

**Cuyahoga County Board of Control**  
**County Administration Building, 4<sup>th</sup> Floor**  
**September 3, 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
BC2013-246	Department of Public Works	<p>Recommending an award as settlement for property rights in connection with right-of-way plans for Plat No. M-5010 for the reconfiguration of the Warrensville Center Road/Van Aken Boulevard/ Chagrin Boulevard/ Northfield Road Intersection in the City of Shaker Heights and Village of Highland Hills:</p> <p>Parcel No(s): 2WD &amp; T  Owner(s): Investors Syndicate Development Corporation  Settlement \$ Amount: \$700,000.00</p> <p>Funding Source:  Federal and Issue I (\$4,000,000 Federal + \$1,440,000 Issue I = \$5,440,000)  Local (\$560,000 Shaker Heights)</p>	<p>___ Approve  ___ Disapprove  ___ Hold</p>
BC2013-247	Juvenile Court	<p>Submitting amendments to agreements with various municipalities for the Community Diversion Program for the period 1/1/2013 - 12/31/2013 for additional funds each in the amount of \$2,272.72:</p> <p>A) Agreement No. AG1300009 with City of Bay Village  B) Agreement No. AG1300010 with City of Bedford  C) Agreement No. AG1300011 with City of Bedford Heights  D) Agreement No. AG1300042 with City of Garfield Heights  E) Agreement No. AG1300052 with City of Independence  F) Agreement No. AG1300016 with City of Lakewood  G) Agreement No. AG1300036 with City of Lyndhurst  H) Agreement No. AG1300020 with City of North Olmsted  I) Agreement No. AG1300023 with City of Parma  J) Agreement No. AG1300026 with City of Richmond Heights  K) Agreement No. AG1300027 with City of Rocky River</p>	

		<p>L) Agreement No. AG1300028 with City of Shaker Heights</p> <p>M) Agreement No. AG1300057 with City of South Euclid</p> <p>N) Agreement No. AG1300030 with City of Strongsville</p> <p>O) Agreement No. AG1300019 with Village of Mayfield</p> <p>P) Agreement No. AG1300022 with Village of Orange</p> <p>Funding Source: 100% Specialized Funds given to the Juvenile Court by County Council.</p>	<p><input type="checkbox"/> Approve</p> <p><input type="checkbox"/> Disapprove</p> <p><input type="checkbox"/> Hold</p>
BC2013-248	Department of Health and Human Services	<p>Division of Children and Family Services, recommending an award on RQ25639 and enter into a contract with Case Western Reserve in the amount not-to-exceed \$297,143.87 for Tapestry System of Care evaluation services for the period 9/1/2013 - 8/31/2015. (Deputy Chief Approval No. DC2012-267 - authority to seek proposals.)</p> <p>Funding Source: Health and Human Services Levy Funds</p>	<p><input type="checkbox"/> Approve</p> <p><input type="checkbox"/> Disapprove</p> <p><input type="checkbox"/> Hold</p>

**6. Other Business**

Item	Requestor	Description	Board Action
BC2013-249	Department of Public Works	<p>Requesting approval of an alternative procurement process on RQ28576, which will result in an award recommendation in the amount of \$150,000.00 for moving and liquidation services for the period 9/30/2013 - 12/31/2013 (Ordinance No. O20011-0044, Section 4.4(b)(16)).</p> <p>Funding Source: 100% General Fund</p> <p>1. Description of Supplies or Services (If contract amendment, please identify contract time period and/or scope change)</p> <p>Moving and Liquidation services for the interim move for the Administration Building and liquidation services for the former Juvenile Justice Center Building</p> <p>2. Estimated Dollar Value and Funding Source(s) including percentage breakdown (If amendment, please enter original contracted amount and additional amount, if any)</p> <p>The cost of this contract is anticipated to be \$150,000.00</p>	

