

Cuyahoga County Board of Control
May 12, 2014 11:00 A.M.
Lakeside Place - Council Offices - Board Room
323 W. Lakeside Avenue, 4th Floor

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

5. New Items for Review

Item	Requestor	Description	Board Action
BC2014-119	Department of Public Works	Submitting an amendment to Contract No. CE1300261-01 with Kevin C. Robinette Architect, LLC for general architectural engineering services for the period 4/29/2013 - 4/30/2016, to change the scope of services, effective 5/12/2014 for additional funds in the amount not-to-exceed \$100,000.00. Funding Source: General Funds	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold
BC2014-120	Juvenile Court	Recommending an award on RQ29690 and enter into a contract with The Cleveland Metropolitan Bar Association (5-1) in the amount not-to-exceed \$220,732.00 for the Guardian ad Litem Project for the period 7/1/2014 - 6/30/2016. Funding Source: General Funds	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold
BC2014-121	Department of Public Safety and Justice Services/ Public Safety Grants	Submitting an agreement and contracts with various providers for the FY2012 Title II Juvenile Justice and Delinquency Prevention Block Grant Program for the period 2/1/2014 - 6/30/2014: a) Bellefaire Jewish Children's Bureau in the amount not-to-exceed \$27,750.00. b) Golden Ciphers in the amount not-to-exceed \$60,379.00. c) Mental Health Services for Homeless Person's Inc. dba FrontLine Services in the amount not-to-exceed \$24,150.00. d) Cuyahoga County Court of Common Pleas, Juvenile Division in the amount not-to-exceed \$48,150.00.	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold

		Funding Source: The FY12 JJDP is from the Ohio Department of Youth Services through the Federal Office of Juvenile Justice and Delinquency Prevention.	
BC2014-122	Law Department	<p>Requesting authorization to amend an Engagement Letter with Squire Sanders (US) LLP in connection with the Convention Center Hotel to increase the fixed fee to \$325,000.00 and adding \$80,000 for potential post-closing legal representation, as may be needed, in connection with the Qualified Management Agreement's Rules on booking arrangements as follows: a maximum not to exceed \$15,000 for Phase I through January 1, 2015, if such representation is needed; a maximum not to increase \$15,000 for Phase II in connection with a potential "Consulting Counsel" services, if such representation is needed; and a maximum not to exceed \$50,000 for Phase III in connection with a potential ruling representation, if such representation is needed.</p> <p>Funding Source: 100% proceeds from hotel certificates of participation (Bond proceeds)</p>	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold

6. Other Business

BC2014-123	Fiscal Office	<p>Recommending an alternative procurement process on RQ30604, which will result in an award recommendation in the amount of \$24,500.00 for after hours call center services for the period 6/2/2014 - 12/31/2014.</p> <p>Funding Source: General Funds</p> <p>1. Description of Supplies or Services (If contract amendment, please identify contract time period and/or scope change)</p> <p>Seeking approval of an exemption from aggregation with <u>alternative procurement process to select a qualified organization or consultant that is willing to learn exactly what County provides; able to answer all of the general questions; and relieve the majority of the phone calls without abandoning calls or lengthy wait time. Also, provide a professional, courteous and swift answer to all inbound callers to the Cuyahoga County Fiscal Office and Treasury after business hours Monday – Friday beginning at 4:00 PM and ending at 8:30 AM the next day; Saturday and Sunday 24 hours per day; and providing a seamless transition when directing challenging or perplexing calls</u></p>	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold
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		<p>to the Fiscal Office and Treasury; produce a weekly report that examines and analyzes the number of calls, types of calls Cuyahoga County receives on a daily basis.</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 time period for use of the Call Center Services is approximately 3 months, utilizing the maximum amount of minutes not to exceed the cost of \$24,500.00</p> <p>3. Rationale Supporting the Use of the Selected Procurement Method (include state contract # or GSA contract # and expiration date)</p> <p>The Call Center is requesting to limit the bidding process to the following vendors:</p> <p>If the exemptions is granted, the bid process will be conducted in the BuySpeed Online System in cooperation with the Office of Procurement and Diversity to insure a positive result for the County.</p> <p>4. What other available options and/or vendors were evaluated? If none, include the reasons why.</p> <p>There were three (3) vendors notified, TeleDirect Call Centers; Call Experts and New Prospect Contact Centers. The Fiscal Office & Treasury will evaluate all bids and will award to contractors that will best meet the need of the County.</p> <p>5. What ultimately led you to this product or service? Why was the recommended vendor selected?</p> <p>The high volume of calls the county receives during tax collection and dog licensing would allow staff to focus in areas more essential for the office.</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.</p> <p>Competitive bid will be conducted with the following Vendors TeleDirect Call Centers; Call Experts and New Prospect Contact Center, and on BuySpeed for 10 days.</p>	
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		<p>The Department would like to purchase the maximum amount of minutes by a Call Center vendor that has been proven to be the most cost effective over time.</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>Incorporate another category breaking down the types of the phone servicing agencies.</p>	
<p>BC2014-124</p>	<p>Department of Health and Human Services/ Division of Children and Family Services</p>	<p>Recommending an alternative procurement process on RQ30770, which will result in an award recommendation in the amount not-to-exceed \$8,800.00 for rental of space and related services for the National Adoption Finalization Day event to be held on November 22, 2014, in connection with Cuyahoga County Adoption Awareness Month.</p> <p>Funding Source: 32% Federal (Title IV-E Admin); 68% HHS Levy</p> <p>1. Description of Supplies or Services (If contract amendment, please identify contract time period and/or scope change).</p> <p>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 22, 2014 at an amount not to exceed \$8,800.00</p> <p>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.</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>Estimated Dollar Amount: \$8,800.00 Funding Codes: Index Code CF135582; Index Code 0278; Object Code, HO0060 Funding Breakdown: 32% Federal (Title IV-E Admin); 68% Health and Human Service Levy.</p>	<p><input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold</p>

