

Minutes

Contracts and Purchasing Board
County Administration Building, 4th Floor
July 22, 2013 11:30 A.M.

I. Call to Order: The meeting was called to order at 11:34 A.M by Melinda Burt.

Attendees: Chief of Staff Matt Carroll
Treasurer Mark Parks - Alternate
Director Bonnie Teeuwen
Director Lenora Lockett
Clerk of the Contracts and Purchasing Board Melinda Burt

County Executive Ed FitzGerald and Councilman Dale Miller joined the meeting while in progress. Fiscal Officer Wade Steen was unavailable.

At the July 22, 2013 regular meeting of the Contracts and Purchasing Board all actions taken for the following approved items were done with the approval of all members present. All items were considered and adopted by unanimous vote unless otherwise noted.

II. Review and Approve Minutes –

The minutes were approved as written by majority vote. Bonnie Teeuwen abstained.

III. Public Comment - There was no public comment.

IV. Contracts and Awards

B. Scheduled Items

CPB2013-545

Department of Development, requesting approval of an NCO Technology Fund Loan with Motion Resolution, LLC in the amount not to exceed \$100,000.00 and requesting authority for the Director to execute all documents required in connection with said loan.

Funding Source: 100% Western Reserve Fund

Approve
 Disapprove
 Hold

CPB2013-546

Department of Workforce Development,

A) Submitting a contract with Cleveland Range, LLC in the amount not-to-exceed \$6,000.00 for the On-the-Job Training Program for the period 4/25/2013 - 6/25/2013.

B) Submitting a contract with 1 EDI Source, Inc. in the amount not-to-exceed \$3,200.00 for the On-the-Job Training Program for the period 3/27/2013 - 5/9/2013.

C) Submitting a contract with S.A.W., Inc. in the amount not-to-exceed \$2,000.00 for the On-the-Job Training Program for the period 6/10/2013 - 8/17/2013.

Funding Source: 100% by Federal Workforce Investment Act (WIA) Funds

Approve
 Disapprove
 Hold

CPB2013-547

Office of Procurement & Diversity, Recommending an award:

Department of Information Technology

a) on RQ27711 with En Pointe Technologies Sales, Inc. in the amount of \$56,158.40 for the purchase of 5-Visual Studio Premium Licenses for use by Cuyahoga Job and Family Services (State Contract No. 534098 Ordinance No. 2011-0044, Section 4.4(b)20)).

Funding Sources: Health & Human Services Levy / Public Assistance Funds.

Approve
 Disapprove
 Hold

CPB2013-548

Office of Procurement & Diversity, recommending an award:

Department of Public Works,

a) on RQ26626 with Germain Ford for ~~2~~ **3**-Police Interceptor vehicles in the amount not-to-exceed ~~\$52,277.32~~ **\$78,535.98**. (State Contract No. RS901213-3).

Funding Source: General Funds

Note: This item was corrected to read 3-Police Interceptor Vehicles in the amount in the amount not-to-exceed \$78,535.98.

Approve
 Disapprove
 Hold

CPB2013-549

Department of Public Safety and Justice Services/Public Safety Grants, submitting agreements with various municipalities for reimbursement of eligible training expenses in connection with the FY2010 Urban Area Security Initiative Grant Program:

A) City of Bedford in the amount not-to-exceed \$759.18 for the period 10/26/2013 - 5/30/2013.

B) City of Euclid in the amount not-to-exceed \$151.80 for the period 4/23/2013 - 5/30/2013.

C) Village of Brooklyn Heights in the amount not-to-exceed \$352.32 for the period 10/26/2011 - 4/30/2013.

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

Approve
 Disapprove
 Hold

CPB2013-550

Department of Health and Human Services/Cuyahoga Job and Family Services, submitting an amendment to Contract No. CE1000704-01 with US Together, Inc. for language interpreter and translation services for various County departments for the period 9/1/2010 - 8/31/2013 for additional funds in the amount of \$10,000.00.

Funding Source: 100% (Public Assistance) Funding.

