

**Cuyahoga County Board of Control**  
**December 2, 2013 11:00 A.M.**  
**Lakeside Place - Council Offices - Board Room**  
**323 W. Lakeside Avenue, 4<sup>th</sup> Floor**

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

Item	Requestor	Description	Board Action
BC2013-302	Juvenile Court	<p>Recommending an award on RQ27520 and enter into a contract with Mizanin Reporting Service, Inc. for court reporting services in the amount not-to-exceed \$130,000.00 for the period 1/1/2014 - 12/31/2015.</p> <p>Funding Source: 100% General Funds</p>	<p><input type="checkbox"/> Approve</p> <p><input type="checkbox"/> Disapprove</p> <p><input type="checkbox"/> Hold</p>

**5. New Items for Review**

Item	Requestor	Description	Board Action
BC2013-315	Department of Public Works	<p>Submitting an amendment to Contract No. CE1300423 with Relocation Specialists, Inc. for transition planning, move coordination and management services for the County headquarters and storage consolidation for the period 8/5/2013 - 6/30/2015 for additional funds in the amount of \$46,000.00.</p> <p>Funding Source: 100% General Fund</p>	<p><input type="checkbox"/> Approve</p> <p><input type="checkbox"/> Disapprove</p> <p><input type="checkbox"/> Hold</p>
BC2013-316	Department of Information Technology	<p>Recommending an award on RQ28897 and enter into a contract with Black Creek Integrated Systems Corp. in the amount not-to-exceed \$120,000.00 for maintenance and support on various security systems at the Cuyahoga County Juvenile Justice Center for the period 1/1/2014 - 12/31/2014.</p> <p>Funding Source: 100% General Funds</p>	<p><input type="checkbox"/> Approve</p> <p><input type="checkbox"/> Disapprove</p> <p><input type="checkbox"/> Hold</p>
BC2013-317	Juvenile Court	<p>Juvenile Court, submitting amendments to contracts with various providers for sex offender assessment and community-based treatment services for the period 2/1/2013 - 1/31/2015 to extend the time period to 6/30/2015 and for additional funds:</p> <p>a) Contract No. CE1300075-01 with Applewood Centers, Inc. in the amount of \$70, 000.00.</p>	<p><input type="checkbox"/> Approve</p> <p><input type="checkbox"/> Disapprove</p> <p><input type="checkbox"/> Hold</p>

		<p>b) Contract No. CE1300076-01 with Guidestone in the amount of \$20,000.00.</p> <p>c) Contract No. CE1300078-01 with The Village Network in the amount of \$15,000.00.</p> <p>Funding Source: RECLAIM Ohio Funds and Title IV-E Funds</p>	
BC2013-318	Fiscal Office	<p>Submitting a revenue generating agreement with Geauga County in the amount not-to-exceed \$180,000.00 for digital archiving services for the period 1/1/2014 - 12/31/2016.</p> <p>Funding Source: Revenue Generating</p>	<p><input type="checkbox"/> Approve</p> <p><input type="checkbox"/> Disapprove</p> <p><input type="checkbox"/> Hold</p>
BC2013-319	Fiscal Office	<p>Recommending to amend Board of Control Approval No. BC2013-265, which made an award on RQ28037 to Griffin &amp; Strong, P.C. for a disparity study by changing the time period from 8/29/2013 - 11/30/2014 to 12/2/2013-12/1/2014 and changing the award in the amount not-to-exceed from \$122,200.00 to \$142,000.00.</p> <p>Funding Source: 100% General Fund</p>	<p><input type="checkbox"/> Approve</p> <p><input type="checkbox"/> Disapprove</p> <p><input type="checkbox"/> Hold</p>

**6. Other Business**

**7. Public Comment**

**8. Adjourn**

**Minutes**

Cuyahoga County Board of Control  
November 25, 2013 11:00 A.M.  
Lakeside Place - Council Offices - Board Room  
323 W. Lakeside Avenue, 4th Floor

**1. Call to Order**

The meeting was called to order at 11:07 a.m.

**Attending:**

County Executive Edward FitzGerald  
Councilman Michael Gallagher  
Councilman Pernel Jones  
Director of Procurement and Diversity Lenora Lockett  
Councilman Dale Miller (Alternate for David Greenspan)  
Interim Fiscal Officer Mark Parks

Public Works Director Bonnie Teeuwen.

At the November 25, 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.

2. Review Minutes

There were no corrections to the minutes from the November 18, 2013 Board of Control Meeting. Ed FitzGerald motioned to approve the minutes. Pernel Jones seconded the motion. The minutes were unanimously approved.

3. Public Comment

There was no public comment.

4. Tabled Items

There were no tabled items.

5. New Items for Review

BC2013-312 Department of Health and Human Services/ Community Initiatives Division/Office of Re-entry submitting an amendment to Contract No. CE1200214-01 with Lutheran Metropolitan Ministry for implementation of a Social Enterprise Initiative Program for formerly incarcerated individuals for the period 3/1/2012 - 8/31/2013 to extend the time period to 3/31/2014 and for additional funds in the amount of \$90,000.00. Funding Source: 100% ~~General Funds~~ HHS Levy Funds.

