



**AGENDA**  
**CUYAHOGA COUNTY EDUCATION, ENVIRONMENT & SUSTAINABILITY**  
**COMMITTEE MEETING**  
**WEDNESDAY, OCTOBER 30, 2024**  
**CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS**  
**C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> 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 SEPTEMBER 18, 2024 MEETING [See page 5]**
- 5. MATTERS REFERRED TO COMMITTEE**
  - a) R2024-0356: A Resolution awarding a total sum, not to exceed \$10,000, to the National Congress of Black Women Greater Cleveland Chapter for the Bring Back the Village Initiative from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. [See page 8]
  - b) R2024-0385: A Resolution authorizing amendments to contracts with various providers for youth workforce employment, education and training services in connection with Comprehensive Case Management Program for the period 7/1/2023 – 6/30/2025, to change the terms and

for additional funds in the total amount not-to-exceed \$7,942,185.69, effective 7/1/2024; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: [See page 16]

1) 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 \$2,000,000.00.
- b) Contract No. 3634 with Towards Employment in the amount not-to-exceed \$1,578,016.88.
- 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 \$1,775,442.00.

2) For in-school services:

- a) Contract No. 3651 with Cuyahoga Community College District in the amount not-to-exceed \$287,830.00.

c) R2024-0386: A Resolution making an award on RQ14356 to various providers in the total amount not-to-exceed \$5,900,000.00 for a summer youth employment program for low-income, TANF-eligible youth, ages 14-24, for the period 11/1/2024 – 12/31/2025; authorizing the County Executive to execute the Master Contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: [See page 55]

- 1) Contract No. 4786 with Youth Opportunities Unlimited in the amount not-to-exceed \$5,200,000.00.
- 2) Contract No. 4787 with Verge, Inc. in the amount not-to-exceed \$700,000.00.

- d) R2024-0388: A Resolution authorizing an amendment to a Master Contract with various providers for school/community-based Closing the Achievement Gap services for the period 1/1/2022 – 12/31/2024, to extend the time period to 7/31/2025, to make budget line-item revisions, and for additional funds in the total amount not-to-exceed \$642,361.87, effective 1/1/2025; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: [See page 74]
- 1) Contract No. 2227 with East Cleveland City School District in the amount not-to-exceed \$72,415.86.
  - 2) Contract No. 2268 with Bedford City School District in the amount not-to-exceed \$72,415.86.
  - 3) Contract No. 2269 with Cleveland Municipal City School District in the amount not-to-exceed \$207,866.71.
  - 4) Contract No. 2270 with Cleveland Heights – University Heights City School District in the amount not-to-exceed \$72,415.86.
  - 5) Contract No. 2271 with Maple Heights City School District in the amount not-to-exceed \$72,415.86.
  - 6) Contract No. 2272 with Warrensville Heights City School District in the amount not-to-exceed \$72,415.86.
  - 7) Contract No. 2273 with Garfield Heights City School District in the amount not-to-exceed \$72,415.86.
- e) R2024-0389: A Resolution authorizing an amendment to Contract No. 3266 with Child Care Resource Center of Cuyahoga County dba Starting Point for the Prevention and Inclusion Program (fka Special Needs Child Care Program) for the period 1/1/2022 - 12/31/2024, to extend the time period to 12/31/2025, to make budget line-items revisions, and for additional funds in the amount not-to-exceed \$1,841,921.78, effective 1/1/2025; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See page 116]

## **6. PRESENTATION**

- a) Protecting Cuyahoga Residents from Scams-Sheryl Harris, Director of Consumer Affairs

## **7. MISCELLANEOUS BUSINESS**

## **8. 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 5<sup>th</sup> 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, SEPTEMBER 18, 2024  
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS  
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR  
3:00 PM

### 1. CALL TO ORDER

**Chairwoman Simon called the meeting to order at 3:10 p.m.**

### 2. ROLL CALL

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

### 3. PUBLIC COMMENT

**There were no public comments given.**

### 4. APPROVAL OF MINUTES FROM THE JULY 24, 2024 MEETING

**A motion was made by Ms. Stephens, seconded by Mr. Schron and approved by unanimous vote to approve the minutes from the July 24, 2024 meeting.**

### 5. MATTERS REFERRED TO COMMITTEE

- a) R2024-0312: A Resolution awarding a total sum, not to exceed \$10,000, to 100 Black Men of Greater Cleveland, Inc. for the Saturday Academy Program from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

**Mr. Gregory Lockhart, Chairman of the 100 Black Men of Greater Cleveland, Inc., addressed the Committee regarding Resolution No. R2024-0312. Discussion ensued.**

**Committee members asked questions of Mr. Lockhart pertaining to the item, which he answered accordingly.**

**On a motion by Ms. Stephens with a second by Mr. Schron, Resolution No. R2024-0312 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.**

- b) R2024-0313: A Resolution awarding a total sum, not to exceed \$10,000, to Gamma Delta Zetas Helping Others, Inc. for the Cleveland Stork's Nest Program from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

**Ms. Charie Headen, Chair of the Cleveland Stork's Nest Program, addressed the Committee regarding Resolution No. R2024-0313. Discussion ensued.**

**Committee members asked questions of Ms. Headen pertaining to the item, which she answered accordingly.**

**On a motion by Ms. Stephens with a second by Mr. Schron, Resolution No. R2024-0313 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.**

**Committee members Stephens and Jones requested to have their names added as co-sponsors to the legislation.**

- c) R2024-0316: A Resolution awarding a total sum, not to exceed \$10,000, to Seeds of Literacy for the Adult Basic Education Program from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

**Ms. Bonnie Entler, President and CEO of Seeds of Literacy, addressed the Committee regarding Resolution No. R2024-0316. Discussion ensued.**

**Committee members asked questions of Ms. Entler pertaining to the item, which she answered accordingly.**

**On a motion by Ms. Stephens with a second by Mr. Schron, Resolution No. R2024-0316 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.**

## 6. PRESENTATIONS

- a) Update regarding transition from Workforce Development

**Ms. Laura Chalker, Chief Executive Officer of the Cleveland/Cuyahoga County Workforce Development Board, provided the Committee with an update on the Board's transition to a non-profit structure. Discussion ensued.**

**Committee members asked questions of Ms. Chalker pertaining to the item, which she answered accordingly.**

- b) Update regarding Educational Assistance Program

**Ms. Michelle Rose, Chief Operating Officer of the Cleveland/Cuyahoga County Workforce Development Board, provided the Committee with an update on the Cuyahoga County Educational Assistance Program. Discussion ensued.**

**Committee members asked questions of Ms. Rose pertaining to the item, which she answered accordingly.**

## 7. MISCELLANEOUS BUSINESS

**There was no miscellaneous business.**

## 8. ADJOURNMENT

**With no further business to discuss, Chairwoman Simon adjourned the meeting at 3:55 p.m., without objection.**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0356

Sponsored by: <b>Councilmember Turner</b>	<b>A Resolution</b> awarding a total sum, not to exceed \$10,000, to the National Congress of Black Women Greater Cleveland Chapter for the Bring Back the Village initiative from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, Cuyahoga County received \$239,898,257 from the Federal Government through the American Rescue Plan Act (“ARPA”); and

**WHEREAS**, Cuyahoga County calculated 100% of the ARPA dollars as loss revenue under the U.S. Department of the Treasury Final Rule; and

**WHEREAS**, since all the ARPA dollars have been calculated as loss revenue, the ARPA dollars have been deposited in the County’s General Fund; and

**WHEREAS**, the County Executive and County Council have authorized \$86 million of the ARPA dollars for community grants to benefit the residents of Cuyahoga County (the “ARPA Community Grant”); and

**WHEREAS**, of the \$86 million for community grants, \$66 million have been encumbered for equal distribution to each County Council District; and

**WHEREAS**, the Cuyahoga County Council desires to provide funding from the District 9 ARPA Community Grant Fund in the amount of \$10,000 to the National Congress of Black Women Greater Cleveland Chapter for the Bring Back the Village initiative; and

**WHEREAS**, the National Congress of Black Women Greater Cleveland Chapter estimates approximately 100-125 people will be served annually through this award; and

**WHEREAS**, the National Congress of Black Women Greater Cleveland Chapter estimates the total cost of the project is \$15,000; and

**WHEREAS**, the National Congress of Black Women Greater Cleveland Chapter indicates the other funding source(s) for this project includes \$2,500 from a National Congress of Black Women Greater Cleveland Chapter fundraiser and \$2,500 from donations; and



**WHEREAS**, the National Congress of Black Women Greater Cleveland Chapter is estimating the start date of the project will be January 2025 and the project will be completed by December 2025; and

**WHEREAS**, the National Congress of Black Women Greater Cleveland Chapter requested \$10,000 from the District 9 ARPA Community Grant Fund to complete this project; and

**WHEREAS**, the Cuyahoga County Council desires to provide funding in the amount of \$10,000 to the National Congress of Black Women Greater Cleveland Chapter to ensure this project is completed; and

**WHEREAS**, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue to provide for the usually, daily operations of the County.

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

**SECTION 1.** That the Cuyahoga County Council hereby awards a not-to-exceed amount of \$10,000 to the National Congress of Black Women Greater Cleveland Chapter from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the Bring Back the Village initiative.

**SECTION 2.** If any specific appropriation is necessary to effectuate this agreement, the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

**SECTION 3.** That the County Council staff is authorized to prepare all documents to effectuate said award.

**SECTION 4.** That the County Executive is authorized to execute all necessary agreements and documents consistent with said award and this Resolution.

**SECTION 5.** If requested or necessary, the Agency of the Inspector General or Department of Internal Audit is authorized to investigate, audit, or review any part of this award.

**SECTION 6.** To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

**SECTION 7.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the

preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

**SECTION 8.** It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution 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 Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: October 8, 2024

Committee(s) Assigned: Education, Environment & Sustainability

Journal \_\_\_\_\_

\_\_\_\_\_, 20\_\_\_\_



**Cuyahoga County  
Council**

2079 East 9<sup>th</sup> Street, 8<sup>th</sup> Floor • Cleveland Ohio 44115  
(216) 698-2010

**COUNTY AMERICAN RESCUE PLAN ACT APPLICATION**

<b>APPLICANT INFORMATION:</b>	
<b>Name of Requesting Entity (City, Business, Non-Profit, etc.)</b> NCBW Greater Cleveland Chapter "Women Making A Difference"	
<b>Address of Requesting Entity:</b> 3100 East 45 Street Cleveland OH 44127	
<b>County Council District # of Requesting Entity:</b> #9	
<b>Address or Location of Project if Different than Requesting Entity:</b>  N/A	
<b>County Council District # of Address or Location of Project if Different than Requesting Entity:</b> #8	
<b>Contact Name of Person Filling out This Request:</b> Pamela Grsy-Mason	
<b>Contact Address if different than Requesting Entity:</b>  	
<b>Email:</b> ncbwcleland@gmail.com	<b>Phone:</b> 216.268.9658
<b>Federal IRS Tax Exempt No.:</b> 87-4396607	<b>Date:</b> September 25, 2024

## PROJECT DESCRIPTION

**REQUEST DESCRIPTION (include the project name, a description of the project, why the project is important or needed, and timeline of milestones/tracking of the project):**

“Bring Back the Village” has been an ongoing initiative for the National Congress of Black Women-Greater Cleveland Chapter (NCBWGCC). Starting back in 2020, it was the organization’s intent to reach out to different communities and focus on their needs.

Our original Common Ground Grant awarded the opportunity to “Build A Network of Support and Resources for Family”. The community cafes were successful in the Glenville and Collinwood area. Overall, the past three (3) years, have included: breast cancer awareness, domestic violence retreat, Social Justice for All Conference, Breaking the Glass Ceiling, and numerous community cafes focusing on safety in the home, school and community.

NCBWGCC would like to continue our focus on education and the mental and socio-emotional needs of youth. This would include the following three (3) programs:

-**Tutoring:** continuation of a designated day care/after school. The goal is to increase math and reading scores of Grades 2 and 3 students. This is a 10-week program, Tuesday, and Thursday from 4:30-6:00pm. The Wednesday sessions are dedicated to art therapy, identifying wellness, self-esteem, and coping skills.

-**Teen Academy:** 6-week summer camp “Who am I?”. These sessions include vision boards, empowerment poetry, recognition of Black woman in history, and artistic expressions, i.e., self-portraits on canvass). This has been a recurring project for 3 years.

-**Civic Engagement and Advocacy:** new program to introduce high schoolers to democracy through unionist and collective bargaining simulations. Students will exercise the methods of debate, arbitration, mediation and find commonality of working in groups. Fall, 2025

Timeline: Specified above. Final report(s) given to the membership through committee reports. Data collection continuous and evaluated.

**Project Start Date: January 2025**

**Project End Date: December 2025**

## **IMPACT OF PROJECT:**

**Who will be served:**

**Youth: through 3 separate projects**

**(1) Ages 7-9 (Male and Female) (2)Ages 10-16 (Female) (3) High schoolers 16-18**

**How many people will be served annually:**

**100-125**

**Will low/moderate income people be served; if so how:**

**Yes, communities identified as the following: Fairfax, Glenville and High schoolers across Cuyahoga County.**

**How does the project fit with the community and with other ongoing projects:**

**NCBWGCC's mission and vision has been to advocate and empower the Black women/girls and her family through social, political development, education, community engagement. To build socio-economic opportunities. NCBWGCC continues to work in communities to carry out this mission.**

**If applicable, how many jobs will be created or retained (specify the number for each) and will the jobs be permanent or temporary:**

**None**

**Membership volunteers; stipend for educators and researchers.**

**If applicable, what environmental issues or benefits will there be:**

**None**

**If applicable, how does this project serve as a catalyst for future initiatives:**

**"Bring Back the Village" continue to open avenues for success within communities. It's promotion that working together of partners and 'villages', bring about resources, and positive results.**

**FINANCIAL INFORMATION:**

**Total Budget of Project:**

**\$15,000.00**

**Other Funding Sources of Project (list each source and dollar amount separately):**

**NCBWGCC Major Fundraiser(October): \$2500.00**

**Donations: 2500.00**

**Total amount requested of County Council American Resource Act Dollars:**

**\$10,000.00**

**Since these are one-time dollars, how will the Project be sustained moving forward:**

**Sustainability for Bring Back the Village will be secured in grant requests and raising donations from separate sponsors.**

**Thank you for your consideration.**

**DISCLAIMER INFORMATION AND SIGNATURE**

**Disclaimer:**

I HEREBY CERTIFY that I have the authority to apply for financial assistance on behalf of the entity described herein, and that the information contained herein and attached hereto is true, complete, and correct to the best of my knowledge.

I acknowledge and agree that all County contracts and programs are subject to Federal Guidelines and Regulations, the Ohio Revised Code, the Cuyahoga County Charter, and all County Ordinances including all information submitted as part of this application is a public record.

I understand that any willful misrepresentation on this application or on any of the attachments thereto could result in a fine and/or imprisonment under relevant local, state, and/or federal laws or guidelines.

I agree that at any time, any local, state, or federal governmental agency, or a private entity on behalf of any of these governmental agencies, can audit these dollars and projects.

