations
- Provided emergency assistance to more than 1,300 families to help meet basic needs such as food, rental assistance, and help with utilities
- Approximately 500 families are actively receiving services every month
- Families are typically active for 7-8 weeks

### **Performance Outcomes**

The Division of Children and Family Services track several outcomes across all Community Based services providers to ensure families are better off as a result of their services. Outcomes include:

**Family Engagement** – once a referral is received from DCFS or a family comes to one of the agencies in need, the Community Based Service providers are able to assess and provide services to 95% of families.

**Safe and Stable Environment** - 82% of families and youth aging out of foster care served by Community Based Service providers achieve a safe and stable environment as measured by the Collaborative Assessment Matrix at re-assessment.

**Satisfaction** - 95% of families and youth receiving services from a Community Based Service provider, reported satisfaction with the program and services they received.

**Item Details As Submitted By Requesting Departments**

Scope of Work Summary

Division of Children and Family Services is requesting approval of a contract amendment #2 with (various providers for the anticipated cost of \$4,366,030.61

If the Project is not new to the County List the Prior Board Approval Number or Resolution Number.

R2018-0063	Date Approved: April 10, 2018
R2019-0063	3/26/19

To provide community-based services to support at-risk children and families in Cuyahoga County. The anticipated start-completion dates are 04/01/2020 - 03/31/2021.

The primary goals of the project are:

- Improve family functioning and child well-being for natural, foster, and kinship families experiencing crisis and/or trauma
- Strengthen family supports and access to community-based services
- Reduce placement moves for children and youth

Procurement

The procurement method for this project is a contract amendment. The total value of the contract amendment is \$4,366,030.61

Original Contract (4/1/18 – 3/31/19);	\$4,684,935.82
Amendment #1 (4/1/19 – 3/31/20);	\$4,109,120.83
Proposed Amendment #2 -3/31/21)	<u>\$4,366,030.61</u>
Total	\$13,160,087.26

Contractor and Project Information

Catholic Charities Corporation  
 Joan M. Hinkelman  
 Senior Director, Family Services  
 7911 Detroit Avenue  
 Cleveland, OH 44102  
 Council District 7

City of Lakewood  
 Antoinette Gelsomino  
 Director, Department of Human Services  
 16024 Madison Avenue  
 Lakewood, OH 44107  
 Council District 2

Cuyahoga Metropolitan Housing Authority  
 Jeffrey K. Patterson  
 CEO  
 8120 Kinsman Road  
 Cleveland, OH 44104

Council District 7

The East End Neighborhood House  
Zulma Zabala  
CEO  
2749 Woodhill Road  
Cleveland, OH 44104  
Council District 7

Murtis Taylor Human Services System  
Lovell J. Custard  
President and CEO  
13422 Kinsman Road  
Cleveland, OH 44120  
Council District 8

The Centers for Families and Children  
Rachel Costanzo  
Interim President and CEO  
4500 Euclid Avenue  
Cleveland, OH 44103  
Council District 7

University Settlement, Incorporated  
Earl Pike  
Executive Director  
4800 Broadway Avenue  
Cleveland, OH 44127  
Council District 7

West Side Community House  
Dawn Kolograf  
Executive Director  
9300 Lorain Avenue  
Cleveland, OH 44102  
Council District 7

Project Status and Planning

The project is an extension to an existing project.

The project's term has already begun. The amendment process was initially submitted in Infor beginning in February 2020, but the amendments were withdrawn when it was discovered that the amendment process disables the ability to pay invoices on a PO in Infor. The amendments are being submitted first in OnBase and will be uploaded in Infor upon approval.

Funding

The project is funded 70% HHS LEVY 30% TITLE IV E

The schedule of payments is monthly by invoice

The project is an amendment to a contract. This amendment changes the scope, term and value and is the 2nd amendment of the contract. The history of the amendments is: (list the year and associated value of each of the previous amendments).

Original Contract (4/1/18 – 3/31/19);	\$4,684,935.82
Amendment #1 (4/1/19 – 3/31/20);	\$4,109,120.83
Proposed Amendment #2 -3/31/21)	<u>\$4,366,030.61</u>
Total	\$13,160,087.26



## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	2020 DCFS Amendment 2 with City of Lakewood for Community Based Services
Infor/Lawson PO #:	AG1800016-01 (CONV)
Buyspeed RQ# (if applicable)	

	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	FH	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	Amendment was withdrawn in Infor in order to allow outstanding invoices to be processed, as the typical Infor amendment process prevents payments from being issued on POs that are being amended.	
What is being done to prevent this from reoccurring?	A procedure was created to seek BOC/Council approval prior to amending the PO in Infor, which will reduce or eliminate payment delays. All amendments in Infor that could delay payments will be processed using the new procedure.	

TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments						
City of Lakewood				Department initials	OPD	
Justification Form				FH		
IG#	GOV			N/A		
Annual Non-Competitive Bid Contract Statement	Date:	1/27/2020		FH		
Debarment/Suspension Verified	Date:	3/10/2020		FH		
Auditor’s Finding	Date:	3/10/2020		FH		
Vendor’s Submission				FH		
W-9	Tax ID#	34-6001633	Date:	1/1/2020	FH	
Independent Contractor (I.C.) Requirement			Date:	GOV	N/A	
Amendment and Exhibits				FH		
Cover - <i>Master amendments only</i>				x		
Contract Evaluation				FH		

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Matrix Law approval screen shot	FH	
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>	FH	
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>	FH	
Original Executed Contract ( <i>containing insurance terms</i> ) AND any and all executed amendments to the contract - <i>*To be reviewed by the Department of Law.</i>	FH	
Checklist Verification	FH	

Other documentation may be required depending upon your specific item

Glossary of Terms at: <http://intranet.cuyahoga.cc/en-US/ProcurementProcedures.aspx>

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
04/01/2020-12/31/2020	HS215100	55130	UCH05922	<b>\$328,020.50</b>
<b>01/01/2021-03/31/2021</b>	HS215100	55130	UCH05922	\$122,673.50
			<b>TOTAL</b>	\$450,694.00

<b>Current Contract History:</b> CE/AG# (if applicable)	AG1800016-01
<b>Infor/Lawson PO#:</b>	AG1800016-01 (CONV)
<b>BuySpeed or Lawson RQ#</b> (if applicable)	

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$431,379.83			4/10/18	R2018-0063
<b>Prior Amendment Amounts</b> (list separately)		\$431,379.83	3/31/20	3/26/19	R2019-0063
		\$			
		\$			
<b>Pending</b>		\$450,694.00	3/31/21	TBD	TBD

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

<b>Amendment</b>					
<b>Total Amendments</b>		<b>\$882,073.83</b>			
<b>Total Contact Amount</b>		<b>\$1,313,453.66</b>			

### OPD Use Only:

Prior Resolutions	
Amend	
Vendor Name	
ftp:	
Amount	
History/CE	
W-9	
EL	
Procurement Notes:	

OPD Buyer approval:

## CONTRACT EVALUATION FORM

<b>Contractor</b>	City of Lakewood
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	AG1800016-01
<b>RQ#</b>	CF-17-40883
<b>Time Period of Original Contract</b>	04/1/2018 – 03/31/2019
<b>Background Statement</b>	For many years now, DCFS has implemented a Family to Family (F2F) community-based strategy which is the model for how families are served in Cuyahoga County. Today, community partnerships make it possible for families to know where in their own neighborhood to go when they need help and how to advocate for themselves and their children. Community partners respond to crises and in many cases prevent or limit the need for DCFS involvement. This system of care is designed to integrate public and private child serving agencies with community resources, providing a child-centered, community-based and culturally competent process to better serve families.
<b>Service Description</b>	To provide community-based family support services which address the needs of families currently involved in the child welfare system, families at risk of entering the child welfare system, and youth aging out of the foster care system. Key program activities include: (1) outreach, (2) assessment and re-assessment, (3) service planning, (4) service coordination, (5) case management, (6) emergency assistance, (7) family meetings for children in care, (8) supervised family visits, and (9) independent living skills.
<b>Performance Indicators</b>	Indicator of performance include: (1) Engagement - 80% of families and youth aging out of foster care will complete a standardized assessment and develop a service plan; (2) Families are Self-Sufficient - 80% of families and youth aging out of foster care will obtain and maintain income adequate to meet family and youth basic needs as measured by the assessment tool; (3) Safe and Stable Environment - 80% of families and youth aging out of foster care will achieve a safe and stable environment as measured by the assessment tool and; (4) Satisfaction - 85% of families and youth aging out of foster care who have received services will indicate "agree" or "strongly agree" with the statement "I am satisfied with the services I received" per a distributed satisfaction survey.