	<p>3. Rationale Supporting the Use of the Selected Procurement Method (include state contract # or GSA contract # and expiration date)</p> <p>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.</p> <p>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.</p> <p>4. What other available options and/or vendors were evaluated? If none, include the reasons why.</p> <p>None – DCFS has encountered a limited number of venues that can supply the services requested.</p> <p>5. What ultimately led you to this product or service? Why was the recommended vendor selected?</p> <p>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.</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.</p> <p>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.</p>	
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		<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>DCFS plans to issue a RFP for these services to vendors who meet the specific requirements only.</p>	
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7. Public comment

8. Adjourn

Minutes

Cuyahoga County Board of Control
 May 5, 2014 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 11:05 a.m.

Attending:

- County Executive Ed FitzGerald
- Councilman Michael Gallagher
- Councilman Dave Greenspan
- Director of Procurement and Diversity Lenora Lockett
- Councilman Dale Miller (Alternate for Councilman Pernel Jones)
- Director of Public Works Bonnie Teeuwen

2. Review Minutes

Ed FitzGerald motioned to approve the minutes from the April 28, 2014 Board of Control meeting, as written. Lenora Lockett 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

BC2014-107 Department of Public Works Submitting an amendment to Contract No. CE08166-01 with Euthenics, Inc. for consultant services for improvement of Pleasant Valley Road/Bagley Road from

Pearl Road to York Road in the Cities of Middleburg Heights and Parma to change the scope of services and for additional funds in the amount not-to-exceed \$219,388.51. Funding Source: Road and Bridge Funds.

Bonnie Teeuwen presented. Ed FitzGerald motioned to approve the item; Michael Gallagher seconded the motion. Item BC2014-107 was unanimously approved.

BC2014-108 Department of Development Requesting approval of a Community Housing Development Organization loan in the amount not to exceed \$450,000.00 to assist in the creation of 66 permanent supportive affordable housing units for the Emerald Alliance VIII project in Cleveland, OH. Funding Source: Federal HOME Investment Partnership Program Funds.

Paul Herdeg, Department of Development, presented. Ed FitzGerald motioned to approve the item; Bonnie Teeuwen seconded the motion. Item BC2014-108 was unanimously approved.

BC2014-109 Department of Development Requesting approval of a HOME loan in the amount not to exceed \$350,000.00 to assist in the rehabilitation of 179 affordable senior housing units for the Westerly III project in Lakewood, OH. Funding Source: Federal HOME Investment Partnership Program Funds.

Paul Herdeg, Department of Development, presented. Ed FitzGerald motioned to approve the item; Dale Miller seconded the motion. Item BC2014-109 was unanimously approved.

BC2014-110 Department of Public Safety and Justice Services/Public Safety Grants Recommending to amend Board of Control Approval No. BC2013-331 dated 12/16/2013, which approved an agreement with Northeast Ohio Regional Fusion Center for reimbursement of eligible expenses in connection with the FY2012 State Homeland Security-Law Enforcement Grant Program by changing the amount not-to-exceed from \$135,800.00 to \$97,448.00 and by changing the time period from 9/1/2012 - 4/30/2014 to 9/1/2012-5/15/2014. Funding Source: Department of Homeland Security via the Ohio Emergency Management Agency.

