

Cuyahoga County Board of Control  
 County Administration Building, 4<sup>th</sup> Floor  
 May 14, 2012 11:00 AM

1. Call to Order
2. Review and Approve Minutes
3. Public Comment
4. Tabled Items Returned for Review
5. New Items for Review

Item	Requestor	Description	Board Action
BC2012-124	Department of Development	Recommending an economic development loan in the amount not-to-exceed \$212,000.00 to Kamac, Inc. for renovation of property, located at 4878 Van Epps Road, Brooklyn Heights.  Funding Source:100% Community Development Block Grant Funding	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold
BC2012-125	Department of Development	Recommending an economic development loan in the amount not-to-exceed \$110,000.00 to SP Data Ohio, LCC for renovation of property, located at 1500 West 3rd Street, Cleveland.  Funding Source:100% General Fund	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input checked="" type="checkbox"/> Hold
BC2012-126	Department of Development	Recommending an economic development loan in the amount not-to-exceed \$202,000.00 to 5400 Warner Road, LLC J & F Transportation for facility infrastructure improvements, located at 5400 Warner Road, Valley View, Ohio.  Funding Source:100% Community Development Block Grant Funding	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input checked="" type="checkbox"/> Hold
BC2012-127	Department of Development	Recommending a HOME Rental Rehabilitation loan in the amount not-to-exceed \$300,000.00 to Famicos Foundation for University Tower LLC for the University Tower Project, located at 1575 East Boulevard, Cleveland.  Funding Source:100% Federal HOME Program Funds	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold
BC2012-128	Fiscal Office	Recommending an award on RQ23247 and enter into a contract with John Q. Ebert (1-7) in the amount not-to-exceed \$150,000.00 for property tax administration consultant services for the 2012 sexennial reappraisal for the period 5/14/2012 - 12/31/2012 (Deputy Chief Approval No. DC2012-34 - authority to seek qualifications.)  Funding Source: 100% by the Assessment Fund	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold

BC2012-129	Department of Health and Human Services	Community Initiatives Division/Office of Reentry, submitting an amendment to Contract No. CE1000249-01 with Oriana House, Inc. for operation of a Neighborhood Reentry Resource Center for the period 2/1/2010 - 1/31/2012 to extend the time period to 7/31/2012 and for additional funds in the amount of \$175,000.00.  Funding Source:100% Health and Human Service Levy Funds	
BC2012-130	Department of Health and Human Services	Division of Children & Family Services, submitting a contract with Adoption Network Cleveland in the amount not-to-exceed \$236,250.00 for child-centered recruitment services for the Adopt Cuyahoga's Kids Initiative for the period 1/1/2012 - 09/30/2012.  Funding Source: 100% Health and Human Service Levy Funds	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold
BC2012-131	Department of Public Safety and Justice Services	Division of Witness/Victim, submitting a contract with Case Western Reserve University in the amount of \$152,992.00 for consultant services for the FY2011 Attorney General's Children Exposed to Violence Demonstration Program: Phase 2 Grant Program for the period 11/1/2011 - 9/30/2013.  Funding Source:100% FY2011 Attorney General's Children Exposed to Violence Demonstration Grant Funds	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold
BC2012-132	Office of Human Resources	<p>1) <b>Requesting</b> a sole source purchase with The Archer Company.</p> <p><b>1. What is the product/service that you seek to acquire?</b> Professional services to assist and advise on issues related to classification and compensation.</p> <p><b>2. Will this purchase obligate Cuyahoga County to this or any other vendor for future purchases, for example, maintenance, licensing or continuing need?</b> <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No No.</p> <p><b>3. Why do you need to acquire these goods or services?</b> Cuyahoga County employees have the legal right to request a job audit if they believe their current classification is inappropriate. The Archer Company will evaluate the Comprehensive Position Questionnaires using the Archer Job Evaluation System and provide classification and pay range recommendations. The Archer Company will provide routine maintenance of the County's Classification and Compensation plan by updating and revising the classification specifications and</p>	

