

Cuyahoga County Board of Control
 County Administration Building, 4th Floor
 July 8, 2013 11:00 A.M.

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

| Item | Requestor | Description | Board Action |
|------------|----------------------------|---|--|
| BC2013-196 | Department of Public Works | Submitting an amendment (Subsidiary No. 1) to Contract No. CE1200486-03 with Independence Excavating, Inc. for the Cuyahoga Area of Concern Urban Riparian Habitat Restoration project in the City of Cleveland for additional funds in the amount of \$69,977.28. Funding Source: Environmental Protection Agency (EPA) grant funds. | <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold |
| BC2013-197 | Department of Public Works | Submitting an amendment (Subsidiary No. 1) to Contract No. CE1200508-02 with Terrace Construction Company, Inc. for improvement of East 105th Street/Martin Luther King Drive Intersection in the City of Cleveland for additional funds in the amount of \$56,125.62. Funding Source: 50% Federal Funds, 42% Ohio Public Works Commissioner, 4% Cuyahoga County, 4% City of Cleveland. | <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold |
| BC2013-198 | Department of Public Works | Submitting an amendment to Contract No. CE1100593-01 with TranSystems Corporation of Ohio for consultant engineering services for rehabilitation of Columbus Road Lift Bridge over the Cuyahoga River in the City of Cleveland to change the scope of services, effective 07/08/2013 and for additional funds in the amount of \$344,202.00. Funding Source: 80% Federal Funds, 10% County Road and Bridge and 10% City of Cleveland | <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold |
| BC2013-199 | Department of Public Works | Recommending an award on RQ25978 and enter into a contract with Hill International, Inc. in the amount not-to-exceed \$300,000.00 for construction management services. Funding Source: \$7.50 Fund (Road Improvement-Permissive) | <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold |

| | | | |
|------------|---|--|--|
| BC2013-200 | Department of Information Technology | Submitting a contract with TEC Communications, Inc. in the amount not-to-exceed \$145,173.60 for Smart Net IronPort devices for the period 7/1/2013 - 6/30/2014. Funding Source: 100% General Fund | <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold |
| BC2013-201 | Office of Procurement & Diversity | Recommending an award: <u>Department of Public Works</u> A) on RQ26178 to East Jordan Iron Works, Inc. dba EJ USA, Inc. (8-2) in the amount of \$196,000.00 for sewer and basin castings and supplies for the period 7/1/2013 - 6/30/2015. Funding Source: 100% Sewer Relief Fund | <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold |
| BC2013-202 | Common Pleas Court | Corrections Planning Board, submitting an amendment to Contract No. CE1200444-01 with Cuyahoga County Community Corrections Association (4CA), Inc. for residential halfway house substance abuse treatment services for the period 7/1/2012 - 6/30/2013 for additional funds in the amount not-to-exceed \$46,750.00. Funding Source: FY2013 Ohio Department of Rehabilitation and Correction's Community Correction Act Grant funds | <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold |
| BC2013-203 | Department of Health and Human Services | Cuyahoga Job and Family Services, submitting an amendment to Contract No. CE1200654-01 with Catholic Charities Corporation fka Catholic Charities Health & Human Services for employment and refugee resettlement services for the period 10/1/2012 - 9/30/2013 for additional funds in the amount not-to-exceed \$145,000.00. Funding Source: 100% Federal Refugee Social Service Program funds | <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold |
| BC2013-204 | Department of Health and Human Services | Division of Children and Family Services, submitting an amendment to Contract No. CE1200702-01 with The JRS Group, LTD for strategic planning services for the period 12/1/2012 - 12/31/2014 to change the scope of services, effective 8/1/2013, and for additional funds in the amount of \$64,000.00. Funding Source: 33% Federal and 67% Health and Human Services Levy | <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold |

6. Other Business

7. Public Comment
8. Adjournment

Minutes

Cuyahoga County Board of Control
County Administration Building, 4th Floor
July 1, 2013 11:00 A.M.