Approve
 Disapprove
 Hold

C. Exemption Requests

CPB2013-551

Department of Health and Human Services/Division of Children and Family Services, submitting an RFP exemption on RQ28081, which will result in an award recommendation to Elaine Schulte in the amount not-to-exceed \$85,000.00 for second opinion psychotropic medication services for the period 11/1/2013 to 10/31/2015.

Funding Source: 33% Federal; 67% Health and Human Services Levy

1. Description of Supplies or Services (If contract amendment, please identify contract time period and/or scope change)

The Division of Children and Family Services is seeking approval for an RFP Exemption for Second Opinion Psychotropic Medication Services in an amount not to exceed \$85,000.00. The time period is from November 1, 2013 to October 31, 2015.

A formal RFP did not produce any timely bids, yet these services are greatly needed. Second Opinion Psychotropic Medication Services are intended to ensure that medications align with the diagnosis and dosages that are appropriate for the children who are in custody of this agency.

2. Estimated Dollar Value and Funding Source(s) including percentage breakdown (If amendment, please enter original contracted amount and additional amount, if any)

Two-Year Contract Value:
\$85,000.000 (year 1: \$35,000.00/ year 2: \$50,000.00)
Index Code: CF135004
Object Code: 0278
User Code: HO0162

Funding Percentage Breakdown:

33% Federal and 67% Health and Human Services Levy

3. Rationale Supporting the Use of the Selected Procurement Method (include state contract # or GSA contract # and expiration date)

An RFP Exemption is appropriate for these services since a formal RFP that was issued June 3, 2013 resulted in no vendors in attendance at the pre-proposal conference on June 12, 2013 that was scheduled from 2:00 p.m. to 3:00 p.m. and no timely bids were submitted as the competitive bid closed June 25, 2013 at 11:00 a.m.

4. What other available options and/or vendors were evaluated? If none, include the reasons why.

A formal RFP was issued on June 3, 2013 to accept competitive bids, but no vendors responded timely as the bid closed on June 25, 2013 at 11:00 a.m. However, one vendor did respond after the deadline on June 25, 2013 at 11:52 a.m.: Elaine Schulte of Cleveland Clinic. In adherence to Cuyahoga County's policy on late submittals, the vendor's proposal was time stamped, marked late and returned to them unopened by the Office of Procurement and Diversity.

5. What ultimately led you to this product or service? Why was the recommended vendor selected?

With the availability of consultation services, DCFS will be better prepared to ensure that medications align with diagnosis and dosages are appropriate to a particular child's age, size and weight. It is anticipated that consultation services will result in improved stabilization and the agency will see a reduction in atypical symptoms in our children on psychotropic medications.

This agency would like to extend Cleveland Clinic's Elaine Schulte the opportunity to contract for these consultation services by being allowed to consider a thorough review and evaluation of her proposal that she attempted to submit timely, but was late on June 25, 2013 when the bid closed. No other vendors had responded to the RFP or remotely indicated an interest in providing these needed services.

6. Provide an explanation of unacceptable delays in fulfilling the County's need that would be incurred if award was made through a competitive bid.

It would not be advantageous to the County to delay in securing a vendor to administer these services as it would impede a needed process to ensure that children in custody of this agency are not over-medicated. Additionally, it would prolong the agency's efforts to eradicate this ongoing problem with the assistance of a reputable, community resource: Cleveland Clinic.

7. Describe what future plans, if any, the County can take to permit competition before any subsequent purchases of the required supplies or services.

The County plans to permit competitive bidding for these services in the future.

Approve
 Disapprove
 Hold

D. Consent Agenda

CPB2013-552

Department of Public Works, submitting an agreement of cooperation with City of Highland Heights for resurfacing of Miner Road from Wilson Mills Road to Highland Heights North Corporation Line.

Funding Source: Highland Heights - \$728,490.00, County Road and Bridge Fund \$1,025,000.00.

Approve
 Disapprove
 Hold

CPB2013-553

Department of Public Works,

A) Submitting an amendment (Subsidiary No. 2) to Contract No. CE1200372-01 with Fabrizi Trucking & Paving Co., for the replacement of Prospect Road Culvert No. 9 over Baker Creek in the City of Strongsville for a decrease in the amount of (\$27,663.31).