		<p>the non-bargaining salary schedule as needed. The Department of Human Resources operates as the County's Department of Administrative Services in accordance with O.R.C. 124.14 and the County Charter. To assist with compliance, the Archer Company will work with the Department of Human Resources to prepare numerical and alphabetical classification listings, detail explanations of classification modifications, and general guidance with procedural requirements. Additionally, the Archer Company may assist the County's legal representatives and Human Resources prepare for employee appeal hearings. The Archer Company will complete work started prior to the 2011 transition to an Executive/Council form of government on the Information Services Center, Medical Examiner, and Sheriff's Departments including developing a unified non-bargaining salary schedule.</p> <p><b>4. Why are the requested goods/services the only ones that can satisfy your requirements?</b>  Through a competitive bid process, the County selected the Archer Matrix Job Evaluation System to evaluate classifications and develop a classification plan. The Archer Company is the sole provider of the Archer Matrix Job Evaluation System. As such, the County has contracted with them to provide routine maintenance of the classification plan.</p> <p><b>5. Were alternative goods/services evaluated?</b>  Utilizing an alternative provider would require a comprehensive review and development of a new classification plan as The Archer Company is the sole provider of the evaluation tool utilized to develop the current Plan. Such an endeavor is not currently feasible.</p> <p><b>6. Identify specific steps taken to negate need for sole source provider.</b>  The Recruitment and Retention team has taken a more active role in providing the routine maintenance of the County's Plan.</p> <p><b>7. Has your department bought these goods/services in the past?</b>    <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No  Yes.  Sole Source in past years and Competitively bid in 2011. 2011 \$98,000.00 for an 18 week engagement where we wrote new agencies into the classification plan. This is for maintenance, etc, which was at comparable pricing in</p>	
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		<p>past years.</p> <p><b>8. What efforts have been made or are being made to reduce the Department's reliance on a sole source provider for these goods/services in the future?</b> The Recruitment and Retention team has taken a more active role in providing the routine maintenance of the County's Plan.</p> <p><b>9. What efforts were made to get the best possible price?</b> Negotiations were entered into by the agency and the original price was declined and re-negotiated twice.</p> <p><b>10. Why is the price for this purchase considered to be fair and reasonable?</b> During 2011, we were educated on the industry standard pricing for these services, and we negotiated well below industry standard.</p> <p><b>11. Amount to be paid:</b> _\$65,000 in 2012, \$45,000 in 2013 and \$45,000 in 2014</p> <p>2) Submitting a contract with The Archer Company, LLC, sole source, in the amount not-to-exceed \$155,000.00 for Classification and Compensation Analysis in connection with the Archer Matrix Point Factor Job Evaluation System software for the period 6/1/2012 – 5/31/2015.</p> <p>Funding Source: 100% General Fund</p>	<p><input type="checkbox"/> Approve  <input type="checkbox"/> Disapprove  <input type="checkbox"/> Hold</p>
BC2012-133	Juvenile Court	<p>Recommending an award and enter into a contract with Berea Children's Home aka Guidestone in the amount not-to-exceed \$484,889.54 for assessment and case management services for the Court Unruly Program for the period 2/1/2012 - 1/31/2014. (Contracts and Purchasing Board Approval No. CPB2011-250 - authority to seek proposals.)</p> <p>Funding Source: 100% General Fund</p>	<p><input type="checkbox"/> Approve  <input type="checkbox"/> Disapprove  <input type="checkbox"/> Hold</p>

- 6. Other Business
- 7. General Business
- 8. Public Comment
- 9. Adjournment

Minutes

Cuyahoga County Board of Control  
County Administration Building, 4th Floor

May 7, 2012 11:00 AM

1. Call to Order: The meeting was called to order at 11:06 AM
2. Review and Approve Minutes: Ed FitzGerald made a motion to approve, Dale Miller seconded, the minutes were approved. Doug Dillon (County Engineer) abstained.
3. Public Comment: There was no public comment
4. Tabled Items Returned for Review

BC2012-109 Department of Public Works Recommending an award on RQ20505 and enter into a contract with Conserve First, LLC in the amount not-to-exceed \$146,000.00 for detailed design, furnishing and installation of renewable energy and sustainability exhibits for the Fairgrounds Energy Center in connection with the County Fairgrounds Wind Turbine Project for the period 4/1/2012 - 7/30/2012. (Executive Approval No. EA2011-0818 - authority to seek proposals).

Funding Source:100% General Fund

Ed FitzGerald made a motion to approve, Dale Miller seconded, the item was approved.

Approve  
 Disapprove  
 Hold

BC2012-115 Department of Workforce Development In partnership with City of Cleveland/Cuyahoga County Workforce Investment Board, submitting an amendment to Contract No. CE1000591-01 with United Labor Agency, Inc. for Employment Connection One-Stop operation and/or services to adult job seekers for the period 7/1/2010 - 6/30/2012 to change the scope of services, effective 2/6/2012, and for additional funds in the amount not-to-exceed \$84,700.00.

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

Ed FitzGerald made a motion to approve, Wade Steen seconded, the item was approved.

Approve  
 Disapprove  
 Hold

5. New Items for Review

BC2012-117 Department of Public Works Submitting an amendment to Contract No. CE1000877-01 with Poli, Inc. for lease of space for the Westside Regional Probation Office for use by Juvenile Court for the period 9/1/2010 - 3/31/2012 to extend the time period to 3/31/2014 and for additional funds in the amount of \$102,720.00.

Funding Source:100% General Fund

Ed FitzGerald made a motion to approve, Dale Miller seconded, the item was approved.

Approve  
 Disapprove  
 Hold

BC2012-118 Department of Development Recommending an economic development loan in the amount not-to-exceed \$156,000.00 to 2323 Lee Road, LLC Heights Dental Group for renovation of property, located at 2323 Lee Road, Cleveland Heights.

Funding Source: 100% CDBG Funding

Ed FitzGerald made a motion to approved, Dale Miller seconded, the item was approved.

Approve

Disapprove  
 Hold

BC2012-119 Fiscal Office Submitting a contract with Unisys Corporation, sole source, in the amount of \$105,849.85 for maintenance on remittance processing hardware and software for the period 1/1/2012 - 12/31/2014.

Funding Source: 70% General Fund; 30% DTAC Fund

Ed FitzGerald made a motion to approve, Wade Steen seconded, the item was approved.