1. Call to Order: The meeting was called to order by Fiscal Officer Wade Steen at 11:07 A.M. County Executive Ed FitzGerald arrived a few minutes later to Chair the meeting.

Attendees: Councilman Michael Gallagher
Councilman Pernel Jones Jr.
Councilman Dave Greenspan
Director Bonnie Teeuwen
Director Lenora Lockett
Fiscal Officer Wade Steen
County Executive Ed FitzGerald
Board of Control Clerk David Merriman

Review and Approval of Minutes –

At the July 1, 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. Wade Steen made a motion to approve, Michael Gallagher seconded, the minutes were approved as written by unanimous vote.

5. New Items for Review

BC2013-184

Department of Public Works, submitting an amendment to Contract No. CE1000462-01, 02, 03 with The Brewer-Garrett Company for implementation of energy conservation measures in various County buildings in accordance with Ohio Revised Code Section 307.041 and American Recovery and Reinvestment Act of 2009 reporting requirements for the period 7/1/2010 - 6/30/2020 to change the scope of services, effective 6/20/2013 and for additional funds in the amount of \$414,060.00.

Funding Source: ~~100% General Funds~~

Note: This item was amended to reflect the funding source as American Recovery and Reinvestment Act of 2009 funds.

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

Approve
 Disapprove
 Hold

BC2013-185

Department of Public Works, submitting an amendment to Contract No. CE1000435-02 with Honeywell International Inc. dba Honeywell Building Solutions for maintenance on the Jail II Life Safety and Security System for the period 5/1/2010 - 4/30/2013 to extend the time period to 10/31/2013 and for additional funds in the amount of \$53,494.00.

Funding Source: 100% Internal Service Fund

Ed FitzGerald made a motion to approve, Pernel Jones Jr. seconded, the item was approved by unanimous vote.

Approve
 Disapprove
 Hold

BC2013-186

Department of Public Works, recommending an award on RFQ25983 and enter into a contract with R.E. Warner & Associates, Inc. in the amount not-to-exceed \$150,000.00 for general architectural/engineering services for the period 7/1/2013 - 6/30/2016.

Funding Source: 100% General Fund

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

Approve
 Disapprove
 Hold

BC2013-187

Department of Public Works, recommending an award on RQ26579 and enter into a contract with Vocon Partners LLC in the amount not-to-exceed \$165,000.00 for professional design services for a multi- agency County building space study.

Funding Source: 100% General Funds

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

Approve
 Disapprove
 Hold

BC2013-188

Department of Information Technology, recommending an award on RQ27471 and enter into a contract with Endicott Microfilm, Inc. in the amount not-to-exceed \$127,855.00 for maintenance on Kodak scanners for various County departments for the period 7/1/2013 - 6/30/2014.

Funding Source: 100% General Funds

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

Approve
 Disapprove
 Hold

BC2013-189

Common Pleas Court/Corrections Planning Board, submitting a contract with Cleveland Municipal Court in the amount not-to-exceed \$218,360.00 for the Domestic Intervention, Education and Training Program for the period 7/1/2013 - 6/30/2014.

Funding Source: 100% Ohio Department of Rehabilitation and Corrections FY2014 Community Correction Act grant funds

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

Approve
 Disapprove
 Hold

BC2013-190

Juvenile Court, submitting amendments to contracts with various providers for Functional Family Therapy services for the period 1/1/2013 - 6/30/2013 to extend the time period to 6/30/2014 and for additional funds:

A) No. CE1300025-01 with Catholic Charities Corporation fka Catholic Charities Services Corporation dba Parmadale Family Services, Inc. in the amount not-to-exceed \$75,000.00.

B) No. CE1300026-01 with Guidestone in the amount not-to-exceed \$65,000.00.

