

Minutes

Contracts and Purchasing Board
County Administration Building, 4th Floor
July 29, 2013 11:30 A.M.

I. Call to Order: The meeting was called to order at 11:37 A.M by Melinda Burt.

Attendees: Chief of Staff Matt Carroll
Council President C. Ellen Connally - Alternate
Fiscal Officer Wade Steen
Director Bonnie Teeuwen
Purchasing Manager Richard Opre – Alternate
Clerk of the Contracts and Purchasing Board Melinda Burt

County Executive Ed FitzGerald, Councilman Dale Miller and Director Lenora Lockett were unavailable.

At the July 29, 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 unanimous vote unless otherwise noted.

III. Public Comment - There was no public comment.

IV. Contracts and Awards

B. Scheduled Items

CPB2013-563

Department of Development,

A) Requesting approval of a contract with URS Corporation for Phase I environmental services in the amount of \$3,400.00 at the proposed Lemko Hall Condominiums site located at 2365 West 11th Street, Cleveland. The start-completion dates are 07/29/2013 to 07/29/2014.

B) Submitting a License for Entry, Consent and Limited Release from Liability agreement in connection with said project site.

Funding Source: Brownfield Revolving Loan Funds.

Approve
 Disapprove
 Hold

CPB2013-564

Department of Information Technology, submitting an amendment to Contract No. CE1300136-02 with Advanced Server Management Group, Inc. for network security vulnerability testing services for the period 2/1/2013 - 1/31/2014 for additional funds in the amount of \$4,500.00.

Funding Source: 100% General Funds

Approve
 Disapprove
 Hold

CPB2013-565

Department of Information Technology, recommending an award on RQ27887 and enter into a contract with DLT Solutions, Inc. in the amount not-to-exceed \$8,459.78 for maintenance and support of Spotlight on SQL Server for the period 6/30/2013 - 6/29/2014.

Funding Source: 100% General Funds.

Approve
 Disapprove
 Hold

CPB2013-566

Department of Information Technology, recommending an award on RQ28028 and enter into a contract with Valley Electrical Consolidated, Inc. in the amount not-to-exceed \$2,150.00 for maintenance on HPS 7102 HS-HD Enterprise H.264 ENC Appliance Hard Drive for the period 11/24/2013 - 11/23/2015.

Funding Source: 100% General Funds

Note: This item was held at the request of the Department.

Approve
 Disapprove
 Hold

CPB2013-567

Department of Workforce Development, submitting a contract with Menorah Park Center for Senior Living BET Moshav Zekenim Hadati in the amount not-to-exceed \$764.00 for the On-the-Job Training Program for the period 6/10/2013 - 7/19/2013.

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

Note: This item was approved by majority vote with C. Ellen Connally abstaining.

Approve
 Disapprove
 Hold

CPB2013-568

Office of Human Resources, submitting a revenue generating agreement with Northeast Ohio Areawide Coordinating Agency in the amount not-to-exceed \$16,640.00 for Human Resource consulting services for the period 6/21/2013 - 6/30/2014.

Funding Source: Revenue generating

Approve
 Disapprove
 Hold

CPB2013-569

Medical Examiner, recommending an award on RQ27709 and enter into a contract with Charles H. Brenner, Ph.D., sole source, in the amount not-to-exceed \$10,800.00 for maintenance on DNA-View and PATER software for the period 10/01/2013 - 9/30/2016.

Funding Source: 100% General Funds

Approve
 Disapprove
 Hold

CPB2013-570

Cuyahoga Job and Family Services, recommending an award on RQ28026 and enter into a state contract with Northwoods Consulting Partners, Inc. in the amount not-to-exceed \$70,600.00 for licenses, maintenance and support on the Premier Appointment Manager System for the period 7/1/2013 - 6/30/2014.

Funding Source: 100% Public Assistance Funds

Approve
 Disapprove
 Hold

CPB2013-571

Department of Health and Human Services/Division of Senior and Adult Services, recommending an award on RQ26663 and enter into a contract with Collaborative Research, LLC. in the amount not-to-exceed \$50,000.00 for consultant services for development and implementation of a 3-year strategic plan for the period 8/1/2013 - 11/30/2013. (Deputy Chief Approval No. DC2013-84 - authority to seek proposals.)

Funding Source: 100% Health and Human Services Levy funds

Note: This item was held at the request of the Department.