Approve  
 Disapprove  
 Hold

BC2012-120 Office of Procurement and Diversity Recommending an award:

Department of Public Works

a) on RQ22952 to AKE Environmental and Construction Services, Inc. (2-3) in the amount not-to-exceed \$120,000.00 for sludge removal from various wastewater treatment plants for the period 5/1/2012 - 4/30/2014.

Funding Source: 100% Sanitary Sewer funds.

Ed FitzGerald made a motion to approve, Dale Miller seconded. The item was approved.

Approve  
 Disapprove  
 Hold

BC2012-121 Juvenile Court Submitting amendments to contracts with various providers for residential treatment services for youth for additional funds:

1) for the period 2/1/2010 - 1/31/2012:

a) No. CE1000251-01 with Beech Brook in the amount of \$39,930.00.

b) No. CE1000253-01 with Bellefaire Jewish Children's Bureau in the amount of \$42,813.00

c) No. CE1000260-01 with The Cleveland Christian Home Incorporated in the amount of \$17,359.09.

d) No. CE1000263-01 with The Village Network in the amount of \$54,226.00

2) for the period 6/1/2010 - 1/31/2012:

e) No. CE1000724-01 with The Glen Mills Schools in the amount of \$79,421.00.

f) No. CE1000727-01 with Safe House Ministries in the amount of \$36,939.00.

Funding Source: 100% General Fund

Ed FitzGerald made a motion to approve, Dale Miller seconded. The item was approved.

Approve  
 Disapprove

Hold

BC2012-122 Juvenile Court Submitting contracts with various providers for in-home family therapy treatment services for the period 2/1/2012 - 1/31/2014:

- a) Applewood Centers, Inc. in the amount not-to-exceed \$30,000.00.
  - b) Beech Brook in the amount not-to-exceed \$55,000.00.
  - c) Bellefaire Jewish Children's Bureau in the amount not-to-exceed \$30,000.00
  - d) Berea Children's Home kna Guidestone in the amount not-to-exceed \$35,000.00.
  - e) Catholic Charities Services Corporation dba Parmadale in the amount not-to-exceed \$120,000.00.
  - f) The Cleveland Christian Home Incorporated in the amount not-to-exceed \$30,000.00.
- Funding Source:100% General Fund  
Ed FitzGerald made a motion to approve, Dale Miller seconded. The item was approved.

Approve  
 Disapprove  
 Hold

6. Other Business

- Exemption from Aggregation of Contracts per Cuyahoga County Board of Control, Contracting and Purchasing Procedures Ordinance, Sections 3.5.a
- Approval of an Alternative Procurement Process per the Cuyahoga County Board of Control, Contracting and Purchasing Procedures Ordinance, Section 4.4.b.17

Item	Requestor	Description	Board Action
BC2012-116	Department of Development	The Department of Development plans to contract by means of other than full and open competition with various weatherization contractors approved by the State of Ohio.	

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

Background: Cuyahoga County operates a federally funded Home Weatherization Assistance Program, which provides free insulation, heating unit tune-up and repairs, and air leakage control repairs to low-income Cuyahoga County homeowners and renters, outside the city of Cleveland. Approximately 300 single-family and two-family houses are inspected and weatherized each year. County staff follow detailed inspection procedures, required by the State of Ohio, to determine exactly what work is required for each house served under the program. Work is done by qualified contractors trained and approved by the State of Ohio's Department of Development's Office of Community Assistance. Pricing of Measures: Cuyahoga County staff annually review the price to be paid for standard weatherization measures by comparing a number of sources, including prices paid by comparable public agencies and prices established by bidding larger weatherization projects. Based on this review, Cuyahoga County staff recommend a standard price list, with detailed materials and labor costs to be paid for each unit of service provided, to the State of Ohio. The State of Ohio reviews and approves the price list in writing. Up to \$500 per job of minor work items, not appearing on the price list, may be

authorized by Cuyahoga County staff. Any work item over \$500, not appearing on the price list, is ordered based on the lowest of three written bids from contractors on the approved list.

Assignment of Work: Weatherization work orders, prepared by Cuyahoga County staff based on their inspection of the house to be served, are issued to qualified contractors on a rotating basis. Each qualified contractor can have up to 5 work orders open at any time. Contractors with demonstrated capacity to carry out a greater volume of work, based on customer service history, quality of work, and job turn-over rate, may have a greater number of work orders open.

Contractor Selection: Contractors must have at least three years' experience doing similar work and must possess all required State licenses and training certificates. Cuyahoga County will request State paid training for any contractor having three years' experience doing similar work.

Contracting Documents: Each qualified contractor must sign a written statement of terms and conditions as prescribed by the State of Ohio and approved by the County Law Director. This statement of terms and conditions is incorporated in each work order issued to the contractor. The statement of terms and conditions will also be signed by the Director of Development. The statement of terms and conditions is not in and of itself a contract, but it becomes part of Cuyahoga County's legal agreement with each contractor for each work order issued.

## 2. Estimated Dollar Value and Funding Source(s) including percentage breakdown

The value of work to be done under each work order issued will not exceed \$25,000. The total amount of work issued per year depends on the amount of funding received by Cuyahoga County in that year's weatherization grant from the State of Ohio.

