



AGENDA
CUYAHOGA COUNTY EDUCATION, ENVIRONMENT & SUSTAINABILITY
COMMITTEE MEETING
WEDNESDAY, SEPTEMBER 20, 2023
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
3:00 PM

Committee Members:

Sunny M. Simon, Chair – District 11
Cheryl L. Stephens, Vice Chair – District 10
Pernel Jones, Jr. – District 8
Jack H. Schron, Jr. – District 6
Yvonne M. Conwell – District 7

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENT
4. APPROVAL OF MINUTES FROM THE JULY 26, 2023 MEETING [See page 3]
5. MATTERS REFERRED TO COMMITTEE
 - a) R2023-0252: A Resolution making awards on RQ11808 to various providers in the total amount not-to-exceed \$8,353,645.74 for youth workforce employment, education and training services in connection with Comprehensive Case Management Employment Program for the period 7/1/2023 - 6/30/2025; authorizing the County Executive to execute Contract Nos. 3414, 3634, 3646, 3649 & 3651 and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: [See page 5]

- i) For out-of-school services:
 - a) Contract No. 3414 with The Kaiser Group (DE) LLC dba Dynamic Workforce Solutions in the amount not-to-exceed \$2,411,259.36.
 - b) Contract No. 3634 with Towards Employment in the amount not-to-exceed \$1,587,017.00.
 - c) Contract No. 3646 with Ohio Guidestone in the amount not-to-exceed \$2,291,896.81.
 - d) Contract No. 3649 with Cuyahoga Community College District in the amount not-to-exceed \$1,775,642.15.
- ii) For in-school services:
 - a) Contract No. 3651 with Cuyahoga Community College District in the amount not-to-exceed \$287,830.42.
 - b) O2023-0015: An Ordinance amending Section 206.12 of the Cuyahoga County Code to codify the county's planning regions represented by the Cuyahoga County Planning Commission and to clarify the procedures for the designation of alternates, and declaring the necessity that this Ordinance become immediately effective. [See page 63]

6. MISCELLANEOUS BUSINESS

7. ADJOURNMENT

**Complimentary parking for the public is available in the attached garage at 900 Prospect. A skywalk extends from the garage to provide additional entry to the Council Chambers from the 5th floor parking level of the garage. Please see the Clerk to obtain a complimentary parking pass.*

***Council Chambers is equipped with a hearing assistance system. If needed, please see the Clerk to obtain a receiver.*



MINUTES

**CUYAHOGA COUNTY EDUCATION, ENVIRONMENT & SUSTAINABILITY
COMMITTEE MEETING
WEDNESDAY, JULY 26, 2023
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
3:00 PM**

1. CALL TO ORDER

Chairwoman Simon called the meeting to order at 3:13 p.m.

2. ROLL CALL

Ms. Simon asked Clerk Richardson to call the roll. Committee members Simon, Stephens, Jones and Conwell were in attendance and a quorum was determined. Committee member Schron was absent.

3. PUBLIC COMMENT

There were no public comments given.

4. APPROVAL OF MINUTES FROM THE JULY 12, 2023 MEETING

A motion was made by Ms. Stephens, seconded by Ms. Conwell and approved by unanimous vote to approve the minutes from the July 12, 2023 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) R2023-0204: A Resolution awarding a total sum, not to exceed \$25,000, to the Neighborhood Pets Outreach & Resource Center for Pet Care Support for Homebound Seniors from the District 8 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Ms. Becca Britton, Executive Director/Founder of the Neighborhood Pets Outreach & Resource Center and Mr. Trevor McAleer, Legislative Budget Advisor, addressed the Committee regarding Resolution No. R2023-0204. Discussion ensued.

Committee members asked questions of Ms. Britton and Mr. McAleer pertaining to the item, which they answered accordingly.

On a motion by Mr. Jones with a second by Ms. Simon, Resolution No. R2023-0204 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

Ms. Simon requested to have her name added as a co-sponsor to the legislation.

6. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

7. ADJOURNMENT

With no further business to discuss, Chairwoman Simon adjourned the meeting at 3:38 p.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0252

Sponsored by: County Executive Ronayne/Department of Workforce Development	A Resolution making awards on RQ11808 to various providers in the total amount not-to-exceed \$8,353,645.74 for youth workforce employment, education and training services in connection with Comprehensive Case Management Employment Program for the period 7/1/2023 - 6/30/2025; authorizing the County Executive to execute Contract Nos. 3414, 3634, 3646, 3649 & 3651 and all other documents consistent with said awards and this Resolution and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Workforce Development recommends an award on RQ11808 with various providers in the total amount not-to-exceed \$8,353,645.74 for youth workforce employment, education and training services in connection with Comprehensive Case Management Employment Program for the period 7/1/2023 - 6/30/2025 as follows:

a) For out-of-school services:

- 1) Contract No. 3414 with the Kaiser Group (DE) LLC dba Dynamic Workforce solutions in the amount not-to-exceed \$2,411,259.36;
- 2) Contract No. 3634 with Towards Employment in the amount not-to-exceed \$1,587,017.00;
- 3) Contract No. 3646 with Ohio Guidestone in the amount not-to-exceed \$2,291,896.81;
- 4) Contract No. 3649 with Cuyahoga Community College District in the amount not-to-exceed \$1,775,642.15; and

b) For in-school services:

- 1) Contract No. 3651 with Cuyahoga County Community College District in the amount not-to-exceed \$287,830.42; and

WHEREAS, the primary goals of the project are to provide workforce services to eligible youth and young adults in Cuyahoga County resulting in increased employment and economic development opportunities for family-sustaining wages in career-path occupations of choice; and

WHEREAS, this project is funded 44% Federal Workforce Innovation and Opportunity Act (WOIA) Fund and 56% Temporary Assistance to Needy Families (TANF) Fund; and

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ11808 with various providers in the total amount not-to-exceed \$8,353,645.74 for youth workforce employment, education and training services in connection with Comprehensive Case Management Employment Program for the period 7/1/2023 - 6/30/2025 as follows:

a) For out-of-school services:

- 1) Contract No. 3414 with the Kaiser Group (DE) LLC dba Dynamic Workforce solutions in the amount not-to-exceed \$2,411,259.36;
- 2) Contract No. 3634 with Towards Employment in the amount not-to-exceed \$1,587,017.00;
- 3) Contract No. 3646 with Ohio Guidestone in the amount not-to-exceed \$2,291,896.81;
- 4) Contract No. 3649 with Cuyahoga Community College District in the amount not-to-exceed \$1,775,642.15; and

b) For in-school services:

- 1) Contract No. 3651 with Cuyahoga County Community College District in the amount not-to-exceed \$287,830.42; and

SECTION 2. That the County Executive is authorized to execute all contracts and all documents consistent with said award and this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health,

OnBase Item Detail Briefing Memo - Form

Directions: Use the following form when requesting approval of a contract, agreement, an amendment, lease, permits or grants involving the County.

Complete all items within the (parenthesis – **Note: Do not include Parenthesis**) then attach the following information as a Word Document to the OnBase item.

Title:

Department of Workforce Development; RQ#11808 2023 The Kaiser Group (DE) LLC dba Dynamic Workforce Solutions; Contract for the Comprehensive Case Management and Employment Program

A. Scope of Work Summary

1. Department of Workforce Development requesting approval of a contract with The Kaiser Group (DE) LLC dba Dynamic Workforce Solutions for the anticipated cost not-to-exceed \$2,411,259.36.

The services to be provided are workforce services to include intake, assessment, goal planning, occupational training, measurable skills gains and/or credential attainment, employment exploration, work experience job attainment and retention and follow-up services to youth and young adults ages 14-24.

