

Cuyahoga County Board of Control  
County Administration Building, 4<sup>th</sup> Floor

October 11, 2011 11:00 AM

1. Call to Order
2. Review and Approve Minutes
3. Public Comment
4. Tabled Items Returned for Review

Item	Requestor	Description	Board Action
BC2011-72	Department of Public Safety and Justice Services	Submitting an amendment to Agreement No. AG1000274-01 with City of Cleveland for planning, training, exercises, equipment and grant administration in connection with the FY2008 Urban Area Security Initiative for the period 9/1/2008 - 8/1/2011 for additional funds in the amount not-to-exceed \$424,834.00.  Funding Source: FY2008 Urban Area Security Initiative	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold

5. New Items for Review

Item	Requestor	Description	Board Action
BC2011-89	Department of Public Works	Requesting payment of an additional settlement in the amount of \$10,500.00 in connection with the appropriation of property rights for the grading, draining and paving of Bainbridge Road from S.O.M. Center Road to the Solon East Corporation Line in the City of , Solon Parcel No. 57-Tin satisfaction of judgment in Cuyahoga County Probate Court Case No. 2009 ADV 0149087, Cuyahoga County et. al vs. J. McNamara et. al  Funding Source: 50% NOACA-STP/50% \$7.50 License Fund	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold
BC2011-90	Office of Procurement & Diversity	Recommending an award: Juvenile Court a) on RQ20585 to Mizanin Reporting Service, Inc. (10-3) in the amount not-to-exceed \$113,333.34 for transcription services for the period 1/1/2012 - 12/31/2013.  Funding Source: 100% General Fund	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold
BC2011-91	Department of Health and Human Services	Office of Homeless Services, submitting a contract with Stella Maris, Inc. in the amount not-to-exceed \$195,000.00 for transitional housing and recovery services for homeless men for the period 7/1/2011- 6/30/2012.  Funding Source: 100% Health and Human Services Levy Funds	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold

BC2011-92	Department of Health and Human Services	Family & Children First Council, submitting an agreement with Educational Service Center of Cuyahoga County in the amount not-to-exceed \$240,000.00 for administration of the Families and Schools Together Program for the period 7/1/2011 - 6/30/2012.  Funding Source: 100% Federal TANF Funds	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold
BC2011-93	Department of Health and Human Services	Department of Senior & Adult Services, submitting an amendment to Contract No. CE1100036-02 with Catholic Charities Community Services Corporation on behalf of St. Martin de Porres Family Center for the Community Social Services Program for the period 1/1/2011 - 12/31/2012 for additional funds in the amount of \$25,369.00.  Funding Source:100% Health and Human Services Levy	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold
BC2011-94	Information Service Center	1. Requesting a sole source and exemption request for Unify Solutions, Inc. for IT consultant services in connection with the County's Office of Human Resources SAP payroll system. The exemption is needed to bridge the program from its historical contracts and maintenance structure. The ISC has reduced this service by one of three consultants since May. An additional consultant will be reduced once open enrollment is complete. ISC will then re-evaluate and ultimately competitively procure this service in the future.  2. Information Services Center, submitting a contract with Unify Solutions, Inc. in the amount not-to-exceed \$380,000.00 for consultant services for SAP application development for the period 7/1/2011 - 6/30/2012.  Funding Source:100% General Fund	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Hold

6. Other Business

A) Exemption from Aggregation of Contracts per *Cuyahoga County Board of Control, Contracting and Purchasing Ordinance, Section 2.5*

Item	Requestor	Description	Board Action
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7. Public Comment

8. Adjournment

## **2. Review and Approve Minutes**

MINUTES  
Cuyahoga County Board of Control  
Cuyahoga County Administration Building  
4<sup>th</sup> Floor-Multipurpose Room  
Monday, October 3, 2011-11:00 p.m.

1. Call to Order

Meeting was called to order at 11:04 a.m.

2. Review and Approve Minutes

A motion was made by Ed FitzGerald, seconded by Michael Gallagher to approve minutes as written.

3. Public Comment

There was no public comment.

4. Tabled Items for Review

There were no tabled items for review

5. New Items for Review

BC2011-86 Department of Health and Human Services 1) Employment & Family Services, submitting a state contract with Northwoods Consulting Partners, Inc. in the amount not-to-exceed \$284,439.76 for maintenance on the Electronic Document Management System for the period 7/1/2011 - 6/30/2012.

