

Minutes

Cuyahoga County Board of Control
County Administration Building, 4th Floor
June 17, 2013 11:00 A.M.

1. Call to Order: The meeting was called to order by County Executive Ed FitzGerald at 11:08 A.M.

Attendees: County Executive Ed FitzGerald
Fiscal Officer Wade Steen
Councilman Michael Gallagher
Councilman Dave Greenspan
Councilman Dale Miller - Alternate
Director Bonnie Teeuwen
Director Lenora Lockett
Board of Control Clerk David Merriman

Councilman Pernel Jones Jr. was unavailable.

Review and Approval of Minutes –

At the June 17, 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. County Executive Ed FitzGerald made a motion to approve, Michael Gallagher seconded, the minutes were approved as written by majority vote. Wade Steen abstained.

4. Tabled Items

BC2013-170

Department of Health and Human Services/Division of Children and Family Services, submitting an alternative procurement process to obtain an indoor handicap accessible facility in the amount not-to-exceed \$8,800.00 for a National Adoption Finalization Day event held on November 23, 2013, in connection with Cuyahoga County Adoption Awareness Month (Alternate Procurement Process Ordinance No. 02011-0044 Section 4.4(b)).

Funding Source: Health and Human Services Levy funds

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 requesting authorization for an alternative procurement process regarding the adoption event on National Adoption Finalization Day scheduled for November 23, 2013 at an amount not to exceed \$8,800.00

DCFS intends to secure an indoor, family-friendly, handicap accessible facility for up to 200 people with all necessary rentals for the adoption event: tables, chairs, microphone, and a podium, if possible. Also, free parking for all attendees is a must.

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

Estimated Dollar Amount: \$8,800.00

Funding Codes: Index Code CF135582; Index Code 0278; Object Code, HO0060

Funding Breakdown: 32% Federal; 68% Health and Human Service Levy

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

Per the purchasing changes effective January 1, 2013, the new procedure for an informal RFP process that is less than \$25,000.00 requires using BuySpeed On-line (BSO) to compile a vendor's list based on the relative commodity code and its subset. As part of this required change, all parties on the BSO vendor's list would have to be sent this RFP. However, this particular RFP is seeking a venue that can accommodate up to 200 guest that is indoor, family-friendly, and handicap accessible. Additionally, the venue would have to allow on-site media coverage of this event. Sending this RFP to all parties listed on the BSO vendor list would impede the process and inundate non-qualified vendors with an opportunity they could not meet.

Nevertheless, a competitive procurement method will be utilized for this informal RFP process. DCFS is asking for permission to modify the current procedures to allow for a minimum of three individuals to be solicited, via e-mail, to respond to the requirements of this RFP, rather than all the vendors listed under the associated BSO commodity code.

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

None – DCFS has encountered a limited number of venues that can supply the services requested.

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

The adoption event is a family-friendly event scheduled on the National Adoption Finalization Day. An indoor venue that accommodates up to 200 guests with free parking that permits media coverage is required.

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 delay the process to go through multiple bids from potential vendors that are not able to meet all of the basic requirements for this event.

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

DCFS plans to issue a RFP for these services to vendors who meet the specific requirements only.

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

Approve
 Disapprove
 Hold

5. Scheduled Items for Review

BC2013-171

Department of Information Technology, submitting an amendment to Contract No. CE1000151-03 with Cuyahoga Community College District for information technology training classes for various County departments for the period 1/1/2010 - 12/31/2014 for additional funds in the amount of \$90,000.00

Funding Source: 100% by the General Fund

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

Approve
 Disapprove
 Hold

BC2013-172

Department of Public Safety and Justice Services/Witness Victim, recommending to amend Board of Control Approval No. BC2013-98, dated 4/8/2013 which authorized the approval to apply for and accept grant funds from the U.S. Department of Justice, Office on Violence Against Women in the amount of \$192,447.00 for the FY2012 Domestic Violence Homicide Prevention Demonstration Initiative, by changing the time period from 5/1/2013 - 4/30/2014 to 4/1/2013 - 3/31/2014.

Note: This item was amended to include the funding Source: U.S. Department of Justice, Office on Violence Against Women grant funds.

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

Approve
 Disapprove
 Hold

BC2013-173

Department of Public Safety and Justice Services/Witness/Victim, requesting approval to apply for and accept grant funds from Ohio Attorney General/Crime Victims Assistance and Prevention Section for various projects in connection with the Victims of Crime Act and State Victims Assistance Act Grant Programs for the period 10/1/2013 - 9/30/2014:

- A) in the amount \$188,399.00 for the Felony Coordinator Program.
- B) in the amount of \$15,030.00 for the Juvenile Court Advocacy Program.

Funding Source: General fund

Note: This item was amended to include additional funding Sources: Victims of Crime Act and State Victims Assistance Act Grant funds through Ohio Attorney General.

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

Approve
 Disapprove
 Hold

BC2013-174

Department of Public Safety and Justice Services /Witness Victim, submitting a contract with Domestic Violence & Child Advocacy Center in the amount not-to-exceed \$172,825.00 for the Domestic Violence Homicide Prevention Demonstration Initiative for the period 4/1/2013 - 3/31/2014.

Funding Source: 100% by the U.S. Department of Justice, Office on Violence against Women.

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

Approve
 Disapprove
 Hold

BC2013-175

Department of Health and Human Services/Cuyahoga Job and Family Services, recommending an award on RQ26709 and enter into an agreement with The MetroHealth System in the amount of \$250,000.00 for reimbursement of medicaid non-emergency transportation services for the period 7/1/2013 - 6/3/2014.

Funding Source: 100% by Federal Medicaid Funds

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

Approve
 Disapprove
 Hold

6. Other Business

BC2013-176

Fiscal Office,

- A) Requesting approval of an alternative procurement process on RQ27903 which will result in an award recommendation in the amount of \$9,650.08. for 2-ID Printer and supplies from ID Card Systems, Inc. for Veterans (Ordinance No. O20011-0044 Section 4.4.(b)(16)).
- B) Submitting an award recommendation on RQ27903 which will result in an award recommendation in the amount of \$9,650.08 for 2-ID Printer and supplies from ID Card Systems, Inc. for Veterans.

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

2 ID Making machines.

20 Ribbons

2-sided 4,400 I.D. Cards.

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

2 machines - \$3,755.04 each \$ 7,510.08

20 ribbons \$85.00 each \$ 1,700.00

4,400 cards \$20 per 100 -44 boxes \$ 4400.00

Total estimate \$9,650.08

3. Rationale Supporting the Use of the Selected Procurement Method

(include state contract # or GSA contract # and expiration date)

These machines will be used to make Veteran I.D.s. There are 4 counties in the State that are using a similar machine. The machine we are purchasing will be from ID Card Systems, Inc.

Stark County was the pilot for this program. Franklin, Coshocton and Summit Counties are providing this service and are using the ID Maker #10092M.

There is a template made that all counties are using with these machines.

The IDs should look the same throughout the state. A Veteran can receive an ID from any County throughout the State.

This company offers a hologram overlay.

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

The Fiscal Office evaluated 4 vendors. It was determined that ID Card System, Inc. was the low bid and can produce the ID cards to look like the other counties.

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

Costs savings .

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.

Mr. FitzGerald held a press conference stating we would have this program up and running in 30 – 60 days. Bid process will not meet the 30 – 60 day deadline. It will take 2 – 3 weeks to implement the program.

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

Once the machines are purchased we will only need to order supplies.

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

Approve

Disapprove

_____ Hold

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 11:23 A.M.