		<p>3. Rationale Supporting the Use of the Selected Procurement Method (include state contract # or GSA contract # and expiration date)</p> <p>Public Works needs to have the moving company on board as soon as possible in order to execute the interim move by the end of October to stay on schedule for the hotel project. Requesting the RFP be advertised for 11 days (as required by ORC) opposed to 3 weeks as required by OPD when a pre-proposal conference scheduled. Pre-proposal walk through is scheduled for Saturday, Sept. 7.</p> <p>4. What other available options and/or vendors were evaluated? If none, include the reasons why. N/A</p> <p>5. What ultimately led you to this product or service? Why was the recommended vendor selected? N/A</p> <p>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. There is still a competitive bid process being followed with the release of the RFP.</p> <p>7. Describe what future plans, if any, the County can take to permit competition before any subsequent purchases of the required supplies or services. In the future, the Department of Public Works will work to identify the need for contracts as soon as possible to avoid a tight schedule.</p>	<p><input type="checkbox"/> Approve  <input type="checkbox"/> Disapprove  <input type="checkbox"/> Hold</p>
BC2013-250	Department of Information Technology	<p>Recommending an alternative procurement process on RQ28172, which will result in an award recommendation to Software House International in the amount not-to-exceed \$251,937.60 for 4,500 user licenses, maintenance and support on NetMotion 2FA ONE software. (Ordinance No. 02011-0044 Section 4.4(b)(16)).</p> <p>Funding Source: 100% General Funds</p> <p>1. Description of Supplies or Services (If contract amendment, please identify contract time period and/or scope change)</p> <p>4,500 User Licenses of NetMotion Wireless 2FA ONE Software, three years of maintenance and support, and 5</p>	

		<p>days of on-site professional services for software integration</p> <p>2. Estimated Dollar Value and Funding Source(s) including percentage breakdown (If amendment, please enter original contracted amount and additional amount, if any)</p> <p>The amount of this purchase is not to exceed \$251,937.60.</p> <p>3. Rationale Supporting the Use of the Selected Procurement Method (include state contract # or GSA contract # and expiration date)</p> <p>NetMotion Wireless 2FA ONE Software can be purchased using the WSCA (Western States Contracting Alliance purchasing cooperative) Wireless Communication &amp; Equipment contract (AT&amp;T), or as a government agency, the county is allowed to use the competitively solicited and awarded contracts of other government agencies if agreed upon by the vendor (Insight Public Sector), the county, and the government agency that had obtained the contract (U.S. Communities). Neither AT&amp;T nor Insight Public Sector provided the lowest bid. To purchase the NetMotion Wireless 2FA ONE Software at the lowest cost it is necessary to use the Alternative Procurement Process.</p> <p>4. What other available options and/or vendors were evaluated? If none, include the reasons why.</p> <p>4 other vendors were evaluated but were more expensive.</p> <p>CDW AT&amp;T NetMotion Wireless Insight Public Sector</p> <p>5. What ultimately led you to this product or service? Why was the recommended vendor selected?</p> <p>The FBI requires this software to comply with its mandate, or face administrative sanctions and/or criminal penalties, and SHI was able to provide it at the lowest cost.</p>	
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		<p>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.</p> <p>Competitive bidding was transparent in this request.</p> <p>7. Describe what future plans, if any, the County can take to permit competition before any subsequent purchases of the required supplies or services.</p> <p>We will continue to request quotes from multiple vendors.</p>	<p><input type="checkbox"/> Approve  <input type="checkbox"/> Disapprove  <input type="checkbox"/> Hold</p>
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**7. Public Comment**

**8. Adjournment**

**Minutes**

Cuyahoga County Board of Control  
County Administration Building, 4th Floor  
August 26, 2013 11:00 A.M.

1. Call to Order: The meeting was called to order by Ed FitzGerald at 11:06 A.M.

Attendees: County Executive Ed FitzGerald  
Councilman Michael Gallagher  
Councilman Pernel Jones Jr.  
Fiscal Officer Wade Steen  
Councilman Dave Greenspan  
Director Bonnie Teeuwen  
Purchasing Manager Richard Opre  
Board of Control Clerk Melinda Burt

Director Lenora Lockett was unavailable.

Review and Approval of Minutes –

At the August 26, 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. Ed FitzGerald made a motion to approve\_\_\_seconded, the minutes were approved as written by unanimous vote.