**Printed Name:**

**Pamela Gray-Mason**

**Signature:**



**Date:**

**September 25, 2024**

**Additional Documents**

**Are there additional documents or files as part of this application? Please list each documents name:**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0385

<p>Sponsored by: <b>County Executive Ronayne/Department of Health and Human Services/Cuyahoga Job and Family Services</b></p>	<p><b>A Resolution</b> authorizing amendments to contracts with various providers for youth workforce employment, education and training services in connection with Comprehensive Case Management Program for the period 7/1/2023 – 6/30/2025, to change the terms and for additional funds in an amount not-to-exceed \$7,942,185.69, effective 7/1/2024; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution and declaring the necessity that this Resolution become immediately effective.</p>
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**WHEREAS**, the County Executive/ Department of Health and Human Services/Division of Cuyahoga Job and Family Services recommend amendments to contracts with various providers for youth workforce employment, education and training services in connection with Comprehensive Case Management Program for the period 7/1/2023 – 6/30/2025, to change the terms and for additional funds in the amount not-to-exceed \$7,942,185.69, effective 7/1/2024, as follows:

a) For out-of-school services:

- 1) Contract No. 3414 with the Kaiser Group (DE) LLC dba Dynamic Workforce solutions for an anticipated additional amount of \$2,000,000.00.
- 2) Contract No. 3634 with Towards Employment for an anticipated additional amount of \$1,587,016.88.
- 3) Contract No. 3646 with Ohio Guidestone for an anticipated additional amount of \$2,291,896.81.
- 4) Contract No. 3649 with Cuyahoga Community College District for an anticipated additional amount of \$1,775,442.00; and

b) For in-school services:



- 1) Contract No. 3651 with Cuyahoga County Community College District for an anticipated additional amount of \$287,830.00; 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 46% Federal Workforce Innovation and Opportunity Act (WIOA) Fund and 54% Temporary Assistance to Needy Families (TANF) Fund: and

**WHEREAS**, the County is only contractually responsible to pay the 54% portion paid by the TANF Fund, the WIOA funding is owed and to be paid by the newly incorporated non-profit Cleveland-Cuyahoga County Workforce Development Board; and

**WHEREAS**, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

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

**SECTION 1.** That the Cuyahoga County Council hereby authorize amendments to contracts with various providers for youth workforce employment, education and training services in connection with Comprehensive Case Management Program for the period 7/1/2023 – 6/30/2025, to change the terms, effective 7/1/2024, and for additional funds in the amount not-to-exceed \$7,942,185.69 as follows:

a) For out-of-school services:

- 1) Contract No. 3414 with the Kaiser Group (DE) LLC dba Dynamic Workforce solutions for an anticipated additional amount of \$2,000,000.00.
- 2) Contract No. 3634 with Towards Employment for an anticipated additional amount of \$1,587,016.88.
- 3) Contract No. 3646 with Ohio Guidestone for an anticipated additional amount of \$2,291,896.81.
- 5) Contract No. 3649 with Cuyahoga Community College District for an anticipated additional amount of \$1,775,442.00; and

b) For in-school services:

- 1) Contract No. 3651 with Cuyahoga County Community College District for an anticipated additional amount of \$287,830.00; and

**SECTION 2.** That the County Executive is authorized to execute the amendment and all documents consistent with 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, and safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

**SECTION 4.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution 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 Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: October 22, 2024  
Committee(s) Assigned: Education, Environment & Sustainability

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_

**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	Comprehensive Case Management and Employment Program (CCMEP) for Young Adults
<b>Department or Agency Name</b>	Cuyahoga Job and Family Services
<b>Requested Action</b>	<input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/Amendment (A-# )	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC/Council Approved	Approval No.
(O)	3651	Tri C Youth Technology Academy	7/1/2023-6/30/2025	\$287,830.42	9/26/2023	R2023-0252
(A1)	3651	Tri C Youth Technology Academy	7/1/2024-6/30/2025	\$287,830.00	Pending	Pending

**Service/Item Description (include quantity if applicable).**

Cuyahoga Job and Family Services is requesting approval of a contract amendment with **Tri C Youth Technology Academy** for the Comprehensive Case Management and Employment Program (CCMEP) for young adults ages 14-24 with the anticipated cost not-to-exceed **\$287,830.00** for time period **7/1/2024-6/30/2025**.

**Indicate whether:**    New service/purchase    Existing service/purchase    Replacement for an existing service/purchase (provide details in Service/Item Description section above)

**For purchases of furniture, computers, vehicles:**    Additional    Replacement  
**Age of items being replaced:**                      **How will replaced items be disposed of?**                      **N/A**

**Project Goals, Outcomes or Purpose (list 3):**

- Serve underrepresented, at-risk youth in Cleveland and surrounding suburbs providing Equity in Access to Technology.
- Provide positive youth development through an individualized approach to technical academic training and STEM career pathway pursuits.
- Connect at-risk youth with successful and impactful employers and industry leaders for job shadowing, internships, work experiences and other collaborative, career building opportunities.

**In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)**

Vendor Name and address:	Owner, executive director, other (specify):
3409 Woodland Avenue Cleveland, Ohio 44115	<b>Mary Kay Bitterman, Project Director</b>

Vendor Council District: N/A	Project Council District: Countywide
If applicable provide the full address or list the municipality(ies) impacted by the project.	Serving Countywide

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ# <u>11808</u> (Insert RQ# for formal/informal items, as applicable) <input type="checkbox"/> RFB <input checked="" type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date: 3/20/2023	Provide a short summary for not using competitive bid process.  *See Justification for additional information.
The total value of the solicitation: \$8,400,000	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received)  <b>11 proposals pulled from OPD/ 11 proposals submitted for review/ 5 approved.</b>	<input type="checkbox"/> State Contract, list STS number and expiration date  <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): ( ) DBE ( ) SBE ( ) MBE ( ) WBE. Were goals met by awarded vendor per DEI tab sheet review? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.  If no, has this gone to the Administrative Reconsideration Panel? If so, what was the outcome? <b>N/A</b>	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain:  <b>N/A</b>	<input type="checkbox"/> Government Purchase  <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?  <b>N/A</b>	<input checked="" type="checkbox"/> Contract Amendment – Contract Amendment 1 (RFP 11808/CM#3651) <input type="checkbox"/> Other Procurement Method, please describe:

<b>Is Purchase/Services technology related</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, complete section below:	
<input type="checkbox"/> Check if item on IT Standard List of approved purchase.	If item is not on IT Standard List state date of TAC approval:
Is the item ERP related? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain. N/A	

**FUNDING SOURCE:** Please provide the complete, proper name of each funding source (No acronyms). Include % for each funding source listed.

**70% Federal Temporary Assistance to Needy Families (TANF) funds**

Is funding for this included in the approved budget?  Yes  No (if "no" please explain):

List all Accounting Unit(s) upon which funds will be drawn and amounts if more than one accounting unit.  
**HS260100 – 55130 – UCH08301: 70% Federal Temporary Assistance to Needy Families (TANF) funds**

Payment Schedule:  Invoiced  Monthly  Quarterly  One-time  Other (please explain):

**Provide status of project.**  
 Recurring service/purchase

Is contract/purchase late  No  Yes, In the fields below provide reason for late and timeline of late submission  
**Reason:** The Cleveland-Cuyahoga County Workforce Development Board transitioned to a nonprofit organization on 7/1/2024 resulting in CJFS inheriting their contracts. DCAP wasn't assigned to the CCMEP contracts until 7/8/2024 which falls after the amendment effective date. We are continually working with key staff to put processes in place to ensure funding availability, as well as seeking more efficient ways of securing covered services and service areas well before the proposed contract period.

**Timeline**

Project/Procurement Start Date (date your team started working on this item):	7/2/2024
Date documents were requested from vendor:	7/10/2024
Date of insurance approval from risk manager:	n/a
Date Department of Law approved Contract:	9/18/24

Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction: **N/A**

If late, have services begun?  No  Yes (if yes, please explain) **This amendment is for an existing service.**

Have payments been made?  No  Yes (if yes, please explain)

**HISTORY** (See chart above):

Prior Original (O) and subsequent Amendments (A-# )	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC/Council Approved	Approval No.
(O)	3651	Tri C Youth Technology Academy	7/1/2023-6/30/2025	\$287,830.42	9/26/2023	R2023-0252
A-1	3651	Tri C Youth Technology Academy	7/1/2024 – 6/30/2025	\$287,830.00	Pending	Pending

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	11808
Buyspeed RQ# (if applicable):	N/A
Infor/Lawson PO# Code (if applicable):	212596
CM Contract#	3651

	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	DWM	EB

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	The Cleveland-Cuyahoga County Workforce Development Board transitioned to a nonprofit organization on 7/1/2024 resulting in CJFS inheriting their contracts. DCAP wasn't assigned to the CCMEP contracts until 7/8/2024 which falls after the amendment effective date.	
What is being done to prevent this from reoccurring?	We are continually working with key staff to put processes in place to ensure funding availability, as well as seeking more efficient ways of securing covered services and service areas well before the proposed contract period.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
TRI C – YOUTH TECHNOLOGY ACADEMY – AMND 1			Department initials	Purchasing
Justification Form			DWM	EB
IG#			N/A	N/A
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:		N/A	N/A
Debarment/Suspension Verified	Date:	7/30/2024	DWM	EB
Auditor's Finding	Date:	7/11/2024	DWM	EB
Independent Contractor (I.C.) Requirement	Date:	7/16/2024	DWM	EB
Cover - <i>Master amendments only</i>			N/A	N/A
Contract Evaluation			DWM	EB
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			DWM	EB

Other documentation may be required depending upon your specific item

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

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Reviewed by Law	
	<b>Department initials</b>
Agreement/Contract and Exhibits	DWM
Matrix Law Screen shot	DWM
COI	DWM
Workers’ Compensation Insurance	DWM
Original Executed Contract (containing insurance terms) & all executed amendments	DWM

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
<b>7/1/2024 – 12/31/2024</b>	HS260100 (TANF)	55130	UCH08301	<b>\$83,950.42</b>
<b>1/1/2025 – 6/30/2025</b>	HS260100 (TANF)	55130	UCH08301	<b>\$117,530.58</b>
			<b>TOTAL</b>	<b>\$201,481.00</b>

<b>Contract History CE/AG# (if applicable)</b>	n/a
<b>Infor/Lawson PO# Code (if applicable)</b>	212596
<b>Lawson RQ# (if applicable)</b>	11808
<b>CM Contract#</b>	3651

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	<b>\$287,830.42</b>		<b>7/1/2023 – 6/30/2025</b>	<b>9/26/2023</b>	<b>R2023-0252</b>
<b>Prior Amendment Amounts (list separately)</b>		\$			
		\$			
		\$			
<b>Pending Amendment</b>		<b>\$201,481.00</b>	<b>7/1/2024 – 6/30/2025</b>	<b>PENDING</b>	<b>PENDING</b>
<b>Total Amendments</b>		\$			
<b>Total Contact Amount</b>		<b>\$489,311.42</b>			



## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

### Purchasing Use Only:

Prior Resolutions:	R2023-0252
Amend:	1
Vendor Name:	Cuyahoga Community College District
ftp:	7/1/2023 – 6/30/2025
Amount:	\$201,481.00
History/CE:	OK
EL:	OK
Procurement Notes:	N/A
Purchasing Buyer’s initials and date of approval	EB 9/25/2024

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Tri-C Youth Technology Academy (YTA)				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM 3651				
<b>RQ#</b>	RQ 11808 Event 4070				
<b>Time Period of Original Contract</b>	July 1, 2023- June 30, 2025				
<b>Background Statement</b>	Through contracted employment service providers, Cuyahoga County Job & Family Services (CJFS) and the Cleveland-Cuyahoga County Workforce Development Board (CCWDB) provide workforce services to youth and young adults as part of the Comprehensive Case Management Employment Program (CCMEP) established by the State of Ohio.				
<b>Service Description</b>	Provide workforce services to youth and young adults. The services help participants find self-sufficient employment and progress along career paths through education, training, and work experience. Participants must be determined eligible for the program and undergo assessments to determine their career interests and capacities. Service providers help participants explore and select career paths and support them through training, work experience, and comprehensive supportive and wraparound services to achieve the participant's personal goals.				
<b>Performance Indicators</b>	See box below				
<b>Actual Performance versus performance indicators (include statistics):</b>		<b>Actual</b>		<b>Goal</b>	
	New Enrolled	61		50	
	Placements	0		50	
	Credentials Attained	21		100% of eligible seniors	
	Measurable Skills Gained	58		50	
	Customer Satisfaction	n/r		100%	
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>			X		
<b>Justification of Rating</b>	Tri-C YTA does an adequate job of fulfilling some basic CCMEP program goals. CCMEP YTA is a subset of a larger Tri-C youth program. It is a STEM-focused, college-level coursework program wherein participants mainly build robots for competitions. They made their enrollment goal and measurable skills gains goals. Measurable skills gain is the most significant goal and they did a great job.				
<b>Department Contact</b>	Sharonda Mason & Mary Kelley				
<b>User Department</b>	Cuyahoga Dept. of Health & Human Services & Cleveland-Cuyahoga County Workforce Development Board				
<b>Date</b>	8.5.24				

**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	Comprehensive Case Management and Employment Program (CCMEP) for Young Adults
<b>Department or Agency Name</b>	Cuyahoga Job and Family Services
<b>Requested Action</b>	<input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-# )	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC/Council Approved	Approval No.
O	3649	Tri C Advanced Technology Academy	7/1/2023-6/30/2025	\$1,775,642.15	9/26/2023	R2023-0252
A1	3649	Tri C Advanced Technology Academy	7/1/2024-6/30/2025	\$727,931.22	Pending	Pending

<p><b>Service/Item Description (include quantity if applicable).</b></p> <p>Cuyahoga Job and Family Services is requesting approval of a contract amendment with <b>Tri C Advanced Technology Academy</b> for the Comprehensive Case Management and Employment Program (CCMEP) for young adults ages 14-24 in the amount not-to-exceed <b>\$727,931.22</b> - Effective <b>7/1/2024-6/30/2025</b>.</p>
<p>Indicate whether: <input type="checkbox"/> New service/purchase <input checked="" type="checkbox"/> Existing service/purchase <input type="checkbox"/> Replacement for an existing service/purchase (provide details in Service/Item Description section above)</p>
<p>For purchases of furniture, computers, vehicles: <input type="checkbox"/> Additional <input type="checkbox"/> Replacement</p> <p>Age of items being replaced: _____ How will replaced items be disposed of? _____ N/A</p>
<p><b>Project Goals, Outcomes or Purpose (list 3):</b></p> <ul style="list-style-type: none"> <li>• Attain and retain paid employment at good wages.</li> <li>• Meaningful work experiences that guide youth through a successful transition to employment and further education</li> <li>• Attainment of portable, stackable, industry-recognized credentials for in-demand occupations</li> </ul>

<b>In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)</b>	
Vendor Name and address:	Owner, executive director, other (specify):
3409 Woodland Avenue Cleveland, Ohio 44115	<b>Mary Kay Bitterman, Project Director</b>
Vendor Council District: N/A	Project Council District: Countywide

If applicable provide the full address or list the municipality(ies) impacted by the project.	Serving Countywide
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COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ# <u>11808</u> (Insert RQ# for formal/informal items, as applicable) <input type="checkbox"/> RFB <input checked="" type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date: 3/20/2023	Provide a short summary for not using competitive bid process.  *See Justification for additional information.
The total value of the solicitation: <b>\$8,400,000</b>	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received)  <b>11 proposals pulled from OPD/ 11 proposals submitted for review/ 5 approved.</b>	<input type="checkbox"/> State Contract, list STS number and expiration date  <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): ( ) DBE ( ) SBE ( ) MBE ( ) WBE. Were goals met by awarded vendor per DEI tab sheet review? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.  If no, has this gone to the Administrative Reconsideration Panel? If so, what was the outcome? <b>N/A</b>	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain:  <b>N/A</b>	<input type="checkbox"/> Government Purchase  <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?  <b>N/A</b>	<input checked="" type="checkbox"/> Contract Amendment – <b>RFP 11808</b>  <input type="checkbox"/> Other Procurement Method, please describe:

<b>Is Purchase/Services technology related</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, complete section below:	
<input type="checkbox"/> Check if item on IT Standard List of approved purchase. <b>N/A</b>	If item is not on IT Standard List state date of TAC approval: <b>N/A</b>
Is the item ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions. <b>N/A</b>	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain. <b>N/A</b>	

<b>FUNDING SOURCE:</b> Please provide the complete, proper name of each funding source (No acronyms). Include % for each funding source listed.  <b>41% Federal Temporary Assistance to Needy Families (TANF) funds</b>
Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if “no” please explain):
List all Accounting Unit(s) upon which funds will be drawn and amounts if more than one accounting unit.