## 3. Rationale Supporting the Use of the Selected Procurement Method

Weatherization work is highly regulated as to methods, materials, and quality under rules set forth by The State of Ohio's Home Weatherization Assistance Program's Standards. Each job consists of standard measures to be carried out in a standardized manner. The only variation from job to job is the quantity of various measures to be carried out. The price list / work order system has been approved annually by the State of Ohio since 1989. This system allows a high volume of standardized work to be assigned on a rotating basis and done at prices which are reasonable and fair to all contractors.

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

The option of bidding each job to three contractors was considered and rejected because it would consume an unacceptable amount of staff time per job and would cause unacceptable delays in starting and finishing work on each job in this high volume, highly regulated, standardized program. The weatherization program is a production based program with monthly production requirements. Bidding each job would severely impact monthly production goals.

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

The measures to be installed are prescribed by the State of Ohio based on County staff's inspection of each house to be served. Contractors are selected based on having three years' experience in insulation or heating, and completing the required State training or possessing the required State license as applicable. All contractors meeting these qualifications will receive work assignments on a rotating basis as set for the above.

## 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.

Cuyahoga County is required to complete a high volume of weatherization jobs each month under its grant agreement from the State of Ohio. In order to meet its monthly quota of jobs, Cuyahoga County



must issue work orders quickly when its staff has inspected each house. Job completion is expected to be done within 30 days. Time required for bidding and submitting individual contracts for Contract and Purchasing Board approval would delay service and jeopardize Cuyahoga County reaching its production quotas.

7. Describe what future plans, if any, the County can take to permit competition before any subsequent purchases of the required supplies or services.  
County staff will continue to review the price list annually, based on comparison with prices paid for the same measures by similar public agencies.

Ed FitzGerald made a motion to approve, Dale Miller seconded. The item was approved.

Approve  
 Disapprove  
 Hold

BC2012-123 Department of Development The Department of Development plans to contract by means of other than full and open competition under RQ N/A with various affordable housing developers.

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

The Department of Development would like to issue an informal request for applications from non-profit and private developers seeking loans of federal HOME funds to build or rehabilitate affordable multifamily housing units in Cuyahoga County.

The Cuyahoga Housing Consortium is a public entity made up of the Cuyahoga Urban County, and the cities of Cleveland Heights, Euclid, Lakewood, and Parma. This entity allocates federal housing development funds received from the U.S. Department of Housing and Urban Development (HUD) under the Cranston-Gonzalez Affordable Housing Act (HOME program).

Federal law provides that 15% of all HOME funds are reserved for investment in housing developed, sponsored, or owned by Community Housing Development Organizations (CHDO's).

The Cuyahoga Housing Consortium expects to allocate up to \$900,000 to eligible projects. At least one of the funded projects must be a designated CHDO.

The Cuyahoga Housing Consortium has the right to allocate less than the full amount available, or divide funds among multiple projects, based on review and evaluation of the proposals received.

2. Estimated Dollar Value and Funding Source(s) including percentage breakdown  
Federal HOME funds in the amount of \$900,000.00.

3. Rationale Supporting the Use of the Selected Procurement Method

The use of an informal process allows the department to move from a rolling application process to an annual application process that aligns funding with the low income housing tax credit allocation schedule. This process also ensures all potential projects receive equal consideration while following long established industry guidelines for underwriting which cannot be scored.

The use of Federal HOME funds requires that a portion of the funds are allotted to nonprofit organizations recognized as CHDO's by the Cuyahoga Housing Consortium for the purpose of developing affordable rental housing under HOME regulations.

The department is familiar with those development organizations that are recognized as County Community Housing Development Organizations. In addition, there are only a small number of non-profit and for-profit developers who are familiar with the HUD rules and regulations governing the development and management of multifamily housing funded with HOME or other federal funding.

4. What other available options and/or vendors were evaluated? If none, include the reasons why. In the past the department has used a rolling application process that did not align with other federal and state funds. This process caused the inability to fund some projects that would otherwise have been eligible.

The traditional RFP process is not well suited in the selection of acceptable loan applications. Underwriting of loans and evaluating the projects potential and public benefits cannot be scored adequately.

The Department of Development will use a variety of means to ensure that all eligible community housing development organizations (CHDOs), other non-profit and for-profit developers are notified of the opportunity to apply for this funding.

5. What ultimately led you to this product or service? Why was the recommended vendor selected? Through the acceptance and receipt of federal HOME funds Cuyahoga County is required to provide programs which increase affordable housing in the county.

All organizations will be asked to provide written applications which, will be reviewed by department staff and presented to the Cuyahoga HOME Consortium review board for final recommendation.

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.

The traditional RFP process is not well suited in the selection of acceptable loan applications. Underwriting of loans and evaluating the projects potential and public benefits cannot be scored adequately.

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 Department of Development will continue to be competitive through an annual request for applications from all interested and eligible parties to participate in this housing loan program.

Ed FitzGerald made a motion to approve, Dale Miller seconded. The item was approved.

Approve  
 Disapprove  
 Hold

7. General Business: The Law Director, Majeed Makhoulf addressed the Board about the potential changes to the contracting ordinance and changes to Buyspeed regarding property consolidation and the need for outside counsel which will come before this board. This statement prompted questions

from the board asking about the process for obtaining outside council and the need for a competitive procurement process.

