

**Cuyahoga County Board of Control**  
**County Administration Building, 4<sup>th</sup> Floor**  
**July 29, 2013 11:00 A.M.**

1. **Call to Order**
2. **Review Minutes**
3. **Public Comment**
4. **Tabled Items**

BC2013-215	Department of Public Works	Submitting an amendment to Contract No. CE1200373-01 with CBRE, Inc. for owner representation services for the Real Estate Portfolio Consolidation for the period 6/4/2012 - 6/3/2015 for additional funds in the amount of \$33,500.00.  Funding Source: General Funds	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input checked="" type="checkbox"/> Hold
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**5. New Items for Review**

Item	Requestor	Description	Board Action
BC2013-219	Department of Public Works	Recommending an award on RQ25837 and enter into a contract with TranSystems Corporation of Ohio in the amount not-to-exceed \$230,529.00 for engineering services for improvement of Hilliard Road Bridge 08.57 over Rocky River in the Cities of Lakewood and Rocky River. (Deputy Chief Approval No. DC2012-263 - authority to seek qualifications).  Funding Source: 100% Road and Bridge Funds	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input checked="" type="checkbox"/> Hold
BC2013-220	Department of Information Technology	Recommending an award on RQ27419 and enter into a contract with Infor (US), Inc. fka Infor Global Solutions (Michigan), Inc., sole source, in the amount not-to-exceed \$127,912.17 for maintenance and support on IBM/MVS/VSAME E Series Version payroll processing system for the period 7/2/2013 - 7/1/2015.  Funding Source: 100% General Funds	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input checked="" type="checkbox"/> Hold
BC2013-221	Office of Procurement & Diversity	Recommending an award:  <u>Department of Information Technology</u> a) on RQ27665 to Endicott Microfilm, Inc. (1-1) in the amount of \$247,510.00 for the purchase of 6-Kodak i5200 scanners and 14 Kodak Capture Pro Software Assurance Group E and F Licenses for the Clerk of Courts.  Funding Source: 100% General Funds	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input checked="" type="checkbox"/> Hold

BC2013-222	Medical Examiner	Recommending an award on RQ26909 and enter into a contract with Esposito Mortuary Services, Inc. in the amount not-to-exceed \$375,000.00 for body transportation services for the period 8/1/2013 - 7/31/2014.  Funding Source: 100% General Funds	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input checked="" type="checkbox"/> Hold
BC2013-223	Department of Health and Human Services	Division of Cuyahoga Job and Family Services, submitting an amendment to Contract No. CE1200504-01 with Starting Point for referral agency services for the period 8/1/2012 - 7/31/2013 to extend the time period to 7/31/2014 and for additional funds in the amount of \$70,704.00.  Funding Source: 100% Federal Child Care Administration Funds	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input checked="" type="checkbox"/> Hold
BC2013-224	Department of Health and Human Services	Cuyahoga Job and Family Services, recommending an award on RQ28029 and enter into a state contract with Northwoods Consulting Partners, Inc. in the amount not-to-exceed \$303,929.00 for maintenance on the Electronic Document Management System for the period 7/1/2013 - 6/30/2014.  Funding Source: 100% Public Assistance Funds	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input checked="" type="checkbox"/> Hold

**6. Other Business**

**7. Public Comment**

**8. Adjournment**

**Minutes**

Cuyahoga County Board of Control  
County Administration Building, 4th Floor  
July 22, 2013 11:00 A.M.

1. Call to Order: The meeting was called to order by Ed FitzGerald at 11:03 A.M.

Attendees: County Executive Ed FitzGerald  
Councilman Michael Gallagher  
Councilman Pernel Jones Jr.  
Treasurer Mark Parks – Alternate  
Director Lenora Lockett  
Councilman Dave Greenspan  
Board of Control Clerk Melinda Burt

Director Bonnie Teeuwen joined the meeting while in progress. Fiscal Officer Wade Steen was unavailable.

Review and Approval of Minutes –

At the July 22, 2013 regular meeting of the Board of Control the following approved items were properly moved and seconded. All items were considered and adopted by all members present, unless otherwise noted. Ed FitzGerald made a motion to approve, Michael Gallagher seconded, the minutes were approved as written by unanimous vote.