The anticipated start-completion dates are July 1, 2023 to June 30, 2025.

2. The primary goals of the project are to provide workforce services to eligible youth and young adults in Cuyahoga County resulting in increased employment and economic development opportunities for family-sustaining wages in career-path occupations of choice.

B. Procurement

1. The procurement method for this project was RFP. The total value of the RFP is \$8,400,000.

2. The RFP was closed on March 20, 2023. There is a 0% SBE and a 0% DBE participation/goal.

3. There were 11 proposals pulled from OPD, 11 proposals submitted for review, and 5 approved.

C. Contractor and Project Information

1. The Kaiser Group (DE) LLC dba Dynamic Workforce Solutions
237 South Street
Waukesha, WI 53186

Council District (all)

2. The President of the Kaiser Group (DE) dba Dynamic Workforce Solutions is Terri Leisten

3.a The address or location of the project is:
OhioMeansJobs | Cleveland-Cuyahoga County
1910 Carnegie Avenue
Cleveland, OH 44115

D. Project Status and Planning

1. This is the Comprehensive Case Management and Employment Program. It is not a new program; however, we have just closed an RFP for new vendors beginning this program year.

4. [*When applicable*] The project's term began on July 1, 2023. State the time-line and reason for late submission of the item.

E. Funding

1. The contract is funded by federal Workforce Innovation and Opportunity Act of 2014 (WIOA) funds for 44% of the total and federal Temporary Assistance to Needy Families (TANF) funds for 56% of the total.

2. The schedule of payments is monthly by invoice.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	11808
Infor/Lawson PO# Code (if applicable):	
Event #	4070
CM Contract#	3414

The Kaiser Group dba Dynamic Workforce Solutions	Department initials	Clerk of the Board
Briefing Memo	MK	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/> Y	No <input type="checkbox"/>
Why is the contract being submitted late?	OPD issues with Super Requestor process and RFP addenda.	
What is being done to prevent this from reoccurring?	Find alternative to SuperRequestor process. Start RFP process 12 months before start date instead of 10 months.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> X
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FULL AND OPEN COMPETITION

Formal RFP

Reviewed by Purchasing

				Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)				MK	ok
Bid Specification Packet				MK	ok
Final DEI Goal Setting Worksheet				MK	ok
Diversity Documents – <i>if required (goal set)</i>				n/a	n/a
Award Letter (sent to awarded vendor)				MK	ok
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>				n/a	n/a
Tabulation Sheet				MK	ok
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators</i>).				MK	ok
IG#	22-0324 Exp. 12.31.26			MK	The Kaiser Group (DE) LLC 22-0324-REG 31DEC2026
Debarment/Suspension Verified	Date:	6.16.23		MK	Word doc
Auditor’s Finding	Date:	6.29.23		MK	ok
Vendor’s Submission				MK	Uploaded rfp
Independent Contractor (I.C.) Requirement	Date:			MK	Ok-within 1 yr
Cover - <i>Master contracts only</i>				n/a	n/a
Contract Evaluation – <i>if required</i>				n/a	n/a
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.				n/a	n/a
Checklist Verification				MK	ok

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	MK
Matrix Law Screen shot	MK
COI	MK
Workers’ Compensation Insurance	MK
Performance Bond, if required per RFP	n/a

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
7.1.23 – 12.31.23	WF365100	55130		WF-CCMEP	\$265,238.52
7.1.23 – 12.31.23	HS260100	55130		UCH08301	\$337,576.31
1.1.24 – 6.30.24	WF365100	55130		WF-CCMEP	\$795,715.60
1.1.24 – 6.30.24	HS260100	55130		UCH08301	\$1,012,728.96
7.1.24 – 12.31.24	WF365100	55130		WF-CCMEP	0
7.1.24 – 12.31.24	HS260100	55130		UCH08301	0
1.1.25 – 6.30.25	WF365100	55130		WF-CCMEP	0
1.1.25 – 6.30.25	HS260100	55130		UCH08301	0
			TOTAL		\$2,411,259.36

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)					
Infor/Lawson PO# and PO Code (if applicable)					
Lawson RQ# (if applicable)		11808			
CM Contract#		3414			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$2,411,259.36		7.1.23-6.30.25		
	Prior Amendment Amounts (list separately)	\$			
		\$			
		\$			

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	Pending Amendment	\$			
	Total Amendments	\$			
Total Contact Amount	\$2,411,259.36				

PURCHASING USE ONLY

Prior Resolutions	n/a
CM#:	3414
Vendor Name:	The Kaiser Group (DE) LLC 22-0324-REG 31DEC2026
ftp:	7.1.23-6.30.25
Amount:	\$2,411,259.36
History/CE:	ok
EL:	ok
Procurement Notes:	Buyer review completed
Purchasing Buyer’s initials and date of approval	Lz 8.2.2023

CONTRACT EVALUATION FORM

Contractor	The Kaiser Group DbA Dyamic Workforce Solutions				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM#2958				
RQ#	8377				
Time Period of Original Contract	1/1/2023-6/30/2024				
Background Statement	WIOA provides resources, services and leadership tools for the workforce system to help individuals find good jobs and stay employed and improves employer prospects for success in the global marketplace. It ensures that the workforce system operates as a comprehensive, integrated and streamlined system to provide pathways to prosperity for those it serves and continuously improves the quality and performance of its services.				
Service Description	As required by the Workforce Innovation & Opportunity Act (WIOA) the business service operator will provide a broad range of services to meet the needs of businesses and employers. They will accomplish this through a business services unit who will manage On-the-Job, Incumbent and Customized Training Programs. They will also work with the Job Seeker services team to match qualified candidates with the employers they have built relationships with.				
Performance Indicators	<ul style="list-style-type: none"> • New Employer Partnerships • New Business Outreach 				
Actual Performance versus performance indicators (include statistics):	<p>New Business Outreach Q1 Benchmark 75; YTD Actual 355</p> <p>New Employer Partnerships Q1 Benchmark 65; YTD Actual 64</p>				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	Dynamic has met or exceeded their goals by building new relationships with an array of local businesses. These new formed partnerships are essential in helping our job seekers obtain employment.				
Department Contact	DeShaun Matthews				
User Department	Workforce Development				
Date	5/2/2023				



Department of Purchasing Tabulation Sheet

Maung Kelley

REQUISITION NUMBER: 11808 Event: 4070	TYPE: (RFB/RFP/RFQ): RFP	ESTIMATE: \$9,000,000.00
CONTRACT PERIOD:	RFB/RFP/RFQ DUE DATE: March 13, 2023	NUMBER OF RESPONSES (issued/submitted): 165/6
REQUESTING DEPARTMENT: Workforce Development and Cuyahoga Job and Family Services	COMMODITY DESCRIPTION: Comprehensive Case Management Employment Program – Employment, Education and Training Services for Young Adults	
DIVERSITY GOAL/SBE 0%	DIVERSITY GOAL/MBE 0%	DIVERSITY GOAL/WBE 0%
Does CCBB Apply: <input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB: Low Non-CCBB Bid\$: -	Add 2%, Total is:
Does CCBEIP Apply: <input type="checkbox"/> Yes <input type="checkbox"/> No	CCBEIP: Low Non-CCBEIP Bid \$:	Add 2%, Total is:
*PRICE PREFERENCE LOWEST BID REC'D \$	RANGE OF LOWEST BID REC'D \$	Minus \$, =
PRICE PREFERENCE % & \$ LIMIT:	MAX SBE/MBE/WBE PRICE PREF \$	DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input type="checkbox"/> No

