

**Minutes**

Cuyahoga County Board of Control  
County Administration Building, 4th Floor  
October 9, 2012 11:00 A.M.

- 1. Call to Order: The meeting was called to order at 11:02 A.M.

Attendees: Fiscal Officer Wade Steen Chaired the meeting  
Councilman Michael J. Gallagher  
Councilman Dale Miller  
Council President C.Ellen Connally – alternate for Councilman Pernel Jones, Jr.  
Stan Kosilesky alternate – for Director Bonnie Teeuwen  
County Executive Edward FitzGerald was not available  
Councilman Pernel Jones, Jr. was not available  
Director Bonnie Teeuwen was not available.

- 2. Review and Approve Minutes: C.Ellen Connally and Stan Kosilesky abstained. Wade Steen made a motion to approve, Dale Miller seconded, the minutes were approved.

- 3. Public Comment: There was no public comment.

- 4. Tabled Items Returned for Review - There were no tabled items.

- 5. Scheduled Items for Review

**BC2012-281**

Department of Public Works, submitting an amendment to Contract No. CE1100488-01 with Hollo Properties, LTD for lease of space located at 12100 Snow Road, Parma, Ohio, Suite Z (#5) for use by County Prosecutor for the Internet Crimes Against Children Task Force for the period 8/1/2011 - 7/31/2012 to extend the time period to 7/31/2014, to change the terms effective 8/1/2012, and for additional funds in the amount not-to-exceed \$45,808.00.

Funding Source: 100% General Fund

Wade Steen made a motion to approve, Michael Gallagher seconded, the item was approved.

Approve  
 Disapprove  
 Hold

**BC2012-282**

Department of Public Works, submitting an amendment to Contract No. CE11084-01,02 with Mt. Pleasant NOW Development Corporation for lease of office space for use by the Division of Employment and Family Services/Cuyahoga Support Enforcement Agency, Division of Children and Family Services and Division of Senior & Adult Services for the period 10/1/2000 - 11/30/2014 to change the terms, effective 10/1/2012 and for additional funds in the amount of \$160,262.00.

Funding Source: 100% Health and Human Service Levy

Wade Steen made a motion to approve, Dale Miller. seconded, the item was approved.

Approve  
 Disapprove  
 Hold

**BC2012-283**

Department of Public Works, submitting a contract with The Near West Side Multi-Service Corporation dba May Dugan Center in the amount not-to-exceed \$166,360.00 for lease of office space for use by Common Pleas Court for the period 8/1/2010 - 7/31/2015.

Funding Source: 100% General Fund

Wade Steen made a motion to approve, C.Ellen Connally seconded, the item was approved.

Approve  
 Disapprove  
 Hold

**BC2012-284**

Department of Development, requesting approval of an Economic Development Loan to the Manitowoc Company in the amount not-to-exceed \$350,000.00 and authorizing the Director of Development or Deputy Chief of Staff for Development to execute the documents, subordination agreement and other instruments and agreements, with such parties that may be required or appropriate to effectuate the loan.

Funding Source: 100% Community Development Block Grant (Department of Housing and Urban Development)

Wade Steen made a motion to approve, Dale Miller seconded, the item was approved.

Approve  
 Disapprove  
 Hold

**BC2012-285**

Office of Procurement & Diversity,  
Medical Examiner

a) Recommending an award on RQ24339 to Hitachi High Technologies America, Inc. (11-4) in the amount of \$232,286.00 for 1-Scanning Electro Microscope/Energy Dispersive X-ray Spectrometer system.

Funding Source: 100% Gruttadaria fund

Wade Steen made a motion to approve, Micheal Gallagher seconded, the item was approved.

Approve  
 Disapprove  
 Hold

**BC2012-286**

County Prosecutor, recommending an award on RQ24761 and enter into a contract with The Justice Management Institute in the amount not-to-exceed \$130,000.00 for consultant services for an Office Efficiency Study for the period ~~10/1/2012 – 11/30/2012~~. (Deputy Chief Approval No. DC2012-125 - authority to seek proposals.)

Funding Source: 100% CCPO Law Enforcement Trust Fund

**Note: This item was amended to change the time period to 10/9/2012 – 12/15/2012.**

Wade Steen made a motion to approve, Dale Miller seconded, the item was approved.