HS260100 55130 UCH08301 727,931.22

Payment Schedule:  Invoiced  Monthly  Quarterly  One-time  Other (please explain):

**Provide status of project.**

Recurring service/purchase

Is contract/purchase late  No  Yes, In the fields below provide reason for late and timeline of late submission

**Reason:** The Cleveland-Cuyahoga County Workforce Development Board transitioned to a nonprofit organization on 7/1/2024 resulting in CJFS inheriting their contracts. DCAP wasn't assigned to the CCEMP contracts until 7/8/2024 which falls after the amendment effective date.

**Timeline**

Project/Procurement Start Date (date your team started working on this item): **7/8/2024**

Date documents were requested from vendor: **7/10/2024**

Date of insurance approval from risk manager: **N/A**

Date Department of Law approved Contract: **9/13/2024**

Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction: **N/A**

If late, have services begun?  No  Yes (if yes, please explain) **The amendment is for an existing service.**

Have payments been made?  No  Yes (if yes, please explain)

HISTORY (see instructions): see chart above

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	11808
Buyspeed RQ# (if applicable):	N/A
Infor/Lawson PO# Code (if applicable):	212595
CM Contract#	CM3649

	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	LC	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	The Cleveland-Cuyahoga County Workforce Development Board transitioned to a nonprofit organization on 7/1/2024 resulting in CJFS inheriting their contracts. DCAP wasn't assigned to the CCEMP contracts until 7/8/2024 which falls after the amendment effective date.	
What is being done to prevent this from reoccurring?	We are continually working with key staff to put processes in place to ensure funding availability, as well as seeking more efficient ways of securing covered services and service areas well before the proposed contract period.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
TRI C – ADVANCED TECHNOLOGY ACADEMY – AMND 1			Department initials	Purchasing
Justification Form			LC	EB
IG#			N/A	N/A
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:		N/A	N/A
Debarment/Suspension Verified	Date:	8/6/2024	LC	EB
Auditor's Finding	Date:	9/9/2024	LC	EB
Independent Contractor (I.C.) Requirement	Date:	7/16/2024	LC	EB
Cover - <i>Master amendments only</i>			N/A	N/A
Contract Evaluation			LC	EB
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			LC	EB

**Other documentation may be required depending upon your specific item**

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

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Revised 1/7/2022

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Reviewed by Law	
	<b>Department initials</b>
Agreement/Contract and Exhibits	LC
Matrix Law Screen shot	LC
COI	LC
Workers’ Compensation Insurance	LC
Original Executed Contract (containing insurance terms) & all executed amendments	LC

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
7/1/2024 – 12/31/2024	HS260100	55130	UCH08301	\$303,304.68
1/1/2025 – 6/30/2025	HS260100	55130	UCH08301	\$424,626.54
			<b>TOTAL</b>	<b>\$727,931.22</b>

<b>Contract History CE/AG# (if applicable)</b>	N/A
<b>Infor/Lawson PO# Code (if applicable)</b>	RFP
<b>Lawson RQ# (if applicable)</b>	11808
<b>CM Contract#</b>	CM3649

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$1,775,642.15		7/1/2023 – 6/30/2025	9/26/2023	R2023-0252
<b>Prior Amendment Amounts (list separately)</b>		\$			
		\$			
		\$			
<b>Pending Amendment</b>		\$727,931.22	7/1/2024 – 6/30/2025	PENDING	PENDING
<b>Total Amendments</b>		\$727,931.22			
<b>Total Contact Amount</b>		\$2,503,573.37			

### Purchasing Use Only:

Prior Resolutions:	R2023-0252
Amend:	1
Vendor Name:	CUYAHOGA COMMUNITY COLLEGE DISTRICT
ftp:	7/1/2023 -6/30/2025
Amount:	\$727,931.22

## **Department of Purchasing – Required Documents Checklist**

Upload as “word” document in Infor

History/CE:	OK
EL:	OK
Procurement Notes:	Amendment isn't extending the term of the contract
Purchasing Buyer's initials and date of approval	EB 9/25/2024

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Revised 1/7/2022



## CONTRACT EVALUATION FORM

<b>Contractor</b>	Tri-C Advanced Technology Academy (ATA)				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM 3649				
<b>RQ#</b>	RQ 11808 Event 4070				
<b>Time Period of Original Contract</b>	July 1, 2023- June 30, 2025				
<b>Background Statement</b>	Through contracted employment service providers, Cuyahoga County Job & Family Services (CJFS) and the Cleveland-Cuyahoga County Workforce Development Board (CCWDB) provide workforce services to youth and young adults as part of the Comprehensive Case Management Employment Program (CCMEP) established by the State of Ohio.				
<b>Service Description</b>	Provide workforce services to youth and young adults. The services help participants find self-sufficient employment and progress along career paths through education, training, and work experience. Participants must be determined eligible for the program and undergo assessments to determine their career interests and capacities. Service providers help participants explore and select career paths and support them through training, work experience, and comprehensive supportive and wraparound services to achieve the participant's personal goals.				
<b>Performance Indicators</b>	See box below				
<b>Actual Performance versus performance indicators (include statistics):</b>			<b>Actual</b>		<b>Goal</b>
			150		150
			86		135
			103		135
			103		135
			n/r		100%
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>			X		
<b>Justification of Rating</b>	Tri-C ATA program produces good numbers of program graduates with credentials. This is largely because program participants are highly motivated and have selected Tri-C as an educational institution offering the program they want. Participants also receive built-in, free wraparound services by virtue of being Tri-C students and free tuition paid for by CCMEP's contribution to the ATA program. We expect customer service rating to meet the indicator since participants find value in having the tuition and service benefits.				
<b>Department Contact</b>	Sharonda Mason & Mary Kelley				
<b>User Department</b>	Cuyahoga Dept. of Health & Human Services & Cleveland-Cuyahoga County Workforce Development Board				
<b>Date</b>	7.31.24				

**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	HHS; 2024 –RQ 11808 –The Kaiser Group (DE) LLC dba Dynamic Workforce Solutions– Contract Amendment 1 – Comprehensive Case Management and Employment Program (CCMEP) for Young Adults
<b>Department or Agency Name</b>	Cuyahoga Job and Family Services
<b>Requested Action</b>	<input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Revenue <input type="checkbox"/> Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-# )	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC/Council Approved	Approval No.
O	3414	The Kaiser Group (DE) LLC dba Dynamic Workforce Solutions	7/1/2023-6/30/2025	\$2,411,259.36	9/26/2023	R2023-0252
A-#1	3414	The Kaiser Group (DE) LLC dba Dynamic Workforce Solutions	7/1/2024-6/30/2025	\$1,075,200.00	Pending	Pending

**Service/Item Description (include quantity if applicable).**

Cuyahoga Job and Family Services is requesting approval of a contract amendment with **The Kaiser Group (DE) LLC dba Dynamic Workforce Solutions** for the Comprehensive Case Management and Employment Program (CCMEP) for young adults ages 14-24 with the anticipated cost not-to-exceed **\$1,075,200.00** for time period **7/1/2024-6/30/2025**.

Indicate whether:  New service/purchase  Existing service/purchase  Replacement for an existing service/purchase (provide details in Service/Item Description section above)

For purchases of furniture, computers, vehicles:  Additional  Replacement  
 Age of items being replaced: \_\_\_\_\_ How will replaced items be disposed of? \_\_\_\_\_ N/A

**Project Goals, Outcomes or Purpose (list 3):**

- To provide workforce services to eligible youth and young adults in Cuyahoga County.
- To increase employment and economic development opportunities for family-sustaining wages in career-path occupations of choice.
- For 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.

In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)

Vendor Name and address:	Owner, executive director, other (specify):
237 South Street, Ste. 101 Waukesha, WI 53186	<b>Terri Leisen, President</b>
Vendor Council District: N/A	Project Council District: Countywide
If applicable provide the full address or list the municipality(ies) impacted by the project.	Serving Countywide

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ# <u>11808</u> (Insert RQ# for formal/informal items, as applicable) <input type="checkbox"/> RFB <input checked="" type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date: 3/20/2023	Provide a short summary for not using competitive bid process.  *See Justification for additional information.
The total value of the solicitation: \$8,400,000	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received)  <b>11 proposals pulled from OPD/ 11 proposals submitted for review/ 5 approved.</b>	<input type="checkbox"/> State Contract, list STS number and expiration date  <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): ( ) DBE ( ) SBE ( ) MBE ( ) WBE. Were goals met by awarded vendor per DEI tab sheet review? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.  If no, has this gone to the Administrative Reconsideration Panel? If so, what was the outcome? <b>N/A</b>	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain:  <b>N/A</b>	<input type="checkbox"/> Government Purchase  <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?  <b>N/A</b>	<input checked="" type="checkbox"/> Contract Amendment - <i>RQ #11808/CM 3414</i>  <input type="checkbox"/> Other Procurement Method, please describe:

<b>Is Purchase/Services technology related</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, complete section below:	
<input type="checkbox"/> Check if item on IT Standard List of approved purchase.	If item is not on IT Standard List state date of TAC approval:
Is the item ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	

**FUNDING SOURCE:** Please provide the complete, proper name of each funding source (No acronyms). Include % for each funding source listed.

**54% Federal Temporary Assistance to Needy Families (TANF) funds**

Is funding for this included in the approved budget?  Yes  No (if "no" please explain):

**List all Accounting Unit(s) upon which funds will be drawn and amounts if more than one accounting unit.**

**Accounting Unit: HS260100; Account Number: 55130; Account Activity: UCH08301**

Payment Schedule:  Invoiced  Monthly  Quarterly  One-time  Other (please explain):

**Provide status of project.**

Recurring service/purchase

Is contract/purchase late  No  Yes, In the fields below provide reason for late and timeline of late submission

**Reason:** The Cleveland-Cuyahoga County Workforce Development Board transitioned to a nonprofit organization on 7/1/2024 resulting in CJFS inheriting their contracts. DCAP wasn't assigned to the CCEMP contracts until 7/8/2024 which falls after the amendment effective date.

**Timeline**

Project/Procurement Start Date (date your team started working on this item):	<b>7/8/2024</b>
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Date documents were requested from vendor:	<b>7/10/2024</b>
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Date of insurance approval from risk manager:	<b>N/A</b>
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Date Department of Law approved Contract:	<b>9/13/2024</b>
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Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction: **N/A**

If late, have services begun?  No  Yes (if yes, please explain) **The amendment is for an existing service.**

Have payments been made?  No  Yes (if yes, please explain)

**HISTORY (see instructions): See chart above.**

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	RQ 11808
Buyspeed RQ# (if applicable):	N/A
Infor/Lawson PO# Code (if applicable):	RFP
CM Contract#	3414

<b>The Kaiser Group (DE) LLC dba Dynamic Workforce Solutions</b>	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	DA	EB

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	The Cleveland-Cuyahoga County Workforce Development Board transitioned to a nonprofit organization on 7/1/2024 resulting in CJFS inheriting their contracts. DCAP wasn't assigned to the CCEMP contracts until 7/8/2024 which falls after the amendment effective date.	
What is being done to prevent this from reoccurring?	We are continually working with key staff to put processes in place to ensure funding availability, as well as seeking more efficient ways of securing covered services and service areas well before the proposed contract period.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
The Kaiser Group (DE) LLC dba Dynamic Workforce Solutions			Department initials	Purchasing
Justification Form			DA	EB
IG#	22-0324-REG EXP. 12/31/2026		DA	EB
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:		N/A	N/A
Debarment/Suspension Verified	Date:	9.10.2024	DA	EB
Auditor's Finding	Date:	9.10.2024	DA	EB
Independent Contractor (I.C.) Requirement	Date:	7.18.24	DA	EB
Cover - <i>Master amendments only</i>			N/A	N/A
Contract Evaluation			DA	EB
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			DA	EB

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	
<b>The Kaiser Group (DE) LLC dba Dynamic Workforce Solutions</b>	<b>Department initials</b>
Agreement/Contract and Exhibits	DA
Matrix Law Screen shot	DA
COI	DA -expiring on 9/30/2024
Workers’ Compensation Insurance	N/A
Original Executed Contract (containing insurance terms) & all executed amendments	DA

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
7/1/2024-12/31/2024	HS260100	55130	UCH08301	\$448,000.00
1/1/2025-6/30/2025	HS260100	55130	UCH08301	\$627,200.00
			<b>TOTAL</b>	<b>\$1,075,200.00</b>

<b>Contract History CE/AG# (if applicable)</b>	N/A
<b>Infor/Lawson PO# Code (if applicable)</b>	RFP
<b>Lawson RQ# (if applicable)</b>	11808
<b>CM Contract#</b>	3414

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$2,411,259.36		7/1/2023-6/30/2024	9/26/2023	R2023-0252
<b>Prior Amendment Amounts (list separately)</b>		\$			
		\$			
		\$			
<b>Pending Amendment</b>		\$1,075,200.00	7/1/2024-6/30/2025	pending	pending
<b>Total Amendments</b>		\$1,075,200.00			
<b>Total Contract Amount</b>		\$3,486,459.36			

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

### Purchasing Use Only:

Prior Resolutions:	R2023-0252
Amend:	1
Vendor Name:	The Kaiser Group (DE), LLC dba Dynamic Workforce Solutions
ftp:	7/1/2023 -6/30/2025
Amount:	\$1,075,200.00
History/CE:	OK
EL:	OK
Procurement Notes:	N/A
Purchasing Buyer’s initials and date of approval	EB 9/25/2024

## CONTRACT EVALUATION FORM

<b>Contractor</b>	The Kaiser Group, LLC dba Dynamic Workforce Solutions				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM 3414				
<b>RQ#</b>	RQ 11808 Event 4070				
<b>Time Period of Original Contract</b>	July 1, 2023 – June 30, 2025				
<b>Background Statement</b>	Through contracted employment service providers, Cuyahoga County Job & Family Services (CJFS) and the Cleveland-Cuyahoga County Workforce Development Board (CCWDB) provide workforce services to youth and young adults as part of the Comprehensive Case Management Employment Program (CCMEP) established by the State of Ohio.				
<b>Service Description</b>	Provide workforce services to youth and young adults. The services help participants find self-sufficient employment and progress along career paths through education, training, and work experience. Participants must be determined eligible for the program and undergo assessments to determine their career interests and capacities. Service providers help participants explore and select career paths and support them through training, work experience, and comprehensive supportive and wraparound services to achieve the participant’s personal goals.				
<b>Performance Indicators</b>	See box below				
<b>Actual Performance versus performance indicators (include statistics):</b>		Actual	Goal		
	New Enrolled	373	500		
	Placements	30	350		
	Credentials Attained	87	78		
	Measurable Skills Gained	98	215		
	Customer Satisfaction	98.5	95		
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>			X		
<b>Justification of Rating</b>	DWFS is a new provider. There were challenges involved with their workspace buildout and building traffic flow that delayed immediate pipeline building for performance. They also experienced transition in key leadership positions. We anticipate better performance outcomes from this provider in year 2.				
<b>Department Contact</b>	Sharonda Mason HHS & Mary Kelley CCWDB				
<b>User Department</b>	Cuyahoga Health & Human Services and Cleveland-Cuyahoga County Workforce Development Board				
<b>Date</b>	7.31.24				



**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	Comprehensive Case Management and Employment Program (CCMEP) for Young Adults
<b>Department or Agency Name</b>	Cuyahoga Job and Family Services
<b>Requested Action</b>	<input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-# )	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC/Council Approved	Approval No.
O	3646	Ohio Guidestone	7/1/2023 – 6/30/2025	\$2,291,896.81	9/26/2023	R2023-0252
A-1	3646	Ohio Guidestone	7/1/2024 – 6/30/2025	\$1,232,123.73	Pending	Pending

**Service/Item Description (include quantity if applicable).**

Cuyahoga Job and Family Services is requesting approval of a contract amendment with **Ohio Guidestone** to operate the **Comprehensive Case Management and Employment Program (CCMEP)** for youth ages 14-24 in the amount of **\$1,232,123.73** for the time period of **7/1/2024 - 6/30/2025**.