Bidder's / Vendors Name and Address	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: Buyer Initials	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
1. The Centers 4500 Euclid Ave Cleveland, OH 44103	N/A	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 12-0785 NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s): SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Bidder's / Vendors Name and Address	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: Buyer Initials	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
		<input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBEP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A OPD Buyer Initials: _____ MMH	SBE: % MBE: % WBE: % Total % SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials: _____ _____ _____		

Bidder's / Vendors Name and Address	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: Buyer Initials	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
2. Cuyahoga Community College - Advanced Technology Academy 700 Carnegie Ave Cleveland, OH 44115 IN-SCHOOL-YOUTH SERVICES <i>Out of School</i>	N/A	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No IG Number: NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes	Subcontractor Name(s): SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No Total % SBE: <u> </u> % MBE: <u> </u> % WBE: <u> </u> % SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials: _____ _____		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Bidder's / Vendors Name and Address	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: Buyer Initials	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
		<input type="checkbox"/> No <input type="checkbox"/> N/A OPD Buyer Initials: <u>MMH</u>			

Bidder's / Vendors Name and Address	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: Buyer Initials	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
3. Cuyahoga Community College – Youth Technology Academy 700 Carnegie Ave Cleveland, OH 44115 YOUTH SERVICES <i>10-52081</i>	N/A	Buyer Administrative Review: Buyer Initials Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No IG Number: _____ NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes	Subcontractor Name(s): _____ SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No Total % SBE: _____ % MBE: _____ % WBE: _____ %		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Bidder's / Vendors Name and Address	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: Buyer Initials	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
		<input type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A OPD Buyer Initials: _____ MMH	SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials: _____ _____		

Bidder's / Vendors Name and Address	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
4. Dynamics Global Financial Network Inc. 3100 East 45 th Street Cleveland, OH 44111	N/A	Buyer Administrative Review: Buyer Initials: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No IG Number: NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes	SBE / MBE / WBE Subcontractor Name(s): SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No Total % SBE: ___ % MBE: ___ % WBE: ___ % SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials:		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Bidder's / Vendors Name and Address	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: Buyer Initials	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
		<input type="checkbox"/> No <input type="checkbox"/> N/A OPD Buyer Initials: <u>MMH</u>			

Bidder's / Vendors Name and Address	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: Buyer Initials	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)						
5. Goodwill of Greater Cleveland 408 Ninth Street, SW, Canton, OH 44707	N/A	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 21-0095 NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH:	<table border="1"> <tr> <td>Subcontractor Name(s):</td> <td></td> </tr> <tr> <td>SBE/MBE/WBE Prime: (Y/N)</td> <td> <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No </td> </tr> <tr> <td>Total %</td> <td>SBE: % MBE: % WBE: %</td> </tr> </table>	Subcontractor Name(s):		SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No	Total %	SBE: % MBE: % WBE: %		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Subcontractor Name(s):											
SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No										
Total %	SBE: % MBE: % WBE: %										

Bidder's / Vendors Name and Address 6. The Kaiser Group (DE) LLC 237 South Street Waukesha, WI 53186	Actual Bid Amount (enter "N/A" if RFP or RFQ) N/A	Buyer Administrative Review: Buyer Initials Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 22-0324 NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes	Diversity Program Review: SBE / MBE / WBE Subcontractor Name(s): SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No Total % SBE: ___ % MBE: ___ % WBE: ___ % SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials:	Dept. Tech. Review	Award: (Y/N) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Bidder's / Vendors Name and Address	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: Buyer Initials	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
		<input type="checkbox"/> No <input type="checkbox"/> N/A OPD Buyer Initials: <u>MMH</u>			
7. Linking Employment, Abilities and Potential 2545 Lorain Ave Cleveland, OH 44113	N/A	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 12-3395 NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes	Subcontractor Name(s): SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No Total % SBE: ___ % MBE: ___ % WBE: ___ % SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Bidder's / Vendors Name and Address	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: Buyer Initials IG Number: 12-0616 NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A OPD Buyer Initials: MMH	Diversity Program Review: SBE / MBE / WBE SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No Total % SBE: ___ % MBE: ___ % WBE: ___ % SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials:	Dept. Tech. Review	Award: (Y/N)

Bidder's / Vendors Name and Address	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: Buyer Initials	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)				

Bidder's / Vendors Name and Address	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: Buyer Initials	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
9. Towards Employment 3301 Saint Clair Ave Cleveland, OH 44114	N/A	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 12-2802 NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Subcontractor Name(s): SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No Total % SBE: ___ % MBE: ___ % WBE: ___ % SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials:		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Bidder's / Vendors Name and Address	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: Buyer Initials	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
10. Verge, Inc. 1325 Carnegie Ave 2nd Fl. Cleveland, OH 44115	N/A	Buyer Administrative Review: Buyer Initials CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A OPD Buyer Initials: MMH	Subcontractor Name(s): SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No Total % SBE: _____ % MBE: _____ % WBE: _____ %		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Bidder's / Vendors Name and Address	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: Buyer Initials	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
11. Youth Opportunities Unlimited The Halle Building 1228 Euclid Ave Ste 200 Cleveland, OH 44115	N/A	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 20-0365 NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes	Subcontractor Name(s): SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No Total % SBE: ___% MBE: ___% WBE: ___% SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials: <hr/>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Bidder's / Vendors Name and Address	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: Buyer Initials <input type="checkbox"/> No <input type="checkbox"/> N/A	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
		OPD Buyer Initials: <u>MMH</u>			

OnBase Item Detail Briefing Memo - Form

Directions: Use the following form when requesting approval of a contract, agreement, an amendment, lease, permits or grants involving the County.

Enter this information directly or paste (text) into the sections below.

Complete all items within the (parenthesis – **Note: Do not include Parenthesis**) then attach the following information as a Word Document to the OnBase item.

Title:

Department of Workforce Development; RQ#11808 2023 Towards Employment; Contract for the Comprehensive Case Management and Employment Program

A. Scope of Work Summary

1. Department of Workforce Development requesting approval of a contract with Towards Employment for the anticipated cost not-to-exceed \$1,587,017.00.

The services to be provided are workforce services to include intake, assessment, goal planning, occupational training, measurable skills gains and/or credential attainment, employment exploration, work experience job attainment and retention and follow-up services to youth and young adults ages 14-24.

The anticipated start-completion dates are July 1, 2023 to June 30, 2025.

2. The primary goals of the project are to provide workforce services to eligible youth and young adults in Cuyahoga County resulting in increased employment and economic development opportunities for family-sustaining wages in career-path occupations of choice.

B. Procurement

1. The procurement method for this project was RFP. The total value of the RFP is \$8,400,000.

2. The RFP was closed on March 20, 2023. There is a 0% SBE and a 0% DBE participation/goal.

3. There were 11 proposals pulled from OPD, 11 proposals submitted for review, and 5 approved.

C. Contractor and Project Information

1. Towards Employment, Inc.
3301 St. Clair Ave
Cleveland OH 44114

Council District (all)

2. The President of Towards Employment is Jill Rizika.

3.a The address or location of the project is:
OhioMeansJobs|Cleveland-Cuyahoga County
1910 Carnegie Avenue
Cleveland, OH 44115

D. Project Status and Planning

1. This is the Comprehensive Case Management and Employment Program. It is not a new program; however, we have just closed an RFP for new vendors beginning this program year.

4. [*When applicable*] The project's term began on July 1, 2023. State the time-line and reason for late submission of the item.

Timeline for Late Submittal RFP RQ11808 Towards Employment

Procurement Start Date: December 12, 2022

12/12/2022 –ERP SuperRequestor requisition entry request per directions in intranet because WFD is too small to have our own ERP requisition requestor.