**4. Tabled Item**

**BC2013-207**

County Prosecutor, recommending an award on RQ27376 and enter into a contract with Elsie Day dba Elsie Day Consulting Services in the amount not-to-exceed \$150,000.00 for consultant grant coordinator services for the period 7/15/2013 - 6/30/2016.

Funding Source: General Funds

Ed FitzGerald made a motion to approve, Pernell Jones Jr. seconded, the item was approved by unanimous vote.

Approve  
 Disapprove  
 Hold

**5. Scheduled Items**

**BC2013-214**

County Prosecutor, approving amendment of March 12, 2010 Engagement Letter between the Prosecutor's Office and Thompson Hine LLP to complete reconciliation of legal services in connection with the Convention Center and Medical Mart project in the amount of \$350,000 and to extend the engagement from May 1, 2013, until December 31, 2013, for closeout of construction work on the project, for a monthly fee of \$10,000, for a total amendment value of \$420,000.

Funding Source: Non Tax Revenue General Funds

Ed FitzGerald made a motion to approve, Michael Gallagher seconded, the item was approved by majority vote with Ed FitzGerald abstaining.

Approve  
 Disapprove  
 Hold

**BC2013-215**

Department of Public Works, submitting an amendment to Contract No. CE1200373-01 with CBRE, Inc. for owner representation services for the Real Estate Portfolio Consolidation for the period 6/4/2012 - 6/3/2015 for additional funds in the amount of \$33,500.00.

Funding Source: General Funds

Approve  
 Disapprove  
 Hold

**BC2013-216**

Department of Public Safety and Justice Services/Public Safety Grants, submitting an amendment to Agreement No. AG1200070-01 with City of Cleveland for planning, training, exercises, equipment and grant administration expenses in connection with the FY2010 Urban Area Security Initiative Grant Program for the period 8/1/2010 - 6/30/2013 for additional funds in the amount of \$60,433.64.

Funding Source: 100% Department of Homeland Security through Ohio Emergency Management Agency

Ed FitzGerald made a motion to approve, Lenora Lockett seconded, the item was approved by unanimous vote.

Approve  
 Disapprove  
 Hold

**BC2013-217**

Department of Health and Human Services/Cuyahoga Job and Family Services, recommending an award on RQ26911 and enter into a contract with US Together, Inc. in the amount not-to-exceed \$200,000.00 for language interpretation and translation services for the period 9/1/2013 - 8/31/2014. (Deputy Chief Approval No. DC2013-64 - authority to seek proposals).

Funding Source: 100% by Federal PA (Public Assistance) Funds

Ed FitzGerald made a motion to approve, Mark Parks seconded, the item was approved by unanimous vote.

Approve  
 Disapprove  
 Hold

**BC2013-218**

Department of Health and Human Services/Division of Children and Family Services, submitting an amendment to Agreement No. AG1300040-01 with Cuyahoga County Board of Developmental Disabilities for Individual Option Medicaid Waiver program eligibility verification services for reimbursement of Medicaid Home and Community Based services for the period 1/1/2013 - 12/31/2013 for additional funds in the amount not-to-exceed \$170,000.00.

Funding Source: Federal Funds (29%) and the Health and Human Service Levy (71%).

Ed FitzGerald made a motion to approve, Mark Parks seconded, the item was approved by unanimous vote.

Approve  
 Disapprove  
 Hold

6. Other Business - None
7. Public Comment – There was no public comment.
8. Adjournment – Ed FitzGerald made a motion to adjourn, Michael Gallagher seconded, the meeting was adjourned without objection at 11:14 A.M.

#### **4. Tabled Items for Review**

##### **BC2013-215**

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

1. Department of Public Works requesting approval of an amendment with CBRE, Inc. for the anticipated cost of \$33,500.00.
2. The primary goal of the contract is to provide owner's representative services for the real estate portfolio consolidation. Contract includes disposition of currently owned properties and acquisition of a new consolidated administrative complex. Consultant will represent County in decision making, negotiations and closing. The purpose of this amendment is to provide owner's representative services for obtaining office space for the interim headquarters move.