Rick Werner, Director of the Department of Human Services, presented. Rick corrected the source of funds to 100% HHS Levy Funds. Ed FitzGerald motioned to approve the item; Pernel Jones seconded the motion. Lenora Lockett recused herself. Item BC2013-312 was unanimously approved.

BC2013-313 Department of Health and Human Services/ Division of Children and Family Services recommending an award on RQ28757 and enter into a contract with Woods Services, Inc. in the amount of \$210,000.00 for placement services for the period 10/1/2013 - 6/30/2014. Funding Source: 100% Health and Human Services Levy funds.

Rick Werner, Director of the Department of Human Services, presented. Ed FitzGerald motioned to approve the item; Bonnie Teeuwen seconded the motion. Item BC2013-313 was unanimously approved.

6. Other Business

BC2013-314 Department of Public Works recommending an alternative procurement process on RQ29195, which will result in an award recommendation to Bentley Systems Software in the amount not-to-exceed \$13,949.00 for a software subscription services for the period 11/1/2013 - 10/31/2014. Funding Source: Road & Bridge and Sanitary Sewer Funds.

Mike Chambers, Fiscal Officer for the Department of Public Works, presented. Ed FitzGerald motioned to approve the item; Michael Gallagher seconded the motion. Item BC2013-314 was unanimously approved.

#### 9. Public Comment

There was no further public comment.

#### 10. Adjourn

Ed FitzGerald motioned to adjourn; Dale Miller seconded the motion. A motion to adjourn was unanimously approved at 11:23 a.m.

### **4. Tabled Items**

#### **BC2013-302**

##### A. Scope of Work Summary

1. Juvenile Court is requesting approval of award recommendation and approval of a contract for Court Reporting Services with Mizanin Reporting Services, Inc. for the time period of January 1, 2014 to December 31, 2015, with the not-to-exceed amount of \$130,000.00.
2. The primary goal of the program is to provide professional and technical services to conduct court reporting services for Juvenile Court and to provide verbatim transcriptions of proceedings, when needed.
3. N/A.

##### B. Procurement

1. The procurement method for this project was an RFP (#27520). The total value of the RFP is \$135,000.00.
2. The above RFP closed on June 25, 2013. There was a 5% SBE goal.
3. There were two (2) proposals submitted to OPD. These two (2) vendors were submitted for review and one (1) was selected.

##### C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is:  
Mizanin Reporting Service, Inc.  
5755 Granger Road Suite 360  
Independence, Ohio 44131  
Council District: 6
2. James M. Mizanin is the President of Mizanin Reporting Service, Inc.
- 3.a Project is located at:  
Cuyahoga County Juvenile Justice Center

9300 Quincy Avenue  
Cleveland, Ohio 44106

3.b. The project is located in County district: 8

D. Project Status and Planning

1. This project reoccurs annually.
2. N/A
3. N/A
4. N/A
5. N/A

E. Funding

1. The project is funded 100% by the General Fund.
2. The schedule of payments is monthly, by invoice.
3. N/A

**5. New Items for Review**

**BC2013-315**

A. Scope of Work summary

The Department of Public Works requesting to amend a contract, CE1300423, with Relocation Specialists, Inc. to provide additional consulting services in the amount of \$46,000.00. RSI will conduct a review of the County's records management process and make recommendations for improvements.

B. Procurement

RSI was originally procured through an RFQ process. The RFQ was closed on June 12, 2013. There were 2 proposals submitted for review, 1 proposal approved.

C. Contractor and Project Information

1. The address of the vendor is:

Relocation Specialists, Inc.  
3142 Prospect Avenue  
Cleveland, OH 44115  
Council District 7

2. The owners of Relocation Specialists, Inc. are Sheila Ellen Pesarchick and James Stephen Pesarchick, Sr.

D. Project Status and Planning

This is an expansion of the contract's original scope of work through amendment to contract.

Original Contract amount: \$497,730.00

Proposed Amendment 1: \$46,000.00

Total Contract amount: \$543,730.00

#### E. Funding

This service will be funded through the General fund, with payments made upon invoice.

#### **BC2013-316**

##### A. Scope of Work Summary

The Department of Information Technology submitting a contract with Black Creek Integrated Systems Corp. in the amount not-to-exceed \$120,000.00 for maintenance and support for the security systems at the Juvenile Justice Center for the period of one year (1/1/14 - 12/31/14).

B. The proposed contract is an approved RFP Exemption item with materials attached.

C. Black Creek Integrated Systems Corp.

P.O. Box 101747  
Irondale, AL 35210  
Ike Newton

D. The project is an extension of an existing project.

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

#### **BC2013-317**

##### A. Scope of Work Summary

1. Juvenile Court is requesting the approval of contract amendments to various contracts with the below vendors for Sex Offender Assessment and Treatment Services for the time period of February 1, 2013 to January 31, 2015, to extend the time period of the contracts from January 31, 2015 to June 30, 2015 and to increase the not-to-exceed amounts as listed below:

- Applewood Centers, Inc. CE1300075 for an increase in the amount of \$70,000.00, which changes the not-to-exceed value of the contract from \$110,600.00 to \$180,600.00.
- Ohio Guidestone CE1300076 for an increase in the amount of \$20,000.00, which changes the not-to-exceed value of the contract from \$31,600.00 to \$51,600.00.
- The Village Network CE1300078 for an increase in the amount of \$15,000.00, which changes the not-to-exceed value of the contract from \$31,600.00 to \$46,600.00.