Approve  
 Disapprove  
 Hold

**BC2012-287**

Department of Health and Human Services/Division of Children & Family Services, submitting an amendment to Contract No. CE1200083-01 with The Buckeye Ranch, Inc. for placement services for the period 10/1/2011 - 6/30/2012 to extend the time period to 12/31/2013, change the scope of services, effective 10/9/2012 and for additional funds in the amount of \$116,051.00.

Funding Source: 100% Health and Human Services Levy Funds

Wade Steen made a motion to approve, Dale Miller seconded, the item was approved.

Approve  
 Disapprove  
 Hold

**BC2012-288**

Department of Public Safety and Justice Services/Witness/Victim Service Center, submitting a grant award in the amount of \$999,482.00 from U.S. Department of Justice, Office on Violence Against Women for the Family Justice Center: Planning, Implementation, Enhancement Project for the Encourage Arrest Policies and Enforcement of Protection Orders Grant Program for the period 10/1/2009 - 3/31/2014.

Funding Source: 100% Violence Against Women Act, Encourage to Arrest grant funds

Dale Miller made a motion to approve, Wade Steen seconded, the item was approved.

Approve  
 Disapprove  
 Hold

6. Exemptions

**BC2012-289**

Department of Public Works, requesting approval of an exemption from aggregation of contracts and alternative procurement process on RQ23542 with GIS Cartography in the amount of \$3,950.00 for printing of Highway Maps. (Exemption from Aggregation of Contracts, Cuyahoga County Board of

Control, Contracting and Purchasing Ordinance No. 02011-0044, Section 3.5.b/Alternative Procurement Process Ordinance No. 02011-0044, Section 4.4(b) (16).

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

Highway Map of Cuyahoga County

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

\$ 3,900.00 Road and Bridge Fund 100 %

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

This is a reprint of our previous map order (May 2011) with simple cosmetic changes only, providing a savings of approximately \$ 1,100.00 and six weeks in time. The informal bid process would require inclusion of additional costs and time delay factors for the analysis of the GIS roadway files, conversion of the files to the vendors software systems, set up of the print files, physical mailing of the proof files for viewing with an estimated cost of 25% of the total project.

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

The cost factor of the start up conversion with a new vendor and it's relevant 25% cost to the entire project is disproportionate to a small run reprint project. The conversion/set up cost will not apply to the vendor supplying our last order. This reason justifies the exclusion of other vendors.

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

O.R.C. requires the County Engineer to publish a County Highway Map. GIS Cartography & Publishing Co won the award of our previous requisition and informal bid 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.**

The process of interpreting the County's GIS files and the Engineer's Roadway/Survey files and the conversion to the vendors software and proofreading the resulting files are time consuming. The cost of this process for a short run printing is 25% of the total cost.

**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 production of the County Highway Map under current standards will always incur substantial start up costs. County IT Department will need to standardize the GIS mapping system to conform with a standard acceptable to the map production industry so conversion/start up costs can be brought to a more reasonable level in comparison to the printing costs.

Approve  
 Disapprove  
 Hold

**BC2012-290**

Health and Human Services/Division of Children and Family Services, requesting approval of an alternative procurement process and to enter into contract with various providers in the total amount of \$400,000.00 for adoption services for the period 1/1/2013 - 12/31/2014 - (Exemption from Aggregation

of Contracts, Cuyahoga County Board of Control, Contracting and Purchasing Ordinance No. 02011-0044, Section 3.5.b/Alternative Procurement Process Ordinance No. 02011-0044, Section 4.4(b) (16):