B) Recommending to accept the project as complete and in accordance with plans and specifications.

C) Requesting authority for the County Treasurer to release the escrow account, in accordance with Ohio Revised Code Section 153.63.

Funding Source: Funding: 20% Public Works Commission (Issue 1), 80% Cuyahoga County using funds from the \$5.00 Vehicle License Tax Fund and 15% Municipalities.

Approve
 Disapprove
 Hold

CPB2013-554

Office of Human Resources, submitting an amendment to an agreement with Medical Imaging Diagnostics, LLC dba Breast Care Center for on-site mammography services for County employees for the period 5/1/2011 - 12/31/2012 to extend the time period 12/31/2013; no additional funds required.

Funding Source N/A

Approve

Disapprove
 Hold

CPB2013-555

Department of Public Safety and Justice Services/Public Safety Grants, submitting an agreement with City of Solon for the purchase of equipment, valued in the amount of \$83,127.80, for the FY2007 Urban Area Security Initiative Grant Program for the period 7/1/2007 - 9/30/2010.

Funding Source: 100% FY 07 Urban Area Security Initiative grant funded and is passed through to Cuyahoga County from the Department of Homeland Security (DHS) through Ohio Emergency Management Agency (OEMA).

Approve
 Disapprove
 Hold

CPB2013-556

Department of Public Safety and Justice Services/Public Safety Grants, submitting an agreement with City of Solon for the purchase of equipment, valued in the amount of \$327.76, for the FY2008 Urban Area Security Initiative Grant Program for the period 9/1/2008 - 8/31/2011.

Funding Source: 100% FY 08 Urban Area Security Initiative funded and is passed through to Cuyahoga County from the Department of Homeland Security (DHS) through Ohio Emergency Management Agency (OEMA).

Approve
 Disapprove
 Hold

CPB2013-557

Department of Public Safety and Justice Services/Public Safety Grants, submitting an agreement with City of Solon for the purchase of equipment, valued in the amount of \$20,637.00 for the FY2008 State Homeland Security Grant Program for the period 9/1/2008 - 8/31/2011.

Funding Source: 100% FY 08 State Homeland Security Program funded and is passed through to Cuyahoga County from the Department of Homeland Security (DHS) through Ohio Emergency Management Agency (OEMA).

Approve
 Disapprove
 Hold

CPB2013-558

Department of Public Safety and Justice Services/Public Safety Grants, submitting an agreement with City of Solon for the purchase of equipment, valued in the amount of \$1,182.42, for the FY2009 Interoperable Emergency Communications Grant Program for the period 6/1/2009 - 12/31/2010.

Funding Source: 100% FY 09 Interoperable Emergency Communication Grant Program funded and is passed through to Cuyahoga County from the Department of Homeland Security (DHS) through Ohio Emergency Management Agency (OEMA).

Approve
 Disapprove
 Hold

CPB2013-559

Department of Health and Human Services/Division of Children and Family Services, submitting a no-cost agreement with Centers for Families and Children for rental of space for the Teen Independent Living Graduation Ceremony to be held on 8/1/2013.

Funding Source: N/A

Approve
 Disapprove
 Hold

CPB2013-560

Department of Health and Human Services/Division of Children and Family Services, submitting a grant agreement with Ohio Department of Job and Family Services in the amount of \$805,594.00 for the Ohio Child Welfare Training Program for the period 7/1/2013 - 6/30/2015.

Funding Source: Ohio Department of Job and Family Services for the Ohio Child Welfare Training Program grant funds(OCWTP).

Approve
 Disapprove
 Hold

CPB2013-561

Office of Procurement & Diversity, presenting voucher payments for the week of July 22, 2013.

Approve
 Disapprove
 Hold

CPB2013-562

Department of Development, presenting voucher payments between 07/11/2013 to 07/17/2013.

Approve
 Disapprove
 Hold

V. Other Business - None

VI. Public Comment – There was no public comment.

VII. Adjournment: The meeting was adjourned at 11:46 A. M. without objection.