12/28/2022- Update request regarding SuperRequestor requisition entry request

1/4/2023- Second update request regarding ERP SuperRequestor entry request

1/4/2023- OPD asks HHS to provide SuperRequestor to WFD. HHS does not have one.

1/6/2023- OPD asks Dept. of Public Works to assist WFD in requisition

1/10/2023 Overbudget errors need to be corrected thru Help Desk.

1/17/2023 – RQ# 11808 verified.

1/18/2023- RQ# 11808 unreleased due to missing information on DEI work sheet.

1/23/2023- Requisition placed back in Office of Diversity's queue.

1/30/2023- Diversity Approves

2/7/2023 – RFP Posted publicly. Due date: 3/13/2023 11:00am

2/16/2023- Pre-bid conference

2/22/2023 – Addendum issued

3/9/2023- Notified by current contract holder/intended respondent that they never received addendum. OPD confirms dmin assistant only sent addendum to half of plan holders list.

3/10/2023- 2nd addendum released. Due date extended to 3/20/2023 at 11:00am.

3/22/23 – Review Teams receive proposals to score

4/26/23 Proposal reviews complete. Vendors recommended based upon scores.

5/8/23 – Award letters sent to selected vendors.

5/17/23 – Draft contract and budget sent to Towards Employment with request for procurement documents.

5/24/23- Negotiations meeting held with Towards Employment and OMJ|CC.

6/14/23 Towards Employment requests budget line items revisions. Revisions accepted.

6/16/23 Contract draft request sent to Law Dept.

6/28/23 Complete contract with appendices and budget sent to Towards Employment for signature.

7/5/23 Towards Employment returns signed contract.

7/5/23 Law Department notifies OMJ|CC of corrections to Certificate of Insurance (COI) needed. OMJ|CC sends that notice to Towards Employment.

7/12/23 OMJ|CC sends follow-up to Towards Employment- where is corrected COI?

7/21/23 Revised COI returned from Towards Employment, uploaded in Matrix, email to Law Dept. for review and approval of changes.

7/28/23 Law Department disapproves Towards Employments COI-

7/31/23 Sent to Towards Employment for corrected COI

8/7/23 Follow up- no COI returned

8/14/23 Follow up with Towards Employment

8/15/23 Law Dept. approves COI

8/17/23 INFOR entry

E. Funding

1. The contract is funded by federal Workforce Innovation and Opportunity Act of 2014 (WIOA) funds for 44% of the total and federal Temporary Assistance to Needy Families (TANF) funds for 56% of the total.

2. The schedule of payments is monthly by invoice.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	11808
Infor/Lawson PO# Code (if applicable):	n/a RFP
Event #	4070
CM Contract#	3634

Towards Employment	Department initials	Clerk of the Board
Briefing Memo	MK	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	Delays in process w/ SuperRequestor & Addendum	
What is being done to prevent this from reoccurring?	Start RFP process 15 months in advance instead of 10	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION				
Formal RFP				
Reviewed by Purchasing				
			Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)			MK	ok
Bid Specification Packet			MK	ok
Final DEI Goal Setting Worksheet			MK	ok
Diversity Documents – <i>if required (goal set)</i>			n/a	n/a
Award Letter (sent to awarded vendor)			MK	ok
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>			n/a	n/a
Tabulation Sheet			MK	ok
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators</i>).			MK	ok
IG#	12-2802 Exp. 12.31.24		MK	Towards Employment 12-2802-REG 31DEC2024
Debarment/Suspension Verified	Date:	7.3.23	MK	Ok-within 60 days
Auditor’s Finding	Date:	6.29.23	MK	Ok-within 60 days
Vendor’s Submission			MK	Partially executed contract uploaded
Independent Contractor (I.C.) Requirement	Date:	6.29.23	MK	uploaded
Cover - <i>Master contracts only</i>			n/a	n/a
Contract Evaluation – <i>if required</i>			MK	ok
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			n/a	n/a
Checklist Verification			MK	ok

Other documentation may be required depending upon your specific item

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	MK
Matrix Law Screen shot	MK
COI	MK
Workers’ Compensation Insurance	MK
Performance Bond, if required per RFP	n/a

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category	Amount
7.1.23 - 12.31.23	WF365100	55130	WF-CCMEP	55130	\$174,571.87
7.1.23 – 12.31.23	HS260100	55130	UCH08301	55130	\$222,182.38
1.1.24 – 12.31.24	WF365100	55130	WF-CCMEP	55130	\$523,715.61
1.1.24 – 12.31.24	HS260100	55130	UCH08301	55130	\$666,547.14
1.1.25-6.30.25	WF365100	55130	WF-CCMEP	55130	\$0
1.1.25-6.30.25	HS260100	55130	UCH08301	55130	\$0
Total Encumbrance					\$1,587,017.00

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)					
Infor/Lawson PO# and PO Code (if applicable)					
Lawson RQ# (if applicable)		11808			
CM Contract#		3634			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$1,587,017.00		7.1.23-6.30.25		
	Prior Amendment Amounts (list separately)	\$			
		\$			
		\$			
	Pending Amendment	\$			
	Total Amendments	\$			

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Total Contact Amount	\$1,587,017.00				
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PURCHASING USE ONLY

Prior Resolutions	n/a
CM#:	3634
Vendor Name:	Towards Employment 12-2802-REG 31DEC2024
ftp:	7/1/2023-6/30/2025
Amount:	\$1,587,017.00
History/CE:	ok
EL:	ok
Procurement Notes:	Buyer review completed
Purchasing Buyer’s initials and date of approval	Lz 8.23.2023

CONTRACT EVALUATION FORM

Contractor	Towards Employment				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CE1900251 CM 620				
RQ#	44122				
Time Period of Original Contract	7/1/19-6/30/21				
Background Statement	Cuyahoga County Job and Family Services (CJFS) and the Cleveland/Cuyahoga Workforce Development Board (OMJCC) provide workforce services to youth and young adults as part of the Comprehensive Case Management Employment Program (CCMEP) established by the state of Ohio. The services will help participants find self-sufficient employment and progress along career paths through employment, education and training. Services are structured around three groups: (1) youth seeking summer work experience; and (2) in-school and (3) out-of-school youth who apply throughout the rest of the year.				
Service Description	To provide workforce services to youth and young adults as part of the Comprehensive Case Management Employment Program (CCMEP) established by the state of Ohio. The services will help participants find self-sufficient employment and progress along career paths through employment, education and training. Services are structured around three groups: (1) youth seeking summer work experience; and (2) in-school and (3) out-of-school youth who apply throughout the rest of the year.				
Performance Indicators	<ul style="list-style-type: none"> • Enrollment: Goal 100 • Work Experience: Goal 50 • Employment: Goal 65 • Credential: Goal 30 				
Actual Performance versus performance indicators (include statistics):	<ul style="list-style-type: none"> • Enrollment: 108 • Work Experience: 69 • Employment: 36 • Credential: 28 <p style="text-align: center;">As of 6.30.23</p>				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor

Select One (X)		X			
Justification of Rating	Provider met and hit most benchmarks				
Department Contact	Mary Kelley				
User Department	Workforce Development				
Date	6.30.23				

OnBase Item Detail Briefing Memo - Form

Directions: Use the following form when requesting approval of a contract, agreement, an amendment, lease, permits or grants involving the County.

Enter this information directly or paste (text) into the sections below.

Complete all items within the (parenthesis – **Note: Do not include Parenthesis**) then attach the following information as a Word Document to the OnBase item.

Title:

Department of Workforce Development; RQ#11808 2023 Ohio Guidestone; Contract for the Comprehensive Case Management and Employment Program

A. Scope of Work Summary

1. Department of Workforce Development requesting approval of a contract with Ohio Guidestone for the anticipated cost not-to-exceed \$2,291,896.81.