<b>Actual Performance versus performance indicators (include statistics):</b>	City of Lakewood is meeting some of the outcomes but will be developing a performance improvement plan to address those outcomes they are falling short on meeting.				
<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>	While City of Lakewood has been offering a wide range of community-based services, these current indicators of performance and outcomes established are somewhat new and they are being challenged to meet them. With technical assistance by both DCAP and DCFS, we anticipate they will begin to achieve these outcomes by the 4th quarter of this contract and should be fully able to meet them during the amendment year.				
<b>Department Contact</b>	Paul Porter				
<b>User Department</b>	Division of Contract Administration and Performance				
<b>Date</b>	3/26/2020				

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	2020 DCFS Amendment 2 with CMHA for Community Based Services
Infor/Lawson PO #:	AG1800055-01 (CONV)
Buyspeed RQ# (if applicable)	CF-17-40883

	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	FH	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	Amendment was withdrawn in Infor in order to allow outstanding invoices to be processed, as the typical Infor amendment process prevents payments from being issued on POs that are being amended.	
What is being done to prevent this from reoccurring?	A procedure was created to seek BOC/Council approval prior to amending the PO in Infor, which will reduce or eliminate payment delays. All amendments in Infor that could delay payments will be processed using the new procedure.	

TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments					
				Department initials	OPD
Justification Form				FH	
IG#	N/A – Gov			FH	
Annual Non-Competitive Bid Contract Statement	Date:	1/28/20		FH	
Debarment/Suspension Verified	Date:	3/26/20		FH	
Auditor’s Finding	Date:	3/26/20		FH	
Vendor’s Submission				FH	
W-9	Tax ID#	34-6000703	Date:	10/15/19	FH
Independent Contractor (I.C.) Requirement			Date:	10/15/19	FH
Amendment and Exhibits				FH	
Cover - <i>Master amendments only</i>				N/A	
Contract Evaluation				FH	
Matrix Law approval screen shot 3/31/2020				FH	
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>				FH	
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law.</i>				FH	

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

<b>*OPD Buyer to check for attachment; not for compliance.</b>		
Original Executed Contract ( <i>containing insurance terms</i> ) AND any and all executed amendments to the contract - <b>*To be reviewed by the Department of Law.</b>	FH	
Checklist Verification	FH	

Other documentation may be required depending upon your specific item

Glossary of Terms at: <http://intranet.cuyahoga.cc/en-US/ProcurementProcedures.aspx>

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
04/01/2020-12/31/2020	HS215100	55130	UCH05922	<b>\$224,352.25</b>
<b>01/01/2021-03/31/2021</b>	HS215100	55130	UCH05922	\$137,450.75
			<b>TOTAL</b>	\$361,803.00

<b>Current Contract History:</b> CE/AG# (if applicable)	AG1800055-01 (CONV)
<b>Infor/Lawson PO#:</b>	AG1800055-01 (CONV)
<b>BuySpeed or Lawson RQ#</b> (if applicable)	CF-17-40883

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$380,000.00			4/10/18	R2018-0063
<b>Prior Amendment Amounts</b> (list separately)		\$365,000.00	3/31/20	3/26/19	R2019-0063
		\$			
		\$			
<b>Pending Amendment</b>		\$681,925.84	3/31/21	TBD	TBD
<b>Total Amendments</b>		\$1,046,925.84			
<b>Total Contact Amount</b>		\$1,426,925.84			

## **Office of Procurement and Diversity – Required Documents Checklist**

Upload as “word” document in OnBase Document Management

### **OPD Use Only:**

Prior Resolutions	
Amend	
Vendor Name	
ftp:	
Amount	
History/CE	
W-9	
EL	
Procurement Notes:	

OPD Buyer approval:



## CONTRACT EVALUATION FORM

<b>Contractor</b>	Cuyahoga Metropolitan Housing Authority
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	AG1800055-01
<b>RQ#</b>	CF-17-40883
<b>Time Period of Original Contract</b>	4/1/18-3/31/19
<b>Background Statement</b>	<p>For many years now, DCFS has implemented a Family to Family (F2F) community-based strategy which is the model for how families are served in Cuyahoga County. Today, community partnerships make it possible for families to know where in their own neighborhood to go when they need help and how to advocate for themselves and their children. Community partners respond to crises and in many cases prevent or limit the need for DCFS involvement. This system of care is designed to integrate public and private child serving agencies with community resources, providing a child-centered, community-based and culturally competent process to better serve families.</p>
<b>Service Description</b>	<p>To provide community-based family support services which address the needs of families currently involved in the child welfare system, families at risk of entering the child welfare system, and youth aging out of the foster care system. Key program activities include: (1) outreach, (2) assessment and re-assessment, (3) service planning, (4) service coordination, (5) case management, (6) emergency assistance, (7) family meetings for children in care, (8) supervised family visits, and (9) independent living skills.</p>
<b>Performance Indicators</b>	<p>Indicator of performance include: (1) Engagement - 80% of families and youth aging out of foster care will complete a standardized assessment and develop a service plan; (2) Families are Self-Sufficient - 80% of families and youth aging out of foster care will obtain and maintain income adequate to meet family and youth basic needs as measured by the assessment tool; (3) Safe and Stable Environment - 80% of families and youth aging out of foster care will achieve a safe and stable environment as measured by the assessment tool and; (4) Satisfaction - 85% of families and youth aging out of foster care who have received services will indicate "agree" or "strongly agree" with the statement "I am satisfied with the services I received" per a distributed satisfaction survey.</p>

<b>Actual Performance versus performance indicators (include statistics):</b>	Cuyahoga Metropolitan Housing Authority is meeting some of the outcomes but will be developing a performance improvement plan to address those outcomes they are falling short on meeting.				
<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>	While Cuyahoga Metropolitan Housing Authority has been offering a wide range of community-based services, these current indicators of performance and outcomes established are somewhat new and they are being challenged to meet them. With technical assistance by both DCAP and DCFS, we anticipate they will begin to achieve these outcomes by the 4th quarter of this contract and should be fully able to meet them during the amendment year.				
<b>Department Contact</b>	Paul Porter				
<b>User Department</b>	Division of Contract Administration and Performance				
<b>Date</b>	3/26/2020				

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	2020 DCFS Amendment 2 with Catholic Charities for Community Based Services
Infor/Lawson PO #:	CE1800160-01 (CONV)
Buyspeed RQ# (if applicable)	

	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	FH	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	Amendment was withdrawn in Infor in order to allow outstanding invoices to be processed, as the typical Infor amendment process prevents payments from being issued on POs that are being amended.	
What is being done to prevent this from reoccurring?	A procedure was created to seek BOC/Council approval prior to amending the PO in Infor, which will reduce or eliminate payment delays. All amendments in Infor that could delay payments will be processed using the new procedure.	

TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments					
				Department initials	OPD
Justification Form				FH	
IG#	12-0766			FH	
Annual Non-Competitive Bid Contract Statement	Date:	1/27/2020		FH	
Debarment/Suspension Verified	Date:	3/10/2020		FH	
Auditor’s Finding	Date:	3/26/2020		FH	
Vendor’s Submission				FH	
W-9	Tax ID#	34-1318541	Date:	11/26/19	FH
Independent Contractor (I.C.) Requirement			Date:	11/26/19	FH
Amendment and Exhibits				FH	
Cover - <i>Master amendments only</i>				x	
Contract Evaluation				FH	

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Matrix Law approval screen shot	FH	
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>	FH	
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>	FH	
Original Executed Contract ( <i>containing insurance terms</i> ) AND any and all executed amendments to the contract - <i>*To be reviewed by the Department of Law.</i>	FH	
Checklist Verification	FH	

Other documentation may be required depending upon your specific item

Glossary of Terms at: <http://intranet.cuyahoga.cc/en-US/ProcurementProcedures.aspx>

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
04/01/2020-12/31/2020	HS215100	55130	UCH05922	<b>\$365,312.33</b>
<b>01/01/2021-03/31/2021</b>	HS215100	55130	UCH05922	\$280,437.44
			<b>TOTAL</b>	\$645,749.77

<b>Current Contract History:</b> CE/AG# (if applicable)	CE1800160-01
<b>Infor/Lawson PO#:</b>	CE1800160-01 (CONV)
<b>BuySpeed or Lawson RQ#</b> (if applicable)	

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$737,732.00			4/10/18	R2018-0063
<b>Prior Amendment Amounts</b> (list separately)		\$687,732.00	3/31/20	3/26/19	R2019-0063
		\$			
		\$			
<b>Pending</b>		\$645,749.77	3/31/21	TBD	TBD

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

<b>Amendment</b>					
<b>Total Amendments</b>		<b>\$1,333,481.77</b>			
<b>Total Contact Amount</b>		<b>\$2,071,213.77</b>			

### OPD Use Only:

Prior Resolutions	
Amend	
Vendor Name	
ftp:	
Amount	
History/CE	
W-9	
EL	
Procurement Notes:	

OPD Buyer approval:

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Catholic Charities Corporation
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CE1800160-01
<b>RQ#</b>	CF-17-40883
<b>Time Period of Original Contract</b>	04/1/2018 – 03/31/2019
<b>Background Statement</b>	For many years now, DCFS has implemented a Family to Family (F2F) community-based strategy which is the model for how families are served in Cuyahoga County. Today, community partnerships make it possible for families to know where in their own neighborhood to go when they need help and how to advocate for themselves and their children. Community partners respond to crises and in many cases prevent or limit the need for DCFS involvement. This system of care is designed to integrate public and private child serving agencies with community resources, providing a child-centered, community-based and culturally competent process to better serve families.
<b>Service Description</b>	To provide community-based family support services which address the needs of families currently involved in the child welfare system, families at risk of entering the child welfare system, and youth aging out of the foster care system. Key program activities include: (1) outreach, (2) assessment and re-assessment, (3) service planning, (4) service coordination, (5) case management, (6) emergency assistance, (7) family meetings for children in care, (8) supervised family visits, and (9) independent living skills.
<b>Performance Indicators</b>	Indicator of performance include: (1) Engagement - 80% of families and youth aging out of foster care will complete a standardized assessment and develop a service plan; (2) Families are Self-Sufficient - 80% of families and youth aging out of foster care will obtain and maintain income adequate to meet family and youth basic needs as measured by the assessment tool; (3) Safe and Stable Environment - 80% of families and youth aging out of foster care will achieve a safe and stable environment as measured by the assessment tool and; (4) Satisfaction - 85% of families and youth aging out of foster care who have received services will indicate "agree" or "strongly agree" with the statement "I am satisfied with the services I received" per a distributed satisfaction survey.

<b>Actual Performance versus performance indicators (include statistics):</b>	Catholic Charities Corporation is meeting some of the outcomes but will be developing a performance improvement plan to address those outcomes they are falling short on meeting.				
<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>	While Catholic Charities Corporation has been offering a wide range of community-based services, these current indicators of performance and outcomes established are somewhat new and they are being challenged to meet them. With technical assistance by both DCAP and DCFS, we anticipate they will begin to achieve these outcomes by the 4th quarter of this contract and should be fully able to meet them during the amendment year.				
<b>Department Contact</b>	Paul Porter				
<b>User Department</b>	Division of Contract Administration and Performance				
<b>Date</b>	3/26/2020				

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	2020 DCFS Amendment 2 with East End Neighborhood House for Community Based Services
Infor/Lawson PO #:	CE1800161-01 (CONV)
Buyspeed RQ# (if applicable)	

	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	FH	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	Amendment was withdrawn in Infor in order to allow outstanding invoices to be processed, as the typical Infor amendment process prevents payments from being issued on POs that are being amended.	
What is being done to prevent this from reoccurring?	A procedure was created to seek BOC/Council approval prior to amending the PO in Infor, which will reduce or eliminate payment delays. All amendments in Infor that could delay payments will be processed using the new procedure.	

TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments					
				Department initials	OPD
Justification Form				FH	
IG#	12-1174 exp 12/31/23			FH	
Annual Non-Competitive Bid Contract Statement	Date:	2/3/2020		FH	
Debarment/Suspension Verified	Date:	3/10/2020		FH	
Auditor’s Finding	Date:	3/10/2020		FH	
Vendor’s Submission				FH	
W-9	Tax ID#	34-0714656	Date:	11/06/19	FH
Independent Contractor (I.C.) Requirement			Date:	11/26/19	FH
Amendment and Exhibits				FH	
Cover - <i>Master amendments only</i>				x	



## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Contract Evaluation	FH	
Matrix Law approval screen shot	FH	
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>	FH	
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>	FH	
Original Executed Contract ( <i>containing insurance terms</i> ) AND any and all executed amendments to the contract - <i>*To be reviewed by the Department of Law.</i>	FH	
Checklist Verification	FH	

Other documentation may be required depending upon your specific item  
 Glossary of Terms at: <http://intranet.cuyahoga.cc/en-US/ProcurementProcedures.aspx>

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
04/01/2020-12/31/2020	HS215100	55130	UCH05922	<b>\$242,370.75</b>
<b>01/01/2021-03/31/2021</b>	HS215100	55130	UCH05922	\$184,790.25
			<b>TOTAL</b>	\$427,161.00

<b>Current Contract History:</b> CE/AG# (if applicable)	CE1800161-01
<b>Infor/Lawson PO#:</b>	CE1800161-01 (CONV)
<b>BuySpeed or Lawson RQ#</b> (if applicable)	

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	<b>\$445,009.00</b>			<b>4/10/18</b>	<b>R2018-0063</b>
<b>Prior Amendment Amounts</b> (list separately)		<b>\$430,009.00</b>	<b>3/31/20</b>	<b>3/26/19</b>	<b>R2019-0063</b>
		\$			
		\$			

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

<b>Pending Amendment</b>		<b>\$427,161.00</b>	<b>3/31/21</b>	<b>TBD</b>	<b>TBD</b>
<b>Total Amendments</b>		<b>\$857,170.00</b>			
<b>Total Contact Amount</b>		<b>\$1,302,179.00</b>			

### OPD Use Only:

Prior Resolutions	
Amend	
Vendor Name	
ftp:	
Amount	
History/CE	
W-9	
EL	
Procurement Notes:	

OPD Buyer approval:

## CONTRACT EVALUATION FORM

<b>Contractor</b>	The East End Neighborhood House
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CE1800161-01
<b>RQ#</b>	CF-17-40883
<b>Time Period of Original Contract</b>	04/1/2018 – 03/31/2019
<b>Background Statement</b>	For many years now, DCFS has implemented a Family to Family (F2F) community-based strategy which is the model for how families are served in Cuyahoga County. Today, community partnerships make it possible for families to know where in their own neighborhood to go when they need help and how to advocate for themselves and their children. Community partners respond to crises and in many cases prevent or limit the need for DCFS involvement. This system of care is designed to integrate public and private child serving agencies with community resources, providing a child-centered, community-based and culturally competent process to better serve families.
<b>Service Description</b>	To provide community-based family support services which address the needs of families currently involved in the child welfare system, families at risk of entering the child welfare system, and youth aging out of the foster care system. Key program activities include: (1) outreach, (2) assessment and re-assessment, (3) service planning, (4) service coordination, (5) case management, (6) emergency assistance, (7) family meetings for children in care, (8) supervised family visits, and (9) independent living skills.
<b>Performance Indicators</b>	Indicator of performance include: (1) Engagement - 80% of families and youth aging out of foster care will complete a standardized assessment and develop a service plan; (2) Families are Self-Sufficient - 80% of families and youth aging out of foster care will obtain and maintain income adequate to meet family and youth basic needs as measured by the assessment tool; (3) Safe and Stable Environment - 80% of families and youth aging out of foster care will achieve a safe and stable environment as measured by the assessment tool and; (4) Satisfaction - 85% of families and youth aging out of foster care who have received services will indicate "agree" or "strongly agree" with the statement "I am satisfied with the services I received" per a distributed satisfaction survey.