Felicia Harrison, Department of Public Safety, presented. Ed FitzGerald motioned to approve the item; Bonnie Teeuwen seconded the motion. Item BC2014-110 was unanimously approved.

BC2014-111 Department of Health and Human Services/Community Initiatives Division/ Office of Homeless Services submitting an agreement with Bowman Systems L.L.C in the amount of \$26,335.00 for software maintenance and support on the Homeless Management Information System for the period 1/1/2013 - 12/31/2014. Funding Source: 100% General Funds HHS Levy.

Rick Werner, Director of Human Services, presented. Ed FitzGerald motioned to approve the item; Dale Miller seconded the motion. Item BC2014-111 was unanimously approved.

BC2014-112 Department of Health and Human Services/Community Initiatives Division/ Office of Homeless Services submitting an agreement with City of Cleveland in the amount not to exceed \$407,093.00 for implementation of the Emergency Solutions Grant Program for the period 1/1/2014 - 12/31/2014. Funding Source: FY 2013 Emergency Solutions Grant funds awarded by the U.S. Department of Housing & Urban Development (HUD).

Rick Werner, Director of Human Services, presented. Ed FitzGerald motioned to approve the item; Dale Miller seconded the motion. Item BC2014-112 was unanimously approved.

BC2014-113 Department of Health and Human Services/Community Initiatives Division/ Office of Homeless Services Recommending an award on RQ30759 and enter into a contract with Emerald Development & Economic Network, Inc. in the amount not-to-exceed \$171,308.00 for administration of the Supportive Housing Rental Assistance Program in connection with the FY2012 U.S McKinney-Vento Homeless Assistance Grant for the period 4/1/2014 - 3/31/2017.

Funding Source: 100% by the FY 2012 U.S. Department of Housing & Urban Development, McKinney-Vento Homeless Assistance Grant

Rick Werner, Director of Human Services, presented. Ed FitzGerald motioned to approve the item; Bonnie Teeuwen seconded the motion. Item BC2014-113 was unanimously approved.

BC2014-114 Department of Health and Human Services/Office of Reentry recommending an award on RQ28837 and enter into a contract with Recovery Resources (19-3) in the amount not-to-exceed \$230,000.00 for Reentry Redirection for the Jail Diversion Program for the period 5/1/2014 - 10/31/2015. Funding Source: 56.5% by the HHS General Fund and 43.5 % by the Sheriff Commissary Fund.

Rick Werner, Director of Human Services, presented. Ed FitzGerald motioned to approve the item; Dale Miller seconded the motion. Item BC2014-114 was unanimously approved.

6. Other Business

BC2014-115 Sheriff's Department a) Submitting an RFP exemption which will result in amendment to agreements with various providers for real estate appraisal services for Sheriff's sales for the period 1/1/2012 - 1/1/2014, to extend the time period to 8/2/2014, and for additional funds based on the existing fee schedule set forth by the Cuyahoga County Common Pleas Court's Rules of the General Division, Rule 27; and

b) Recommending to amend agreements with various providers for real estate appraisal services for Sheriff's sale for the period 1/1/2012 - 1/1/2014, to extend the time period to 8/2/2014 and for additional funds based on the existing fee schedule set forth by the Cuyahoga County Common Pleas Court's Rules of the General Division, Rule 27:

- a) John W. Andrews
- b) Mark Butler
- c) Gregory W. Conte
- d) Thomas P. Hogan
- e) Paul D. Kinczel
- f) John H. Koz
- g) Ruth A. Lassiter
- h) Wayne F. Levering
- i) Christopher J. Loftus
- j) Paul G. McLaughlin
- k) Stanley R. Patriski

- l) Daniel J. Rocco
- m) Crystal A. Williams

Funding Source: 100% proceeds generated from sale of parcels at the Sheriff's Foreclosure & Tax Sales

Beth Supan, Sheriff's Department, presented. Ed FitzGerald motioned to approve the item; Bonnie Teeuwen seconded the motion. Item BC2014-115 was unanimously approved.