Funding Source: 100% funded by RECLAIM Ohio Grant Funds

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

Approve
 Disapprove
 Hold

BC2013-191

Department of Health and Human Services/Community Initiatives Division/Office of Homeless Services, submitting an amendment to Contract No. CE1300099-01 with Lutheran Metropolitan Ministry for emergency shelter services for homeless men located at 2100 Lakeside Avenue, Cleveland, for the period 1/1/2013 - 12/31/2013 for additional funds in the amount of \$26,785.00.

Funding Source: 100% Health & Human Services Levy funds

Ed FitzGerald made a motion to approve, Wade Steen seconded, Lenora Lockett abstained, as a family member is employed with Lutheran Metropolitan Ministry. The item was approved by majority vote.

Approve
 Disapprove
 Hold

BC2013-192

Department of Health and Human Services/Community Initiatives Division/Office of Homeless Services, submitting an amendment to Contract No. CE1200657-01 with Stella Maris, Inc. for shelter, alcohol and drug treatment services for homeless men for the period 11/1/2012 - 6/30/2013 to extend the time period to 6/30/2014 and for additional funds in the amount of \$195,000.00.

Funding Source: Funding Source: 100% Health & Human Services Levy funds

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

Approve
 Disapprove
 Hold

BC2013-193

Department of Health and Human Services/Office of Re-entry, submitting an amendment to Contract No. CE1300001-01 with Orianna House, Inc. for operation of the North Star Neighborhood Reentry Resource Center for the period 1/1/2013 - 12/31/2015 to change the scope of services, effective 7/1/2013 and for additional funds in the amount of \$80,000.00.

Funding Source: 100% Health & Human Services Levy funds

Ed FitzGerald made a motion to approve, Pernel Jones, Jr., seconded, the item was approved by unanimous vote.

Approve
 Disapprove
 Hold

BC2013-194

Department of Health and Human Services/Office of Re-entry, requesting approval to apply for and accept grant funds from U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance in the amount of \$750,000.00 for planning and implementation for the FY2013 Second Chance Act Adult Offender Reentry Demonstration Program for the period 10/1/2013 - 9/30/2014.

Funding Source: U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance

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

Approve
 Disapprove
 Hold

6. Other Business

BC2013-195

Department of Information Technology, requesting approval of an alternate procurement process on RQ27665, which will result in an award recommendation to ~~Insight Public Sector~~ **Endicott Microfilm, Inc.** in the amount of ~~\$348,680.29~~ **\$247,510.00** for the purchase of 6-Kodak i5200 scanners and 14 Kodak Capture Pro Software Assurance Group E and F licenses (Ordinance No. 02011-0044 Section 4.4(b)).

Funding Source: General Funds

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

(6) Kodak i5200 Scanners with 1 year of extended warranty; (9) Kodak Capture Pro Software Group E, includes 1 year of software assurance; (5) Kodak Capture Pro SW Network Addition Group F, includes 1 year of software assurance

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

Total amount will not exceed ~~\$348,680.29~~ **\$247,510.00**. The Fiscal Office will be using their primary/general index code to fund this project.

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

These scanners are under the 534242 State Term Schedule Number.

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

Endicott Microfilm, Inc., Insight Public Sector, MNJ Technologies, MCPC, SHI, and CDW were all evaluated.

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

These devices and software will be used to scan the 10 year backlog of items for the Clerk of Courts. These scanners are recommended for the volume of this project. Other models were analyzed but wouldn't be beneficial to the County in the long run. Insight was the state term vendor.

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.

This was competitively bid on. Six vendors were asked to quote on these scanners.

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 needs to continue giving multiple vendors an opportunity on County business.

Note: This item was amended to reflect the vendor name as Endicott Microfilm, Inc. and the amount of the award recommendation as \$247,510.00.00.