**Indicate whether:**  New service/purchase  Existing service/purchase  Replacement for an existing service/purchase (provide details in Service/Item Description section above)

**For purchases of furniture, computers, vehicles:**  Additional  Replacement  
**Age of items being replaced:** \_\_\_\_\_ **How will replaced items be disposed of?** N/A

**Project Goals, Outcomes or Purpose (list 3):**

- To provide workforce services to eligible youth and young adults in Cuyahoga County
- To increase employment and economic development opportunities for family-sustaining wages in career-path occupations of choice
- To provide skills training and supportive services to youth ages 14-24

**In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)**

Vendor Name and address:	Owner, executive director, other (specify):
<b>Ohio Guidestone 343 E Bagley Road Berea, OH 44017-1370</b>	<b>Brant Russell, President &amp; CEO</b>
Vendor Council District:	Project Council District:
<b>11</b>	<b>Countywide</b>
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>Countywide</b>

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ# _____ (Insert RQ# for formal/informal items, as applicable) <input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date:	Provide a short summary for not using competitive bid process.  *See Justification for additional information.
The total value of the solicitation:	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received)	<input type="checkbox"/> State Contract, list STS number and expiration date  <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): ( ) DBE ( ) SBE ( ) MBE ( ) WBE. Were goals met by awarded vendor per DEI tab sheet review? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.  If no, has this gone to the Administrative Reconsideration Panel? If so, what was the outcome?	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain:	<input type="checkbox"/> Government Purchase  <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input checked="" type="checkbox"/> Contract Amendment – <b>Contract Amendment 1 (RFP 11808/ CM3646)</b> <input type="checkbox"/> Other Procurement Method, please describe:

<b>Is Purchase/Services technology related</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, complete section below:	
<input type="checkbox"/> Check if item on IT Standard List of approved purchase. <b>N/A</b>	If item is not on IT Standard List state date of TAC approval: <b>N/A</b>
Is the item ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions. <b>N/A</b>	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain. <b>N/A</b>	

<b>FUNDING SOURCE:</b> Please provide the complete, proper name of each funding source (No acronyms). Include % for each funding source listed.  <b>54% Federal Temporary Assistance for Needy Families</b>
Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if “no” please explain):
List all Accounting Unit(s) upon which funds will be drawn and amounts if more than one accounting unit.  <b>HS260100 55130 UCH08301 \$1,232,123.73</b>
Payment Schedule: <input checked="" type="checkbox"/> Invoiced <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

<b>Provide status of project.</b> Recurring service/purchase.	
Is contract/purchase late <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late submission	
<b>Reason:</b> The Cleveland-Cuyahoga County Workforce Development Board transitioned to a nonprofit organization on 7/1/2024 resulting in CJFS inheriting their contracts. DCAP wasn't assigned to the CCEMP contracts until 7/8/2024 which falls after the amendment effective date.	
<b>Timeline</b>	
Project/Procurement Start Date (date your team started working on this item):	<b>7/8/2024</b>
Date documents were requested from vendor:	<b>7/10/2024</b>
Date of insurance approval from risk manager:	<b>N/A</b>
Date Department of Law approved Contract:	<b>9/13/2024</b>
Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction: <b>N/A</b>	
If late, have services begun? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (if yes, please explain) <b>The amendment is for an existing service.</b>	
Have payments been made? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	

<b>HISTORY (see instructions): See Chart Above</b>						
<b>Prior Original (O) and subsequent Amendments (A-# )</b>	<b>Contract No. (If PO, list PO#)</b>	<b>Vendor Name</b>	<b>Time Period</b>	<b>Amount</b>	<b>Date BOC/Council Approved</b>	<b>Approval No.</b>

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	11808
Buyspeed RQ# (if applicable):	N/A
Infor/Lawson PO# Code (if applicable):	RFP
CM Contract#	3646

<b>CCEMP Amendment1- OhioGuidestone</b>	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	AL	EB

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	The Cleveland-Cuyahoga County Workforce Development Board transitioned to a nonprofit organization on 7/1/2024 resulting in CJFS inheriting their contracts. DCAP wasn't assigned to the CCEMP contracts until 7/8/2024 which falls after the amendment effective date.	
What is being done to prevent this from reoccurring?	We are continually working with key staff to put processes in place to ensure funding availability, as well as seeking more efficient ways of securing covered services and service areas well before the proposed contract period.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
CCEMP Amendment1- OhioGuidestone			Department initials	Purchasing
Justification Form			AL	EB
IG#	24-0046-REG	Exp.12/31/28	AL	EB
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:		N/A	N/A
Debarment/Suspension Verified	Date:	9/18/2024	AL	EB
Auditor's Finding	Date:	9/18/2024	AL	EB
Independent Contractor (I.C.) Requirement	Date:	7/12/24	AL	EB
Cover - <i>Master amendments only</i>			N/A	N/A
Contract Evaluation			AL	EB
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			AL	EB

**Other documentation may be required depending upon your specific item**

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

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Reviewed by Law	
	<b>Department initials</b>
Agreement/Contract and Exhibits	AL
Matrix Law Screen shot	AL
COI	AL -expiring 9/30/2024
Workers’ Compensation Insurance	AL
Original Executed Contract (containing insurance terms) & all executed amendments	AL

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
7/1/2024 – 12/31/2024 (TANF)	HS260100	55130	UCH08301	\$513,384.89
1/1/2025 – 6/30/2025 (TANF)	HS260100	55130	UCH08301	\$718,738.84
			<b>TOTAL</b>	<b>\$1,232,123.73</b>

<b>Contract History CE/AG# (if applicable)</b>	N/A
<b>Infor/Lawson PO# Code (if applicable)</b>	RFP
<b>Lawson RQ# (if applicable)</b>	11808
<b>CM Contract#</b>	3646

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$2,291,896.81		7/1/2023-6/30/2025	9/26/2023	R2023-0252
<b>Prior Amendment Amounts (list separately)</b>		\$			
		\$			
		\$			
<b>Pending Amendment</b>		\$1,232,123.73	7/1/2024-6/30/2025	Pending	Pending
<b>Total Amendments</b>		\$1,232,123.73			
<b>Total Contact Amount</b>		\$3,524,020.54			

### Purchasing Use Only:

Prior Resolutions:	R2023-0252
Amend:	1
Vendor Name:	Ohio Guidestone

## **Department of Purchasing – Required Documents Checklist**

Upload as “word” document in Infor

ftp:	7/1/2023-6/30/2025
Amount:	\$1,232,123.73
History/CE:	Ok
EL:	Ok
Procurement Notes:	N/A
Purchasing Buyer’s initials and date of approval	EB 9/25/2024

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Ohio Guidestone				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM# 3646				
<b>RQ#</b>	RQ 11808 Event 4070				
<b>Time Period of Original Contract</b>	July 1, 2023- June 30, 2025				
<b>Background Statement</b>	Through contracted employment service providers, Cuyahoga County Job & Family Services (CJFS) and the Cleveland-Cuyahoga County Workforce Development Board (CCWDB) provide workforce services to youth and young adults as part of the Comprehensive Case Management Employment Program (CCMEP) established by the State of Ohio.				
<b>Service Description</b>	Provide workforce services to youth and young adults. The services help participants find self-sufficient employment and progress along career paths through education, training, and work experience. Participants must be determined eligible for the program and undergo assessments to determine their career interests and capacities. Service providers help participants explore and select career paths and support them through training, work experience, and comprehensive supportive and wraparound services to achieve the participant's personal goals.				
<b>Performance Indicators</b>	See box below				
<b>Actual Performance versus performance indicators (include statistics):</b>		<b>Actual</b>		<b>Goal</b>	
	New Enrolled	133		135	
	Placements	96		85	
	Credentials Attained	94		95	
	Measurable Skills Gained	n/r*		95	
	Customer Satisfaction	n/r*		80%	
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>		X			
<b>Justification of Rating</b>	*final reports not available from system of record yet. Ohio Guidestone has met or exceeded performance indicators for which final reports are available. We expect they will meet or exceed the measurable skills and customer satisfaction benchmarks given the performance in the other indicators and their past performance as CCEMP providers.				
<b>Department Contact</b>	Sharonda Mason & Mary Kelley				
<b>User Department</b>	Cuyahoga Dept. of Health & Human Services & Cleveland-Cuyahoga County Workforce Development Board				
<b>Date</b>	7.31.24				

**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	Cuyahoga County Job and Family Services (CJFS) and Comprehensive Case Management and Employment Program (CCMEP) for Young Adults
<b>Department or Agency Name</b>	Cuyahoga Job and Family Services
<b>Requested Action</b>	<input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-# )	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC/Council Approved	Approval No.
O	3634	Towards Employment, Inc	7/1/2023 – 6/30/2025	\$1,587,016.88	9/26/2023	R2023-0252
A-1	3634	Towards Employment, Inc	7/1/2024 – 6/30/2025	\$853,180.27	Pending	Pending

**Service/Item Description (include quantity if applicable).**

Cuyahoga Job and Family Services is requesting approval of a contract amendment with **Towards Employment** to operate the Comprehensive Case Management and Employment Program (CCMEP) for youth between the ages 14-24 in the amount not-to-exceed **\$853,180.27** – effective **7/1/2024 – 6/30/2025**.

**Indicate whether:**    New service/purchase    Existing service/purchase    Replacement for an existing service/purchase (provide details in Service/Item Description section above)

**For purchases of furniture, computers, vehicles:**    Additional    Replacement  
**Age of items being replaced:**                      **How will replaced items be disposed of?** N/A

**Project Goals, Outcomes or Purpose (list 3):**

- To provide workforce services to youth and adults between the ages of 14 -24 years old as part of the Comprehensive Case Management Employment Program (CCMEP)
- To help in-school youth and out-of-school youth find self-sufficient employment and progress through employment
- To provide skills training and supportive services to youth and young adults between the ages of 14 – 24 years old

**In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)**

Vendor Name and address:	Owner, executive director, other (specify):
Towards Employment 3301 Saint Clair Ave NE, Cleveland, OH 44114	Jill Rizika, President



Vendor Council District: 11	Project Council District:
<b>11</b>	<b>Countywide</b>
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>Countywide</b>

<b>COMPETITIVE PROCUREMENT</b>	<b>NON-COMPETITIVE PROCUREMENT</b>
RQ# <u>11808</u> (Insert RQ# for formal/informal items, as applicable) <input type="checkbox"/> RFB <input checked="" type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input checked="" type="checkbox"/> Formal Closing Date: <b>3/20/2023</b>	Provide a short summary for not using competitive bid process.  *See Justification for additional information.
The total value of the solicitation: <b>\$8,400,000.00</b>	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) / There were <b>11</b> proposals pulled from OPD, <b>11</b> proposals submitted for review, and <b>5</b> approved.	<input type="checkbox"/> State Contract, list STS number and expiration date <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): ( ) DBE ( ) SBE ( ) MBE ( ) WBE. Were goals met by awarded vendor per DEI tab sheet review? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain. <b>N/A</b>  If no, has this gone to the Administrative Reconsideration Panel? If so, what was the outcome?	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ). <b>N/A</b>
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain: <b>N/A</b>	<input type="checkbox"/> Government Purchase <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?  <b>N/A</b>	<input checked="" type="checkbox"/> Contract Amendment - (list original procurement) <b>Contract Amendment 1 (RFP 11808/CM #3634)</b> <input type="checkbox"/> Other Procurement Method, please describe:

<b>Is Purchase/Services technology related</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, complete section below:	
<input type="checkbox"/> Check if item on IT Standard List of approved purchase. <b>N/A</b>	If item is not on IT Standard List state date of TAC approval: <b>N/A</b>
Is the item ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions. <b>N/A</b>	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain. <b>N/A</b>	

<b>FUNDING SOURCE:</b> Please provide the complete, proper name of each funding source (No acronyms). Include % for each funding source listed.  <b>54% - Temporary Assistance for Needy Families</b>
---

Is funding for this included in the approved budget?  Yes  No (if "no" please explain):

List all Accounting Unit(s) upon which funds will be drawn and amounts if more than one accounting unit.  
**HS260100 \$853,180.27.00/Activity- UCH08301/Account- 5513^0**

Payment Schedule:  Invoiced  Monthly  Quarterly  One-time  Other (please explain):

**Provide status of project.** Recurring service project.

Is contract/purchase late  No  Yes, In the fields below provide reason for late and timeline of late submission  
**Reason:** The Cleveland-Cuyahoga County Workforce Development Board transitioned to a nonprofit organization on 7/1/2024 resulting in CJFS inheriting their contracts. DCAP wasn't assigned to the CCEMP contracts until 7/8/2024 which falls after the amendment effective date.

**Timeline**

Project/Procurement Start Date (date your team started working on this item):	<b>7/8/2024</b>
Date documents were requested from vendor:	<b>7/10/2024</b>
Date of insurance approval from risk manager:	<b>N/A</b>
Date Department of Law approved Contract:	<b>9/13/2024</b>

Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction: **N/A**

If late, have services begun?  No  Yes (if yes, please explain) **N/A**

Have payments been made?  No  Yes (if yes, please explain) **N/A**

**HISTORY (See chart above):**

Prior Original (O) and subsequent Amendments (A-# )	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC/Council Approved	Approval No.