<b>Actual Performance versus performance indicators (include statistics):</b>	City of Lakewood is meeting some of the outcomes but will be developing a performance improvement plan to address those outcomes they are falling short on meeting.				
<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>	While The East End Neighborhood House has been offering a wide range of community-based services, these current indicators of performance and outcomes established are somewhat new and they are being challenged to meet them. With technical assistance by both DCAP and DCFS, we anticipate they will begin to achieve these outcomes by the 4th quarter of this contract and should be fully able to meet them during the amendment year.				
<b>Department Contact</b>	Paul Porter				
<b>User Department</b>	Division of Contract Administration and Performance				
<b>Date</b>	3/26/2020				

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	2020 DCFS Amendment 2 with Murtis Taylor Human Services System for Community Based Services
Infor/Lawson PO #:	CE1800162-01 (CONV)
Buyspeed RQ# (if applicable)	

	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	DL	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	Amendment was withdrawn in Infor in order to allow outstanding invoices to be processed, as the typical Infor amendment process prevents payments from being issued on POs that are being amended	
What is being done to prevent this from reoccurring?	A procedure was created to seek BOC/Council approval prior to amending the PO in Infor, which will reduce or eliminate payment delays. All amendments in Infor that could delay payments will be processed using the new procedure	

TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments					
				Department initials	OPD
Justification Form				DL	
IG#	12-1963 12/31/2024			DL	
Annual Non-Competitive Bid Contract Statement	Date:	1/23/2020		DL	
Debarment/Suspension Verified	Date:	3/12/2020		DL	
Auditor’s Finding	Date:	3/12/2020		DL	
Vendor’s Submission				DL	
W-9	Tax ID#	23-7158458	Date:	10/15/19	DL
Independent Contractor (I.C.) Requirement			Date:	10/16/19	DL
Amendment and Exhibits				DL	
Cover - <i>Master amendments only</i>				DL	
Contract Evaluation				DL	
Matrix Law approval screen shot		3/9/2020		DL	

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>	DL	
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>	DL	
Original Executed Contract ( <i>containing insurance terms</i> ) AND any and all executed amendments to the contract - <i>*To be reviewed by the Department of Law.</i>	DL	
Checklist Verification	DL	

Other documentation may be required depending upon your specific item

Glossary of Terms at: <http://intranet.cuyahoga.cc/en-US/ProcurementProcedures.aspx>

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
04/01/2020-12/31/2020	HS215100	55130	UCH05922	<b>\$666,657.75</b>
<b>01/01/2021-03/31/2021</b>	HS215100	55130	UCH05922	\$298,219.25
			<b>TOTAL</b>	\$964,877.00

<b>Current Contract History:</b> CE/AG# (if applicable)	CE1800162-01
<b>Infor/Lawson PO#:</b>	CE1800162-01 (CONV)
<b>BuySpeed or Lawson RQ#</b> (if applicable)	

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	<b>\$1,000,000.00</b>			<b>4/10/18</b>	<b>R2018-0063</b>
<b>Prior Amendment Amounts</b> (list separately)		<b>\$980,000.00</b>	<b>3/31/20</b>	<b>3/26/19</b>	<b>R2019-0063</b>
		\$			
		\$			
<b>Pending Amendment</b>		<b>\$964,877.00</b>	<b>3/31/21</b>	<b>TBD</b>	<b>TBD</b>
<b>Total Amendments</b>		<b>\$1,944,877.00</b>			

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Revised 3/1/2020

## **Office of Procurement and Diversity – Required Documents Checklist**

Upload as “word” document in OnBase Document Management

<b>Total Contact Amount</b>		<b>\$2,944,877.00</b>			
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### **OPD Use Only:**

Prior Resolutions	
Amend	
Vendor Name	
ftp:	
Amount	
History/CE	
W-9	
EL	
Procurement Notes:	

OPD Buyer approval:

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Murtis Taylor Human Services System
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CE1800162
<b>RQ#</b>	CF-17-40883
<b>Time Period of Original Contract</b>	4/1/18 - 3/31/19
<b>Background Statement</b>	<p>For many years now, DCFS has implemented a Family to Family (F2F) community-based strategy which is the model for how families are served in Cuyahoga County. Today, community partnerships make it possible for families to know where in their own neighborhood to go when they need help and how to advocate for themselves and their children. Community partners respond to crises and in many cases prevent or limit the need for DCFS involvement. This system of care is designed to integrate public and private child serving agencies with community resources, providing a child-centered, community-based and culturally competent process to better serve families.</p>
<b>Service Description</b>	<p>To provide community-based family support services which address the needs of families currently involved in the child welfare system, families at risk of entering the child welfare system, and youth aging out of the foster care system. Key program activities include: (1) outreach, (2) assessment and re-assessment, (3) service planning, (4) service coordination, (5) case management, (6) emergency assistance, (7) family meetings for children in care, (8) supervised family visits, and (9) independent living skills.</p>
<b>Performance Indicators</b>	<p>Indicator of performance include: (1) Engagement - 80% of families and youth aging out of foster care will complete a standardized assessment and develop a service plan; (2) Families are Self-Sufficient - 80% of families and youth aging out of foster care will obtain and maintain income adequate to meet family and youth basic needs as measured by the assessment tool; (3) Safe and Stable Environment - 80% of families and youth aging out of foster care will achieve a safe and stable environment as measured by the assessment tool and; (4) Satisfaction - 85% of families and youth aging out of foster care who have received services will indicate "agree" or "strongly agree" with the statement "I am satisfied with the services I received" per a distributed satisfaction survey.</p>



<b>Actual Performance versus performance indicators (include statistics):</b>	Murtis Taylor Human Services System is meeting some of the outcomes but will be developing a performance improvement plan to address those outcomes they are falling short on meeting.				
<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>	While Murtis Taylor Human Services System has been offering a wide range of community-based services, these current indicators of performance and outcomes established are somewhat new and they are being challenged to meet them. With technical assistance by both DCAP and DCFS, we anticipate they will begin to achieve these outcomes by the 4th quarter of this contract and should be fully able to meet them during the amendment year.				
<b>Department Contact</b>	Paul Porter				
<b>User Department</b>	Division of Contract Administration and Performance				
<b>Date</b>	03/26/2020				

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	2020 DCFS Amendment 2 with The Centers for Families and Children for Community Based Services
Infor/Lawson PO #:	CE1800163 -01 (CONV)
Buyspeed RQ# (if applicable)	HS-18-44058

	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	DL	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	Amendment was withdrawn in Infor in order to allow outstanding invoices to be processed, as the typical Infor amendment process prevents payments from being issued on POs that are being amended	
What is being done to prevent this from reoccurring?	A procedure was created to seek BOC/Council approval prior to amending the PO in Infor, which will reduce or eliminate payment delays. All amendments in Infor that could delay payments will be processed using the new procedure	

TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments					
				Department initials	OPD
Justification Form				DL	<input type="checkbox"/>
IG#	12-0785	12-31-2023		DL	
Annual Non-Competitive Bid Contract Statement	Date:	1/31/20		DL	
Debarment/Suspension Verified	Date:	2/21/20		DL	
Auditor’s Finding	Date:	2/27/20		DL	
Vendor’s Submission				DL	
W-9	Tax ID#	23-7084455	W-9	Tax ID#	DL
Independent Contractor (I.C.) Requirement		Date:	11/14/2019	DL	
Amendment and Exhibits				DL	<input type="checkbox"/>
Cover - <i>Master amendments only</i>				DL	<input type="checkbox"/>
History/Contract Evaluation				DL	<input type="checkbox"/>

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

COI - <i>*To be reviewed by the Department of Law.</i>  <i>*OPD Buyer to check for attachment; not for compliance.</i>	DL	<input type="checkbox"/>
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law.</i>  <i>*OPD Buyer to check for attachment; not for compliance.</i>	DL	<input type="checkbox"/>
Original Executed Contract ( <i>containing insurance terms</i> ) AND any and all executed amendments to the contract - <i>*To be reviewed by the Department of Law.</i>	DL	
Checklist Verification	DL	<input type="checkbox"/>

Other documentation may be required depending upon your specific item

Glossary of Terms at: <http://intranet.cuyahoga.cc/en-US/ProcurementProcedures.aspx>

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
04/01/2020-12/31/2020	HS215100	55130	UCH05922	<b>\$226,578.75</b>
<b>01/01/2021-03/31/2021</b>	HS215100	55130	UCH05922	<b>\$167,526.25</b>
			<b>TOTAL</b>	\$394,105.00

<b>Current Contract History:</b> CE/AG# (if applicable)	CE1800452 -01
<b>Infor/Lawson PO#:</b>	CE1800452 -01 (CONV)
<b>BuySpeed or Lawson RQ#</b> (if applicable)	

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$187,791.00			4/10/18	R2018-0063
<b>Prior Amendment Amounts</b> (list separately)		\$425,000.00	3/31/20	3/26/19	R2019-0063
		\$			
		\$			

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

<b>Pending Amendment</b>		<b>\$461,704.00</b>	<b>3/31/21</b>	<b>TBD</b>	<b>TBD</b>
<b>Total Amendments</b>		<b>\$886,704.00</b>			
<b>Total Contact Amount</b>		<b>\$1,074,495.00</b>			

### OPD Use Only:

Prior Resolutions	
Amend	
Vendor Name	
ftp:	
Amount	
History/CE	
W-9	
EL	
Procurement Notes:	

OPD Buyer approval:

## CONTRACT EVALUATION FORM

<b>Contractor</b>	The Centers for Families and Children
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CE1800163
<b>RQ#</b>	CF-17-40883
<b>Time Period of Original Contract</b>	4/1/18 - 3/31/19
<b>Background Statement</b>	<p>For many years now, DCFS has implemented a Family to Family (F2F) community-based strategy which is the model for how families are served in Cuyahoga County. Today, community partnerships make it possible for families to know where in their own neighborhood to go when they need help and how to advocate for themselves and their children. Community partners respond to crises and in many cases prevent or limit the need for DCFS involvement. This system of care is designed to integrate public and private child serving agencies with community resources, providing a child-centered, community-based and culturally competent process to better serve families.</p>
<b>Service Description</b>	<p>To provide community-based family support services which address the needs of families currently involved in the child welfare system, families at risk of entering the child welfare system, and youth aging out of the foster care system. Key program activities include: (1) outreach, (2) assessment and re-assessment, (3) service planning, (4) service coordination, (5) case management, (6) emergency assistance, (7) family meetings for children in care, (8) supervised family visits, and (9) independent living skills.</p>
<b>Performance Indicators</b>	<p>Indicator of performance include: (1) Engagement - 80% of families and youth aging out of foster care will complete a standardized assessment and develop a service plan; (2) Families are Self-Sufficient - 80% of families and youth aging out of foster care will obtain and maintain income adequate to meet family and youth basic needs as measured by the assessment tool; (3) Safe and Stable Environment - 80% of families and youth aging out of foster care will achieve a safe and stable environment as measured by the assessment tool and; (4) Satisfaction - 85% of families and youth aging out of foster care who have received services will indicate "agree" or "strongly agree" with the statement "I am satisfied with the services I received" per a distributed satisfaction survey.</p>

<b>Actual Performance versus performance indicators (include statistics):</b>	The Centers for Families and Children is meeting some of the outcomes but will be developing a performance improvement plan to address those outcomes they are falling short on meeting.				
<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>	While The Centers for Families and Children has been offering a wide range of community-based services, these current indicators of performance and outcomes established are somewhat new and they are being challenged to meet them. With technical assistance by both DCAP and DCFS, we anticipate they will begin to achieve these outcomes by the 4th quarter of this contract and should be fully able to meet them during the amendment year.				
<b>Department Contact</b>	Paul Porter				
<b>User Department</b>	Division of Contract Administration and Performance				
<b>Date</b>	03/26/2020				

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	2020 DCFS Amendment 2 with University Settlement for Community Based Services
Infor/Lawson PO #:	CE1800164-01 (CONV)
Buyspeed RQ# (if applicable)	

	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	FH	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	Amendment was withdrawn in Infor in order to allow outstanding invoices to be processed, as the typical Infor amendment process prevents payments from being issued on POs that are being amended.	
What is being done to prevent this from reoccurring?	A procedure was created to seek BOC/Council approval prior to amending the PO in Infor, which will reduce or eliminate payment delays. All amendments in Infor that could delay payments will be processed using the new procedure.	

TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments					Department initials	OPD
Justification Form					FH	
IG#	12-2872		12/31/2023		FH	
Annual Non-Competitive Bid Contract Statement	Date:	2/5/2020		FH		
Debarment/Suspension Verified	Date:	3/12/2020		FH		
Auditor’s Finding	Date:	3/12/2020		FH		
Vendor’s Submission					FH	
W-9	Tax ID#	23-7158458		Date:	6/12/19	FH
Independent Contractor (I.C.) Requirement				Date:	10/16/19	FH
Amendment and Exhibits					FH	
Cover - <i>Master amendments only</i>					N/A	
Contract Evaluation					FH	
Matrix Law approval screen shot 3/9/2020					FH	
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>					FH	
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law.</i>					FH	

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

<b>*OPD Buyer to check for attachment; not for compliance.</b>		
Original Executed Contract ( <i>containing insurance terms</i> ) AND any and all executed amendments to the contract - <b>*To be reviewed by the Department of Law.</b>	FH	
Checklist Verification	FH	

Other documentation may be required depending upon your specific item

Glossary of Terms at: <http://intranet.cuyahoga.cc/en-US/ProcurementProcedures.aspx>

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
04/01/2020-12/31/2020	HS215100	55130	UCH05922	<b>\$462,444.38</b>
<b>01/01/2021-03/31/2021</b>	HS215100	55130	UCH05922	\$219,481.46
			<b>TOTAL</b>	\$681,925.84

<b>Current Contract History:</b> CE/AG# (if applicable)	CE1800164-01 (CONV)
<b>Infor/Lawson PO#:</b>	CE1800164-01 (CONV)
<b>BuySpeed or Lawson RQ#</b> (if applicable)	

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$380,000.00			4/10/18	R2018-0063
<b>Prior Amendment Amounts</b> (list separately)		\$365,000.00	3/31/20	3/26/19	R2019-0063
		\$			
		\$			
<b>Pending Amendment</b>		\$681,925.84	3/31/21	TBD	TBD
<b>Total Amendments</b>		\$1,046,925.84			
<b>Total Contact Amount</b>		\$1,426,925.84			