8. Other Business: County Engineer, Doug Dillon sat in for Bonnie Teeuwen and C. Ellen Connally sat in for Pernel Jones, Jr.

9. Public Comment: There was no Public Comment

10. Adjournment: The meeting was adjourned at 12:08 PM.

## 5. New Items for Review

BC2012- 124

### SUMMARY OF REQUESTED ACTION:

Title: Department of Development/2012/Kamac, Inc./ Economic Development Loan

#### A. Scope of Work :

1. Department of Development requesting approval of an Economic Development Loan to Kamac, Inc. in the amount not-to-exceed \$212,000 and authorizing the Director of Development or Deputy Chief of Staff for Development to execute the documents, subordination agreements and other instruments and agreements, with such parties that may be required or appropriate to effectuate the loan.

2. The primary goal of the project is to assist Kamac Inc. in the acquisition of 11,000 square foot building located at 4878 Van Epps Road Brooklyn Heights, Ohio 44131. The project will retain 20 jobs and create 10 new jobs. The total cost of the project is \$530,000; the County's participation is an Economic Development Loan for \$212,000 with a term of 15 years at an interest rate of 2%.

#### B. Procurement :

Economic Development Loan reviewed and recommended by the Cuyahoga County Community Improvement Corporation at its March 14, 2012 meeting.

#### C. Contractor and Project Information:

1. Kamac, Inc.

4878 Van Epps Road

Brooklyn Height, OH 44131

Council District 6, Jack Schron

2. Principal Owners of Kamac, Inc. are:

Phillip Bowman 50% and David Freitag 50%.

3. The location of the project is:

4878 Van Epps Road

Brooklyn Heights, Ohio 44131

Council District 6, Jack Schron

#### D. Project Status and Planning:

1. The Department of Development has an Economic Development Loan Program for businesses that create employment opportunities that benefit the residents of the Cuyahoga Urban County.

#### F. Funding:

1. This loan will be funded by Federal Community Development Block Grant (Department of Housing and Urban Development).
2. The loan funds will be disbursed at loan closing.
3. The loan payments will be fully amortized over 15 years at interest rate of 2%

**PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):**

**Purpose:**

To assist Kamac, Inc. purchase a facility to expand their existing pump repair and assembly operation. The project will retain 20 jobs and create 10 new jobs. The total cost of the project is \$530,000. The County's loan for \$212,000 will be utilized to assist with the building acquisition. The County's assistance is 40% of the total project cost.

The loan was considered by the Cuyahoga County Improvement Corporation, Economic Development Loan Committee on March 14, 2012. The Committee recommends approval of the loan.

BC2012-125

**SUMMARY OF REQUESTED ACTION:**

Title: Department of Development/2012/SP Data Ohio, LLC / Economic Development Loan

**A. Scope of Work:**

1. Department of Development requesting approval of an Economic Development Loan to SP Data Ohio, LLC in the amount not-to-exceed \$110,000 and authorizing the Director of Development or Deputy Chief of Staff for Development to execute the documents, subordination agreements and other instruments and agreements, with such parties that may be required or appropriate to effectuate the loan.
2. The primary goal of the project is to assist SP Data Ohio, LLC in the purchase of computer hardware, leasehold improvements, and office equipment to expand their current call center located at 1500 West 3rd, Cleveland, Ohio. The project will retain 125 jobs and create 100 new jobs. The total cost of the project is \$1,500,000; the County's participation is an Economic Development Loan for \$110,000 forgivable upon verification of the 100 new jobs created.

**B. Procurement:**

Economic Development Loan reviewed and recommended by the Cuyahoga County Community Improvement Corporation at its April 11, 2012 meeting.

**C. Contractor and Project Information:**

1. SP Data Ohio, LLC.  
1500 West 3rd.  
Cleveland, Ohio 44113  
Council District 7

2. Principal Owners of Sp Data Ohio, LLC are:

Dan Plashkes 33.33%, David Borts 33.33% and Ken Crema 33.33%.

3. The location of the project is:

1500 West 3rd.  
Cleveland, Ohio, Ohio 44113  
Council District 7, Yvonne M. Conwell

**D. Project Status and Planning:**

1. The Department of Development has an Economic Development Loan Program for businesses that create employment opportunities that benefit the residents of the Cuyahoga Urban County.

**F. Funding:**

1. The project will be funded by General Fund.
2. The loan funds will be disbursed at loan closing.
3. The loan is fully forgivable upon verification of 100 new jobs created within a 3 year period.

**PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):**

Purpose: To assist SP Data Ohio, LLC in the purchase computer hardware, office equipment and make leasehold improvement to expand their current call center located at 1500 West 3rd St., Cleveland, Ohio. The project will retain 125 jobs and create 100 new jobs. The total cost of the project is \$1,500,000; the County's participation is an Economic Development Loan for \$110,000 forgivable upon verification of the creation of 100 new jobs.

The County's assistance is 7.33% of the total project cost.

The Cuyahoga County Improvement Corporation, Economic Development Loan Committee on April 11, 2012, considered the loan. The Committee recommends approval of the loan.

Community Impact Outcomes • Company committed to Hire Veteran First Program, • Company will provide training, • Company will consider ex-offenders, • Full benefits offered and • 80% of new jobs created are expected to go to City of Cleveland residents.