2) Employment & Family Services, submitting a state contract with Northwoods Consulting Partners, Inc. in the amount not-to-exceed \$70,600.00 for maintenance on the Compass Appointment Manager System for the period 7/1/2011 - 6/30/2012.

Funding Source: 100% by PA (Public Assistance) Linkage Funding

Motion to approve by Ed FitzGerald, Seconded by Dale Miller. Item Approved

BC2011-87 Office of Human Resources Submitting an agreement with Cuyahoga County Court of Common Pleas, General Division Laboratory the amount not-to-exceed \$102,000.00 for toxicology services for the period 8/1/2011- 7/31/2014.

Funding Source: 100% General Fund

Motion to Approve by Ed FitzGerald, Seconded by Bonnie Teeuwen. Item Approved

BC2011-88 Department of Health and Human Services Submitting a contract with Case Western Reserve University on behalf of The Begun Center for Violence Prevention Research and Education in the amount not-to-exceed \$425,000.00 for evaluation and planning services for various initiatives for the Cuyahoga Tapestry System of Care for the period 7/1/2011 - 6/30/2012.

Funding Source: 100% Health and Human Services Levy

Motion to Approve by Ed FitzGerald . Seconded by Wade Steen. Item Approved.

6. Other Business

Columbus Day Holiday Observance-Meeting changed to Tuesday, October 11<sup>th</sup> at 11:00 a.m.

7. Public Comment

There was no public comment

8. Adjournment

Motion to Adjourn by Ed FitzGerald, Seconded by Wade Steen. Meeting was adjourned at 11:28 a.m.

**4. Tabled Items Returned for Review**

BC2011-72

Agency/Dept. Name: Department of Public Safety and Justice Services

Type of Request: Agreement/Amendment

SUMMARY OF REQUESTED ACTION:

Title: Public Safety and Justice Services 2011 City of Cleveland Agreement Amendment FY08 UASI

1. Scope of Work

1. Summary: Department of Public Safety and Justice Services requesting approval of an amendment to Agreement No. AG1000274-01 with City of Cleveland for the anticipated cost of \$424,834.00. The anticipated start-completion dates are 09/01/2008- 12/31/2011.

2. The primary goals of the project are:

- Provide funding for First Responders to prepare for, prevent, respond to and recover from natural and man-made disasters.
- Provide funding for homeland security related equipment, trainings, exercises

B. Procurement:

1. The procurement method for this project was a reimbursement agreement. The total value of the agreement is \$2,024,83400.

2. The agreement is being extended to allow completion of all grant funded projects.

C. Contractor and Project Information:

1. The address is: City of Cleveland 601 Lakeside Avenue Cleveland, Ohio  
44114 Council District 07 2, The Mayor of the City of Cleveland is Frank Jackson.

D. Project Status and Planning:

1. The UASI grant is awarded yearly based on DHS receiving funding from Congress and including Cleveland/Cuyahoga County in the list of recipient Urban Areas.
2. The project's term has already begun. The reason there was a delay in this request is approval of project budget by Ohio Emergency Management Agency. Additionally, a FY08 UASI grant extension was granted by FEMA and OEMA. This extension allows the amended time period to City of Cleveland.

E. Funding

1. The project is funded 100% by DHS/FEMA through Ohio Emergency Management Agency. The FY08 UASI grant is the only funding source for this project.
2. The grant is a reimbursement grant. Expenses are submitted for reimbursement as they occur.
3. The project is an amendment to AG1000274.0L This amendment changes the performance period from 9/1/2008- 8/1/2011 to 12/31/2011, and the total value to \$2,024,834.00. This is the first amendment of the contract.

UASI grant history with the City of Cleveland:

FY2004- \$5,199,374.00  
 FY2005- \$3,742,549.00  
 FY2006- \$2,300,000.00  
 FY2007 - \$3,006,270.69

Procurement Method: Intergovernmental agreement  
 Funding source: 100% by DHS/FEMA through Ohio Emergency Management Agency  
 Total Amount Requested: \$424,834.00

**5. New Items for Review**

BC2011-89

Agency/Dept. Name: County Engineer  
 Type of Request: Other

**SUMMARY OF REQUESTED ACTION:**

County Public Works Department informing Council that a jury verdict has become final, compensating for property rights for the temporary taking of 1,694 sq. ft. in connection with the grading, draining and paving of Bainbridge Road (CR-83) from S.O.M. Center Road to the Solon Eastern Corporate Line, in the City of Solon, PID #79457, Federal Project #E080298.