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	11808
Buyspeed RQ# (if applicable):	N/A
Infor/Lawson PO# Code (if applicable):	N/A
CM Contract#	3634

	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	LS	EB

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	The Cleveland-Cuyahoga County Workforce Development Board transitioned to a nonprofit organization on 7/1/2024 resulting in CJFS inheriting their contracts. DCAP wasn't assigned to the CCEMP contracts until 7/8/2024 which falls after the amendment effective date.	
What is being done to prevent this from reoccurring?	We are continually working with key staff to put processes in place to ensure funding availability, as well as seeking more efficient ways of securing covered services and service areas well before the proposed contract period.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			LS	EB
IG#	12-2802-REG	12-2802-REG 12/31/2024	LS	EB
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:		N/A	N/A
Debarment/Suspension Verified	Date:	9/9/2024	LS	EB
Auditor's Finding	Date:	8/28/2024	LS	EB
Independent Contractor (I.C.) Requirement	Date:	7/17/2024	LS	EB
Cover - <i>Master amendments only</i>			N/A	N/A
Contract Evaluation			LS	EB
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			LS	EB

**Other documentation may be required depending upon your specific item**

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

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Reviewed by Law	
	<b>Department initials</b>
Agreement/Contract and Exhibits	LS
Matrix Law Screen shot	LS
COI	LS
Workers’ Compensation Insurance	LS
Original Executed Contract (containing insurance terms) & all executed amendments	LS

### Accounting Units

Time Period	Accounting Unit	Account	Activity	Sub Account	Dollar Amount
7/1/2024 – 12/31/2024 (TANF)	HS260100	55130	UCH08301	55130	\$355,491.78
1/1/2025 – 6/30/2025 (TANF)	HS260100	55130	UCH08301	55130	\$497,688.49
			<b>Total</b>		<b>\$853,180.27</b>

<b>Contract History CE/AG# (if applicable)</b>	620
<b>Infor/Lawson PO# Code (if applicable)</b>	N/A
<b>Lawson RQ# (if applicable)</b>	11808
<b>CM Contract#</b>	3634

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$ 2,320,853.49		7/1/2023 – 6/30/2025	9/26/2023	R2023-0252
<b>Prior Amendment Amounts (list separately)</b>		\$			
		\$			
		\$			
<b>Pending Amendment</b>		\$853,180.27	7/1/2024 – 6/30/2025	Pending	Pending
<b>Total Amendments</b>		\$			
<b>Total Contact Amount</b>		\$3,174,033.76			

## Department of Purchasing – Required Documents Checklist

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Upload as “word” document in Infor

### Purchasing Use Only:

Prior Resolutions:	R2023-0252
Amend:	1
Vendor Name:	TOWARDS EMPLOYMENT
ftp:	7/1/2023 – 6/30/2025
Amount:	\$853,180.27
History/CE:	OK
EL:	OK
Procurement Notes:	N/A
Purchasing Buyer’s initials and date of approval	EB 9/25/2024

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Towards Employment				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM 3634				
<b>RQ#</b>	11808 Event 4070				
<b>Time Period of Original Contract</b>	July 1, 2023 – June 30, 2025				
<b>Background Statement</b>	Through contracted employment service providers, Cuyahoga County Job & Family Services (CJFS) and the Cleveland-Cuyahoga County Workforce Development Board (CCWDB) provide workforce services to youth and young adults as part of the Comprehensive Case Management Employment Program (CCMEP) established by the State of Ohio.				
<b>Service Description</b>	Provide workforce services to youth and young adults. The services help participants find self-sufficient employment and progress along career paths through education, training, and work experience. Participants must be determined eligible for the program and undergo assessments to determine their career interests and capacities. Service providers help participants explore and select career paths and support them through training, work experience, and comprehensive supportive and wraparound services to achieve the participant’s personal goals.				
<b>Performance Indicators</b>	See box below				
<b>Actual Performance versus performance indicators (include statistics):</b>		<b>Actual</b>	<b>Goal</b>		
	New Enrolled	155	150		
	Placements	60	97		
	Credentials Attained	5	36		
	Measurable Skills Gained	25	15		
	Customer Satisfaction	n/r	90%		
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>			X		
<b>Justification of Rating</b>	This provider historically meets enrollment targets. Other indicators are average, even given the fact that the provider sets low goals based on a decreasing success formula beginning at enrollment and “cuts” down subsequently for each indicator. Performance averaged out this PY- they exceeded 2 measures and underperformed in 2 measures. Customer satisfaction statistics were not available for end of year. TE usually meets or exceeds that goal- participants find value in the services and TE has good follow-up and connection.				
<b>Department Contact</b>	Sharonda Mason & Mary Kelley				
<b>User Department</b>	Cuyahoga Dept. of Health & Human Services & Cleveland-Cuyahoga County Workforce Development Board				
<b>Date</b>	7.31.24				

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0386

<p>Sponsored by: <b>County Executive Ronayne/Department of Health and Human Services/Division of Cuyahoga Job and Family Services</b></p>	<p><b>A Resolution</b> making an award on RQ14356 with various providers in the total amount not-to-exceed \$5,900,000.00 for a summer youth employment program for low-income, TANF-eligible youth, ages 14-24, for the period 11/1/2024 – 12/31/2025; authorizing the County Executive to execute the Master Contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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**WHEREAS**, the County Executive/ Department of Health and Human Services/ Division of Cuyahoga Job and Family Services has recommended an award on RQ14356 with various providers in the total amount not-to-exceed \$5,900,000.00 for a summer youth employment program for low-income, TANF-eligible youth, ages 14-24, for the period 11/1/2024 – 12/31/2025:

- a) Contract No. 4786 with Youth Opportunities Unlimited in an anticipated amount of \$5,200,000.00.
- b) Contract No. 4787 with Verge, Inc. in an anticipated amount of \$700,000.00; and

**WHEREAS**, the primary goals of this project are (a) provide workforce services to youth and young adults ages 14-24 and (b) provide work experiences enriched with training opportunities that will serve as a significant pipeline to career pathway credential training programs offered throughout the community; and; and

**WHEREAS**, the project is funded 100% Temporary Assistance for Needy Families (TANF) Fund; and

**WHEREAS**, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes an award on RQ14356 with various providers in the total amount not-to-exceed \$5,900,000.00 for a summer youth employment program for low-income, TANF-eligible youth, ages 14-24, for the period 11/1/2024 – 12/31/2025:

- a) Contract No. 4786 with Youth Opportunities Unlimited in an anticipated amount of \$5,200,000.00.
- b) Contract No. 4787 with Verge, Inc. in and anticipated amount of \$700,000.00; and

**SECTION 2.** That the County Executive is authorized to execute a Master Contract and all other documents consistent with said awards 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 or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

**SECTION 4.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution 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 Resolution was duly adopted.

Yeas:

Nays:



\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: October 22, 2024  
Committee(s) Assigned: Education, Environment & Sustainability

Journal \_\_\_\_\_

\_\_\_\_\_, 20\_\_\_\_

**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	Cuyahoga Job and Family Services/ Youth Opportunities Unlimited; VERGE, Inc. / Master Contract/ RQ 14356/ 14-month contract for Summer Youth Employment Program
<b>Department or Agency Name</b>	Cuyahoga Job and Family Services
<b>Requested Action</b>	<input checked="" type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-# )	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC/Council Approved	Approval No.
(O)		Various Vendors- see below	11/1/2024 – 12/31/2025	\$5,900,000.00	Pending	Pending
	4786	Youth Opportunities Unlimited		\$5,200,000.00		
	4787	VERGE, Inc.		\$700,000.00		

<b>Service/Item Description (include quantity if applicable).</b>		
Cuyahoga Job and Family Services is requesting approval of a master contract, per the chart above, to secure a 14-month master contract for the <b>Summer Youth Employment Program</b> serving low-income, in-school, TANF-eligible youth ages 14-24.		
<b>Indicate whether:</b> <input type="checkbox"/> New service/purchase <input checked="" type="checkbox"/> Existing service/purchase <input type="checkbox"/> Replacement for an existing service/purchase (provide details in Service/Item Description section above)		
<b>For purchases of furniture, computers, vehicles:</b> <input type="checkbox"/> Additional <input type="checkbox"/> Replacement		
<b>Age of items being replaced:</b>	<b>How will replaced items be disposed of?</b>	<b>N/A</b>
<b>Project Goals, Outcomes or Purpose (list 3):</b>		
<ul style="list-style-type: none"> <li>To increase the employability of TANF-eligible youth by providing a summer work experience which will result in improved soft skills necessary for success in the workplace</li> <li>To increase the ability of TANF-eligible youth to compete in the current job market by developing a work history and obtaining a positive job reference</li> <li>To improve TANF-eligible youth job retention in paid, unsubsidized employment by enhancing workplace skills and offering youth the opportunity to obtain quality, full time employment with benefits</li> </ul>		

<b>In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)</b>	
<b>Vendor Name and address:</b>	<b>Owner, executive director, other (specify):</b>
<b>Youth Opportunities Unlimited 1228 Euclid Ave, Suite 200 Cleveland, OH 44115</b>	<b>Craig Dorn, CEO</b>

Vendor Council District: <b>07</b>	Project Council District: <b>Countywide</b>
Vendor Name and address:	Owner, executive director, other (specify):
<b>Verge, Inc. 1325 Carnegie Avenue, 2<sup>nd</sup> Floor Cleveland, OH 44115</b>	<b>Shaun woods, President</b>
Vendor Council District: <b>07</b>	Project Council District: <b>Countywide</b>

<b>COMPETITIVE PROCUREMENT</b>	<b>NON-COMPETITIVE PROCUREMENT</b>
RQ# <u>14356</u> (Insert RQ# for formal/informal items, as applicable) <input type="checkbox"/> RFB <input checked="" type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date: <b>5/21/2024</b>	Provide a short summary for not using competitive bid process.  *See Justification for additional information.
The total value of the solicitation: <b>\$5,900,000.00</b>	<input type="checkbox"/> Exemption
Number of Solicitations <b>2 proposal received/ 2 proposal reviewed/ 2 proposal approved.</b>	<input type="checkbox"/> State Contract, list STS number and expiration date  <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): ( ) DBE ( ) SBE ( ) MBE ( ) WBE. Were goals met by awarded vendor per DEI tab sheet review? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.  If no, has this gone to the Administrative Reconsideration Panel? If so, what was the outcome? <b>N/A</b>	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain:	<input type="checkbox"/> Government Purchase
	<input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input type="checkbox"/> Contract Amendment - (list original procurement)
	<input type="checkbox"/> Other Procurement Method, please describe:

<b>Is Purchase/Services technology related</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, complete section below:	
<input type="checkbox"/> Check if item on IT Standard List of approved purchase.	If item is not on IT Standard List state date of TAC approval:
Is the item ERP related? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, please explain. <b>N/A</b>	

**FUNDING SOURCE:** Please provide the complete, proper name of each funding source (No acronyms). Include % for each funding source listed.

**100% Temporary Assistance for Needy Families – HS260100/ 55130**

Is funding for this included in the approved budget?  Yes  No (if “no” please explain):

List all Accounting Unit(s) upon which funds will be drawn and amounts if more than one accounting unit.

HS260100 55130 UCH08301

Payment Schedule:  Invoiced  Monthly  Quarterly  One-time  Other (please explain):

**Provide status of project.** Recurring service/purchase.

Is contract/purchase late  No  Yes, In the fields below provide reason for late and timeline of late submission

Reason: N/A

Timeline N/A

Project/Procurement Start Date (date your team started working on this item):

Date documents were requested from vendor:

Date of insurance approval from risk manager:

Date Department of Law approved Contract:

Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction: N/A

If late, have services begun?  No  Yes (if yes, please explain) N/A

Have payments been made?  No  Yes (if yes, please explain) N/A

**HISTORY** (see instructions):

Prior Original (O) and subsequent Amendments (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC/Council Approved	Approval No.
(O)		Various vendors- see below	4/1/22-12/31/23	\$9,397,120.00	5/24/2022	R2022-0216
	2390	Youth Opportunities Unlimited		\$7,997,121.00		
	2389	VERGE, Inc.		\$1,400,000.00		
(A-1)		Amending various vendors- see below	4/1/22-12/31/23	\$0.00	8/15/2022	R2022-0216
	2390	Youth Opportunities Unlimited – allow advance in the amount of \$1,600,000.00		\$0.00		
	2389	VERGE, Inc. – allow advance in the amount of \$230,000.00		\$0.00		

(A-2)	2390	Youth Opportunities Unlimited - add funds only	4/1/22-12/31/23	\$819,123.00	10/2/2022	R2022-0329
(A-3)	2390	Youth Opportunities Unlimited - add funding and to allow for advance payment	4/1/22-12/31/23	\$829,059.00	8/1/2023	R2023-0200
(A-4)		Amending various vendors- see below	1/1/24-10/31/24	\$5,979,175.95	12/5/2023	R2023-0237
	2390	Youth Opportunities Unlimited- add funds and extend TOP		\$5,225,319.00		
	2389	VERGE, Inc.- add funds and extend TOP		\$753,856.95		
(A-5)	2390	Youth Opportunities Unlimited – add funds only	5/1/24-10/31/24	\$800,461.00	8/7/2024	R2024-0244
(A-6)	2390	Youth Opportunities Unlimited – add funds only	5/1/24-10/31/24	\$249,997.33	8/19/2024	BC2024-606

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	14356
Infor/Lawson PO# Code (if applicable):	RFP
Event #	5467
CM Contract#	4786

<b>SYEP 2024 – Youth Opportunities Unlimited (1 of 2)</b>	<b>Department initials</b>	<b>Clerk of the Board</b>
Briefing Memo	AL	EB

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the contract being submitted late?	N/A	
What is being done to prevent this from reoccurring?	N/A	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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<b>FULL AND OPEN COMPETITION</b>		
<b>Formal RFP</b>		
<b>Reviewed by Purchasing</b>		
<b>SYEP 2024 – Youth Opportunities Unlimited (1 of 2)</b>	<b>Department initials</b>	<b>Purchasing</b>
Notice of Intent to Award (sent to all responding vendors)	AL	EB
Bid Specification Packet	AL	EB
Final DEI Goal Setting Worksheet	AL	EB
Diversity Documents – <i>if required (goal set)</i>	N/A	N/A
Award Letter (sent to awarded vendor)	AL	EB
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>	N/A	N/A
Tabulation Sheet	AL	EB
Evaluation with Scoring Summary ( <i>Names of evaluators to be included, must have minimum of three evaluators</i> ).	AL	EB
IG#      20-0365-REG      Exp12.31.24	AL	EB
Debarment/Suspension Verified      Date:      9/19/2024	AL	EB
Auditor’s Finding      Date:      9/19/2024	AL	EB
Vendor’s Submission	AL	EB
Independent Contractor (I.C.) Requirement      Date:      8.8.24	AL	EB
Cover - <i>Master contracts only</i>	AL	EB
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	AL	EB

Other documentation may be required depending upon your specific item

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

<b>Reviewed by Law</b>	
	<b>Department initials</b>
Agreement/Contract and Exhibits	AL
Matrix Law Screen shot	AL

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

COI	AL
Workers’ Compensation Insurance	AL
Performance Bond, if required per RFP	N/A

### CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
11/1/2024 – 12/31/2024	HS260100	55130	UCH08301	55130	\$371,428.57
1/1/2025 – 12/31/2025	HS260100	55130	UCH08301	55130	\$4,828,571.43
			<b>TOTAL</b>		<b>\$5,200,000.00</b>

### CONTRACT HISTORY (to be completed by department)

<b>CE/AG# (if applicable)</b>		N/A			
<b>Infor/Lawson PO# and PO Code (if applicable)</b>		RFP			
<b>Lawson RQ# (if applicable)</b>		14356			
<b>CM Contract#</b>		4786			
	<b>Original Amount</b>	<b>Amendment Amount</b>	<b>Original Time Period &amp; End Date/ Amended End Date</b>	<b>Approval Date</b>	<b>Approval #</b>
<b>Original Amount (CM#2390 &amp; 2389)</b>	\$9,397,121.00		4/1/22 - 12/31/2023	05/24/2022	R2022-0126
<b>AMND1</b>	<b>Prior Amendment Amounts (list separately)</b>	\$0.00	4/1/22 - 12/31/2023	8/2/2022	R2022-0126
<b>AMND2</b>		\$819,123.00	4/1/22 - 12/31/2023	10/3/2022	R2022-0329
<b>AMND3</b>		\$829,059.00	4/1/22 - 12/31/2023	8/1/2023	R2023-0200
<b>AMND4</b>		\$5,979,175.95	1/1/24 - 10/31/2024	12/5/2023	R2023-0327
<b>AMND5</b>		\$800,461.00	5/1/24 - 10/31/2024	8/7/2024	R2024-0244
<b>AMND6</b>		\$250,000.00	5/1/24-10/31/2024	8/19/2024	BC2024-606
	<b>Pending Amendments</b>	\$			
	<b>Total Amendments</b>	\$8,677,818.95			
<b>Total Contract Amount</b>	\$18,074,939.95				
<b>Total Contact Amount: Master Agreement (CM#4786)</b>	\$5,200,000.00		11/1/2024 -12/31/2025	Pending	Pending