**5. Scheduled Items**

**BC2013-240**

Department of Development, requesting approval of an Economic Development Loan to Northeast Care Center in the amount not-to-exceed \$160,000.00 to assist with financing infrastructure improvements to their existing facility located at 13405 York Road, North Royalton, Ohio 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.

Funding Source: Community Development Block Grant Funds

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

Approve  
 Disapprove  
 Hold

**BC2013-241**

Department of Information Technology, submitting an amendment to Contract No. CE1300351-01 with Service Express, Inc., for server maintenance county wide for the period of 3/1/2013 - 2/28/2018 to change the scope of services, effective 8/1/2013 and for additional funds in the amount not-to-exceed \$50,000.00.

Funding Source: 100% General Funds

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

Approve  
 Disapprove  
 Hold

**BC2013-242**

Office of Procurement & Diversity, recommending an award:  
County Sheriff

a) on RQ27685 to McKesson Medical-Surgical, Inc. (11-2) in the amount not-to-exceed \$450,000.00 for medical supplies for the period 9/1/2013 - 8/31/2016.

Funding Source: 100% General Funds

**Note: This item was held at the request of the County Executive.**

Approve  
 Disapprove  
 Hold

**BC2013-243**

Department of Health and Human Services/Cuyahoga Job and Family Services, submitting an amendment to Contract No. CE1100537-03 with JDC Advertising for the Cuyahoga County Fatherhood Initiative for the period 7/1/2011 - 6/30/2013 to extend the time period to 6/30/2014 and for additional funds in the amount of \$44,000.00.

Funding Source: 33% Federal, 33% State and 34% Human Services Levy funds

**Note: This item was held at the request of Councilman Jones.**

Approve  
 Disapprove  
 Hold

6. Other Business -

**BC2013-244**

Fiscal Office/County Treasurer, recommending an alternative procurement process, which will result in a revenue generating agreement for the sale of tax lien certificates (Ordinance No. O2011-0044 Section 4.4(b)(16)).

Funding Source: Revenue Generating

1. Description of Supplies or Services

The Treasurer's Office per O.R.C. 5721.33 is in the process of negotiating the sale of Tax Certificates.

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

This is a revenue generating item, up to \$31,000,000.00 for this sale.

3. Rationale Supporting the Use of the Selected Procurement Method

The procurement method is by bid to the Treasurer. Currently the portfolio that is advertised on our website and on the website of the National Tax Lien Association is 4489 parcels totaling \$31,180,272.47. This is a specific buyer that would be able commit to this large dollar amount. In the past we have had only one bidder on occasion.

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

None were evaluated, we are in the process of accepting bids for our portfolio.

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

None were evaluated. The sale of Tax liens is a revenue generating process. We are collecting on delinquent taxes. The lien is held by a third party.

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 sale of Tax Liens is a very time specific process as dictated by the Ohio Revised Code. A delay in the process that has already been stated would cost the County millions of dollars.

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

None at this time, as mentioned the large dollar amount is very limiting to who can make such a purchase.

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

Approve  
 Disapprove  
 Hold

**BC2013-245**

Department of Information Technology, submitting an amendment to Contract No. CE1300341-01 with Flairsoft Ltd. for Oracle Database Administrator services for the Division of Children and Family Services for the period 3/1/2013 - 8/31/2013 to extend the time period to 2/28/2014 and for additional funds in the amount of \$61,992.00.

Funding Source: 100% General Funds

Ed FitzGerald made a motion to approve, Pernel Jones Jr. 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, Pernel Jones Jr. seconded, the meeting was adjourned without objection at 11:20 A.M.

**5. New Items for Review**

**BC2013-246**

A. Scope of Work Summary

- 1. Public Works Department requesting approval of the attached Settlement Agreement in order to acquire necessary right-of-way from the following property owner in the amount listed, all in connection with the reconfiguration of the Warrensville Center Road/Van Aken Boulevard/Chagrin Boulevard/Northfield Road intersection, in the City of Shaker Heights and the Village of Highland Hills: Investors Syndicate Development Corporation - Parcel 2-WD [Fee Simple Ownership] and T [Temporary Easement] , in the total amount of \$700,000.00 - this amount EXCEEDS the value finding prepared by O.R. Colon by \$58,250.00. The anticipated start-completion dates for right-of-way acquisition are: 12/01/12 and 6/15/13.
- 2. The primary goal of acquiring right-of-way is to allow for the reconfiguration of the Warrensville Center Road/Van Aken Boulevard/Chagrin Boulevard/Northfield Road intersection, in the City of Shaker

Heights and the Village of Highland Hills.