2. The primary goal of this program is to provide technical and professional services to provide a range of Sex Offender Assessment and Treatment Services to the Court's juvenile delinquent population.

3. N/A.

##### B. Procurement

1. The procurement method for this project was a RFP (#24878). The total value of this project was \$355,500.00.
2. The RFP was closed on October 3, 2012. There was no SBE participation goal along with this RFP.
3. There were four (4) proposals submitted to OPD. These proposals were submitted for review and all four (4) vendors were selected to provide services to the Court.

#### C. Contractor and Project Information

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

(a) Applewood Centers, Inc.  
10427 Detroit Avenue  
Cleveland, Ohio 44102  
Council District 3

(b) Ohio Guidestone  
202 East Bagley Road  
Berea, Ohio 44017  
Council District: 5

(c) The Village Network  
P.O. Box 518  
Smithville, Ohio 44677  
Council District: N/A

2. The Executive Director of Applewood Centers, Inc. is Melanie K. Falls, the President and CEO of Ohio Guidestone is Richard Frank, and the President of The Village Network is James Miller.

- 3.a The project is located at various county locations.
- 3.b. The project is located in various County Council Districts.

#### D. Project Status and Planning

1. This project reoccurs annually.

#### E. Funding

1. The project is funded 63% by RECLAIM funds and 27% by Title IV-E Funds.
2. The schedule of payments is monthly, by invoice.
3. This project is an amendment to a contract. This amendment will increase the time period of the contracts through June 30, 2015 and will increase the not-to-exceed amounts of the contracts.

### **BC2013-318**

#### A. Scope of Work Summary

Fiscal Office submitting a revenue generating agreement with Geauga County in the amount of up to \$180,000 for microfilming of records for the period of 3 years - 1/1/14 through 12/31/16.

B. Procurement

This project is a revenue-generating, shared services agreement, whereby outside agencies procure the services of Cuyahoga County.

C. Service Recipient Information

Gauga County Archives and Records  
470 Center Street, Building 8D  
Chardon, Ohio 44024  
Linda Burhenne, Director

D. Project Status and Planning

This is a newly executed contract between Cuyahoga County and Geauga County.

E. Funding

N/A this is a revenue generating agreement.

**BC2013-319**

A. Scope of Work

1. Fiscal Office, recommending an award on RQ28037 to Griffin & Strong, P.C. in the amount not-to-exceed ~~\$122,200.00~~ \$142,000 for Cuyahoga County Disparity Study to conduct a Disparity Analysis collecting anecdotal evidence and reporting on findings for the period ~~August 29, 2013 – November 30, 2014~~ 12/2/2013-12/1/2014 (Resolution No. DC2013-153- authority to seek proposals.)

2. The primary goal is for Griffin & Strong, P.C. the consultant to report if there is a disparity between the number of qualified minority and/or female owned businesses that are willing and able to provide the goods and services sought by the County through its procurement process and the number of such businesses that have actually received contract awards directly from the County or through the prime Consultants. The disparity study must supplement this statistical analysis with relevant and reliable anecdotal information.

B. Procurement

1. The procurement method for this project was an RFQ. The total value of the RFQ was estimated at \$100,000.00.

2. The RFQ closed on July 26, 2013.

3. Thirteen (13) RFQ's were pulled from OPD and three (3) vendors responded. Griffin & Strong, P.C. is being recommended for the award based on Griffin & Strong, P.C. scoring the highest in the evaluation criteria outlined in the RFQ.

4. There is 0% SBE goal participation.

5. There is no performance bond required.

#### C. Contractor and Project Information

1. Griffin & Strong, P.C.  
235 Peachtree Street, NE Suite 400  
Atlanta, GA 30303
2. The primary owner is: Rodney K. Strong, Esq.
3. County District: County Wide 3.
4. The estimated completion date of the project is November 2014.

#### D. Project Status and Planning

1. The project is new to the County and will potentially reoccur every five years, per Councilman Jones.
2. The project major milestone are listed below  
August 29, 2013 - County notifies selected consultant  
August 29 – September 20, 2013 - Consultant contract negotiations  
October 7, 2013 - Submission of Awarded Contract for signature  
Mid October - Kick-Off  
By the end of 1st Quarter 2014 - Final Draft of Disparity Submitted  
November 2013 through November 2014 - Public Presentations (as authorized)

3. Under this amendment, the contract would start 12/2/2013.

#### E. Funding

1. The project is funded 100% by the General Fund.
2. The amount of the contract \$142,000.
3. The schedule of payments will be released against the contract accordance with the terms of the contract.