### PURCHASING USE ONLY

## Department of Purchasing – Required Documents Checklist

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Upload as “word” document in Infor

Prior Resolutions	N/A
CM#:	4786
Vendor Name:	Youth Opportunities Unlimited
ftp:	11/1/2024 – 12/31/2025
Amount:	\$5,200,000.00
History/CE:	OK
EL:	OK
Procurement Notes:	N/A
Purchasing Buyer’s initials and date of approval	EB 10/1/2024



## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	14356
Infor/Lawson PO# Code (if applicable):	RFP
Event #	5467
CM Contract#	4787

<b>SYEP 2024 - VERGE, Inc.</b>	<b>Department initials</b>	<b>Clerk of the Board</b>
Briefing Memo	DM	EB

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the contract being submitted late?	N/A	
What is being done to prevent this from reoccurring?	N/A	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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<b>FULL AND OPEN COMPETITION</b>				
<b>Formal RFP</b>				
<b>Reviewed by Purchasing</b>				
<b>SYEP 2024 – VERGE, Inc.</b>			<b>Department initials</b>	<b>Purchasing</b>
Notice of Intent to Award (sent to all responding vendors)			DM	EB
Bid Specification Packet			DM	EB
Final DEI Goal Setting Worksheet			DM	EB
Diversity Documents – <i>if required (goal set)</i>			DM	N/A
Award Letter (sent to awarded vendor)			DM	EB
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>			DM	N/A
Tabulation Sheet				EB
Evaluation with Scoring Summary ( <i>Names of evaluators to be included, must have minimum of three evaluators</i> ).			DM	EB
IG#	22-0082-REG – 12/31/2026		DM	EB
Debarment/Suspension Verified	Date:	8/26/2024	DM	EB
Auditor’s Finding	Date:	8/5/2024	DM	EB
Vendor’s Submission			DM	EB
Independent Contractor (I.C.) Requirement	Date:	8/8/2024	DM	EB
Cover - <i>Master contracts only</i>			DM	EB
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			DM	EB

Other documentation may be required depending upon your specific item

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

<b>Reviewed by Law</b>	
	<b>Department initials</b>
Agreement/Contract and Exhibits	DM
Matrix Law Screen shot	DM

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

COI	DM
Workers’ Compensation Insurance	DM
Performance Bond, if required per RFP	NA

### CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
11/1/2024 – 12/31/2024	HS260100	55130	UCH08301	55130	\$50,000.00
1/1/2025 – 12/31/2025	HS260100	55130	UCH08301	55130	\$650,000.00
			<b>TOTAL</b>		<b>\$700,000.00</b>

### CONTRACT HISTORY (to be completed by department)

<b>CE/AG# (if applicable)</b>		N/A				
<b>Infor/Lawson PO# and PO Code (if applicable)</b>		RFP				
<b>Lawson RQ# (if applicable)</b>		14356				
<b>CM Contract#</b>		4787				
	<b>Original Amount</b>	<b>Amendment Amount</b>	<b>Original Time Period &amp; End Date/ Amended End Date</b>	<b>Approval Date</b>	<b>Approval #</b>	
	Original Amount (CM#2390 & 2389)		4/1/22 - 12/31/2023	05/24/2022	R2022-0126	
	AMND1	Prior Amendment	\$0.00	4/1/22 - 12/31/2023	8/2/2022	R2022-0126
	AMND2	Amounts (list separately)	\$819,123.00	4/1/22 - 12/31/2023	10/3/2022	R2022-0329
	AMND3		\$829,059.00	4/1/22 - 12/31/2023	8/1/2023	R2023-0200
	AMND4		\$5,979,175.95	1/1/24 - 10/31/2024	12/5/2023	R2023-0327
	AMND5		\$800,461.00	5/1/24 - 10/31/2024	8/7/2024	R2024-0244
	AMND6		\$250,000.00	5/1/24-10/31/2024	Pending	Pending
	Pending Amendments		\$			
	Total Amendments	\$8,677,818.95				
	Total Contract Amount	\$18,074,939.95				
	Total Contact Amount: Master Agreement (CM:4787)	\$700,000.00		11/1/2024 -12/31/2025	Pending	Pending

### PURCHASING USE ONLY

## **Department of Purchasing – Required Documents Checklist**

Upload as “word” document in Infor

Prior Resolutions	N/A
CM#:	4787
Vendor Name:	VERGE, Inc.
ftp:	11/1/2024 – 12/31/2025
Amount:	\$700,000.00
History/CE:	OK
EL:	OK
Procurement Notes:	N/A
Purchasing Buyer’s initials and date of approval	EB 10/1/2024



Department of Purchasing Tabulation Sheet

*Maria R. Call*  
9.18.2024

REQUISITION NUMBER: RQ14356/Event #5467	TYPE: (RFB/RFP/RFQ): RFP	ESTIMATE: \$6,808,234.90		
CONTRACT PERIOD:	RFB/RFP/RFQ DUE DATE: May 28, 2024	SOLICITATIONS ISSUED	MANUAL RESPONSES	ELECTRONIC RESPONSES
REQUESTING DEPARTMENT: Cuyahoga Job and Family Services	COMMODITY DESCRIPTION: Cuyahoga County Summer Youth Employment Program	83	1	1
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 PREF % & \$ 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	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review:		Dept. Tech. Review	Award: (Y/N)
							SBE / MBE / WBE			
1.	Verge Inc 1325 Carnegie Ave 2 <sup>nd</sup> Fl Cleveland OH 44115			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Number: 22-0082-REG 12/31/2026	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s):			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
							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		

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)						
			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 (Form Attached) <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A (Agree to Match) <input type="checkbox"/> Yes <input type="checkbox"/> No  CCBEIP: (Form Attached) <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A (Agree to Match) <input type="checkbox"/> Yes <input type="checkbox"/> No			<table border="1"> <tr> <td data-bbox="834 730 964 806">Total %</td> <td data-bbox="964 730 1276 806">SBE: ___% MBE: ___% WBE: ___%</td> </tr> <tr> <td data-bbox="834 806 964 947">SBE/MBE/WBE Comply: (Y/N)</td> <td data-bbox="964 806 1276 947"> <input type="checkbox"/> Yes  <input type="checkbox"/> No           </td> </tr> <tr> <td data-bbox="834 947 964 1066">SBE/MBE/WBE Comments and Initials:</td> <td data-bbox="964 947 1276 1066"></td> </tr> </table>	Total %	SBE: ___% MBE: ___% WBE: ___%	SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE/MBE/WBE Comments and Initials:			
Total %	SBE: ___% MBE: ___% WBE: ___%													
SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No													
SBE/MBE/WBE Comments and Initials:														

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
			COOP: (Form Attached) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (Agree to Participate?) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  OPD Buyer Initials: _EB_____					

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
2. Youth Opportunities Unlimited (Y.O.U.) 1228 Euclid Ave #200 Cleveland OH 44115			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s): <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)								
			IG Number: 20-0365-REG 12/31/2024 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 (Form Attached) <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A (Agree to Match) <input type="checkbox"/> Yes <input type="checkbox"/> No  CCBEIP: (Form Attached) <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A			<table border="1"> <tr> <td data-bbox="829 753 963 856">SBE/MBE/WBE Prime: (Y/N)</td> <td data-bbox="963 753 1273 856"> <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE  <input type="checkbox"/> No         </td> </tr> <tr> <td data-bbox="829 856 963 932">Total %</td> <td data-bbox="963 856 1273 932">SBE: ___% MBE: ___% WBE: ___%</td> </tr> <tr> <td data-bbox="829 932 963 1073">SBE/MBE/WBE Comply: (Y/N)</td> <td data-bbox="963 932 1273 1073"> <input type="checkbox"/> Yes  <input type="checkbox"/> No         </td> </tr> <tr> <td data-bbox="829 1073 963 1192">SBE/MBE/WBE Comments and Initials:</td> <td data-bbox="963 1073 1273 1192"></td> </tr> </table>	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:			
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:																

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
				(Agree to Match) <input type="checkbox"/> Yes <input type="checkbox"/> No  COOP: (Form Attached) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (Agree to Participate?) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  OPD Buyer Initials: ___EB___					

Transaction ID:



**GOAL SETTING WORKSHEET**

Department Name: Cuyahoga County Job and Family Services  
 Contact Name: Paul Bounds  
 Contact Phone#: 216-698-7180  
 Contact Email: paul.bounds01@jfs.ohio.gov  
 RQ#: \_\_\_\_\_

**NOTE: User Department completes the YELLOW AREAS ONLY.**

RQ Description: Summer Youth employment program

Work Category/Scope	NIGP Code (5 digits)	Work/Scope Amount (\$)	Disparity Study Work/Scope Availability # (All Vendors)	Disparity Study Work/Scope Availability # (MBE)	Disparity Study Work/Scope Availability % (MBE)	Disparity Study Work/Scope Availability \$ (MBE)	Disparity Study Work/Scope Availability # (WBE)	Disparity Study Work/Scope Availability % (WBE)	Disparity Study Work/Scope Availability \$ (WBE)
Employment Agency	96130	3404117.45	1		0.00	0.00		0.00	0.00
Job Search Workshop	95260	3404117.45	1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
<b>Totals (\$):</b>		<b>6808234.90</b>				<b>0.00</b>			<b>0.00</b>

**Project Diversity Goals:**  
 MBE Goal 0%  
 WBE Goal 0%  
 SBE Goal (not calculated) %

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0388

<p>Sponsored by: <b>County Executive Ronayne/Department of Health and Human Services/Division of Community Initiatives/Family and Children First Council</b></p>	<p><b>A Resolution</b> authorizing an amendment to a Master Contract with various providers for school/community-based Closing the Achievement Gap services for the period 1/1/2022 – 12/31/2024, to extend the time period to 7/31/2025, to make budget line-item revisions, and for additional funds in the amount not-to-exceed \$642,361.87, effective 1/1/2025; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
<p>Co-sponsored by: <b>Councilmember Turner</b></p>	

**WHEREAS**, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Family and Children First Council recommends an amendment to a Master Contract with various providers for school/community-based Closing the Achievement Gap services for the period 1/1/2022 – 12/31/2024 to extend the time period to 7/31/2025, to make budget line-item revisions, and for additional funds in the amount not-to-exceed \$642,361.87, effective 1/1/2025, to the following:

- a) Contract No. CM2227 with East Cleveland City School District in the amount not-to-exceed \$72,415.86.
- b) Contract No. CM2268 with Bedford City School District in the amount not-to-exceed \$72,415.86.
- c) Contract No. CM2269 with Cleveland Municipal City School District in the amount not-to-exceed \$207,866.71.
- d) Contract No. CM2270 with Cleveland Heights – University Heights City School District in the amount not-to-exceed \$72,415.86.
- e) Contract No. CM2271 with Maple Heights City School District in the amount not-to-exceed \$72,415.86.
- f) Contract No. CM2272 with Warrensville Heights City School District in the amount not-to-exceed \$72,415.86.

- g) Contract No. CM2273 with Garfield Heights City School District in the amount not-to-exceed \$72,415.86; and

**WHEREAS**, the County on behalf of FCFC desires to increase the achievement levels of students who are at risk in Cuyahoga County including but not limited to the following areas of concentration: Absent two or more days the previous school year, excessive tardiness, five or more days of in or out-of-school suspension, failed two or more core subjects, performed below proficiency level in one or core subject areas, Juvenile Court supervision of adjudicated youth, or over age for current grade level or repeating a grade; and

**WHEREAS**, the County seeks Districts to manage, monitor and implement the Closing the Achievement Gap program (CTAG). The individual school districts will recruit, engage, retain, and provide oversight of the day-to-day Closing the Achievement Gap program; and

**WHEREAS**, the primary goal of this project is to effectuate positive behavioral and academic changes for the youth enrolled in the program; and

**WHEREAS**, the project is funded 100% Health and Human Services Levy Funds; and

**WHEREAS**, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes an amendment to a Master Contract with various providers for school/community-based Closing the Achievement Gap services for the period 1/1/2022 – 12/31/2024 to extend the time period to 7/31/2025, to make budget line-item revisions, and for additional funds in the amount not-to-exceed \$642,361.87, effective 1/1/2025, to the following:

- a) Contract No. CM2227 with East Cleveland City School District in the amount not-to-exceed \$72,415.86.
- b) Contract No. CM2268 with Bedford City School District in the amount not-to-exceed \$72,415.86.
- c) Contract No. CM2269 with Cleveland Municipal City School District in the amount not-to-exceed \$207,866.71.
- d) Contract No. CM2270 with Cleveland Heights – University Heights City School District in the amount not-to-exceed \$72,415.86.
- e) Contract No. CM2271 with Maple Heights City School District in the amount not-to-exceed \$72,415.86.

- f) Contract No. CM2272 with Warrensville Heights City School District in the amount not-to-exceed \$72,415.86.
- g) Contract No. CM2273 with Garfield Heights City School District in the amount not-to-exceed \$72,415.86.

**SECTION 2.** That the County Executive is authorized to execute the amendment and all other documents consistent with this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of 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 or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

**SECTION 4.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution 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 Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: October 22, 2024

Committee(s) Assigned: Education, Environment & Sustainability

Additional Sponsorship Requested: October 22, 2024

Journal \_\_\_\_\_  
\_\_\_\_\_ 2024

**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	<b>Health and Human Services; 2025- Family and Children First Council; Closing the Achievement Gap Program (CTAG) – Multiple Vendors – Master Contract Amendment 1/1/2025 to 7/31/2025.</b>
<b>Department or Agency Name</b>	Family and Children First Council
<b>Requested Action</b>	<input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-# )	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC/Council Approved	Approval No.
(O)		Various Vendors- see below	1/1/2022 – 12/31/2023	\$2,135,727.00	3/22/2022	R2022-0063
	2227	East Cleveland City School District		\$239,680.00		
	2268	Bedford City School District		\$239,680.00		
	2269	Cleveland Municipal City School District		\$697,647.00		
	2270	Cleveland Heights – University Heights City School District		\$239,680.00		
	2271	Maple Heights City School District		\$239,680.00		
	2272	Warrensville Heights City School District		\$239,680.00		
	2273	Garfield Heights City School District		\$239,680.00		
(A-1)		Amending various contracts see below.	Execution through 12/31/2024	\$1,075,377.00	12/10/2023	R2023-0338
	2227	East Cleveland City School District		\$120,680.00		
	2268	Bedford City School District		\$120,680.00		
	2269	Cleveland Municipal School District		\$351,297.00		
	2270	Cleveland Heights – University Heights City School District		\$120,680.00		
	2271	Maple Heights City School District		\$120,680.00		
	2272	Warrensville Heights City School District		\$120,680.00		

	2273	Garfield Heights City School District		\$120,680.00		
(A-2)		Amending Various Vendors see below	1/1/2025 – 7/31/2025	\$642,361.87	Pending	Pending
	2227	East Cleveland City School District		\$72,415.86		
	2268	Bedford City School District		\$72,415.86		
	2269	Cleveland Municipal City School District		\$207,866.71		
	2270	Cleveland Heights-University Heights City School District		\$72,415.86		
	2271	Maple Heights City School District		\$72,415.86		
	2272	Warrensville Heights City School District		\$72,415.86		
	2273	Garfield Heights City School District		\$72,415.86		

**Service/Item Description (include quantity if applicable).**

Family and Children First Council is requesting a second Amendment for the Master Agreement Closing the Achievement Gap as indicated in the chart above for Bedford City School District, Cleveland Municipal School District, Cleveland Heights – University Heights City School District, East Cleveland City School District, Garfield Heights City School District, Maple Heights City School District, and Warrensville Heights City School District in the anticipated amount of **\$642,361.87 for the time period 1/1/2025 – 7/31/2025.**

Indicate whether:  New service/purchase  Existing service/purchase  Replacement for an existing service/purchase (provide details in Service/Item Description section above)

Various Vendors See chart above

For purchases of furniture, computers, vehicles:  Additional  Replacement

Age of items being replaced: \_\_\_\_\_ How will replaced items be disposed of? N/A

**Project Goals, Outcomes or Purpose (list 3):**

1. To identify 9<sup>th</sup> – 12<sup>th</sup> grade youth who are in academic danger with one/more risk factors, such as students who have excessive absences, 36 days or more, students that have failed two ore more core subjects, and/or students who have been held back a grade. (Over the age for grade level).
2. Schools will offer intensive interventions such as credit retention opportunities, linkages to community-based/ county services, and exposure field trips (One out of state trip per year/ per district).