3. N/A.

#### B. Procurement

1. The procurement method for the acquisition of right-of-way for this project is that ODOT pre-qualified consultant O.R. Colan visits the property and prepares an appraisal, value finding, or value analysis [Fair Market Value Estimate "FMVE"] of the value of the property being acquired. These documents are then reviewed by an ODOT pre-qualified review appraiser [Emily Braman of Charles P. Braman & Co., Inc.]. Because the FMVE for this parcel exceeds \$500,000, ODOT required that a second ODOT pre-qualified review appraiser review the FMVE. The second review appraisal was completed by J. R. Bradford. Once the FMVE was finalized, O.R. Colan gave the property owner a copy of said document and negotiated with the property owner. In this case, the property's owner was in bankruptcy and during the course of that bankruptcy, ownership changed hands. This Agreement is with the new, current owner of the property.

The reasons for the excess amount are that both the previous owner and the current owner believe that the per sq. ft. value placed on the property is too low. The sq. ft. values of comparable properties contained in the FMVE ranged from a low of \$9.39 per sq. ft. to \$13.77 per sq/ ft.

Initially, the settlement demand was for \$712,000. After negotiations, the owner is willing to settle for \$700,000.00, which is reached by using a value of \$12.75 per sq. ft.

Settling for this amount is reasonable as it uses a value per sq. ft. that is within the range of values contained within the FMVE. Additionally, if we were to appropriate this property instead of settling, the cost of litigation, which would necessarily include an updated appraisal, expert depositions and trial testimony and similar fees, would approach, if not exceed, \$15,000, not including attorney time, plus there would be the attendant risk of a jury verdict in excess of \$700,000. It should be further noted that R2013-0149, adopted July 23, 2013, authorized the appropriation of this property from its previous owner, Cleveland I Limited Partnership. Negotiations continued throughout this process, and this administrative settlement was reached after the adoption of R2013-0149.

We believe that given all of the attendant circumstances, this administrative settlement is reasonable. It has been approved by Ohio Department of Transportation, District 12's Real Estate Administrator Daniel Dougherty and is eligible for reimbursement.

2. N/A

3. N/A

#### C. Contractor and Project Information

The address of the property owner is:

Investors Syndicate Development Corporation (a Nevada Corporation)

200 Ameriprise Financial Center

Minneapolis MN 55474

Council District N/A

Property Address:

3645 Warrensville Center Rd.

Shaker Heights, OH

Council District 9

2. N/A

3.a. The address or location of the project is the Warrensville Center Road/Van Aken Boulevard/Chagrin Boulevard/Northfield Road intersection, in the City of Shaker Heights and the Village of Highland Hills.

b. The project is located in Council District 9.

D. Project Status and Planning

1. This is the first such project at this intersection.
2. N/A
3. N/A
4. N/A
5. N/A

E. Funding

1. The current estimated total cost of right-of-way acquisition is \$6,000,000.00. The acquisition will be funded as follows: Federal and Issue I (\$4,000,000 Federal + \$1,440,000 Issue I = \$5,440,000); and, Local (\$560,000 Shaker Heights).

The County will manage the property acquisition.

2. N/A
3. N/A

Resolution 085012, adopted on 12/11/08, declared the Convenience and Welfare of this project. The agreements of cooperation between the County and the City of Shaker Heights and the County and the Village of Highland Hills were approved by Resolutions 091406 [adopted on 4/16/09] and 103703 [adopted on 9/8/10], respectively. Resolution No. R2011-0275, adopted on 9/27/11, approved the Right-of-Way plans and authorized the acquisition of necessary property.