## **Office of Procurement and Diversity – Required Documents Checklist**

Upload as “word” document in OnBase Document Management

### **OPD Use Only:**

Prior Resolutions	
Amend	
Vendor Name	
ftp:	
Amount	
History/CE	
W-9	
EL	
Procurement Notes:	

OPD Buyer approval:

## CONTRACT EVALUATION FORM

<b>Contractor</b>	University Settlement, Incorporated
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CE1800164
<b>RQ#</b>	CF-17-40883
<b>Time Period of Original Contract</b>	4/1/18 - 3/31/19
<b>Background Statement</b>	<p>For many years now, DCFS has implemented a Family to Family (F2F) community-based strategy which is the model for how families are served in Cuyahoga County. Today, community partnerships make it possible for families to know where in their own neighborhood to go when they need help and how to advocate for themselves and their children. Community partners respond to crises and in many cases prevent or limit the need for DCFS involvement. This system of care is designed to integrate public and private child serving agencies with community resources, providing a child-centered, community-based and culturally competent process to better serve families.</p>
<b>Service Description</b>	<p>To provide community-based family support services which address the needs of families currently involved in the child welfare system, families at risk of entering the child welfare system, and youth aging out of the foster care system. Key program activities include: (1) outreach, (2) assessment and re-assessment, (3) service planning, (4) service coordination, (5) case management, (6) emergency assistance, (7) family meetings for children in care, (8) supervised family visits, and (9) independent living skills.</p>
<b>Performance Indicators</b>	<p>Indicator of performance include: (1) Engagement - 80% of families and youth aging out of foster care will complete a standardized assessment and develop a service plan; (2) Families are Self-Sufficient - 80% of families and youth aging out of foster care will obtain and maintain income adequate to meet family and youth basic needs as measured by the assessment tool; (3) Safe and Stable Environment - 80% of families and youth aging out of foster care will achieve a safe and stable environment as measured by the assessment tool and; (4) Satisfaction - 85% of families and youth aging out of foster care who have received services will indicate "agree" or "strongly agree" with the statement "I am satisfied with the services I received" per a distributed satisfaction survey.</p>

<b>Actual Performance versus performance indicators (include statistics):</b>	University Settlement, Incorporated is meeting some of the outcomes but will be developing a performance improvement plan to address those outcomes they are falling short on meeting.				
<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>	While University Settlement, Incorporated has been offering a wide range of community-based services, these current indicators of performance and outcomes established are somewhat new and they are being challenged to meet them. With technical assistance by both DCAP and DCFS, we anticipate they will begin to achieve these outcomes by the 4th quarter of this contract and should be fully able to meet them during the amendment year.				
<b>Department Contact</b>	Paul Porter				
<b>User Department</b>	Division of Contract Administration and Performance				
<b>Date</b>	3/26/2020				

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	2020 DCFS Amendment 2 with West Side Community House for Community Based Services
Infor/Lawson PO #:	CE1800165-01 CONV
Buyspeed RQ# (if applicable)	CF-17-40883

	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	PJP	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	Amendment was withdrawn in Infor in order to allow outstanding invoices to be processed, as the typical Infor amendment process prevents payments from being issued on POs that are being amended.	
What is being done to prevent this from reoccurring?	A procedure was created to seek BOC/Council approval prior to amending the PO in Infor, which will reduce or eliminate payment delays. All amendments in Infor that could delay payments will be processed using the new procedure.	

TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments					
				Department initials	OPD
Justification Form				PJP	
IG#	12-2980	Ex.	12/31/2023	PJP	
Annual Non-Competitive Bid Contract Statement	Date:	1/24/2020		PJP	
Debarment/Suspension Verified	Date:	3/26/20		PJP	
Auditor’s Finding	Date:	3/26/20		PJP	
Vendor’s Submission				PJP	
W-9	Tax ID#	34-0714820	Date:	10/21/19	PJP
Independent Contractor (I.C.) Requirement			Date:	11/1/19	PJP
Amendment and Exhibits				PJP	
Cover - <i>Master amendments only</i>				N/A	
Contract Evaluation				PJP	
Matrix Law approval screen shot				PJP	
COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>				PJP	
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law.</i>				PJP	

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

<b>*OPD Buyer to check for attachment; not for compliance.</b>		
Original Executed Contract ( <i>containing insurance terms</i> ) AND any and all executed amendments to the contract - <b>*To be reviewed by the Department of Law.</b>	PJP	
Checklist Verification	PJP	

Other documentation may be required depending upon your specific item

Glossary of Terms at: <http://intranet.cuyahoga.cc/en-US/ProcurementProcedures.aspx>

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
04/01/2020-12/31/2020	HS215100	55130	UCH05922	<b>\$280,786.25</b>
<b>01/01/2021-03/31/2021</b>	HS215100	55130	UCH05922	\$158,928.75
			<b>TOTAL</b>	\$439,715.00

<b>Current Contract History:</b> CE/AG# (if applicable)	CE1800165-01 (CONV)
<b>Infor/Lawson PO#:</b>	CE1800165-01 (CONV)
<b>BuySpeed or Lawson RQ#</b> (if applicable)	CF-17-40883

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$450,000.00		4/1/18-3/31/19	4/10/18	R2018-0063
<b>Prior Amendment Amounts</b> (list separately)		\$435,000.00	3/31/20	3/26/19	R2019-0063
		\$			
		\$			
<b>Pending Amendment</b>		\$439,715.00	3/31/21	TBD	TBD
<b>Total Amendments</b>		\$874,715.00			
<b>Total Contact Amount</b>		\$1,324,715.00			

## **Office of Procurement and Diversity – Required Documents Checklist**

Upload as “word” document in OnBase Document Management

### **OPD Use Only:**

Prior Resolutions	
Amend	
Vendor Name	
ftp:	
Amount	
History/CE	
W-9	
EL	
Procurement Notes:	

OPD Buyer approval:

## CONTRACT EVALUATION FORM

<b>Contractor</b>	West Side Community House
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CE1800165-01
<b>RQ#</b>	CF-17-40883
<b>Time Period of Original Contract</b>	4/1/18-3/31/19
<b>Background Statement</b>	<p>For many years now, DCFS has implemented a Family to Family (F2F) community-based strategy which is the model for how families are served in Cuyahoga County. Today, community partnerships make it possible for families to know where in their own neighborhood to go when they need help and how to advocate for themselves and their children. Community partners respond to crises and in many cases prevent or limit the need for DCFS involvement. This system of care is designed to integrate public and private child serving agencies with community resources, providing a child-centered, community-based and culturally competent process to better serve families.</p>
<b>Service Description</b>	<p>To provide community-based family support services which address the needs of families currently involved in the child welfare system, families at risk of entering the child welfare system, and youth aging out of the foster care system. Key program activities include: (1) outreach, (2) assessment and re-assessment, (3) service planning, (4) service coordination, (5) case management, (6) emergency assistance, (7) family meetings for children in care, (8) supervised family visits, and (9) independent living skills.</p>
<b>Performance Indicators</b>	<p>Indicator of performance include: (1) Engagement - 80% of families and youth aging out of foster care will complete a standardized assessment and develop a service plan; (2) Families are Self-Sufficient - 80% of families and youth aging out of foster care will obtain and maintain income adequate to meet family and youth basic needs as measured by the assessment tool; (3) Safe and Stable Environment - 80% of families and youth aging out of foster care will achieve a safe and stable environment as measured by the assessment tool and; (4) Satisfaction - 85% of families and youth aging out of foster care who have received services will indicate "agree" or "strongly agree" with the statement "I am satisfied with the services I received" per a distributed satisfaction survey.</p>