The services to be provided are workforce services to include intake, assessment, goal planning, occupational training, measurable skills gains and/or credential attainment, employment exploration, work experience job attainment and retention and follow-up services to youth and young adults ages 14-24.

The anticipated start-completion dates are July 1, 2023 to June 30, 2025.

2. The primary goals of the project are to provide workforce services to eligible youth and young adults in Cuyahoga County resulting in increased employment and economic development opportunities for family-sustaining wages in career-path occupations of choice.

B. Procurement

1. The procurement method for this project was RFP. The total value of the RFP is \$8,400,000.

2. The RFP was closed on March 20, 2023. There is a 0% SBE and a 0% DBE participation/goal.

3. There were 11 proposals pulled from OPD, 11 proposals submitted for review, and 5 approved.

C. Contractor and Project Information

1. Ohio Guidestone
343 E Bagley Road
Berea, OH 44017-1370

Council District (all)

2. The President and CEO of Ohio Guidestone is Brant Russell

3.a The address or location of the project is:
OhioMeansJobs | Cleveland-Cuyahoga County
1910 Carnegie Avenue
Cleveland, OH 44115

D. Project Status and Planning

1. This is the Comprehensive Case Management and Employment Program. It is not a new program; however, we have just closed an RFP for new vendors beginning this program year.

4. [*When applicable*] The project's term began on July 1, 2023. State the time-line and reason for late submission of the item.

Timeline for Late Submittal RFP RQ11808 Ohio Guidestone

Procurement Start Date: December 12, 2022

12/12/2022 –ERP SuperRequestor requisition entry request per directions in intranet because WFD is too small to have our own ERP requisition requestor.

12/28/2022- Update request regarding SuperRequestor requisition entry request

1/4/2023- Second update request regarding ERP SuperRequestor entry request

1/4/2023- OPD asks HHS to provide SuperRequestor to WFD. HHS does not have one.

1/6/2023- OPD asks Dept. of Public Works to assist WFD in requisition

1/10/2023 Overbudget errors need to be corrected thru Help Desk.

1/17/2023 – RQ# 11808 verified.

1/18/2023- RQ# 11808 unreleased due to missing information on DEI work sheet.

1/23/2023- Requisition placed back in Office of Diversity's queue.

1/30/2023- Diversity Approves

2/7/2023 – RFP Posted publicly. Due date: 3/13/2023 11:00am

2/16/2023- Pre-bid conference

2/22/2023 – Addendum issued

3/9/2023- Notified by current contract holder/intended respondent that they never received addendum. OPD confirms admin assistant only sent addendum to half of plan holders list.

3/10/2023- 2nd addendum released. Due date extended to 3/20/2023 at 11:00am.

3/22/23 – Review Teams receive proposals to score

4/26/23 Proposal reviews complete. Vendors recommended based upon scores.

5/8/23 – Award letters sent to selected vendors.

5/24/23- Budget and contract documents sent to Ohio Guidestone

5/30/23- Budget Negotiations meeting with Ohio Guidestone

6/21/23 -Matrix Law Matter opened for contract draft and documents review

6/28/23- Contract sent to Ohio Guidestone for signature

7/5/23 -Request new Workers'Comp certificate – Vendor's expired on 7/1/23. Still need signed contract back.

7/10/23 Follow up with vendor- need signed contract and workers' comp certificate

7/12/23 Law Dept. needs new Certificate of Insurance after finding missing Cyber insurance coverage and other language issues that need to be addressed
7/19/23 Follow up where is new COI and signed document?
7/24/23 Follow up- received Workers' Comp updated doc but need COI and signed contract
7/26/23 Received signed contract and COI
7/28/23 Law Dept. disapproves COI and requests additional changes to the certificate.
7/31/23 Sent back to Ohio Guidestone for changes
8/14/23 Follow up on 8.7 and 8.14- no COI
8/17/23 Correct COI received
8/17/23 Entered INFOR

E. Funding

1. The contract is funded by federal Workforce Innovation and Opportunity Act of 2014 (WIOA) funds for 44% of the total and federal Temporary Assistance to Needy Families (TANF) funds for 56% of the total.
2. The schedule of payments is monthly by invoice.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	11808
Infor/Lawson PO# Code (if applicable):	RFP
Event #	4070
CM Contract#	3646

Ohio Guidestone	Department initials	Clerk of the Board
Briefing Memo	MK	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?		
What is being done to prevent this from reoccurring?	Beginning 12 months in advance for RFP process instead of just 10 months. SuperRequestor process	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION				
Formal RFP				
Reviewed by Purchasing				
			Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)			MK	ok
Bid Specification Packet			MK	ok
Final DEI Goal Setting Worksheet			MK	ok
Diversity Documents – <i>if required (goal set)</i>			n/a	n/a
Award Letter (sent to awarded vendor)			MK	ok
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>			n/a	n/a
Tabulation Sheet			MK	ok
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators</i>).			MK	ok
n	12-0616 Exp.12.31.23		MK	OhioGuidestone 12-0616-REG 31DEC2023
Debarment/Suspension Verified	Date:	6.16.23	MK	Ok-within 60 days
Auditor’s Finding	Date:	6.29.23	MK	Ok-within 60 days
Vendor’s Submission			MK	Partially executed contract uploaded
Independent Contractor (I.C.) Requirement	Date:	6.5.23	MK	uploaded
Cover - <i>Master contracts only</i>			n/a	n/a
Contract Evaluation – <i>if required</i>			n/a	
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			n/a	n/a
Checklist Verification			MK	ok

Other documentation may be required depending upon your specific item

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	MK
Matrix Law Screen shot	MK
COI	MK
Workers’ Compensation Insurance	MK
Performance Bond, if required per RFP	n/a

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
7.1.23 – 12.31.23	WF365100	55130	WF-CCMEP	55130	\$252,108.65
7.1.23 – 12.31.23	HS260100	55130	UCH08301	55130	\$320,865.55
1.1.24 – 12.31.24	WF365100	55130	WF-CCMEP	55130	\$756,325.95
1.1.24 – 12.31.24	HS260100	55130	UCH08301	55130	\$952,596.66
1.1.25-6.30.25	HS260100	55130	UCH08301	55130	\$0
1.1.25-6.30.25	Wf365100	55130	WF-CCMEP	55130	\$0
			TOTAL		\$2,291,896.81

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)					
Infor/Lawson PO# and PO Code (if applicable)					
Lawson RQ# (if applicable)		11808			
CM Contract#		3646			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$2,291,896.81		7.1.23-6.30.25		
	Prior Amendment	\$			
	Amendment Amounts (list separately)	\$			
	Pending Amendment	\$			
	Total Amendments	\$			

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Total Contact Amount	\$2,291,896.81				
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PURCHASING USE ONLY

Prior Resolutions	n/a
CM#:	3646
Vendor Name:	OhioGuidestone 12-0616-REG 31DEC2023
ftp:	7/1/2023-6/30/2025
Amount:	\$2,291,896.81
History/CE:	n/a
EL:	ok
Procurement Notes:	Buyer review completed
Purchasing Buyer’s initials and date of approval	Lz 8.22.2023