**BC2013-247**

A. Scope of Work Summary

1. Juvenile Court, requesting approval of agreement amendments with various municipalities for the time period January 1, 2013 – December 31, 2013. Each municipality will receive an increase in funding in the amount of \$2,272.72. The new not-to-exceed amounts are as follows:

- a. City of Bay Village- \$6,472.72
- b. City of Bedford- \$6,472.72
- c. City of Bedford Heights- \$5,872.72
- d. City of Garfield Heights- \$9,472.72
- e. City of Independence- \$5,272.72
- f. City of Lakewood- \$16,672.72
- g. City of Lyndhurst- \$5,872.72
- h. Mayfield Village- \$3,472.72
- i. City of North Olmsted- \$16,672.72
- j. Village of Orange- \$7,072.72
- k. City of Parma- \$16,672.72
- l. City of Richmond Heights- \$3,472.72
- m. City of Rocky River- \$7,672.72
- n. City of Shaker Heights- \$8,272.72
- o. City of South Euclid- \$7,672.72
- p. City of Strongsville- \$11,272.72

2. The primary goals of the project are to develop and implement a Community Diversion Program (CDP) in various municipalities to hear misdemeanor and status offense complaints that occur in those municipalities, or by that municipality's residents.

3. N/A.

B. Procurement

1. The procurement method for this project was government purchase, as these contracts are agreements with Cuyahoga County municipalities. The total value of the entire CDP program (all municipalities) is \$219,300.00.

2. N/A

3. The proposed agreements received a government purchase exemption on 10/24/12.

C. Contractor and Project Information

a. Detective Kevin Krolkosky

City of Bay Village  
27214 Wolf Road  
Bay Village, Ohio 44140  
Council District: 1

b. Ms. Penny Jarrell

City of Bedford  
165 Center Road  
Bedford, Ohio 44146  
Council District: 9

c. Detective Frank Reed

City of Bedford Heights  
5661 Perkins Road  
Bedford Heights, Ohio 44146  
Council District: 9

d. Jennifer Huncharek

City of Garfield Heights  
5555 Turney Road  
Garfield Heights, Ohio 44125  
Council District: 8

e. Angela Zeleznik

City of Independence  
6800 Brecksville Road  
Independence, Ohio 44131  
Council District: 6

f. Mary Eileen Kramer

City of Lakewood  
12900 Madison Avenue  
Lakewood, Ohio 44107  
Council District: 2