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

Approve
 Disapprove
 Hold

David Merriman announced that due to the Thursday, July 4th holiday, Board of Control and Contracts and Purchasing Board Calendars will be posted to the County web-site on Wednesday, July 3 by Melinda Burt. Any questions regarding items listed on the printed agendas should be directed to Ms. Burt.

7. Public Comment – There was no public comment.
8. Adjournment – Ed FitzGerald made a motion to adjourn, Lenora Lockett seconded, the meeting was adjourned without objection at 11:32 A.M.

5. New Items for Review

BC2013-196

A. Summary of Scope

1. is submitting amended agreement (Subsidiary No. 1) to Contract CE1200486 with Independence Excavating, Inc. for the Cuyahoga County Area of Concern (AOC) Urban Riparian Habitat Restoration in the City of Cleveland for an amount not-to-exceed \$69,977.28.

This project is staffed with following employees of the Department of Public Works:

Darwin Merdes, P.E., Area Construction Engineer
Mark Rinderman, Project Supervisor

The engineer's estimate was \$3,505,900.00.

Original Contract Amount: \$3,465,525.85
Amendment No. 1: \$69,977.28 (Pending)
Rev. Contract Amount: \$3,535,503.13

2) The primary goal is to complete construction as per plans and specifications.

B. Procurement

1. Competitive Bid Process (original contract).

C. Contractor and Project Information

1. Contractor: Independence Excavating, Inc., 5720 Schaaf Road, Independence, Ohio 44131, (Council District 7). Project Location: Cleveland (Council District 7).
2. Ownership: Victor DiGeronimo, Jr., President

D. Project Status and Planning

1. Project is under construction and progressing as per schedule.

E. Funding

1. The project is being funded from grants through the Environmental Protection Agency (EPA).

Independence Excavating, Inc. has completed the required training.

BC2013-197

A. Summary of Scope

(a) is submitting an amendment (Subsidiary No. 1) to Contract CE1200508 with Terrace Construction Company, Inc. for the improvement of East 105th Street/Martin Luther King Drive Intersection in the City of Cleveland for an amount not-to-exceed \$56,125.62.

Justification for other than full and open competition has been submitted for approval.

The project is staffed with the following DOPW employees:

Michael Tworzydlo, P.E., Area Construction Engineer

Patrick Lynch, Project Supervisor

Chris Nader, Project Inspector

The engineer's estimate was \$7,210,946.75.

Original Contract Amount: \$6,957,014.80

Amendment No. 1: \$56,125.62 (Pending)

Rev. Contract Amount: \$7,013,140.42 (/81% over original contract amount)

The primary goal is to complete construction as per plans and specifications.

B. Procurement

1. Competitive Bid Process (original contract).

C. Contractor and Project Information

1. Contractor: Terrace Construction Company, Inc., 3965 Pearl Road, Cleveland, Ohio 44109, (Council District 7). Project Location: Cleveland (Council District 7).

2. Ownership: Jeffrey Nock, President

D. Project Status and Planning

1. Project is under construction and progressing as per schedule.

E. Funding

1. 50% Federal Funds, 42% Ohio Public Works Commissioner, 4% Cuyahoga County 4% City of Cleveland.

Terrace Construction Company, Inc. has completed the required training.

BC2013-198

A. Scope of Work Summary

1. Department of Public Works requesting approval of an amendment with TranSystems Corporation for the anticipated cost of \$344,202.00.
2. This contract is for TranSystems Corporation to perform professional services as the Designer of Record of the Lift Bridge. TranSystems completed the design for the bridge last year. Since federal funds are being utilized, the contract amendment must be in the format of the Ohio Department of Transportation (ODOT) similar to the original contract. The amendment is to perform additional design submittal reviews, answer RFI's and perform additional mechanical fabrication shop inspections.
3. N/A

B. Procurement

1. The procurement method for the design of the project was by RFQ. The total value of the RFQ is \$1,338,418.
2. The RFQ closed on August 1, 2007. There is no SBE participation goal because federal funds are being utilized.
3. There were 6 proposals submitted for review, 1 approved.