BC2012-126

**SUMMARY OF REQUESTED ACTION:**

Title: Department of Development/2012/5400 Warner Road, LLC - J &F Transportation / Economic Development Loan

**A. Scope of Work:**

1. Department of Development requesting approval of an Economic Development Loan to 5400 Warner Road, LLC/ J &F Transportation in the amount not-to-exceed \$202,000 and authorizing the Director of Development or Deputy Chief of Staff for Development to execute the documents, subordination agreements and other instruments and agreements, with such parties that may be required or appropriate to effectuate the loan.
2. The primary goal of the project is to assist 5400 Warner Road, LLC/J &F Transportation in the purchase of a 17,300 square foot facility located at 5400 Warner Road Valley View, Ohio 44125. The loan will allow the company to expand their commercial transportation business. The project will retain (3) three jobs and create (six) 6 new jobs. The total cost of the project is \$505,000; the County's participation is an Economic Development Loan for \$202,000 for term of 15 years at an interest rate of 2%.

**B. Procurement:**

Economic Development Loan reviewed and recommended by the Cuyahoga County Community Improvement Corporation at its February 8, 2012 meeting.

C. Contractor and Project Information:

1. 5400 Warner Road, LLC/ J & F Transportation  
5400 Warner Road  
Village of Valley View, Ohio 44125  
Council District 6

2. Principal Owners of 5400 Warner Road, LLC / J & F Transportation is: James M. Liosi 100%

3. The location of the project is:

5400 Warner Road  
Village of Valley View, Ohio, Ohio 44125  
Council District 6, Jack Schron

D. Project Status and Planning:

The Department of Development has an Economic Development Loan Program for businesses that create employment opportunities that benefit the residents of the Cuyahoga Urban County.

F. Funding:

1. The project will be funded by Community Development Block Grant (Department of Housing and Urban Development).
2. The loan funds will be disbursed at loan closing.
3. The loan payments will be fully amortized over 15 years at interest rate of 2%.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

Purpose: To assist 5400 Warner Road LLC - J& F Transportation purchase a facility to expand their commercial transportation business. The project will retain three (3) jobs and create six (6) new jobs. The total cost of the project is \$505,000. The County's loan for \$202,000 will be utilized to assist with the building acquisition. The County's assistance is 40% of the total project cost.

The Cuyahoga County Improvement Corporation, Economic Development Loan Committee on February 8, 2012, considered the loan. The Committee recommends approval of the loan.

BC2012-127

A. SUMMARY OF REQUESTED ACTION:

Scope of Work: Department of Development requesting approval of a HOME funded forgivable CHDO loan with Famicos Foundation for \$300,000.

Primary goals are to assist in the rehabilitation of the historically designated University Tower Apartments located in the City of Cleveland and the retention of 113 affordable housing units in Cuyahoga County.

B. Procurement: The proposed loan received an Exemption from Aggregation of Contracts (Ord#O2011-0044 Section 3.5(b))/Federal, State, or Other Grant Application Program (Ord#O2011-0044 Section 4.4(b) (17) dated December 30, 2011.

C. Contractor and Project Information:

Famicos Foundation  
1325 Ansel Road

Cleveland, Ohio 44106  
Cuyahoga County District 7

John Anoliefo, Executive Director

Property Location  
University Tower Apartments  
1575 East Boulevard  
Cleveland, Ohio

**D. Project Status:**

This project is new to the county and the loan documents, when submitted, will require ink signatures.

**PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):**

Famicos Foundation is undertaking a \$24 million effort to rehabilitate University Tower. Construction plans include de-concentration of the building to 113 units and the complete remodeling of all floors allowing for a more efficient and larger apartment layout that will meet today's accessibility requirements. The University Tower project adds to the area's momentum while preserving much-needed affordable housing as well as a neighborhood landmark.

Famicos Foundation  
1325 Ansel Road  
Cleveland, Ohio 44106  
Cuyahoga County District 7

John Anoliefo, Executive Director

BC2012-128

**SUMMARY OF REQUESTED ACTION:**

Appraisal/ 2012/Fiscal Office/John Q. Ebert/Contract RQAU12-23247

**A. Scope of Work**

The Appraisal Department of the Fiscal Office is requesting an approval of a recommendation of an award - RQ23247 and requesting a contract with John Q. Ebert for anticipated costs not-to-exceed \$150,000 for a Property Tax Administration Consultant. The anticipated start completion dates are May 14, 2012 through December 31, 2012.

Due to the State's concern with Cuyahoga County completing the 2012 Reappraisal on time and accurately, the County transition committee and Fiscal Officer Wade Steen have recommended that the County hire a qualified and certified appraiser to:

1. Review the County's procedures
2. Review the County's methodology
3. Review the results of the reappraisal.

**Procurement:**

There was an RFQ done. The total value of the RFQ is \$150,000. The RFQ closed on April 9, 2012. Seven individual were sent the RFQ. Mr. Ebert is the only one to respond.

**B. Contract and Project Information:**

John Q. Ebert  
1710 Thrushwood Circle  
Okemos, MI 48864  
No Council District  
Self employed

#### C. Project Status and Planning

This is the first time the County has contracted with someone to review the Reappraisal. Do not know if the County will do this for the next Reappraisal in 2018.