- a) Applewood Centers in the amount of \$10,000.00.
- b) Awaiting Parents in the amount of \$5,000.00.
- c) Beech Brook in the amount of \$20,000.00.
- d) Bellefaire in the amount of \$35,000.00.
- e) Caring for Kids, Inc. in the amount of \$70,000.00.
- f) Catholic Charities Services Corp. in the amount of \$20,000.00.
- g) Catholic Family Center NY in the amount of \$3,500.00.
- h) Children's Bureau, Inc. in the amount of \$5,000.00.
- i) Children's Home Society of NC in the amount of \$7,000.00.
- j) Christian Children's Home of Ohio in the amount of \$10,000.00.
- k) Gateway Longview in the amount of \$7,000.00.
- l) Guidestone in the amount of \$35,000.00.
- m) House of New Hope in the amount of \$20,000.00.
- n) Maryhurst in the amount of \$2,500.00.
- o) National Youth Advocate Program in the amount of \$20,000.00.
- p) Options for Families and Youth, Inc. in the amount of \$40,000.00.
- q) Rejoyce in the amount of \$5,000.00.
- r) Specialized Alternatives for Families in the amount of \$35,000.00.
- s) The Bair Foundation in the amount of \$20,000.00.
- t) The Twelve of Ohio in the amount of \$20,000.00.
- u) The Village Network, Inc. in the amount of \$2,000.00.
- v) Wyoming Children's Society in the amount of \$8,000.00.

**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 (DCFS) is required by state law (per OAC 5101:2-48.) to act as a coordinating/supervising agent in the public agency adoption process (OAC 5101:2-48 addresses adoption. OAC 5101:2-48-19 specifically addresses the transfer and sharing of adoptive home studies. However, other pieces of 5101:2-48 are applicable as well.). Per state law, biological parents have the right to choose the adoption provider that will handle the adoption; therefore making it impossible to allow competitive bidding for this service. The services to be provided include completion of adoptive home studies; supervision of adoptive placements; and representation of approved adoptive families in the matching process.

DCFS acts as the fiscal agent or pass-through agent in this process. To accomplish this task, DCFS is asking for permission to do the following: to utilize current contracted providers (see question 2) for the next two years; to select future providers identified by families that will provide adoption services; and for permission to execute two-year termed contracts (for the time period of 1/1/2013 to 12/31/2014) for providers included in this justification as well as adoption services providers identified in the future.

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

Total amount: \$400,000.00 for the time period of 1/1/13 to 12/31/14

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

In accordance with state and federal rules governing adoption, individuals/families are allowed to select an adoption agency of their choice to facilitate their adoption and a significant portion of the documentation/paperwork needed to complete an adoption cannot be exchanged between agencies. The majority of finalizations are the result of foster caregiver adoptions, in which the child is adopted by their current foster parent(s). DCFS already has board and care contracts in place with the majority of vendors the agency is seeking to contract with for adoption services.

Additionally, in accordance with state and federal rules governing adoption DCFS is required to consider any family who can best meet the needs of the child who is available for adoption regardless of the family's geographic location. Therefore, DCFS is required to contract with vendors outside of the county and state.

The vendors DCFS is seeking to contract with currently have permanent custody children placed within their foster care network in which the foster family has expressed an interest in adopting or the family has an approved adoptive home study with the vendor and has been identified as a match with a specific "waiting" child.

**4. What other available options and/or vendors were evaluated? If none, include the reasons why. Adoption services are very child and family specific. The reason no other vendors were evaluated is based upon the following:**

\*\* The identified vendors currently have permanent custody (PC) children placed within their network in which the foster family has expressed an interest in adopting and DCFS has determined the adoption of the child by the specific family to be in the child's best interest.

\*\* The vendor has an approved adoptive family that has been identified as a potential match with a specific "waiting" child and/or sibling group.

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

DCFS has identified waiting children on track to be adopted and identified the vendor to fall into one of the following two categories:

1. The vendor currently has a PC child (ren) placed within their network and the foster family has expressed an interest in adopting the specific child.
2. The vendor has an approved adoptive family that has been identified as a potential match with a specific "waiting" child and/or sibling group.

**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 process would delay permanency to children who are available for adoption. Timeliness to adoption is one of the state and federal measures upon which DCFS is evaluated.

Additionally, there could be a disruption to the continuity of services for approved adoptive families.

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

Options are limited due to the child specific nature of the service. Therefore, this justification, when approved, will serve as our strategy for contracting with future providers.

Wade Steen made a motion to approve, Dale Miller seconded, the item was approved.

Approve  
 Disapprove  
 Hold

7. Other Business - None
8. Public Comment – There was no public comment.
9. Adjournment –Wade Steen made a motion to adjourn, C. Ellen Connally seconded, the meeting was adjourned at 11:29 A.M.