C. Contractor and Project Information

1. The address of the vendor is:

TranSystems Corporation
55 Public Square, Suite 1900
Cleveland, OH 44113
Council District - 7

2. Board of Directors: Brian Larson, CEO; Paul Malir, President and COO; Rick Morsches, Chief Strategy and Marketing Officer; Gene Pope, Senior Vice President, Project Operation.

3. a. The location of the project is Columbus Road Lift Bridge, Cleveland
3. b. The project is located in Council District 7.

D. Project Status and Planning

1. The project is an extension of the existing project.
2. N/A
3. N/A
4. N/A
5. This contract needs a signature in ink asap to avoid project delays.

E. Funding

1. This contract is funded 80% Federal Funds, 10% County Road and Bridge and 10% City of Cleveland
2. The schedule of payments is by invoice
3. The project is an amendment to a contract. This amendment changes scope and value and is the first amendment of the contract.

BC2013-199

A. Scope of Work Summary

1. Public Works requesting approval of award to Hill International, Inc. with an anticipated cost not to exceed \$300,000.00 for Construction Management Services.

2. The primary goal of this contract is to allow this office to continue to maximize our resources (staff & financial) to address our infrastructure needs. Potential services include general construction material Testing services to support County personnel in administering construction projects. Potential services to be authorized will be on a task order basis for roadway, bridge, lighting, utility relocation, drainage, concrete and asphalt pavement. These services may include activities from pre-construction through construction and post construction.

3. N/A

B. Procurement

1. The procurement method for this project was an RFQ. The total value of the RFQ is \$300,000.00.

2. The RFQ was closed on January 31, 2013. Due to the use of Federal funds for the construction costs for these Services, the County's Small Business Enterprise (SBE) Requirements are not applicable for this contract.

3. There were 5 pre-proposals submitted for review, 1 was approved.

C. Contractor and Project Information

1. The address of the vendor is:

Hill International, Inc.
9100 South hills Boulevard, Suite 232
Broadview Heights, Ohio 44147

2. Principal owners (greater than 5% share): Irvin E. Richter (18.78%); Wells Fargo and Co. (15.2%); David L. Richter (10.45%); Brady H. Richter (5.9%).

3. N/A

D. Project Status and Planning

1. The project reoccurs annually, with a new RFQ being issued each year.

2. N/A

3. N/A

4. N/A

5. N/A

E. Funding

1. The project is funded 100% by the \$7.50 Fund (Road Improvement-Permissive).

2. The schedule of payments is by invoice.

3. N/A

BC2013-200

A. Scope of Work Summary

The Department of Information Technology submitting a contract with TEC Communications, Inc. in the amount not-to-exceed \$145,173.60 for SmartNet for IronPort devices for the period 7/1/13 - 6/30/14.

B. Procurement - State Vendor # 533110-3-18

C. Contractor and Project Information -

TEC Communications, Inc.

20234 Detroit Road

Rocky River, OH 44116

Melanie Schilling, President and CEO

D. Project status and planning - This project is an extension of an existing project.

E. Funding Source - The project is funded 100% by the General Fund.

BC2013-201

A. Scope of Work Summary

1. The Office of Procurement & Diversity is recommending approval of an award to EAST JORDAN IRON WORKS, INC. dba EJ USA, Inc. on RQ26178 for Sewer and Basin Castings and Supplies in the amount not-to-exceed One Hundred Ninety-Six Thousand Dollars, (\$196,000.00) for the period of July 1, 2013 - June 30, 2015. In addition, the County has the option to terminate said contract with a sixty (60) -day notice to the bidder at any time during the contract period.

B. Procurement

1. The procurement method for this purchase was a formal competitive bid. The total value of the RFB was in the amount not-to-exceed One Hundred Ninety-Six Thousand Dollars, (\$196,000.00) for the two (2) years.