The project is critical because values must be certified with the State of Ohio in October. The start date of the Contract is May 14, 2012.

#### Funding:

The project is funded 100% by the Assessment Fund.

BC2012-129

#### A. SUMMARY OF REQUESTED ACTION:

Title: Department of Health & Human Services Office of Reentry requesting approval of an amendment to a contract with Oriana House, Inc. for operation of the North Star Neighborhood Reentry Resource Center for the period February 1, 2012 through July 31, 2012 for additional funds in the amount of \$175,000.00.

Scope of Work: The primary goals of the project are to operate a neighborhood reentry resource center that assists those involved in the criminal justice system and their families in navigating the challenges involved with reentry, resulting in lower recidivism rates, crime rates and victimization rates.

The North Star Neighborhood Reentry Resource Center is designed to provide information , a range of direct services, and convenient access to other community resources in a welcoming, supportive setting.

B. Procurement: The procurement method for this project was an RFP full and open competition conducted in 2009. The first contract started on 2/1/2010. The contract was extended by amendment in 2011 and we seek to extend by amendment again for 2/1/12 - 7/31/12. Last year (2011) the department received an RFP exemption memo by the County Administrator.

The original procurement process produced five proposals from five different vendors. Oriana House, Inc. scored the highest overall and was selected.

#### C. Contractor and Project Information:

Oriana House, Inc.  
885 East Buchtel Ave.  
PO Box 1501 Akron, OH 44309

#### The project address:

North Star Neighborhood Reentry Resource Center  
1834 East 55th Street  
Cleveland, OH 44103  
District 7



Oriana House, Inc. is a not-for-profit and its President and CEO is James Lawrence.

The project is a free-standing structure wherein the information services and other programming is provided. The project's term will begin on February 1, 2012. The delay in this request was caused by an emerging backlog of contract processing requests and delays in ensuring that vendors are appearing on the required IG approved list.

BC2012-130

**SUMMARY OF REQUESTED ACTION:**

Title: Department: The Division of Children and Family Services (DCFS) (2012) Adoption Network Cleveland (ANC) for the Adopt Cuyahoga Kids Initiative.

**A. Scope of Work Summary**

1. The Division of Children and Family Services (CFS) is requesting authorization from the Cuyahoga County of Ohio to enter into contract with Adoption Network Cleveland (ANC) for the Adopt Cuyahoga Kids Initiative for the period January 1, 2012, through September 30, 2012 for an amount not to exceed \$236,250.00.

2. The primary goals of the project are to: ·Assist the agency in facilitating adoptions for older youth through the provision of child preparation and mentoring services. ·Prevention of adoption disruptions through the provision of post adoption services to finalized families and navigation support.

3. Adoption Network Cleveland is mandated by the Ohio Administrative Code (OAC) Section 5101:2-47-23.1

**B. Procurement**

1. The procurement method for this project was (RFP exemption) and a Justification for Other than Full and Open Competition Request was completed and was approved by OPD on March 28, 2012.

2. NA

3. NA

**C. Contractor and Project Information**

1. The address of vendor and/or contractor is:

Adoption Network Cleveland  
4614 Prospect Avenue, Suite 550  
Cleveland, OH 44103  
Council District (8)

Executive Director: Betsie Norris

**D. Project Status and Planning**

1. The project is an extension of the existing project.

2. The project is on a critical action path because if there would be a disruption in the continuity of services and technical assistance to the agency in the full transition of child centered recruitment to CFS. Currently there are 50 youth in the agency's permanent custody matched to mentors and receiving mentoring support. These youth have no identified adoptive family and the interruption of services could potentially compound the separation and loss issues experienced by these youth. 4. The project's current contract will end on September 30, 2012.

E. Funding

1. The project is funded 100% by the General Fund.
2. The schedule of payments is by monthly invoice.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

The Division of Children and Family Services (CFS) is requesting authorization from the Cuyahoga County of Ohio to contract from January 1, 2012, through September 30, 2012 with Adoption Network Cleveland.

The Adopt Cuyahoga Kids Initiative is a Public-Private partnership designed to decrease barriers to permanency for the significant number of youth in the permanent custody of CFS without identified adoptive families. The Adoption Network Cleveland operates as the lead agency for this initiative. The services provided are mentoring services; child preparation; post adoption services; navigation support; and child centered recruitment (CCR) technical assistance. Principal Owner(s):

Adoption Network Cleveland  
4614 Prospect Avenue, Suite 550  
Cleveland, OH 44103  
Council District: 08  
Principle Owner: Betsie Norris, Executive Director  
Telephone: (216) 325-1000  
Non-Profit

BC2012-131

SUMMARY OF REQUESTED ACTION:

TITLE: Department of Public Safety and Justice Services/Witness/Victim Service Center, 2011-2012 with Case Western Reserve University for contract for Defending Childhood initiative with services covering all parts of the county.

A. Scope of Work Summary:

1. Department of Public Safety and Justice Services/Witness/Victim Service Center requesting approval of a contract with Case Western Reserve University for the anticipated cost not to exceed \$152,992.00. The anticipated start-completion dates are November 1, 2011, through September 13, 2013.
2. The primary goals of the project and identification, prevention, intervention, community outreach to children of all ages exposed to violence of all kinds in their homes, schools and communities throughout the county.