CONTRACT EVALUATION FORM

Contractor	Ohio Guidestone
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CE1900249 CM 2373
RQ#	44122
Time Period of Original Contract	7/1/19-6/30/21
Background Statement	Cuyahoga County Job and Family Services (CJFS) and the Cleveland/Cuyahoga Workforce Development Board (OMJCC) provide workforce services to youth and young adults as part of the Comprehensive Case Management Employment Program (CCMEP) established by the state of Ohio. The services will help participants find self-sufficient employment and progress along career paths through employment, education and training. Services are structured around three groups: (1) youth seeking summer work experience; and (2) in-school and (3) out-of-school youth who apply throughout the rest of the year.
Service Description	To provide workforce services to youth and young adults as part of the Comprehensive Case Management Employment Program (CCMEP) established by the state of Ohio. The services will help participants find self-sufficient employment and progress along career paths through employment, education and training. Services are structured around three groups: (1) youth seeking summer work experience; and (2) in-school and (3) out-of-school youth who apply throughout the rest of the year.
Performance Indicators	<ul style="list-style-type: none"> • Enrollment: Goal 170 • Work Experience: Goal 40 • Employment: Goal 128 • Credential: Goal 128
Actual Performance versus performance indicators (include statistics):	<ul style="list-style-type: none"> • Enrollment: 117 • Work Experience: 11 • Employment: 62 • Credential: 71 <p style="text-align: center;">As of May 31, 2023</p>

Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	Provider is meeting expectations of program.				
Department Contact	Mary Kelley				
User Department	Workforce Development				
Date	6.30.23				

OnBase Item Detail Briefing Memo - Form

Directions: Use the following form when requesting approval of a contract, agreement, an amendment, lease, permits or grants involving the County.

Complete all items within the (parenthesis – **Note: Do not include Parenthesis**) then attach the following information as a Word Document to the OnBase item.

Title:

Department of Workforce Development; RQ#11808 2023 Cuyahoga Community College Advanced Technology Program; Contract for the Comprehensive Case Management and Employment Program

A. Scope of Work Summary

1. Department of Workforce Development requesting approval of a contract with Cuyahoga Community College Advanced Technology Academy for the anticipated cost not-to-exceed \$1,775,642.15.

The services to be provided are workforce services to include intake, assessment, goal planning, occupational training, measurable skills gains and/or credential attainment, employment exploration, work experience job attainment and retention and follow-up services to youth and young adults ages 14-24.

The anticipated start-completion dates are July 1, 2023 to June 30, 2025.

2. The primary goals of the project are to provide workforce services to eligible youth and young adults in Cuyahoga County resulting in increased employment and economic development opportunities for family-sustaining wages in career-path occupations of choice.

B. Procurement

1. The procurement method for this project was RFP. The total value of the RFP is \$8,400,000.

2. The RFP was closed on March 20, 2023. There is a 0% SBE and a 0% DBE participation/goal.

3. There were 11 proposals pulled from OPD, 11 proposals submitted for review, and 5 approved.

C. Contractor and Project Information

1. Cuyahoga Community College
700 Carnegie Ave
Cleveland OH 44115

Council District (all)

2. The President of Cuyahoga Community College is Michael Baston

3.a The address or location of the project is:

OhioMeansJobs|Cleveland-Cuyahoga County

1910 Carnegie Avenue

Cleveland, OH 44115

D. Project Status and Planning

1. This is the Comprehensive Case Management and Employment Program. It is not a new program; however, we have just closed an RFP for new vendors beginning this program year.

4. *[When applicable]* The project's term began on July 1, 2023. State the time-line and reason for late submission of the item.

Late Submittal RQ 11808 Tri-C ATA

Procurement Start Date: December 12, 2022

12/12/2022 –ERP SuperRequestor requisition entry request per directions in intranet because WFD is too small to have our own ERP requisition requestor.

12/28/2022- Update request regarding SuperRequestor requisition entry request

1/4/2023- Second update request regarding ERP SuperRequestor entry request

1/4/2023- OPD asks HHS to provide SuperRequestor to WFD. HHS does not have one.

1/6/2023- OPD asks Dept. of Public Works to assist WFD in requisition

1/10/2023 Overbudget errors need to be corrected thru Help Desk.

1/17/2023 – RQ# 11808 verified.

1/18/2023- RQ# 11808 unreleased due to missing information on DEI work sheet.

1/23/2023- Requisition placed back in Office of Diversity's queue.

1/30/2023- Diversity Approves

2/7/2023 – RFP Posted publicly. Due date: 3/13/2023 11:00am

2/16/2023- Pre-bid conference

2/22/2023 – Addendum issued

3/9/2023- Notified by current contract holder/intended respondent that they never received addendum. OPD confirms admin assistant only sent addendum to half of plan holders list.

3/10/2023- 2nd addendum released. Due date extended to 3/20/2023 at 11:00am.

3/22/23 – Review Teams receive proposals to score

4/26/23 Proposal reviews complete. Vendors recommended based upon scores.

5/8/23 – Award letters sent to selected vendors.

5/22/23 Draft contract sent to Tri-C for review

5/26/23 Request for Negotiations meeting sent

5/31/23 Negotiations meeting held

6/5/23 Checklist and request for required documents sent.

6/28/23 Contract for Tri-C signature sent

7/3/23 Follow up need COI

7/12/23 COI received- corrections needed

7/13/23 Tri-C returns corrected COI; Risk letter needed from Tri-C

7/17/23 Correspondence between Law and Risk and Tri-C Law and Risk Departments. Tri-C wanted contract language changes to contract about indemnification; Law Dept. needed COI changes.

7.31.23 County Law and Risk depts request a letter confirming Tri-C is not in a risk pool and can cover insurance requirements since they are self-insured.

8.2.23 Received letter from Tri-C Legal Dept.

8.3.23 County Law needs to change contract language based upon letter received.

8.9.23 Need revised signed contracts back. OPD requires new ICWA form

8.11.23 Uploaded into INFOR and released.

E. Funding

1. The contract is funded by federal Workforce Innovation and Opportunity Act of 2014 (WIOA) funds for 44% of the total and federal Temporary Assistance to Needy Families (TANF) funds for 56% of the total.

2. The schedule of payments is monthly by invoice.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	11808
Infor/Lawson PO# Code (if applicable):	rfp
Event #	4070
CM Contract#	3649

	Department initials	Clerk of the Board
Briefing Memo	MK	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	Issues with SuperRequestor and RFP addendum; Insurance Requirements	
What is being done to prevent this from reoccurring?	Start RFP process 15 months in advance instead of 10	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION				
Formal RFP				
Reviewed by Purchasing				
Tri-C ATA			Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)			MK	Ok
Bid Specification Packet			MK	uploaded
Final DEI Goal Setting Worksheet			MK	ok
Diversity Documents – <i>if required (goal set)</i>			None set	n/a
Award Letter (sent to awarded vendor)			MK	ok
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>			Not requested	n/a
Tabulation Sheet			MK	Final review tab sheet uploaded
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators</i>).			MK	uploaded
IG#	n/a Tri-C is considered Intra Agency		MK	n/a Gov entity
Debarment/Suspension Verified	Date:	6.16.23 7.3.2023	MK	Vendor name varies from other forms
Auditor’s Finding	Date:	6.29.23	MK	Ok-within 60 days- Vendor name doesn’t match name on contract
Vendor’s Submission			MK	Partially executed contract uploaded
Independent Contractor (I.C.) Requirement	Date:	8.11.23	MK	Ok-within 1 yr
Cover – <i>Master contracts only</i>			n/a	n/a
Contract Evaluation – <i>if required</i>			MK	uploaded
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			n/a	n/a

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Checklist Verification	MK	ok
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Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	MK
Matrix Law Screen shot	MK
COI	MK
Workers’ Compensation Insurance	MK
Performance Bond, if required per RFP	Not required