2. The bid closed on May 21, 2013.

3. Eight (8) bids were pulled from OPD and two (2) bids were submitted and were evaluated and EAST JORDAN IRON WORKS, INC. dba EJ USA, Inc. was recommended for the award. The lowest bidder Neenah Foundry Company was not compliant.

4. There is a 5% SBE goal participation. Selected vendor was awarded based on SBE price preference. The maximum SBE price preference is \$177,514.06. Vendor's actual bid amount totaled \$161,376.42.

C. Contractor and Project Information

1. EAST JORDAN IRON WORKS, INC. dba EJ USA, Inc.
301 Spring Street
East Jordan, MI 49727

2. The Primary owner for EAST JORDAN IRON WORKS, INC. dba EJ USA, Inc. is Andrew J. Malpass, Vice President (800) 874-4100.

3. The contractor will furnish and deliver Sewer and Basin Castings and Supplies to the Department of in accordance with the bid. Services will include the delivery of the Sewer and Basin Castings and Supplies, including but not limited to providing at the request of Cuyahoga County Public Works an itemized detailed listing of products purchased (i.e. purchase dates, Y-T-D amount, Y-T-D quantity, etc.) throughout the term of the contract.

D. Project Status and Planning

1. The resulting contract will be for the period of July 1, 2013 - June 30, 2015.

2. The Vendor is required to submit a performance bond in the amount of \$2,500.00 within 21 days of from the date of award.

E. Funding

1. The contract is funded 100% by Sewer Relief Fund (ST540278/0229/EO2291)

2. Schedule of payments will be by paid for by releases against the contract upon delivery and acceptance of the merchandise by the County under the terms of the contract.

BC2013-202

Common Pleas Court Corrections Planning Board submitting an amendment to Contract No. CE1200444 with Cuyahoga County Community Corrections Association, Inc. (4CA) for residential halfway house substance abuse treatment services for the period July 01, 2012 - June 30, 2013 for additional funds in the amount not-to-exceed \$46,750.00.

A. Scope of Work Summary

1. Common Pleas Court Corrections Planning Board requesting approval of a contract amendment with Cuyahoga Community Correction's Association (4CA) for the anticipated cost not-to-exceed \$46,750.00. The anticipated start-completion dates are 07/01/2012- 06/30/2013.

2. The primary goals of the project are:

A. Offenders placed into one of the four ODRC certified agencies for residential substance abuse treatment services and mentally disordered substance abuse treatment services are expected to relieve

overcrowding in the County jail while offering the most appropriate treatment services to the offenders to avoid recidivism.

B.250 offenders will be placed in this program with a 65% successful completion rate.

B. Procurement

3. The proposed contract amendment is pending OPD approval. Original contract received RFP Exemption approval on July 16, 2012.

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is (provide the full address in the following format):

Cuyahoga County Community Corrections Association, Inc.
1710 Prospect Avenue
Cleveland, Ohio 44115
Council District

2. The not for profit corporation President is Beau Hill

D. Project Status and Planning

1. The project reoccurs annually.

4. The project's term has already begun. This is an amendment request to current year contract to add additional funds.

E. Funding

1. The project is funded 100% by the Ohio Department of Rehabilitation and Correction's Community Correction Act Grants Fiscal Year 2013.

2. The schedule of payments is monthly by invoice.

3. The project is an amendment to a contract. This amendment changes the value by adding an additional \$46,750.00 and is the 1st amendment of the contract.

BC2013-203

A. Scope of Work Summary

1. Cuyahoga Job and Family Services is requesting approval of an amendment to contract CE1200654-01 with Catholic Charities Corporation for the amount of \$145,000.00. The contract period remains the same: 10/1/2012 – 9/30/2013.