**The primary goals of the project are positive behavioral and academic changes for the youth enrolled in the program. As a result of participation, students are expected to improve their grade point average and ultimately graduate on time from high school.**

<b>In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)</b>	
<b>Vendor Name and address:</b>	<b>Owner, executive director, other (specify):</b>
Bedford City School District 475 Northfield Road Bedford, Ohio 44146	Dr. Cassandra J. Johnson, Superintendent
<b>Vendor Council District: 9</b>	<b>Project Council District: 9</b>
<b>Vendor Name and address:</b>	<b>Owner, executive director, other (specify):</b>
East Cleveland School District 1843 Stanwood Road East Cleveland, OH 44112	Dr. Henry Pettiegrew, II
<b>Vendor Council District: 10</b>	<b>Project Council District: 10</b>
<b>Vendor Name and address:</b>	<b>Owner, executive director, other (specify):</b>
Cleveland Heights – University Heights City School District 2155 Miramar Blvd #3301 University Heights, OH 44118	Elizabeth Kirby, Superintendent
<b>Vendor Council District: 10</b>	<b>Project Council District: 10</b>
<b>Vendor Name and address:</b>	<b>Owner, executive director, other (specify):</b>
Maple Heights City School District 5740 Lawn Avenue Maple Heights, OH 44137	Olympia A. Della Flora, Superintendent
<b>Vendor School District: 8</b>	<b>Project Council District: 8</b>
<b>Vendor Name and address:</b>	<b>Owner, executive director, other (specify):</b>
Warrensville Heights City School District 4743 Richmond Rd Warrensville Heights, Ohio 44128	Donald J. Jolly, II
<b>Vendor Council District: 9</b>	<b>Project Council District: 9</b>
<b>Vendor Name and Address:</b>	<b>Owner, executive director, other (specify):</b>
Garfield Heights City School District 5640 Briarcliff Dr. Garfield Heights, OH 44125	Dr. Richard Reynolds
<b>Vendor School District: 8</b>	<b>Project Council District: 8</b>
<b>Vendor Name and address:</b>	<b>Owner, executive director, other (specify):</b>



Cleveland Metropolitan School District 1111 Superior Avenue East, Suite 1800 Cleveland, OH 44114	Warren Morgan, Chief Executive Officer
<b>Vendor Council District: 7</b>	<b>Project Council District: 7</b>

<b>COMPETITIVE PROCUREMENT</b>	<b>NON-COMPETITIVE PROCUREMENT</b>
RQ# _____ (Insert RQ# for formal/informal items, as applicable) <input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date: _____	Provide a short summary for not using competitive bid process.  A second Amendment is being sought for this Master award because we issued RFP#6689 in 2021. Originally, seven (7) proposals were submitted to OPD for review. Seven (7) vendors were selected and approved.  <b>We are exercising the option to extend the term of this Agreement from 1/1/2025 to 7/31/2025 and adding funds in the amount of \$642,361.87.</b>
	<b>*See Justification for additional information.</b>
The total value of the solicitation: <b>\$642,361.87</b>	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) / <b>N/A</b>	<input type="checkbox"/> State Contract, list STS number and expiration date  <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): ( ) DBE ( ) SBE ( ) MBE ( ) WBE. Were goals met by awarded vendor per DEI tab sheet review? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.  If no, has this gone to the Administrative Reconsideration Panel? If so, what was the outcome? <b>N/A</b>	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).  <b>N/A</b>
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain: _____	<input type="checkbox"/> Government Purchase  <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input checked="" type="checkbox"/> Contract Amendment - (list original procurement) RFP #6689 CM# 2227,2268,2269,2270,2271,2272,2273 <input type="checkbox"/> Other Procurement Method, please describe: _____

<b>Is Purchase/Services technology related</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, complete section below:	
<input type="checkbox"/> Check if item on IT Standard List of approved purchase.	If item is not on IT Standard List state date of TAC approval:
Is the item ERP related? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	

**FUNDING SOURCE:** Please provide the complete, proper name of each funding source (No acronyms). Include % for each funding source listed.

100% Health and Human Services (HHS) Levy Funding

**List all Accounting Unit(s) upon which funds will be drawn and amounts if more than one accounting unit.**

HS260300

Is funding for this included in the approved budget?  Yes  No (if "no" please explain):

Payment Schedule:  Invoiced  Monthly  Quarterly  One-time  Other (please explain):

**Provide status of project.**

Is contract/purchase late  No  Yes, In the fields below provide reason for late and timeline of late submission

**Reason:**

**Timeline**

Project/Procurement Start Date (date your team started working on this item):	
---	--

Date documents were requested from vendor:	
--	--

Date of insurance approval from risk manager:	
---	--

Date Department of Law approved Contract:	
---	--

Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:

If late, have services begun?  No  Yes (if yes, please explain)

Have payments been made?  No  Yes (if yes, please explain)

**HISTORY (see instructions):**

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	RQ6689
Buyspeed RQ# (if applicable):	RFP
Infor/Lawson PO# Code (if applicable):	N/A
CM Contract#	CM2227

	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	LS	

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the amendment being submitted late?		
What is being done to prevent this from reoccurring?		

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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<b>Contract Amendments Reviewed by Purchasing</b>			
<b>CTAG – EAST CLEVELAND (4 of 7) – AMENDMENT 2</b>		<b>Department initials</b>	<b>Purchasing</b>
Justification Form		LS	BRM
IG#		N/A	N/A
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	N/A	N/A
Debarment/Suspension Verified	Date:	<del>10-1-2024</del> 8/23/2024	LC BRM
Auditor’s Finding	Date:	<del>10-1-2024</del> 8/13/2024	LC BRM
Independent Contractor (I.C.) Requirement	Date:	N/A	N/A
Cover - <i>Master amendments only</i>		DA	BRM
Contract Evaluation		LC	BRM
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.		N/A	N/A
Checklist Verification		LC	BRM

Other documentation may be required depending upon your specific item

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

<b>Reviewed by Law</b>	
	<b>Department initials</b>
Agreement/Contract and Exhibits	LC
Matrix Law Screen shot	LC
COI	LC
Workers’ Compensation Insurance	LC
Original Executed Contract (containing insurance terms) & all executed amendments	LC

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2025 – 7/31/2025	HS260300	55130	UCH08346	\$72,415.86
			<b>TOTAL</b>	<b>\$72,415.86</b>

<b>Contract History CE/AG# (if applicable)</b>	N/A
<b>Infor/Lawson PO# Code (if applicable)</b>	RFP
<b>Lawson RQ# (if applicable)</b>	RQ6889
<b>CM Contract#</b>	CM2227

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$2,135,727.00		1/1/2022-12/31/2023	3/22/2023	R2022-0063
<b>Prior Amendment Amounts (list separately)</b>		\$1,075,377.00	1/1/2024-12/31/2024	12/10/2023	R2023-0338
		\$			
		\$			
<b>Pending Amendment</b>		\$642,361.87	1/1/2025-7/31/2025	Pending	Pending
<b>Total Amendments</b>		\$1,717,738.87			
<b>Total Contact Amount</b>		\$3,853,465.87			

### Purchasing Use Only:

Prior Resolutions:	R20222-0063, R2023-0338
Amend:	2227
Vendor Name:	East Cleveland City School District
ftp:	1/1/2022-12/31/2024 ext 7/31/2025
Amount:	72,415.86
History/CE:	Ok
EL:	Ok
Procurement Notes:	

## Department of Purchasing – Required Documents Checklist

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Upload as “word” document in Infor

Purchasing Buyer’s initials and date of approval	BRM 10/2/2024
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## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	6689
Buyspeed RQ# (if applicable):	N/A
Infor/Lawson PO# Code (if applicable):	RFP
CM Contract#	2268

<b>Bedford City School District</b>	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	DA	

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the amendment being submitted late?		
What is being done to prevent this from reoccurring?		

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
Bedford City School District			Department initials	Purchasing
Justification Form			DA	BRM
IG#			N/A-Political Subdivision	N/A
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	N/A	N/A	N/A
Debarment/Suspension Verified	Date:	9.20.2024	DA	BRM
Auditor’s Finding	Date:	9.20.2024	DA	BRM
Independent Contractor (I.C.) Requirement	Date:	N/A	N/A-Political Subdivision	N/A
Cover - <i>Master amendments only</i>			DA	BRM
Contract Evaluation			DA	BRM
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			DA	BRM

**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	
Bedford City School District	Department initials
Agreement/Contract and Exhibits	DA
Matrix Law Screen shot	DA
COI	DA
Workers’ Compensation Insurance	DA
Original Executed Contract (containing insurance terms) & all executed amendments	DA

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2025-7/31/2025	HS260300	55130	UCH08346	\$72,415.86
			<b>TOTAL</b>	<b>\$72,415.86</b>

<b>Contract History CE/AG# (if applicable)</b>	N/A
<b>Infor/Lawson PO# Code (if applicable)</b>	RFP
<b>Lawson RQ# (if applicable)</b>	6689
<b>CM Contract#</b>	2268

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$2,135,727.00		1/1/2022-12/31/2023	3/22/2022	R2022-0063
<b>Prior Amendment Amounts (list separately)</b>	(Amendment 1)	\$1,075,377.00	1/1/2024-12/31/2024	12/5/2023	R2023-0338
		\$			
		\$			
<b>Pending Amendment</b>	(Amendment 2)	\$642,361.87	1/1/2025-7/31/2025	PENDING	PENDING
<b>Total Amendments</b>		\$1,717,738.87			
<b>Total Contact Amount</b>		\$3,853,465.87			

### Purchasing Use Only:

Prior Resolutions:	R2022-0063, R2023-0338
Amend:	2268
Vendor Name:	Bedford City School District
ftp:	1/1/2022-12/31/2024 EXT 7/31/2025
Amount:	\$72,415.86
History/CE:	OK
EL:	OK
Procurement Notes:	

## Department of Purchasing – Required Documents Checklist

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Upload as “word” document in Infor

Purchasing Buyer’s initials and date of approval	BRM 10/2/2024
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## CONTRACT EVALUATION FORM

<b>Contractor</b>	Bedford City School District
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	HHS-0898, 20001769 GOVP, 2268
<b>RQ#</b>	FC-337
<b>Time Period of Original Contract</b>	3/1/2020 -12/31/2023
<b>Background Statement</b>	The County Council received a request from four suburban school districts requesting assistance with their youth population. The goal is to offer social services, academic assistance, college access activities, and parent engagement to youth who are at-risk of high school dropout. The community requests were sent directly to several County Council members. Based on those requests, this item was added by Council. The communities expressed concerns related to safety, low academic scores, and college exposure/ access. The school districts researched the program prior to submitting their requests. None of these districts were eligible when the program was originally released by the state. Their requests are based on the fact that their economic and academic landscapes have changed in the past seven years.
<b>Service Description</b>	Closing the Achievement Gap
<b>Performance Indicators</b>	SCHOOL DISTRICTS WILL IDENTIFY 9TH-12TH GRADE YOUTH WHO ARE IN ACADEMIC DANGER WITH THE FOLLOWING RISK FACTORS: STUDENTS WHO HAVE FAILED TWO OR MORE CORE CLASSES; ARE ABSENT 36 DAYS OR MORE, HAVE RECEIVED FIVE OR MORE DAYS OF OUT-OF-SCHOOL SUSPENSION, OR HAVE BEEN HELD BACK A GRADE (OVER THE AGE FOR GRADE-LEVEL). SCHOOLS WILL OFFER INTENSIVE INTERVENTION WHICH INCLUDES SCHOOL CREDIT RETENTION, LINKAGE TO COMMUNITY-BASED AND COUNTY SERVICES AND COMMUNITY AND COLLEGE EXPOSURE.
<b>Actual Performance versus performance indicators (include statistics):</b>	The district has identified over 75 youth that meet this criteria. Eighty-seven youth (70%) have secured enough academic credits to move from 9th to 10th grade.