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
07.01.23-12.31.23	WF365100	55130	WF-CCMEP	55130	\$195,320.64
07.01.23-12.31.23	HS260100	55130	UCH08301	55130	\$248,589.90
01.01.24-12.31.24	WF365100	55130	WF-CCMEP	55130	\$585,961.91
01.01.24-12.31.24	HS260100	55130	UCH08301	55130	\$745,769.70
01.01.25-6.30.25	WF365100	55130	WF-CCMEP	55130	0.00
01.01.25-6.30.25	HS260100	55130	UCH08301	55130	0.00
			TOTAL		\$1,775,642.15

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)					
Infor/Lawson PO# and PO Code (if applicable)					
Lawson RQ# (if applicable)		11808			
CM Contract#		3649			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$1,775,642.15		7.1.23-6.30.25		
	Prior Amendment Amounts (list separately)	\$			
		\$			
		\$			
	Pending Amendment	\$			

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	Total Amendments	\$			
Total Contact Amount	\$1,175,642.15 1,775,642.15				

PURCHASING USE ONLY

Prior Resolutions	n/a
CM#:	3649
Vendor Name:	CUYAHOGA COMMUNITY COLLEGE DISTRICT
ftp:	7.1.23-6.30.25
Amount:	\$1,775,642.15
History/CE:	n/a
EL:	ok
Procurement Notes:	Buyer review completed
Purchasing Buyer’s initials and date of approval	Lz 8.23.2023

CONTRACT EVALUATION FORM

Contractor	Cuyahoga Community College Advanced Technology Academy ATA OSY				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CE1900142 CM# 2693 (copied from CM 649)				
RQ#	44122				
Time Period of Original Contract	7/1/19-6/30/21				
Background Statement	The Department of Workforce Development provides workforce services to youth and young adults as part of the Comprehensive Case Management Employment Program (CCMEP) established by the state of Ohio. The services will help participants find self-sufficient employment and progress along career paths through employment, education and training. Services are structured around three groups: (1) youth seeking summer work experience; and (2) in-school and (3) out-of-school youth who apply throughout the rest of the year.				
Service Description	Tri-C ATA will provide services to out-of-school youth (age 18-24). This program focuses on barrier removal and workforce preparation through structured career pathways employment and/or career furthering post-secondary education and credential training. The program focuses on in-demand industries such as healthcare, manufacturing, information technology, public safety and hospitality/culinary. Services include Assessment; Job Readiness Training; GED or academic remediation as needed; Credential Training, Work Experience; and Job Placement/Retention.				
Performance Indicators	<ul style="list-style-type: none"> • Enrollment: Goal 90 • Work Experience: Goal 45 • Employment: Goal 90 • Credential: Goal 85 				
Actual Performance versus performance indicators (include statistics):	<ul style="list-style-type: none"> • Enrollment: 92 • Work Experience: 14 • Employment: 82 • Credential: 86 <p style="text-align: center;">As of May 31, 2023</p>				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			

Justification of Rating	Provider is meeting expectations of program and performance is above average as compared to other CCMEP providers in the areas of enrollment, employment and participants completing training and obtaining employment.
Department Contact	Mary Kelley
User Department	Workforce Development
Date	6.30.23

OnBase Item Detail Briefing Memo - Form

Directions: Use the following form when requesting approval of a contract, agreement, an amendment, lease, permits or grants involving the County.

Complete all items within the (parenthesis – **Note: Do not include Parenthesis**) then attach the following information as a Word Document to the OnBase item.

Title:

Department of Workforce Development; RQ#11808 2023 Cuyahoga Community College Youth Technology Program; Contract for the Comprehensive Case Management and Employment Program

A. Scope of Work Summary

1. Department of Workforce Development requesting approval of a contract with Cuyahoga Community College Youth Technology Academy for the anticipated cost not-to-exceed \$287,830.42.

The services to be provided are workforce services to include intake, assessment, goal planning, occupational training, measurable skills gains and/or credential attainment, employment exploration, work experience job attainment and retention and follow-up services to youth and young adults ages 14-24.

The anticipated start-completion dates are July 1, 2023 to June 30, 2025.

2. The primary goals of the project are to provide workforce services to eligible youth and young adults in Cuyahoga County resulting in increased employment and economic development opportunities for family-sustaining wages in career-path occupations of choice.

B. Procurement

1. The procurement method for this project was RFP. The total value of the RFP is \$8,400,000.

2. The RFP was closed on March 20, 2023. There is a 0% SBE and a 0% DBE participation/goal.

3. There were 11 proposals pulled from OPD, 11 proposals submitted for review, and 5 approved.

C. Contractor and Project Information

1. Cuyahoga Community College
700 Carnegie Ave
Cleveland OH 44115

Council District (all)

2. The President of Cuyahoga Community College is Michael Baston

3.a The address or location of the project is:
OhioMeansJobs | Cleveland-Cuyahoga County
1910 Carnegie Avenue
Cleveland, OH 44115

D. Project Status and Planning

1. This is the Comprehensive Case Management and Employment Program. It is not a new program; however, we have just closed an RFP for new vendors beginning this program year.

4. [*When applicable*] The project's term began on July 1, 2023. State the time-line and reason for late submission of the item.

Late Submittal RQ 11808 Tri-C YTA

Procurement Start Date: December 12, 2022

12/12/2022 –ERP SuperRequestor requisition entry request per directions in intranet because WFD is too small to have our own ERP requisition requestor.

12/28/2022- Update request regarding SuperRequestor requisition entry request

1/4/2023- Second update request regarding ERP SuperRequestor entry request

1/4/2023- OPD asks HHS to provide SuperRequestor to WFD. HHS does not have one.

1/6/2023- OPD asks Dept. of Public Works to assist WFD in requisition

1/10/2023 Overbudget errors need to be corrected thru Help Desk.

1/17/2023 – RQ# 11808 verified.

1/18/2023- RQ# 11808 unreleased due to missing information on DEI work sheet.

1/23/2023- Requisition placed back in Office of Diversity's queue.

1/30/2023- Diversity Approves

2/7/2023 – RFP Posted publicly. Due date: 3/13/2023 11:00am

2/16/2023- Pre-bid conference

2/22/2023 – Addendum issued

3/9/2023- Notified by current contract holder/intended respondent that they never received addendum. OPD confirms admin assistant only sent addendum to half of plan holders list.

3/10/2023- 2nd addendum released. Due date extended to 3/20/2023 at 11:00am.

3/22/23 – Review Teams receive proposals to score

4/26/23 Proposal reviews complete. Vendors recommended based upon scores.

5/8/23 – Award letters sent to selected vendors.

5/22/23 Draft contract sent to Tri-C for review

5/26/23 Request for Negotiations meeting sent

5/31/23 Negotiations meeting held

6/5/23 Checklist and request for required documents sent.

6/28/23 Contract for Tri-C signature sent

7/3/23 Follow up need COI

7/12/23 COI received- corrections needed

7/13/23 Tri-C returns corrected COI; Risk letter needed from Tri-C; Tri-C legal requests contract

7/17/23 Correspondence between Law and Risk and Tri-C Law and Risk Departments. Tri-C wanted contract language changes to contract about indemnification; Law Dept. needed COI changes.

7.31.23 County Law and Risk depts request a letter confirming Tri-C is not in a risk pool and can cover insurance requirements since they are self-insured.

8.2.23 Received letter from Tri-C Legal Dept.

8.3.23 County Law needs to change contract language based upon letter received. 2

8.9.23 Need revised signed contracts back. OPD requires new ICWA form

8.11.23 Uploaded into INFOR and released.

E. Funding

1. The contract is funded by federal Workforce Innovation and Opportunity Act of 2014 (WIOA) funds for 100% of the total.