2. This amendment changes the value and is the first (1st) amendment of the contract. The history of the amendments is:

| | |
|-------------------------|---------------------|
| Contract; 2012: | \$267,230.00 |
| Proposed Amend #1; 2013 | <u>\$145,000.00</u> |
| Grand Total: | \$412,230.00 |

B. Procurement

1. The procurement method for this project was an RFP. The total value of the RFP was \$425,103.00.
2. The RFP closed on April 9, 2012.
3. The proposed amendment received OPD approval to proceed on 6/5/2013.

C. Contractor and Project Information

1. The addresses of vendor:

Catholic Charities Corporation

7911 Detroit Ave.

Cleveland, OH 44102

Council District 03

2. The President for the vendor (Non-Profit Agency): Catholic Charities Corp, Patrick Gareau, President
3. The program serves refugees throughout Cuyahoga County.

D. Project Status and Planning

1. The program is recurring annually based on the Federal Refugee Resettlement Services funding allocation.
2. The amendment is on a critical path, State is providing additional funding for the program that must be used by September 30, 2013.

E. Funding

1. The project is funded 100% by the Federal Refugee Social Service Program Funding, CFDA Number: 93.556.
2. The schedule of payments is by monthly invoice.

BC2013-204

Title: DCFS 2013 The JRS Group, Ltd. Amendment 1 for Strategic Planning Mid-Level Leadership Development (RQ23754).

A. Scope of Work Summary

1. The Division of Children & Family Services (DCFS) is requesting authorization to add additional services and funding in the amount of \$64,000.00 over the remaining contract period (December 1, 2012 through December 31, 2014). DCFS released one RFP (#23754) requesting proposals for Strategic Planning. The JRS Group, Ltd. was awarded the contract (CE1200702-01). There is no change to the contract period.

2. The primary goals of the project are for the Consultant to work with the:

- Agency Administrator
- Agency Staff
- External partners and stakeholders

1. Allow participants to gain insight into the elements and skill sets associated with leadership and begin a self-examination and affirmation of the participant's leadership assets

2. Develop leadership and management skills for application in current and future roles.

3. Grasp the intersection between individual leadership and organizational leadership.
4. Understand leadership strategy and the importance of strategic thinking and operational planning to obtain results.
5. Motivate participants to step up as effective leaders.
6. Increase working knowledge of the mechanics and interplay of county, state, and federal government in policy development and resource allocation.
7. Enhance understanding of collaborative partnerships across agency divisions and in broader county settings and inter-system working dynamics.
8. Share specific administrative or practice content expertise on selected topics.
9. Develop personal and group communication knowledge and skills.
10. Facilitate and stimulate peer-to-peer learning.
11. Foster peer networking and support.
12. Executive coaching for senior management.

To assist the agency in:

- Affirming the agency mission, and surfacing and prioritizing agency goals.
- Assessing current agency performance using a Strengths, Weaknesses, Opportunities, Threats (S.W.O.T.) analysis, environmental scan, or similar tool.

To develop a three-year strategic plan for the agency that will:

- Establish agency and service priorities,
- Identify opportunities to achieve goals, and improve performance and outcomes,
- Articulate and prioritizes action plans.

3. N/A

B. Procurement

1. The procurement method for this project was released as a RFP # 23754. The total value of this RFP was \$100,000.00. DCFS is requesting authorization to add additional services and funding in the amount of \$64,000.00.
2. The RFP bid close date was June 28, 2012. The SBE goal is 15%
3. There were two (2) proposals submitted for RFP # 23754. The proposals were reviewed, and one proposal was awarded to The JRS Group, Ltd.

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors:

The JRS Group, Ltd.
6405 Lake Trail Drive
Westerville, Ohio 43082
Jacqueline Romer-Sensky: President
Council District (NA)

D. Project Status and Planning

1. The project reoccurs annually.
2. NA

E. Funding

1. The project is funded 33% Federal and 67% Health and Human Services Levy. The schedule of payments will be by invoice.

2. The schedule of payments will be monthly.

3. NA