<b>Actual Performance versus performance indicators (include statistics):</b>	West Side Community House is meeting some of the outcomes but will be developing a performance improvement plan to address those outcomes they are falling short on meeting.				
<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>	While West Side Community House has been offering a wide range of community-based services, these current indicators of performance and outcomes established are somewhat new and they are being challenged to meet them. With technical assistance by both DCAP and DCFS, we anticipate they will begin to achieve these outcomes by the 4th quarter of this contract and should be fully able to meet them during the amendment year.				
<b>Department Contact</b>	Paul Porter				
<b>User Department</b>	Division of Contract Administration and Performance				
<b>Date</b>	3/26/2020				



## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	2020 DCFS Amendment 2 with Harvard Community Services Center for Community Based Services
Infor/Lawson PO #:	CE1800452 -01 (CONV)
Buyspeed RQ# (if applicable)	HS-18-44058

	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	DL	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	Amendment was withdrawn in Infor in order to allow outstanding invoices to be processed, as the typical Infor amendment process prevents payments from being issued on POs that are being amended	
What is being done to prevent this from reoccurring?	A procedure was created to seek BOC/Council approval prior to amending the PO in Infor, which will reduce or eliminate payment delays. All amendments in Infor that could delay payments will be processed using the new procedure	

TAC Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments					
				Department initials	OPD
Justification Form				DL	
IG#	12-1457	12/31/2023		DL	
Annual Non-Competitive Bid Contract Statement	Date:	1/24/2020			
Debarment/Suspension Verified	Date:	3/14/2020		DL	
Auditor’s Finding	Date:	3/14/2020		DL	
Vendor’s Submission				DL	
W-9	Tax ID#	23-7098744	Date:	2/7/19	DL
Independent Contractor (I.C.) Requirement			Date:	11/7/19	DL
Amendment and Exhibits				DL	
Cover - <i>Master amendments only</i>				DL	
Contract Evaluation				DL	
Matrix Law approval screen shot		3/9/2020		DL	

## Office of Procurement and Diversity – Required Documents Checklist

Upload as “word” document in OnBase Document Management

COI - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>	DL	
Workers’ Compensation Insurance - <i>*To be reviewed by the Department of Law. *OPD Buyer to check for attachment; not for compliance.</i>	DL	
Original Executed Contract ( <i>containing insurance terms</i> ) AND any and all executed amendments to the contract - <i>*To be reviewed by the Department of Law.</i>	DL	
Checklist Verification	DL	

Other documentation may be required depending upon your specific item

Glossary of Terms at: <http://intranet.cuyahoga.cc/en-US/ProcurementProcedures.aspx>

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
04/01/2020-12/31/2020	HS215100	55130	UCH05922	<b>\$335,278.00</b>
<b>01/01/2021-03/31/2021</b>	HS215100	55130	UCH05922	\$126,426.00
			<b>TOTAL</b>	\$461,704.00

<b>Current Contract History:</b> CE/AG# (if applicable)	CE1800452 -01
<b>Infor/Lawson PO#:</b>	CE1800452 -01 (CONV)
<b>BuySpeed or Lawson RQ#</b> (if applicable)	

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$187,791.00			4/10/18	R2018-0063
<b>Prior Amendment Amounts</b> (list separately)		\$425,000.00	3/31/20	3/26/19	R2019-0063
		\$			
		\$			
<b>Pending Amendment</b>		\$461,704.00	3/31/21	TBD	TBD
<b>Total Amendments</b>		\$886,704.00			

2 | Page

Revised 3/1/2020

## **Office of Procurement and Diversity – Required Documents Checklist**

Upload as “word” document in OnBase Document Management

<b>Total Contact Amount</b>		<b>\$1,074,495.00</b>			
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### **OPD Use Only:**

Prior Resolutions	
Amend	
Vendor Name	
ftp:	
Amount	
History/CE	
W-9	
EL	
Procurement Notes:	

OPD Buyer approval:

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Harvard Community Services Center
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CE1800452
<b>RQ#</b>	CF-18-44058
<b>Time Period of Original Contract</b>	11/20/18 - 3/31/19
<b>Background Statement</b>	<p>For many years now, DCFS has implemented a Family to Family (F2F) community-based strategy which is the model for how families are served in Cuyahoga County. Today, community partnerships make it possible for families to know where in their own neighborhood to go when they need help and how to advocate for themselves and their children. Community partners respond to crises and in many cases prevent or limit the need for DCFS involvement. This system of care is designed to integrate public and private child serving agencies with community resources, providing a child-centered, community-based and culturally competent process to better serve families.</p>
<b>Service Description</b>	<p>To provide community-based family support services which address the needs of families currently involved in the child welfare system, families at risk of entering the child welfare system, and youth aging out of the foster care system. Key program activities include: (1) outreach, (2) assessment and re-assessment, (3) service planning, (4) service coordination, (5) case management, (6) emergency assistance, (7) family meetings for children in care, (8) supervised family visits, and (9) independent living skills.</p>
<b>Performance Indicators</b>	<p>Indicator of performance include: (1) Engagement - 80% of families and youth aging out of foster care will complete a standardized assessment and develop a service plan; (2) Families are Self-Sufficient - 80% of families and youth aging out of foster care will obtain and maintain income adequate to meet family and youth basic needs as measured by the assessment tool; (3) Safe and Stable Environment - 80% of families and youth aging out of foster care will achieve a safe and stable environment as measured by the assessment tool and; (4) Satisfaction - 85% of families and youth aging out of foster care who have received services will indicate "agree" or</p>

	"strongly agree" with the statement "I am satisfied with the services I received" per a distributed satisfaction survey.				
<b>Actual Performance versus performance indicators (include statistics):</b>	Harvard Community Services Center is meeting some of the outcomes but will be developing a performance improvement plan to address those outcomes they are falling short on meeting.				
<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>	While Harvard Community Services Center has been offering a wide range of community-based services, these current indicators of performance and outcomes established are somewhat new and they are being challenged to meet them. With technical assistance by both DCAP and DCFS, we anticipate they will begin to achieve these outcomes by the 4th quarter of this contract and should be fully able to meet them during the amendment year.				
<b>Department Contact</b>	Paul Porter				
<b>User Department</b>	Division of Contract Administration and Performance				
<b>Date</b>	03/26/2020				

# County Council of Cuyahoga County, Ohio

## Resolution No. R2020-0089

<p>Sponsored by: <b>County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood</b></p>	<p><b>A Resolution</b> authorizing an amendment to Agreement No. AG1900216-01 with City of Cleveland/Department of Public Health for administration, coordination, prenatal and inter-conceptional care services to high risk families in connection with expansion of the MomsFirst Program for the Invest in Children Program for the period 1/1/2020 - 12/31/2021 to change the scope of services, effective 1/1/2020, and for additional funds in the amount not-to-exceed \$774,940.00; 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/ Division of Community Initiatives/Office of Early Childhood has recommended an amendment to Agreement No. AG1900216-01 with City of Cleveland/Department of Public Health for administration, coordination, prenatal and inter-conceptional care services to high risk families in connection with expansion of the MomsFirst Program for the Invest in Children Program for the period 1/1/2020 - 12/31/2021 to change the scope of services, effective 1/1/2020, and for additional funds in the amount not-to-exceed \$774,940.00; and

WHEREAS, the primary goals of this project are to: (a) reduce infant mortality; (b) reduce low and extremely low birth weight; and (c) expand the scope of services to serve (600) additional families, effective 1/1/2020; and

WHEREAS, the project is funded 100% by Revenue Generating Agreement with Case Western Reserve University; 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 Agreement No. AG1900216-01 with City of Cleveland/Department of Public Health for administration, coordination, prenatal and inter-conceptional care services to high risk families in connection with expansion of the MomsFirst Program for the Invest in Children Program for the period 1/1/2020 - 12/31/2021 to change the scope of services, effective 1/1/2020, and for additional funds in the amount not-to-exceed \$774,940.00.