2. The schedule of payments is monthly by invoice.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	11808
Infor/Lawson PO# Code (if applicable):	
Event #	4070
CM Contract#	3651

	Department initials	Clerk of the Board
Briefing Memo	MK	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	Issues with Super Requestor process and RFP addendum; Insurance requirements	
What is being done to prevent this from reoccurring?	Start RFP process 12-15 months in advance instead of 10 months in advance	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION Formal RFP Reviewed by Purchasing
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Tri-C YTA	Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)	MK	EB 8/14/23
Bid Specification Packet	MK	EB 8/14/23
Final DEI Goal Setting Worksheet	MK	EB 8/14/23
Diversity Documents – <i>if required (goal set)</i>	n/a none set	N/A
Award Letter (sent to awarded vendor)	MK	EB 8/14/23
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>	Not requested	N/A -not requested
Tabulation Sheet	MK	EB 8/14/23
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators</i>).	MK	EB 8/14/23
IG#	n/a Tri-C is considered IntraAgency-no requirement	
Debarment/Suspension Verified	Date: 6.16.23 7.3.23	MK
Auditor’s Finding	Date: 6.29.23	MK
Vendor’s Submission	MK	EB 8/14/23
Independent Contractor (I.C.) Requirement	Date: 8.11.23	MK
Cover - <i>Master contracts only</i>	n/a	N/A
Contract Evaluation – <i>if required</i>	MK	EB 8/14/23
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), <i>if required</i> .	n/a	N/A
Checklist Verification	MK	EB 8/14/23

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law
Department initials

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Agreement/Contract and Exhibits	MK
Matrix Law Screen shot	MK
COI	MK
Workers’ Compensation Insurance	MK
Performance Bond, if required per RFP	n/a

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
07.01.23-12.31.23	WF365100	55130	WF-CCMEP	55130	\$71,957.60
01.01.24-06.30.24	WF365100	55130	WF-CCMEP	55130	\$215,872.82
07.01.24-12.31.24	WF365100	55130	WF-CCMEP	55130	0.00
01.01.25-06.30.25	WF365100	55130	WF-CCMEP	55130	0.00
			TOTAL		\$287,830.42

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)					
Infor/Lawson PO# and PO Code (if applicable)					
Lawson RQ# (if applicable)		11808			
CM Contract#					
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$287,830.42				
	Prior Amendment Amounts (list separately)	\$			
	Pending Amendment	\$			
	Total Amendments	\$			
Total Contact Amount	\$287,830.42				

PURCHASING USE ONLY

Prior Resolutions	N/A
CM#:	3651

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Vendor Name:	Cuyahoga Community College District
ftp:	July 1, 2023 through June 30, 2025
Amount:	\$287,830.42
History/CE:	Ok
EL:	Ok
Procurement Notes:	Vendor’s Confidential Financial Statement not requested; Cuyahoga Community College District IG not required due to Tri-C being considered Intra Agency
Purchasing Buyer’s initials and date of approval	EB 8/14/2023

Contract: 3651
 Amount: \$287,830.42
 Vendor Name: Cuyahoga Community College District
 Justification: EB
 IG: EB -n/a Tri-C is considered Intra Agency-no requirement
 Debarment -EB
 Auditor's findings -EB
 Independent Contractor -EB
 Checklist: EB
 Buyer Review Complete. EB 8/14/23

CONTRACT EVALUATION FORM

Contractor	Cuyahoga Community College Youth Technology Academy YTA ISY				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	AG1900143				
RQ#	44122				
Time Period of Original Contract	7/1/19-6/30/21				
Background Statement	The Department of Workforce Development provides workforce services to youth and young adults as part of the Comprehensive Case Management Employment Program (CCMEP) established by the state of Ohio. The services will help participants find self-sufficient employment and progress along career paths through employment, education and training. Services are structured around three groups: (1) youth seeking summer work experience; and (2) in-school and (3) out-of-school youth who apply throughout the rest of the year.				
Service Description	Tri-C YTA will provide services to in-school youth (ages 14-18). This program focuses on barrier removal and workforce preparation through college-level STEM classes taken while the participant is still in high school and career furthering post-secondary education. Services include Assessment; Transferable College-level Class Credit, Work Experience; in a variety of flexible scheduling arrangements for the period through 06/30/2022.				
Performance Indicators	<ul style="list-style-type: none"> • Enrollment: Goal 5 • Work Experience: Goal 10 • Post-Secondary Placement: Goal 7 • GED/Diploma/Matriculation to Next Level: Goal 28 				
Actual Performance versus performance indicators (include statistics):	<ul style="list-style-type: none"> • Enrollment: 3 • Work Experience: 0 • Post-Secondary Placement: 17 • GED/Diploma/Matriculation to Next Level: diploma; matriculate 0 <p style="text-align: center;">As of May 31, 2023</p>				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)			X		

Justification of Rating	Provider has been reminded of the importance of timely service enrollment, case management and appropriate exits.
Department Contact	Mary Kelley
User Department	Workforce Development
Date	6.30.23

County Council of Cuyahoga County, Ohio
Ordinance No. O2023-0015

<p>Sponsored by: Councilmember Simon</p>	<p>An Ordinance amending Section 206.12 of the Cuyahoga County Code to codify the county’s planning regions represented by the Cuyahoga County Planning Commission and to clarify the procedures for the designation of alternates; and declaring the necessity that this Ordinance become immediately effective.</p>
---	--

WHEREAS, the Cuyahoga County Planning Commission (“Commission”) was originally established pursuant to Ohio Revised Code Section 713.22 in 1989 as the successor organization to the previously constituted Regional Planning Commission; and

WHEREAS, the Commission’s mission is to advance Cuyahoga County’s social, economic, and environmental health through equitable community planning; and

WHEREAS, in 2015 Cuyahoga County Council enacted Section 206.12 of the Cuyahoga County Code to specify the county’s representation on the Commission and codify its role in county governance; and

WHEREAS, the Commission recently established a subcommittee to update the Commission’s bylaws; and

WHEREAS, to ensure the recommendations of the Commission’s bylaws subcommittee are consistent with the County Code, the subcommittee urges Cuyahoga County Council to amend the code as provided herein, to formally codify the planning regions represented by the Commission and to clarify the procedures governing the designation of alternates.

NOW, THEREFORE, BE IT ENACTED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. Section 206.12 of the Cuyahoga County Code is hereby amended as follows (deletions are stricken, additions are bolded and underlined):

Section 206.12 Cuyahoga County Planning Commission

The Cuyahoga County Planning Commission, established pursuant to section 713.22 of the Revised Code, shall be composed of the following members:

1. Eight members appointed by the County Executive and confirmed by Council in accordance with section 713.22 of the Revised Code and the County Charter. **To ensure the geographic diversity of the county is represented, the County Executive shall endeavor to appoint one chief elected official from each one of the following County Planning Commission planning regions, as defined by the County Planning Commission bylaws:**

a. Chagrin/Southeast Region

b. Cleveland Region

c. Cuyahoga Region

d. Heights Region

e. Hillcrest Region

f. Southcentral Region

g. Southwest Region

h. Westshore Region

2. The County Executive; and

3. Two members of the County Council appointed by the President of Council.

B. Alternates to the County Planning Commission ~~appointed to serve on behalf of the County Executive or members of County Council~~ shall be residents of the county and shall be designated in the same manner as the designation of alternates ~~by members of boards of county commissioners~~, as provided in section 713.22 of the Revised Code.

C. Paragraphs (A) and (B) shall not terminate or otherwise affect the term of those members serving on the County Planning Commission as of the effective date of this section.

SECTION 2. It is found and determined that all formal actions of the Council relating to the adoption of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Ordinance was duly enacted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 12, 2023

Committee(s) Assigned: Education, Environment & Sustainability

Journal _____

_____, 20 _____