3. N/A

###### B. Procurement

1. The procurement method for this project was RFP. The total value of the RFP is \$348,250.00 plus commission on the disposition of properties.
2. The RFP was closed on March 22, 2012. There was an SBE goal of 15%.
3. There were 4 proposals submitted for review, 1 approved.

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

1. The address of the vendor is:

CBRE

950 Main Avenue, Suite 200

Cleveland, Ohio 44113

Council District 7

2. CBRE is a publicly traded corporation with a Board of Directors that includes: Richard C. Blum (Chairman) , Brett White (Chief Executive Officer), Curtis F. Feeny, Bradford M. Freeman, Michael Kantor, Frederic V. Malek, Jane J. Su, Laura D. Tyson, Gary L. Wilson, Ray Wirta.

3. N/A

###### D. Project Status and Planning

1. The project was new to the County, the amendment is a new addition to the contract.
2. N/A
3. N/A

4. N/A
5. N/A

E. Funding

1. The project is funded 100% by the General Fund.
2. The schedule of payments is by invoice.
3. The project is an amendment to a contract. This amendment changes scope and value and is the second amendment to the contract.

**5. New Items for Review**

**BC2013-219**

A. Scope of Work Summary

1. Department of Public Works requesting award and approval of a contract with TranSystems Corporation for the not-to-exceed cost of \$230,529.00 for Engineering Services for the Hilliard Road Bridges 08.57 Condition Assessment.
2. The primary goal of the project is to perform engineering, material sampling and testing required to facilitate the completion of the inspection and condition assessment of the Hilliard Road Bridge crossing the Rocky River in the Cities of Lakewood and Rocky River.
3. N/A

B. Procurement

1. The procurement method for this project was RFQ. The total value of the RFQ is \$234,529.00.
2. The RFQ was closed on January 17, 2013. The SBE goal on this RFQ was 20%.
3. There were 5 responses for our RFQ submitted for review, 1 consultant was approved.

C. Contractor and Project Information

1. The address of the vendor is:  
TranSystems Corporation  
55 Public Square  
Cleveland, Ohio 44113  
Council District 1 & 2
2. Firm Officers: Brian Larson, CEO; Paul Malir, President & Chief Operating Officer; Julie Frigon, Chief Operating Officer; Richard Morsches, CSMO.
3. a. The location of the project is Hilliard Road Bridge 08.57 crossing Rocky River in the Cities of Lakewood and Rocky River.
3. b. The project is located in Council District 1 & 2

D. Project Status and Planning

1. This is a new project to the County.
2. N/A
3. N/A
4. N/A
5. N/A

E. Funding

1. The Engineering Services are funded 100% by County Road and Bridge funds.

2. The schedule of payments is by invoice.
3. N/A

**BC2013-220**

A. Scope of Work Summary

The Department of Information Technology submitting a contract with Infor Global Solutions in the amount not-to-exceed \$127,912.17 for maintenance and support of the County wide payroll system for the period 7/2/2013 - 7/1/2015.

B. The Proposed contract is an OPD-approved Sole Source Vendor.

C. Infor Global Solutions (Michigan), Inc.

13560 Morris Road  
Suite 4100

Alpharetta, GA 30004

Primary Owner: Infor Enterprise Solutions Holdings, Inc.; Gregory M. Giangordano, President/Director

D. The project is an extension of an existing project.

E. The project is funded 100% by the General Fund.

**BC2013-221**

A. Scope of Work Summary

1. The Office of Procurement & Diversity is requesting approval of a Recommendation of Award to Endicott Microfilm, Inc. in the amount of \$247,510.00 for Scanners and Software for Clerk of Courts scanning backlog.
2. The primary goal of this DoIT project, requested by the Fiscal Office, is to scan the 10-year backlog of items for the Clerk of Courts.

B. Procurement

1. The procurement method approved for this project was an Alternate Procurement. The total value of this purchase is \$247,510.00.
2. There was no SBE goal established, as this was not a competitive bid process.
3. The procurement method was approved on 7/1/2013, BC2013-195.