Approve

Disapprove
 Hold

C. Exemption Requests

CPB2013-572

Department of Workforce Development, In partnership with City of Cleveland/Cuyahoga County Workforce Investment Board, submitting an RFP exemption on RQ16727, which will result in an amendment to Contract No. CE1000590-01 with Towards Employment, Incorporated for Employment Connection One-Stop Operation services to adult job seekers for the period 7/1/2010 - 6/30/2013 to extend the time period to 12/31/2013 and for additional funds in the amount of \$100,000.00.

Funding Source: Workforce Investment Act Funds

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

The amendment is necessary to continue to offer employment connection services mandated by the federal Workforce Investment Act (WIA) to adults and dislocated worker job seekers. The original contract was for the period 7/1/10 – 6/30/11. There were prior subsequent amendments for the period 7/1/11 – 6/30/12 and 7/1/2012 through 6/30/2013. These amendments continue to allow for one-stop services through 12/31/13. Contracted services include job search and placement assistance, career guidance, labor market information (which identifies job vacancies, skills needed for in-demand jobs, and local, regional and national employment trends), assessment of skills and needs, development of individual employment plans, case management, assisting eligible clients in choosing a certified training program that meets assessments and employment goals, work experience, and providing follow-up services after job placement.

The key performance measures set by the Federal United States Department of Labor include:

- Entered Unsubsidized Employment Rate for Adults and for Dislocated Workers
- Employment Retention Rate after six months for Adults and for Dislocated Workers
- Average earnings for Adults and Dislocated Workers

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

The total contract amendment increase is \$100,000, which is entirely funded with Federal Workforce Investment Act funds. The current contract amounts and increases are depicted below:

Original Contract for 7/1/2011 through 6/30/2012 = \$530,017
Additional Increase through 6/30/2013 = \$250,000
Additional Increase through 12/31/2013 = \$100,000
New Contract Total = \$880,017

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

The contracted provider was competitively procured in the federal Workforce Investment Act Request for Proposal (RFP) process issued in 2010. The original contract and initial amendment ran through 6/30/12. The RFP allows for the option to extend for one more additional twelve-month periods (until June 30, 2013). The option to extend is based on available funds and on the performance by the contractor. Workforce Development is pleased with contract performance as we are currently meeting or exceeding all mandated federal performance measures.

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

In the WIA RFP in 2010, several proposals were reviewed. The decision was made based on the review to fund this program.

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

The availability of federal Workforce Investment Act funds specifically earmarked to serve eligible adults and dislocated workers. The identified organization was selected based on a rigorous RFP process.

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.

Not applicable. These organizations were procured via Request for Proposal.

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

As long as performance remains strong by the identified organization, we intend to amend contract within the authorized RFP authorized period.

Approve
 Disapprove
 Hold

D. Consent Agenda

CPB2013-573

Department of Development, submitting an amendment to Agreement No. AG1200077-01 with City of Shaker Heights for demolition of various blighted structures, located in Shaker Heights, in connection with the Neighborhood Stabilization Grant Program 3 for the period 3/20/2012 - 3/19/2013 to extend the time period to 7/31/2013, by deleting blighted structure address 15716 Scottsdale and adding 3555 Hildana, and for a decrease in the amount of (\$7,476.00.)

Funding Source: Federal Neighborhood Stabilization Program (NSP3)

Approve
 Disapprove
 Hold

CPB2013-574

Department of Development, submitting a Grantee Closeout Certification for the Homelessness Prevention and Rapid Re-Housing Program (HPRP).

Funding Source: Original Program U.S. Department of Housing and Urban Development

Approve
 Disapprove
 Hold

CPB2013-575

Department of Development, Submitting an amendment to Contract No. CE1000769-01 with Sprint Solutions, Inc. for wireless communication services for various County departments for the period 9/1/2010 - 12/31/2013 to change the scope of services and the terms, effective 8/1/2013; no additional funds required.

Funding Source: (Original contract) 100% General Fund

Approve
 Disapprove
 Hold

CPB2013-576

Office of Procurement & Diversity, presenting voucher payments for the week of July 29, 2013.

Approve
 Disapprove
 Hold

CPB2013-577

Department of Development, presenting voucher payments and housing rehab loans between 07/18/2013 to 07/24/2013.

Approve
 Disapprove
 Hold

V. Other Business -

The agenda was amended to introduce the following time sensitive/ mission critical purchase item:

Presented by Mike Chambers, Department of Public Works:

Recommending a payment on RQ28286 to EAB Truck Services in the amount of \$749.39 for repair of a sanitary vehicle.

Approve
 Disapprove

___Hold

The full allotment of time sensitive mission critical purchase funds available to the Department was restored.

VI. Public Comment – There was no public comment.

VII. Adjournment: The meeting was adjourned at 11:49 A. M. without objection.