**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: April 28, 2020  
Committee(s) Assigned: Committee of the Whole

Journal \_\_\_\_\_  
\_\_\_\_\_, 2020



## Item Details As Submitted By Requesting Departments

2020 Contract Amendment With The City Of Cleveland Department Of Public Health, Momsfirst Program For The Expansion Of First Year Cleveland

### Scope of Work Summary

Office of Early Childhood/Invest in Children is requesting approval of contract amendment with City of Cleveland/Department of Public Health Contract for the anticipated cost of \$774,940.00.

Prior Board Approval Number or Resolution Number. R2020-0022

The MomsFirst program is an expansion of the City of Cleveland program that offers case management and home visiting services to pregnant moms until their baby reaches age one. Women who participate in the MomsFirst program receive education on topics such as prenatal care, breastfeeding, family planning, and inter-conceptual care. MomsFirst links them to services such as locating a medical home, medical insurance, and assisting with transportation to prenatal and postpartum appointments. The goal of MomsFirst is to help women have a healthy pregnancy and reduce the number of babies that die before they are a year old.

The anticipated start-completion dates are:

1/1/2020/-12/31/2021

The primary goals of the project are:

- The infant mortality rate for participating families is at or below the Healthy People 2020 target of 6.0 infant deaths per 1,000 live births.
- The percent of children born at low birth weight is at or below the Healthy People 2020 target of 7.8%.
- The percent of children born at very low birth weight is at or below the Healthy People 2020 target of 1.4%.
- The percent of children born preterm is at or below the Healthy People 2020 target of 9.4%.

### Procurement

The procurement method for this project was other: Exemption. The total value of the RFP exemption is \$774,940.00.

This is an amendment from Revenue Generating Agreement with Case Western Reserve University. We are specifically required to utilize MomsFirst for these services.

### Contractor and Project Information

City of Cleveland Department of Public Health

75 Erieview Plaza, 3<sup>rd</sup> Floor

Cleveland, OH 44114

Council District 7

The Director for the contractor/vendor is Merle Gordon.

The project is located in Council District City of Cleveland.

### Project Status and Planning

The project reoccurs annually.

This amendment is from a revenue generating agreement with Case Western Reserve University. That agreement was approved on February 11, 2020. Because of the new rollout of the ERP we had to convert this into the new system. It has taken some time to work through the new system.

### Funding

The project is funded 100% by Revenue Generating Agreement with Case Western Reserve University.

The schedule of payments is monthly by invoice.

The project is an amendment to a contract. This amendment changes the scope by serving more pregnant and parenting moms in the city of Cleveland and is the 1st amendment of the contract.

**CONTRACT HISTORY/EVALUATION FORM**

<b>Contractor</b>					City of Cleveland Department of Public Health					
<b>Contract/Agreement No.</b>					AG1900216-01					
<b>RQ#</b>					47479					
<b>Time Period of Original Contract</b>					1/1/2020/12/31/2021					
<b>Background Statement</b>										
<b>Service Description</b>					MomsFirst is a City of Cleveland program that offers case management and home visiting serv moms until their baby reaches age one. Women who participate in the MomsFirst program rec topics such as prenatal care, breastfeeding, family planning, and interconceptual care. MomsF services such as locating a medical home, medical insurance, and assisting with transportation postpartum appointments. The goal of MomsFirst is to help women have a healthy pregnancy, number of babies that die before they are a year old.					
					<b>Original Amount</b>	<b>Amendment Amount</b>	<b>Amended End Date</b>	<b>Approval Date</b>		
<b>Original Contract/Agreement Amount</b>					\$682,276.00			2/11/2020		
<b>Prior Amendment Amounts (List separately)</b>										
<b>Pending Amendment</b>						\$774,940.00	12/31/2021			
<b>Total Amendment(s)</b>						\$774,940.00				
<b>Total Contract Amount</b>						\$1,457,216.00				
<b>Performance Indicators</b>					<input type="checkbox"/> # of prenatal home visits completed <input type="checkbox"/> # of unduplicated participants served					
<b>Actual performance versus performance indicators (include statistics):</b>					We have just started the new program year and data is not yet available					
<b>Rating of Overall Performance of Contractor</b>					<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>		
<b>Select One (X)</b>							X			
<b>Justification of Rating</b>					Despiste not having data for the new program year we see no reason that the City of Department of Public Health and the MomsFirst program will not meet or exceeds th Their averages in reducing infant mortality and low infant birth weight exceeds the c					
<b>Dept. Contact</b>					Marcos Cortes					
<b>User Dept.</b>					HHS: Community Initiatives: Office of Early Childhood/Invest in Children					
<b>Date</b>					3/16/2020					



# County Council of Cuyahoga County, Ohio

## Ordinance No. O2020-0009

Sponsored by: <b>County Executive Budish</b>	<b>An Uncodified Ordinance</b> amending uncodified Ordinance No. O2020-0008 dated 4/14/2020, which amended uncodified Ordinance No. O2020-0007 dated 3/16/2020, which provided for paid emergency administrative leave for all County employees and which deleted the requirement that the paid emergency administrative leave can only be used after the employee has exhausted his or her existing accrued sick leave, by revising the date on which the paid emergency administrative leave will expire; and declaring the necessity that this uncodified Ordinance become immediately effective.
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WHEREAS, on March 16, 2020, in response to the COVID-19 crisis, this Council passed uncodified Ordinance No. O2020-0007 which provided for up to 80 hours of paid emergency administrative leave to every County employee who has exhausted his or her existing accrued sick leave; and

WHEREAS, on April 24, 2020, this Council passed uncodified Ordinance No. O2020-0008, which deleted the requirement that accrued sick leave be exhausted prior to the employee accessing the paid emergency administrative leave; and

WHEREAS, it has become necessary to revise the date on which the paid administrative leave will expire to be the earlier of the date on which the emergency no longer exists or December 19, 2020; and

WHEREAS, it is necessary that this uncodified Ordinance 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 ENACTED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** That Section 1 of uncodified Ordinance No. O2020-0008 is hereby amended to read as follows (deletions are stricken, additions are bolded and underlined):

Section 1. Adoption of Uncodified Ordinance. Cuyahoga County Executive Armond Budish declared a state of emergency within Cuyahoga County on March 11, 2020. Because of this declaration, Council hereby authorizes the County Executive to provide all County employees eighty (80) hours of paid emergency administrative leave. All employees currently employed by the County and any employee hired by the County during the period of emergency declared by the County Executive shall receive this paid emergency administrative leave benefit. This paid emergency administrative leave benefit is effective March 11, 2020 and shall be in effect until the emergency no longer exists, such time to be determined by the Cuyahoga County Health Commissioner, pursuant to the declaration of emergency issued by the County Executive (**the “Emergency End Date”**). Paid emergency administrative leave time **shall expire on the earlier of the Emergency End Date or December 19, 2020.** If an employee should exhaust his or her paid emergency administrative leave then additional paid emergency administrative leave may be granted, on an individual basis, at the discretion of the County Executive or his designee; the County Executive is authorized to adopt rules and regulations regarding the authorization of additional paid emergency administrative leave. If additional paid emergency administrative leave is approved by the County Executive or his designee, the usage of such time shall be recorded by the Director of the Department of Human Resources. The Director of the Department of Human Resources shall provide a written report on a monthly basis to Council on the additional paid emergency administrative leave granted. The period during which the County Executive or his designee can approve additional paid emergency administrative leave shall expire on December 19, 2020. Paid emergency administrative leave is not subject to pay out.

**SECTION 2.** That all other provisions of uncodified Ordinance Nos. O2020-0007 and O2020-0008 not amended hereby shall remain in full force and effect.

**SECTION 3.** It is necessary that this uncodified Ordinance become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble.

**SECTION 4.** It is found and determined that all formal actions of this Council relating to the adoption of this uncodified Ordinance 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 uncodified Ordinance was duly enacted.

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: April 28, 2020

Committee(s) Assigned: Committee of the Whole

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