Parcel: 57-T (Temporary Easement) Owners: John K. and May Y. McNamara  
 35750 Bainbridge Road  
 Solon, Ohio 44139

Request for payment of Jury Verdict in Appropriation Case (additional compensation in the amount of \$10,500.00). This is a confirmation of a jury verdict in the total amount of \$13,600.00, in Cuyahoga County Probate Court case No. 2009 ADV 0149087. The jury verdict exceeds the FMVE, as originally determined by an ODOT pre-qualified appraiser and review appraiser, by \$10,500.00. All pending appeals have been exhausted

and the verdict is now final. The original value analysis on this parcel was completed on 10/30/08. The value of the temporary easement was determined to be \$3,100.00. That amount was deposited with the Probate Court when the Complaint for Appropriation was filed. After the filing of the Complaint and in preparation for trial, an updated appraisal was obtained on 03/19/10. The updated appraisal included small increases in the value of the trees and a small increase in the value of the land. The total amount due the owners under the updated appraisal was \$4,000.00. The attorneys for the property owners made an initial demand of \$51,000.00. Subsequently, the property owners presented a demand of \$50,000.00. They presented unsubstantiated information from a real estate agent prior to trial, but no appraisal. At trial our appraisal of \$4,000.00 for the temporary take was entered into evidence through expert testimony. As allowed under Ohio law, the property owner testified as to her opinion that the value of the take was \$69,200.00, but provided no expert testimony. On June 22, 2010, a jury verdict was reached in the amount of \$13,600.00. On June 23, 2011, the Court of Appeals affirmed the Jury's Verdict in case No. CA-10-095833.

**PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):**

Purpose/outcome- To satisfy the jury verdict in the total amount of \$13,600.00.

Funding source: Road and Bridge  
Total Amount Requested: \$

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BC2011-90

Agency/Dept. Name: Office of Procurement and Diversity  
Type of Request: Award Recommendation

**SUMMARY OF REQUESTED ACTION:**

Office of Procurement & Diversity, recommending an award:  
Juvenile Court - on RQ20585 to Mizanin Reporting Service, Inc., in the amount Not-to-Exceed amount of \$113,333.34, for Court Transcription Services, for the period January 1, 2012 through December 31, 2013.

**PURPOSE/OUTCOMES- PRINCIPAL OWNER(S):**

The vendor will provide accurate original transcriptions of recorded sessions on an as- needed basis. Transcribing will be invoiced per the quoted prices per the formal competitive bid process on RQ20585.

Primary Ownership: Mizanin Reporting Service, Inc., 5755 Granger Road, Suite 360, Independence Tower, Independence, Ohio 44131 - James M. Mizanin, Owner

Procurement Method: Competitive Bid  
Funding source: General Fund  
Total Amount Requested: \$113,333.34

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BC2011-91

## **Summary of Requested Action**

**Title:** Office of Homeless Services/ Health & Human Services; FY 2011; Stella Maris, Inc., Contract; Transitional housing services for homeless, chemically addicted men, 1320 Washington Avenue, Cleveland, OH 44113.

### **A. Scope of Work Summary**

1. Office of Homeless Services requesting approval of a contract with Stella Maris, Inc. for the anticipated cost of \$195,000.00. The anticipated start-completion dates are July 1, 2011 – June 30, 2012.
2. The primary goals of the project are to provide:
  - Basic shelter to homeless men
  - Outpatient treatment services at the Stella Maris site,
  - Job readiness and placement assistance,
  - Links with services in the community
  - Links to permanent housing
3. N/A

### **B. Procurement**

An “RFP Exemption Request” was submitted to the Executive. The Request Letter is attached for review.

### **C. Contractor and Project Information**

1. The vendor’s address is:  
Stella Maris, Inc.  
1320 Washington Avenue  
Cleveland, OH 44113  
Council District (7)
2. Stella Maris, Inc. is a non-profit organization. The acting Executive Director is Dr. Robert Smith; he can be reached at (216) 781-0550.
3. The Stella Maris TH project is located at 1320 Washington Avenue, Cleveland, OH, 44113.