BC2014-116 Sheriff's Department a) Submitting an RFP exemption which will result in amendment to agreements with various providers for real estate appraisal services for Sheriff's sale for the period 5/1/2012 - 4/30/2014, to extend the time period to 8/2/2014, and for additional funds based on the existing fee schedule set forth by the Cuyahoga County Common Pleas Court's Rules of the General Division, Rule 27; and

b) Recommending to amend agreements with various providers, for real estate appraisal services for Sheriff's sales for the period 5/1/2012 - 4/30/2014, to extend the time period to 8/2/2014 and for additional funds prescribed by the fee schedule set forth by the Cuyahoga County Common Pleas Court's Rules of the General Division, Rule 27:

- a) Brent T. Bailey
- b) Lana Blaze
- c) Vernon A. Blaze
- d) Bradford E. Charnas
- e) Thomas P. Costello
- f) Marilyn J. Fandrich
- g) William J. Gaydos
- h) Cathleen A. Higgins
- i) Brian E. Lynch
- j) John J. Rusnov
- k) Michael D. Wagner

Funding Source: 100% proceeds generated from sale of parcels at the Sheriff's Foreclosure & Tax Sales

Beth Supan, Sheriff's Department, presented. Ed FitzGerald asked why the appraisers were brought forward as two separate items. Ms. Supan explained that it was due to the fact that the two groups of appraisers had different start dates for their contracts. Ed FitzGerald motioned to approve the item; Dale Miller seconded the motion. Item BC2014-116 was unanimously approved. Councilman Gallagher abstained.

BC2014-117 Department of Public Safety and Justice Services Requesting approval of an alternative procurement process on RQ30780, which will result in an award recommendation to City of Broadview Heights in the amount of \$30.00 (\$1.00 per year) for lease of land located in Brecksville Township, Lot No. 40 for an Emergency Operations Center/Special Operations Facility. Funding Source: 100% General Fund

Felicia Harrison presented. Ed FitzGerald motioned to approve the item; Michael Gallagher seconded the motion. Item BC2014-117 was unanimously approved.

BC2014-118 Department of Health and Human Services/ Division of Children and Family Services a) Requesting an exemption from aggregation on RQ28786 resulting in an award and enter into contract with East End Neighborhood House Association in the amount not-to-exceed \$320,464.00 for neighborhood collaborative services for the Family to Family Neighborhood System of Care program for the period 5/1/2014 - 4/30/2015; and

b) Recommending an award on RQ28786 and enter into a contract with East End Neighborhood House Association in the amount not-to-exceed \$320,464.00 for neighborhood collaborative services for the Family to Family Neighborhood System of Care program for the period 5/1/2014 - 4/30/2015.

Funding Source: 43.7% Federal; 56.3% Health and Human Services Levy

Rick Werner, Director of Human Services, presented. Councilman Miller asked why the Department recommends only a one year contract, and about the types of performance issues that need to be monitored. Mr. Werner responded that the County is reviewing a situation where East End supposedly referred a small number of families and children to an organization lead by the spouse of East End's Director. The shorter term contract provides the County with continued services and adequate time to monitor performance, while retaining some amount of leverage over the organization to resolve the issues on a timely basis in order to qualify for potential extension of the program contract. Ed FitzGerald motioned to approve the item; Bonnie Teeuwen seconded the motion. Item BC2014-118 was unanimously approved.

7. Public Comment

There was no further public comment.

8. Adjourn

Ed FitzGerald motioned to adjourn the meeting; Michael Gallagher seconded the motion. The motion to adjourn was unanimously approved at 11:31 a.m.

5. New Items for Review

BC2014-119

A. Scope of Work Summary

1. Department of Public Works requesting approval of a amendment with Kevin C. Robinette Architects, LLC for a not to exceed cost of \$100,000.00.

2. The primary goal of this general architectural-engineering services contract is to provide additional architectural-engineering services that was not anticipated for the MetroHealth/Sheriff work, Justice Center Security System and various County Court Room work.

The purpose of this amendment is to provide additional architecture-engineering support services not anticipated during the execution of the original Agreement.

3.N/A

B. Procurement

1. The procurement method for this project was RFQ. The total value of the RFQ is \$250,000.00.

2. The RFQ was closed on February 5, 2013. There is a 30% SBE on this RFQ.
3. There were 11 proposals submitted for review, 2 proposals approved (two separated contracts at @ \$250,00.00 each, which was submitted under separate items).

C. Contractor and Project Information

1. The address of the vendor is:

Kevin C. Robinette Architecture, LLC
2091 South Belvoir Boulevard
South Euclid, OH 44121
Council District: various

2. A. The Principal Owner Form for Kevin C. Robinette is included as an attachment.
3. a. The location of the project is: Metrohealth/Sheriff located at the Cuyahoga County Justice Center and the County Court Room.