B. Procurement

1. The procurement method for this particular contract was inclusion the vendor in writing of all proposals and significant contribution to their success and their being named in the cooperative agreement through which the U.S. Department of Justice is funding the project. The total value of the Defending Childhood Initiative is \$2,000,000.00.
2. n/a
3. The proposed contract received an RFP exemption on 2/22/12.

C. Contractor and Project Information

1. The address of Case Western Reserve University is

10900 Euclid Avenue,  
Cleveland, OH 44106.  
John Sideras, CFO & VP of Finance

2. n/a
3. The location of the project is countywide.

#### D. Project Planning and Status

1. The project is new to the County.
2. The project is in its second, implementation phase, pursuant to a two-year budget approved by USDOJ.
4. The project's term has already begun. The reasons for delay in this request are related to multiple steps in contracting process on both sides, evolving county contracting processes and press of time on both sides.

#### E. Funding

1. The project is funded 100% by the Federal Government.
2. The schedule of payments is reimbursement.
3. n/a

BC2012-132

- 1) See item detail above.

#### 2) SUMMARY OF REQUESTED ACTION:

Submitting a contract with The Archer Company in the amount of \$155,000\* for three year period of January 1, 2012 - December 31, 2014 to authorize the right of usage for the Archer Comprehensive Position Questionnaire (CPQ) and Archer Point Factor Job Evaluation System software. Both are copyrighted by the Archer Company, which positions them as a sole source vendor. The breakdown:

2012 - \$65,000

2013 - \$45,000

2014 - \$45,000

Title: DCA 2012 Awarded Contract HR The Archer Company - Sole Source

The primary street is Ontario Street, Council District #7 Cleveland.

#### A. Scope of Work Summary

1. Department of Human Resources is requesting approval of a contract with The Archer Company for the anticipated cost in the amount not-to-exceed \$155,000\*. The anticipated start-completion dates are January 1, 2012 through December 31, 2014.

2012 - \$65,000

2013 - \$45,000

2014 - \$45,000

2. The primary goal of the project is to provide job classification services, specific to the Comprehensive Position Questionnaire (CPQ) and the Archer Matrix Point Factor Job Evaluation System.

#### B. Procurement

1. The procurement method is Sole Source. The County selected The Archer Company via competitive bid. The Archer Matrix Job Evaluation System is a copyrighted system of The Archer Company. Likewise, the Comprehensive Position Questionnaire (CPQ) is a copyrighted document.

C. Contractor and Project Information

1. The address of The Archer Company. is:

The Archer Company  
454 South Anderson Road, BTC 556  
Rock Hill, South Carolina 29730  
Council District N/A

2. The owner for the vendor is Earnest Archer. The company is a L.L.C.

3. The address or location of the project is:

Cuyahoga County Human Resource  
The Administration Building  
1219 Ontario Street  
Cleveland, Ohio 441133.

b. The project is located in Council District 07

D. Project Status and Planning

1. The project is part of our job classification system for County employees. 3. The project is on a critical action path because the County Council approved a Pay Equity Ordinance for County employees requesting a job audit must complete a Comprehensive Position Questionnaire (CPQ). 4. The project's term has already begun on January 1, 2012. The reason there was a delay in this request is processing through Council and obtaining documentation and contracts. E. Funding 1. The project is funded out of the general fund.

2. The schedule of payments is on invoice.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

The purpose of this agreement is to receive authorization for licensed software and the CPQ.

Dr. Earnest Archer, Chief Executive Office  
454 Aouth Anderson Road, BTC 556, Suite 110  
Rock Hill, South Carolina 29730

BC2012-133

SUMMARY OF REQUESTED ACTION:

A. Scope of Work Summary

1. Juvenile Court, requesting the approval of a contract with Guidestone aka Berea Children's Home for the period February 1, 2012 – January 31, 2014 for the not-to-exceed amount of \$484,889.54.

2. The primary goals of the project are to provide services for youth diverted from formal Court action through a Court Unruly Program consisting of assessment and case management services.

3. N/A

B. Procurement

1. The procurement method for this project was through a Request for Proposal (RFP). The total value of the agreement is \$484,889.54.

2. The Request for Proposal process was closed on December 8, 2011.

3. There were three proposals received by Juvenile Court, all submitted for review; and one proposal approved for funding.

C. Contractor and Project Information

1. The address of the vendor is:

Guidestone aka Berea Children's Home

202 East Bagley Road

Berea Ohio 44107

Council District 5

2. Executive Director of Guidestone aka Berea Children's Home is Richard Frank.

3.a The project is completed in the community, county-wide.

3.b. The project is county-wide.

D. Project Status and Planning

1. The project is an on-going Juvenile Court project.

2. N/A

3. N/A

4. The project's term has already begun. The reason for the delay was due to new County processes and due to the change in the name of Berea Children's Home, which took effect a few weeks after the contract term began.

5. N/A

E. Funding

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

2. The schedule of payments is by invoice, monthly.

3. N/A

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

Explanation for late submittal:

The projects term has already begun. The reason for the delay was due to new County processes and due to the change in the name of Berea Childrens Home, which took effect a few weeks after the contract term began.