### **D. Project Status and Planning**

1. The Contract covers shelter services that are used on an annual basis .
2. N/A
3. N/A
4. The Contract period has already started (July 1, 2011). There are two reasons there was a delay in submitting the request: a) the agency director has been out on sick leave for several months which delayed the agency’s internal contract renewal process, and b) the County has implemented new procedures that have further delayed contract approval.
5. N/A

### **E. Funding**

1. The contract is funded 100% through General Fund, HHS Levy dollars.
2. The schedule of payments is by vendor invoice.
3. N/A

**Copy of Exemption Letter:**

To: Ed FitzGerald, County Executive

From: Ruth Gillett, Manager Office of Homeless Services

Date: 8/22/11

Re: **Contract – Stella Maris, Inc., to operate a 20 bed transitional housing program for chemically addicted, homeless men.**

I am seeking your approval for an exemption to the RFP process for Stella Maris, Inc. for transitional housing management and services required to serve 20 men, at a point in time, at 1320 Washington Avenue Cleveland, Ohio. The FY 2011 Contract amount is **\$195,000.00**. This amount is \$5,981.00 less than the FY 2010 amount. It reflects a 3% budget reduction. This contract is financed with **Health & Human Services Levy dollars**.

**Background**

The City of Cleveland and Cuyahoga County have partnered to respond to the need for emergency shelter for homeless men and women since 1993. In FY 2005, due to extreme overcrowding, the City permitted the community to utilize the vacant Benjamin O. Harris, Aviation High School for emergency, overflow shelter for men. Immediately upon opening this site, the census at the High School averaged 140 men/night.

In FY 2007, the City received a letter from the Federal Aviation Administration (FAA) demanding that Aviation High School be immediately vacated. The NAA deemed the shelter use a security risk to the Municipal Airport which it bordered. Failure to comply would result not only in fines, but other administrative repercussions that would negatively impact the City's operation of Cleveland Hopkins Airport..

As a result of this notification, the community rushed to develop alternative sheltering options to accommodate the men who had been at Aviation High School. One of these was Stella Maris, Inc.. Stella Maris provides detoxification, in patient, and outpatient treatment services to both insured and indigent persons. These services have been funded through State and local Alcohol and drug Addiction Agency contracts. In the mid 2000's, the funding approach for these services began to de-emphasize "in patient" or residential treatment – this resulted in Stella Maris having 20 beds that could immediately be made available to accommodate the overflow population from the High School, and 2100 Lakeside Ave.

Of significant benefit to the community, was that men referred to these beds would be able to access the outpatient services provided to other residents and clients of Stella Maris. Stella Maris offered to provide employment and housing assistance to men as they left the facility.

**Current Services**



Stella Maris, Inc. has demonstrated that it has both the facility management capacity and the AOD expertise to serve the indigent male population. Basic shelter with meals, showers, laundry, links to client centered resources, and Intensive Out Patient support are provided. Outcome data confirm that of the 60 + clients served annually, over 80% leave the program with employment and permanent housing. Referrals come directly from 2100 Lakeside, assisting in reducing the number of men at that facility.

### **Request**

An exemption is requested for the following reasons:

- The initial contract was developed within the context of an immediate and urgent need to close Aviation High School, and to establish additional shelter beds in the community very quickly.
- Over the past 3 years, Stella Maris has become an integral part of the Continuum of Care for reducing long term homelessness in our community.
- Over 50% of indigent homeless men self-report having alcohol and/or drug related issues. Prior to the initiative with Stella Maris, these men had few opportunities to access drug treatment services. This effort has significantly increased access for this population.
- Stella Maris, Inc. has continued to receive State and Local AOD funds. This Contract successfully leverages these resources to serve an underserved and highly afflicted population.

During FY 2011, the Office of Homeless Services will conduct an RFP based on the direction of the Office of Procurement and Diversity.

Thank you for your consideration of this request.

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BC2011-92

**Title:** Family and Children First Council, 2011, Educational Services Center, Interagency Agreement, Families and Schools Together (FAST), 5811 Canal Rd, Valley View, OH 44125

### **A. Scope of Work Summary**

1. Family and Children First Council, requesting approval of an interagency agreement with Educational Services Center for the anticipated cost of \$240,000. The anticipated start-completion dates are 07/01/2011-06/30/2012
2. The primary goals of the project are:
  - i. Serve as the fiscal agent for the disbursement and monitoring of funds
  - ii. Enter into contracts with identified trainers and vendors to provide school and community based programming related to the project and reimburse trainers and vendors according to the FAST budget guidelines and fiscal procedures
  - iii. Enter into contracts with identified trainers and vendors to provide the annual FASTWORKS event
3. Not applicable

### **B. Procurement**

1. The procurement method for this project was a grant agreement. The total value of the interagency agreement is \$240,000.00.
2. The interagency agreement was closed on 08/29/11. NA