g. Kathy Tomaro

City of Lyndhurst  
5301 Mayfield Road  
Lyndhurst, Ohio 44124

Council District: 11

h. William Annandono

Mayfield Village

6621 Wilson Mills Road

Mayfield, Ohio 44143

Council District: 6

i. Christine Allegra

City of North Olmsted

27243 Lorain Road

North Olmsted, Ohio 44070

Council District: 1

j. Jason Marvin

Village of Orange

4600 Lander Road

Orange, Ohio 44022

Council District: 9

k. Sherry Purge

City of Parma

6611 Ridge Road

Parma, Ohio 44129

Council District: 4

l. Denise Debiase

City of Richmond Heights

27201 Highland Road

Richmond Heights, Ohio 44143

Council District: 11

m. Julie Morron

City of Rocky River

21012 Hilliard Boulevard

Rocky River, Ohio 44116

Council District: 1

n. Marvin Lamielle

City of Shaker Heights

3355 Lee Road

Shaker Heights, Ohio 44124

Council District: 9

o. Kevin Nietert

City of South Euclid

1349 South Green Road

South Euclid, Ohio 44121

Council District: 11

p. Marie McManus

City of Strongsville

18688 Royalton Road

Strongsville, Ohio 44136

Council District: 5

2. The Mayor of the City of Bay Village is The Honorable Debbie Sutherland

The Mayor of the City of Bedford is The Honorable Daniel Pocek  
The Mayor of the City of Bedford Heights is The Honorable Fletcher Berger  
The Mayor of the City of Garfield Heights is the Honorable Vic Collova  
The Mayor of the City of Independence is The Honorable Gregory Kurtz  
The Mayor of the City of Lakewood is The Honorable Michael Summers  
The Mayor of the City of Lyndhurst is The Honorable Joseph Cicero  
The Mayor of Mayfield Village is The Honorable Bruce Rinker  
The Mayor of the City of North Olmsted is The Honorable Kevin Kennedy  
The Mayor of the Village of Orange is The Honorable Kathy Mulcahy  
The Mayor of the City of Parma is The Honorable Timothy DeGeeter  
The Mayor of the City of Richmond Heights is The Honorable Daniel Ursu  
The Mayor of the City of Rocky River is The Honorable Pamela Bobst  
The Mayor of the City of Shaker Heights is The Honorable Earl Leiken  
The Mayor of the City of South Euclid is The Honorable Georgine Welo  
The Mayor of the City of Strongsville is The Honorable Thomas Perciak

3.a. The location of the services is:

a. City of Bay Village

27214 Wolf Road

Bay Village, Ohio 44140

Council District: 1

b. City of Bedford

165 Center Road

Bedford, Ohio 44146

Council District: 9

c. City of Bedford Heights

5661 Perkins Road

Bedford Heights, Ohio 44146

Council District: 9

d. City of Garfield Heights

5555 Turney Road

Garfield Heights, Ohio 44125

Council District: 8

e. City of Independence

6800 Brecksville Road

Independence, Ohio 44131

Council District: 6

f. City of Lakewood

12900 Madison Avenue

Lakewood, Ohio 44107

Council District: 2

g. City of Lyndhurst

5301 Mayfield Road

Lyndhurst, Ohio 44124

Council District: 11

h. Mayfield Village

6621 Wilson Mills Road

Mayfield, Ohio 44143

Council District: 6

i. City of North Olmsted

27243 Lorain Road

North Olmsted, Ohio 44070

Council District: 1

j. Village of Orange

4600 Lander Road

Orange, Ohio 44022

Council District: 9

k. City of Parma

6611 Ridge Road

Parma, Ohio 44129

Council District: 4

l. City of Richmond Heights

27201 Highland Road

Richmond Heights, Ohio 44143

Council District: 11

m. City of Rocky River

21012 Hilliard Boulevard

Rocky River, Ohio 44116

Council District: 1

n. City of Shaker Heights

3355 Lee Road

Shaker Heights, Ohio 44124

Council District: 9

o. City of South Euclid

1349 South Green Road

South Euclid, Ohio 44121

Council District: 11

p. City of Strongsville

18688 Royalton Road

Strongsville, Ohio 44136

Council District: 5

3.b. Multiple Council Districts. Please see above.

#### D. Project Status and Planning

1. The project reoccurs annually.

2. N/A

3. N/A

4. N/A

5. N/A

#### E. Funding

1. The project is funded 100% by Specialized Funds given to the Juvenile Court by County Council.

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

3. This project is amendment to the agreements. This amendment increases the funds by \$2,272.72 per municipality for a total of \$47,727.72. This is the first amendment to these agreements.

**BC2013-248**

A. Scope of Work Summary

1.The Division of Children and Family Services (DCFS) is requesting authority to enter into a new contract with Case Western Reserve University (CWRU) for the contract period of 9/1/2013 to 8/31/2015 for evaluation services. The total dollar amount of this contract is \$297,143.87 for the two-year period.

2. The purpose of the Contract is to provide three primary scopes of services in the following areas:

- 1) Cuyahoga Tapestry System of Care (CTSOC) Evaluation;
- 2) Wraparound Training/Skill Development and Fidelity Monitoring, Data Collection, and Reporting;
- 3) Consultation

B. Procurement

1.The procurement method for this project was an RFP released on 12/28/2012. One vendor, CWRU, submitted a proposal.

2. RFP - RQ 25639 is in progress of being approved.

C. Contractor and Project Information

1.The address(es) of all vendors and/or contractors is listed on the attached Principle Owner form. John Sideras/Senior VP of Finance & CFO

D. Project Status and Planning

1. The project reoccurs every two years.

- 2. NA
- 3. NA

E. Funding

1. The project is funded 100% by the General Fund (Health and Human Services Levy).

2. The schedule of payments will be by quarterly invoice.

**6. Other Business**

**BC2013-249 – BC2013-250**

(See item details in Section 6, above)