C. Contractor and Project Information

1. The address of the vendor is:

Endicott Microfilm, Inc.  
642 High Street  
Hamilton, Ohio 45011

There is no Council representation, as the vendor is located out of the County.

2. The owners of the company:

Len Weber (President/Treasurer), Zandy Hood (Vice President), and Patty Weber (Secretary).

3. The address of the location of the project is 1219 Ontario Street, Cleveland, Ohio 44113.

3b. The project is located in Council District 7.

D. Project Status and Planning

1. This project is new to the County.

2. This project has (1) phase.

E. Funding

1. The project is funded 100% by the General Fund.
2. The invoice is Net 30 days.

**BC2013-222**

A. Scope of Work Summary

1. Medical Examiner's Office is requesting approval of a contract with Esposito Mortuary Services, Inc. for the anticipated cost not-to-exceed \$375,000.00. The anticipated start-completion dates are August 1st, 2013 - July 31st, 2014.
2. The primary goal of this project is to secure body transportation.

B. Procurement:

1. The procurement method for this project was an RFP #CR-13-26909. The total value of the contract is \$375,000.00.

C. Contractor and Project Information:

1. Esposito Mortuary Services, Inc.  
1575 West 117th Street  
Cleveland, Ohio 44107
2. Aaron A. Esposito, President

D. Project Status and Planning:

1. The project will result in a new contract for the County.
2. The purchase order needs a signature in ink by 7/31/2013.

E. Funding:

1. The project is funded 100% by the Medical Examiner's General Fund.
2. The schedule of payment is by bi-weekly invoice.

**BC2013-223**

A. Scope of Work Summary

1. CJFS is requesting approval of an amendment to a contract with Starting Point for the cost of \$70,704.00. The amended contract period is from August 1, 2013 to July 31, 2014.
2. This amendment changes the value and term and is the second (2<sup>nd</sup>) amendment of the contract. The history of the amendments is:

2013: Contract;	\$70,704.00
2013: Amend #1;	\$98,550.00
2014: Proposed Amend#2;	<u>\$70,704.00</u>
Total:	\$239,958.00

B. Procurement

1. The procurement method for this originating contract was an RFP exemption.
2. The proposed amendment received an approval by OPD to process on June, 12, 2013. The NOVUS document is attached for review.



C. Contractor and Project Information

1. The address vendor:

Starting Point

4600 Euclid Ave. Suite 500

Cleveland, OH 44103

Council District 07

2. The executive director for the vendor is Billie Osborne-Fears.

3. a. Same as 1 above.

D. Project Status and Planning

1. The program reoccurs annually.

E. Funding

1. The project is funded 100% through Federal Child Care Administration funds.

2. The schedule of payments is by monthly invoice.

**BC2013-224**

*Title: Cuyahoga Job and Family Services-2013 State Contract RQ28029 Northwoods Consulting Partners, Inc. Electronic Document Management Support Services*

A. Scope of Work Summary

1. CJFS is requesting approval of a contract with Northwoods Consulting Partners, Inc. for the cost of \$303,929.00. The contract period is 7/1/2013 – 6/30/2014.

2. The primary goals of the project are:

- To enhance the eligibility determination process, eliminate paper files, and provide accountability for file audits.
- To support various benefit programs by increasing the efficiency of the CJFS staff with electronic files in processing clients' applications and required eligibility documentation.
- To provide consultation on OnBase configuration knowledge transfer and configure server access.

B. Procurement

1. The procurement method for this project is state term schedule.

2. The proposed contract received OPD approval for RFP Exemption on July 3, 2013. NOVUS document is attached for review.

C. Contractor and Project Information

1. The address of vendor is:

Northwoods Consulting Partners, Inc

5815 Wall Street

Dublin, OH 43017

Council District NA

2. The owner for the vendor is Gary A. Heinze, President/CEO.

3. The contracted service is provided in Council District 07.

D. Project Status and Planning

1. The service is recurring annually.

2. The contract is on a critical action path (start date of July 1, 2013) due to a delay in processing and obtaining required documents from the vendor.

E. Funding

1. The project is funded 100% by PA (Public Assistance) Funding.
2. The schedule of payment is quarterly by invoice.