3. The proposed agreement received an RFP exemption on 7/25/11. The approval letter is attached for review.

## **B. Contractor and Project Information**

1. The address(es) of all vendors and/or contractors is :  
Educational Services Center  
5811 Canal Rd.  
Valley View, OH 44125  
Council District 6
2. The executive director for the contractor/vendor is Dr. Robert Mengerink, Superintendent
3. The address(es) or location(s) of the project is in three school districts and one Cleveland neighborhood community center. They are Parma, Cleveland, Cleveland Heights, and Central neighborhood in Cleveland:  
Thoreau Park Elementary School, 5401 West 54th St, Parma, Ohio 44129  
Parma Park Elementary School, 6800 Commonwealth Blvd Cleveland, OH 44130  
Parkview School 21610 Mastick Rd, Cleveland, OH 44126  
State Road Elementary School, 6121 State Rd, Cleveland, OH 44134  
Case Elementary School, 4050 Superior Avenue , Cleveland, OH 44103  
H. Barbara Booker, 2121 West 67th Street , Cleveland, OH 44102  
Walton Elementary School, 3409 Walton Avenue , 44113  
Cleveland Central Neighborhood: Friendly Inn Settlement House  
2386 Unwin Rd, Cleveland, Ohio 44104,  
Canterbury Elementary School, 2530 Canterbury Rd, Cleveland, OH 44118
3. The project is located in Council District(s) 3, 7, 8, 10

## **C. Project Status and Planning**

1. The project reoccurs annually.
2. The project has 3 phases. The next steps and dates and anticipated cost of these are as follows:
  - a. Phase 1, Training, to be held on 9/26/11-9/27/11 with a cost of \$10,000.
  - b. Phase 2, Fall Implementation Session will approximately start in October 2011 for 8 weeks. Spring Implementation Session will approximately start in February 2012 for 8 weeks. Both sessions will cost \$206,000.
  - c. Phase 3, Evaluation will approximately be held in June 2011 at a cost of \$24,000.
3. The project is on a critical action path because the mitigating circumstances requiring expedited action are the ADAMHS Board was no longer able to continue monitoring the program as well as be the fiscal agent. The ESC agreed to be the fiscal agent for the program and our office will conduct the monitoring component of the program.
4. The project's term has already begun. The reason there was a delay in this request is ADAMHS Board was no longer able to continue monitoring the program as well as be the fiscal agent. The ESC agreed to be the fiscal agent for the program and our office will conduct the monitoring component of the program.
5. NA

## **D. Funding**

1. The project is funded by Federal money at 100%.

2. The schedule of payments is by invoice monthly/quarterly upon submission by ESC.
3. N/A

Exemption Request:

Department of Health and Human Services - Family and Children First Council, seeking your approval of an exemption to the RFP process for the programs required for the purpose of having the Educational Service Center serve as the fiscal agent for the Families and Schools Together (FAST) program. An Exemption is needed for the following reason(s):

- Families and Schools Together (FAST) is an international evidence-based multifamily program that promotes group intervention designed to build protective factors for children while empowering their parents to be the primary prevention agents.
- FAST applies family stress theory, family systems theory, social ecological theory of child development, and adult education and community development theory, to achieve its four goals: enhance family functioning, prevent children from failing in school, prevent substance abuse by the child and other family members, and reduce the stress that parents and children experience from daily life situations.
- The contract was formerly managed by the Alcohol, Drug Addiction & Mental Health Services (ADAMHS) board. Family and Children First Council (FCFC) was recently notified by (ADAMHS) board that it would not be the lead agency for the federally funded Families and Schools Together (FAST) program for SFY12 which begins July 1, 2011, due to budget cuts and staff reductions.
- The Educational Service Center serves as an intermediary for school districts and has the ability to contract with the districts and the necessary FAST partners, and can raise additional funding to support FAST by identifying potential grant opportunities.

Contract amount: \$240,000.0

Funding Source: 100% Federal TANF

Approve  Disapprove  Hold

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**BC2011-93**

**Title:** (Department of Senior & Adult Services (DSAS)) (2011) (CE1100036-01, 02)

**A. Scope of Work Summary**

1. The Department of Senior & Adult Services (DSAS), submitting an amendment to Contract No. CE1100036-01, 02 with Catholic Charities Community Services Corporation on behalf of St. Martin De Porres Family Center for the period January 1, 2011 through December 31, 2012 for additional funds in the amount not-to-exceed \$25,369.00.
2. The purpose of the Community Social Services Program (CSSP) is to eliminate isolation and reduce loneliness for Cuyahoga County residents age 60 and over and/or disabled adults age 18-59.
3. DSAS is recommending an increase to the CSSP contract with Catholic Charities Community Services Corporation on behalf of St. Martin De Porres Family Center by \$25,369.00.