D. Project Status and Planning

1. The project is a new project to the County.
2. N/A
3. N/A
4. N/A
5. N/A

E. Funding

1. The project is funded 100% by County General Fund.
2. The Schedule of payments is by invoice.
3. This is an amendment to a contract. This amendment changes the value and is the first amendment of the contract.

BC2014-120

A. Scope of Work Summary

1. Juvenile Court is requesting approval of award recommendation and approval of a contract for Guardian ad Litem (GAL) Project with The Cleveland Metropolitan Bar Association, for the period of July 1, 2014, - June 30, 2016, with funds in the not-to-exceed amount of \$220,732.00.
2. The primary goal of this service is to provide a range of training, education and information for the individuals who serve as guardian ad litem (GAL) at Juvenile Court. (A GAL is a court-appointed person who serves to represent the interests of a juvenile in the system.)
3. N/A.

B. Procurement

1. The procurement method for this project was an RFP (#29690). The total value of this contract is \$220,732.00.
2. The above RFP closed on February 3, 2014. There was no SBE goal.
3. There was one proposal pulled from OPD, one proposal submitted for review, and one approved.

C. Contractor and Project Information

1. The Cleveland Metropolitan Bar Association
1301 East Ninth Street, Second Level
Cleveland, Ohio 44115

Council District: 7

2. The Executive Director of this professional organization is David R. Watson.

3.a. The location of the service is County-wide.

3.b. N/A

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 100% funded by the General Fund.

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

3. N/A

BC2014-121

Title: Public Safety and Justice Services, 2014 submitting Contracts and Agreements in connection with the 2012 Title II JJD Formula Grant.

A. Scope of Work Summary

1. Department of Public Safety and Justice Services, Public Safety Grants Submitting Contracts and Agreements with the following vendors in connection with the 2012 Title II Formula Grant (FY12 JJD):

A. Bellefaire Jewish Children's Bureau in the amount of \$27,750.00

B. Mental Health Services for Homeless Person's Inc., DBA FrontLine Service in the amount of \$24,150.00.

C. Golden Ciphers in the amount of \$60,379.00.

D. Cuyahoga County Court of Common Pleas, Juvenile Division in the amount \$48,150.00.

All contracts are for the time period of 2/1/2014 through 6/30/2014. There is no match associated with this grant.

2. The primary goal of the Title II Formula Grant (2012 JJD) is to reduce Disproportionate Minority Contact at the arrest decision point.

B. Procurement

1. An RFP exemption was approved on March 24, 2014 (BC2014-73) and is attached.

C. Contractor and Project Information

Bellefaire, Jewish Children's Bureau

22001 Fairmount Blvd.

Shaker Heights, Ohio 44118

Adam Jacobs, President

Mental Health Services for Homeless Persons, Inc., DBA FrontLine Service
1744 Payne Avenue
Cleveland, Ohio 44114
Susan Neth, Executive Director

Golden Ciphers
5704 Broadway Avenue
Cleveland, Ohio 44127
Pam Hubbard, Executive Director

Cuyahoga County Court of Common Pleas, Juvenile Division
9300 Quincy Avenue
Cleveland, Ohio 44106
Marita Kavalec, Court Administrator

D. Project Status and Planning

1. The JJDP grant occurs annually.

E. Funding

The FY12 JJDP is from the Ohio Department of Youth Services through the Federal Office of Juvenile Justice and Delinquency Prevention.

BC2014-122

A. Summary Scope of Work

Authorizing amendment of Engagement Letter with Squire Sanders (US) LLP in connection with the Convention Center Hotel to increase the fixed fee to \$325,000.00 and adding \$80,000 for potential post-closing legal representation, as may be needed, in connection with the Qualified Management Agreement's Rules on booking arrangements as follows: a maximum not to exceed \$15,000 for Phase I through January 1, 2015, if such representation is needed; a maximum not to increase \$15,000 for Phase II in connection with a potential "Consulting Counsel" services, if such representation is needed; and a maximum not to exceed \$50,000 for Phase III in connection with a potential ruling representation, if such representation is needed.

This item seeks to amend the fee arrangement with Squire Sanders in order to account for additional services provided in connection with financing of the convention center hotel and potential future needs. Some of the costs are being shifted from underwriter counsel to issuer counsel.