Service: Transportation      Units: 41,500\*      Unit Rate: \$5.00

\* total units after the amendment; amendment is for 6,590 additional units

The money for this increase is coming from the money remaining from the decision to no longer fund financial counseling services and from the termination of The Merrick House contract in the CSSP.

3. CSSP is not a mandated program.

**B. Procurement**

1. The procurement method for this program was RFP 17886. The total value of RFP 17886 was \$2,136,650. Awards were made in November 2010 totaling \$1,832,816.
2. The RFP closed on 09/14/2010. There was no SBE or DBE participation/goal.
3. DSAS received responses from 28 potential providers who submitted proposals for 57 services (Note: Providers submitted one proposal for each service they wanted funded.)

**C. Contractor and Project Information**

1. The St. Martin de Porres Family Center is located at:  
1264 East 123rd Street  
Cleveland, OH 44108  
(216) 268-3909  
Council District: 7
2. Kevin Hodges is the executive director of the St. Martin de Porres Family Center.
3. CSSP serves residents throughout Cuyahoga County. The St. Martin de Porres Family Center is located in Council District 7.

**D. Project Status and Planning**

1. Contracts for Community Social Services Program services are awarded bi-annually. The current contract period is for 1/1/2011 through 12/31/2012. DSAS will be requesting the release the next RFP in 2012 (approx 2<sup>nd</sup> quarter).
2. This is not a multi-phased contract.
3. This amendment does not require expedited consideration.
4. This amendment has not been delayed.
5. This amendment does not need a signature in ink.

**E. Funding**

1. CSSP is funded by Title XX (15%) and Health & Human Service Levy funds (85%).
2. The schedule of payments is monthly. Providers remit a monthly roster that details the number of service units delivered to each client, by service, by day.
3. The amendment increases the number of service units awarded to the St. Martin de Porres Family Center as follows:

Service: Transportation      Units: 41,500\*      Unit Rate: \$5.00

\* total units after the amendment; amendment is for 6,590 additional units

The money for this increase is coming from the money remaining from the decision to no longer fund financial counseling services and from the termination of The Merrick House contract in the CSSP.

Note: Providers are required to supply a 23% match for CSSP contracts which is why the number of additional units multiplied by the unit rate is higher than the proposed amendment.

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**Title:** Cuyahoga County Information Services Center – Unify Solutions, Inc.

**A. Scope of Work Summary**

1. Requesting a **sole source and exemption request for Unify Solutions, Inc.** for **IT consultant services** in connection with the **County's Office of Human Resources SAP payroll system.** The exemption is needed to bridge the program from its historical contracts and maintenance structure. The ISC has reduced this service by one of three consultants since May. An additional consultant will be reduced once open enrollment is complete. ISC will then re-evaluate and ultimately competitively procure this service in the future.
2. Cuyahoga County Information Services Center submitting a renewal contract with Unify Solutions, Inc. in the amount not-to-exceed \$380,000.00 for professional services to assist and advise staff with SAP application development for the Department of Human Resources for the period 7/1/11-6/30/12.

**B. Procurement**

1. The procurement method for this project was Professional Services.

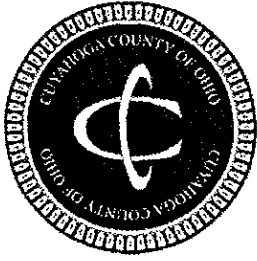
**B. Contractor and Project Information**

1. Unify Solutions, Inc.  
West Rolling Crossroads  
Suite #9  
Catonsville, MD 21228
2. Venkat Sana, President
3. No Council District - Not in Cuyahoga County

**D. Project Status and Planning – N/A**

**E. Funding – N/A**

**Exemption Letter:**



Jeff Mowry  
Chief Information Officer  
Information Services Center

216 443 8011

October 6, 2011

RE: Unify Solutions

Dear Director Lockett:

Please exempt Unify Solutions from the Sole Source process, Unify Solutions is currently involved in implementing Cuyahoga's Open Enrollment process and Organization changes that are targeted for completion in the first quarter of 2012. Unify Solutions has been the only consultant involved in the customization of our HR systems that include Benefits, Organization structure, and Payroll.

Sincerely,  
Procurement ordinance

A handwritten signature in black ink, appearing to read "J. Mowry", written in a cursive style.

Jeff Mowry