<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
Select One (X)		X			
<b>Justification of Rating</b>	SCHOOL DISTRICT STAFF HAVE REPORTED POSITIVE BEHAVIORAL AND ACADEMIC CHANGES FOR THE YOUTH ENROLLED IN THE PROGRAM.				
<b>Department Contact</b>	Kathleen Stewart				
<b>User Department</b>	Family & Children First Council				
<b>Date</b>	08/23/2024				

## Department of Purchasing – Required Documents Checklist

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Infor/Lawson RQ#:	RQ6689
Buyspeed RQ# (if applicable):	N/A
Infor/Lawson PO# Code (if applicable):	AMND
CM Contract#	2269

<b>CTAG AMND2</b>	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	LS	

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the amendment being submitted late?	N/A – Not late	
What is being done to prevent this from reoccurring?	N/A – Not late	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			LS	BRM
IG#			N/A	N/A
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:		N/A	N/A
Debarment/Suspension Verified	Date:	8/16/2024 9/20/2024	LS	BRM
Auditor’s Finding	Date:	8/16/2024	LS	BRM
Independent Contractor (I.C.) Requirement	Date:		N/A	N/A
Cover - <i>Master amendments only</i>			LS	BRM
Contract Evaluation			LS	BRM
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			LS	BRM

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	LS
Matrix Law Screen shot	LS
COI	LS
Workers’ Compensation Insurance	LS
Original Executed Contract (containing insurance terms) & all executed amendments	LS

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

### Accounting Units

Time Period	Accounting Unit	Account Number	Activity	Dollar Amount
01/01/2025 – 07/31/2025	HS260300	55130	UCH08346	\$ 207,866.71
			<b>TOTAL</b>	<b>\$ 207,866.71</b>

<b>Contract History CE/AG# (if applicable)</b>	N/A
<b>Infor/Lawson PO# Code (if applicable)</b>	AMND
<b>Lawson RQ# (if applicable)</b>	6689
<b>CM Contract#</b>	2269

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$ 2,135,727.00		1/1/2022 – 12/31/2023	3/22/2023	R2022-0063
<b>Prior Amendment Amounts (list separately) AMND1</b>		\$1,075,377.00	1/1/2024 – 12/31/2024	12/5/2023	R2023-0338
		\$			
		\$			
<b>Pending Amendment AMND2</b>		\$207,866.71	1/1/2025 – 07/31/2025	Pending	Pending
<b>Total Amendments</b>		\$			
<b>Total Contact Amount</b>		\$3,418,970.71			

### Purchasing Use Only:

Prior Resolutions:	R2022-0062, R2023-0338
Amend:	2269
Vendor Name:	Cleveland Municipal City School District
ftp:	1/1/2022-12/31/2024 EXT 7/31/2025
Amount:	\$207,866.71
History/CE:	OK
EL:	OK
Procurement Notes:	

## Department of Purchasing – Required Documents Checklist

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Upload as “word” document in Infor

Purchasing Buyer’s initials and date of approval	BRM 10/2/2024
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Revised 1/7/2022

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Cleveland Metropolitan School District - East Technical High School and Glenville High School
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	AG1800121-01 CONV, 2269
<b>RQ#</b>	FC-18-43081
<b>Time Period of Original Contract</b>	1/1/2021-12/31/23
<b>Background Statement</b>	<p>The County Council received a request from four suburban school districts requesting assistance with their youth population. The goal is to offer social services, academic assistance, college access activities, and parent engagement to youth who are at-risk of high school dropout. The community requests were sent directly to several County Council members. Based on those requests, this item was added by Council in the 2014-2015 budget cycle. The communities expressed concerns related to safety, low academic scores, and college exposure/ access. The school districts researched the program prior to submitting their requests. None of these districts were eligible when the program was originally released by the state. Their requests are based on the fact that their economic and academic landscapes have changed in the past seven years. Cleveland Metropolitan School District offered a component of Closing the Achievement Gap for males only in the high schools; however the females were exhibiting the same at-risk behaviors which resulted in lower graduation rates, poor school attendance, below grade level for age, and excessive disciplinary infractions. Cuyahoga County Council has offered to provide support to CMSD to cover the cost of the female CTAG component at East Technical High School and Glenville High School.</p>
<b>Service Description</b>	Closing the Achievement Gap
<b>Performance Indicators</b>	<p>SCHOOL DISTRICTS WILL IDENTIFY 9TH-12TH GRADE YOUTH WHO ARE IN ACADEMIC DANGER WITH THE FOLLOWING RISK FACTORS: STUDENTS WHO HAVE FAILED TWO OR MORE CORE CLASSES; ARE ABSENT 36 DAYS OR MORE, HAVE RECEIVED FIVE OR MORE DAYS OF OUT-OF-SCHOOL SUSPENSION, OR HAVE BEEN HELD BACK A GRADE (OVER THE AGE FOR GRADE-LEVEL). SCHOOLS WILL OFFER INTENSIVE INTERVENTION WHICH INCLUDES SCHOOL CREDIT RETENTION, LINKAGE TO COMMUNITY-</p>

	BASED AND COUNTY SERVICES AND COMMUNITY AND COLLEGE EXPOSURE.				
<b>Actual Performance versus performance indicators (include statistics):</b>	The districts have identified over 100 youth that meet this criteria. 80% of those students are enrolled and engaged in the Closing the Achievement Gap (female only component) program.				
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>		X			
<b>Justification of Rating</b>	SCHOOL DISTRICT STAFF HAVE REPORTED POSITIVE BEHAVIORAL AND ACADEMIC CHANGES FOR THE YOUTH ENROLLED IN THE PROGRAM.				
<b>Department Contact</b>	Kathleen Stewart				
<b>User Department</b>	Family & Children First Council				
<b>Date</b>	08/23/2024				

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	6689
Buyspeed RQ# (if applicable):	N/A
Infor/Lawson PO# Code (if applicable):	RFP
CM Contract#	2270

<b>CTAG AMND2– Cleveland Hts.- University Hts.</b>	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	LS	

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the amendment being submitted late?	N/A	
What is being done to prevent this from reoccurring?	N/A	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
CTAG AMND2– Cleveland Hts.- University Hts.			Department initials	Purchasing
Justification Form			AL	BRM
IG#	N/A		N/A-Political Subdivision	N/A
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	N/A	N/A	N/A
Debarment/Suspension Verified	Date:	9/20/24	AL	BRM
Auditor’s Finding	Date:	9/20/24	AL	BRM
Independent Contractor (I.C.) Requirement	Date:	N/A	N/A-Political Subdivision	N/A
Cover - <i>Master amendments only</i>			DA	BRM
Contract Evaluation			AL	BRM
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			AL	BRM

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	AL
Matrix Law Screen shot	AL
COI	AL- Cyber waiver included
Workers’ Compensation Insurance	AL
Original Executed Contract (containing insurance terms) & all executed amendments	AL



## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2025 – 7/31/2025	HS260300	55130	UCH08346	\$72,415.86
			<b>TOTAL</b>	<b>\$72,415.86</b>

<b>Contract History CE/AG# (if applicable)</b>	N/A
<b>Infor/Lawson PO# Code (if applicable)</b>	RFP
<b>Lawson RQ# (if applicable)</b>	6689
<b>CM Contract#</b>	2270

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$2,135,727.00		1/1/2022 -12/31/2023	3/22/2022	R2022-0063
<b>Prior Amendment Amounts (list separately)</b>	AMND1	\$1,075,377.00	1/1/2024 -12/31/2024	12/5/2023	R2023-0338
		\$			
		\$			
<b>Pending Amendment</b>	AMND2	\$642,361.87	1/1/2025-7/31/2025	Pending	Pending
<b>Total Amendments</b>		\$1,717,738.87			
<b>Total Contact Amount</b>		\$3,853,465.87			

### Purchasing Use Only:

Prior Resolutions:	R2022-0063, R2023-0338
Amend:	2270
Vendor Name:	Cleveland-Heights-University Heights City School District
ftp:	1/1/2022-12/31/2024 EXT 7/31/2025
Amount:	\$72,415.86
History/CE:	OK
EL:	OK
Procurement Notes:	

## Department of Purchasing – Required Documents Checklist

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Purchasing Buyer’s initials and date of approval	BRM 10/2/2024
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Revised 1/7/2022

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Cleveland Heights-University Heights City Schools District
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	AG1800007-01 CONV, 2270
<b>RQ#</b>	FC-18-41617
<b>Time Period of Original Contract</b>	1/1/2021-12/31/2023
<b>Background Statement</b>	The County Council received a request from four suburban school districts requesting assistance with their youth population. The goal is to offer social services, academic assistance, college access activities, and parent engagement to youth who are at-risk of high school dropout. The community requests were sent directly to several County Council members. Based on those requests, this item was added by Council in the 2014-2015 budget cycle. The communities expressed concerns related to safety, low academic scores, and college exposure/ access. The school districts researched the program prior to submitting their requests. None of these districts were eligible when the program was originally released by the state. Their requests are based on the fact that their economic and academic landscapes have changed in the past seven years.
<b>Service Description</b>	Closing the Achievement Gap
<b>Performance Indicators</b>	SCHOOL DISTRICTS WILL IDENTIFY 9TH-12TH GRADE YOUTH WHO ARE IN ACADEMIC DANGER WITH THE FOLLOWING RISK FACTORS: STUDENTS WHO HAVE FAILED TWO OR MORE CORE CLASSES; ARE ABSENT 36 DAYS OR MORE, HAVE RECEIVED FIVE OR MORE DAYS OF OUT-OF-SCHOOL SUSPENSION, OR HAVE BEEN HELD BACK A GRADE (OVER THE AGE FOR GRADE-LEVEL). SCHOOLS WILL OFFER INTENSIVE INTERVENTION WHICH INCLUDES SCHOOL CREDIT RETENTION, LINKAGE TO COMMUNITY-BASED AND COUNTY SERVICES AND COMMUNITY AND COLLEGE EXPOSURE.

<b>Actual Performance versus performance indicators (include statistics):</b>	The districts have identified over 200 youth that meet this criteria. Eighty-seven youth (57%) have secured enough academic credits to move from 9th to 10th grade.				
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>		X			
<b>Justification of Rating</b>	SCHOOL DISTRICT STAFF HAVE REPORTED POSITIVE BEHAVIORAL AND ACADEMIC CHANGES FOR THE YOUTH ENROLLED IN THE PROGRAM.				
<b>Department Contact</b>	Kathleen Stewart				
<b>User Department</b>	Family & Children First Council				
<b>Date</b>	08/23/2024				

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	RQ6689
Buyspeed RQ# (if applicable):	N/A
Infor/Lawson PO# Code (if applicable):	AMND
CM Contract#	2271

<b>CTAG AMND2</b>	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	LS	

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the amendment being submitted late?	N/A – Not late	
What is being done to prevent this from reoccurring?	N/A – Not late	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
<b>CTAG – AMND2 – Maple Heights CSD</b>			<b>Department initials</b>	<b>Purchasing</b>
Justification Form – <span style="color: red;">Pending Approval</span>				BRM
IG#			N/A–Political Subdivision	N/A – Gov’t
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:		N/A	N/A
Debarment/Suspension Verified	Date:	8/16/2024	LS	BRM
Auditor’s Finding	Date:	8/16/2024	LS	BRM
Independent Contractor (I.C.) Requirement	Date:	8/29/24	N/A–Political Subdivision	N/A–Gov’t BRM
Cover - <i>Master amendments only</i>			LS	BRM
Contract Evaluation			LS	BRM
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			LS	BRM

**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	
	<b>Department initials</b>
Agreement/Contract and Exhibits	LS
Matrix Law Screen shot	LS
COI	LS
Workers’ Compensation Insurance	LS
Original Executed Contract (containing insurance terms) & all executed amendments	LS

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

### Accounting Units

Time Period	Accounting Unit	Account Number	Activity	Dollar Amount
1/1/2025 – 7/31/2025	HS260300	55130	UCH08356	\$ 72,415.86
			<b>TOTAL</b>	<b>\$ 72,415.86</b>

<b>Contract History CE/AG# (if applicable)</b>	N/A
<b>Infor/Lawson PO# Code (if applicable)</b>	AMND
<b>Lawson RQ# (if applicable)</b>	6689
<b>CM Contract#</b>	2271

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$ 2,135,727.00		1/1/2022 -12/31/2023	3/22/2023	R2022-0063
<b>Prior Amendment Amounts (list separately) – AMND1</b>		\$1,075,377.00	1/1/2024 – 12/31/2024	12/5/2023	R2023-0338
		\$			
		\$			
<b>Pending Amendment – AMND2</b>		\$72,415.86	1/1/2025 - 7/31/2025	Pending	Pending
<b>Total Amendments</b>		\$1,147,792.86			
<b>Total Contact Amount</b>		\$3,283,519.86			

### Purchasing Use Only:

Prior Resolutions:	R2022-0063, R2023-0338
Amend:	2271
Vendor Name:	Maple Heights City School District
ftp:	1/1/2022-12/31/2024 EXT 7/31/2025
Amount:	\$72,415.86
History/CE:	OK
EL:	OK
Procurement Notes:	

## Department of Purchasing – Required Documents Checklist

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Purchasing Buyer's initials and date of approval	BRM 10/2/2024
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Revised 1/7/2022

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Maple Heights City Schools District				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	AG1800006-01 CONV, 2271				
<b>RQ#</b>	FC-18-41617				
<b>Time Period of Original Contract</b>	1/1/2021-12/31/23				
<b>Background Statement</b>	<p>The County Council received a request from four suburban school districts requesting assistance with their youth population. The goal is to offer social services, academic assistance, college access activities, and parent engagement to youth who are at-risk of high school dropout. The community requests were sent directly to several County Council members. Based on those requests, this item was added by Council in the 2014-2015 budget cycle. The communities expressed concerns related to safety, low academic scores, and college exposure/ access. The school districts researched the program prior to submitting their requests. None of these districts were eligible when the program was originally released by the state. Their requests are based on the fact that their economic and academic landscapes have changed in the past seven years.</p>				
<b>Service Description</b>	Closing the Achievement Gap				
<b>Performance Indicators</b>	<p>SCHOOL DISTRICTS WILL IDENTIFY 9TH-12TH GRADE YOUTH WHO ARE IN ACADEMIC DANGER WITH THE FOLLOWING RISK FACTORS: STUDENTS WHO HAVE FAILED TWO OR MORE CORE CLASSES; ARE ABSENT 36 DAYS OR MORE, HAVE RECEIVED FIVE OR MORE DAYS OF OUT-OF-SCHOOL SUSPENSION, OR HAVE BEEN HELD BACK A GRADE (OVER THE AGE FOR GRADE-LEVEL). SCHOOLS WILL OFFER INTENSIVE INTERVENTION WHICH INCLUDES SCHOOL CREDIT RETENTION, LINKAGE TO COMMUNITY-BASED AND COUNTY SERVICES AND COMMUNITY AND COLLEGE EXPOSURE.</p>				
<b>Actual Performance versus performance indicators (include statistics):</b>	<p>The districts have identified over 200 youth that meet this criteria. Eighty-seven youth (57%) have secured enough academic credits to move from 9th to 10th grade.</p>				
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>		X			
<b>Justification of Rating</b>	<p>SCHOOL DISTRICT STAFF HAVE REPORTED POSITIVE BEHAVIORAL AND ACADEMIC CHANGES FOR THE YOUTH ENROLLED IN THE PROGRAM</p>				



<b>Department Contact</b>	Kathleen Stewart
<b>User Department</b>	Family & Children First Council
<b>Date</b>	08/23/2024

## Department of Purchasing – Required Documents Checklist

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Infor/Lawson RQ#:	6689
Buyspeed RQ# (if applicable):	N/A
Infor/Lawson PO# Code (if applicable):	RFP
CM Contract#	2272

<b>Warrensville Hts. City School District</b>	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	DA	

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the amendment being submitted late?		
What is being done to prevent this from reoccurring?		

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
Warrensville Hts. City School District			Department initials	Purchasing
Justification Form			DA	BRM
IG#			N/A-Political Subdivision	N/A
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:		N/A	N/A
Debarment/Suspension Verified	Date:	9.20.2024	DA	BRM
Auditor’s Finding	Date:	9.20.2024	DA	BRM
Independent Contractor (I.C.) Requirement	Date:		N/A-Political Subdivision	N/A
Cover - <i>Master amendments only</i>			DA	BRM
Contract Evaluation			DA	BRM
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			DA	BRM

**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	
Warrensville Hts. City School District	Department initials
Agreement/Contract and Exhibits	DA
Matrix Law Screen shot	DA
COI	DA
Workers’ Compensation Insurance	DA
Original Executed Contract (containing insurance terms) & all executed amendments	DA

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2025-7/31/2025	HS260300	55130	UCH08346	\$72,415.86
			<b>TOTAL</b>	<b>\$72,415.86</b>

<b>Contract History CE/AG# (if applicable)</b>	N/A
<b>Infor/Lawson PO# Code (if applicable)</b>	RFP
<b>Lawson RQ# (if applicable)</b>	6689
<b>CM Contract#</b>	2272

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$2,135,727.00		1/1/2022-12/31/2023	3/22/2022	R2022-0063
<b>Prior Amendment Amounts (list separately)</b>	(Amendment 1)	\$1,075,377.00	1/1/2024-12/31/2024	12/5/2023	R2023-0338
		\$			
		\$			
<b>Pending Amendment</b>		\$642,361.87	1/1/2025-7/31/2025	PENDING	PENDING
<b>Total Amendments</b>		\$1,717,738.87			
<b>Total Contact Amount</b>		\$3,835,465.87			

### Purchasing Use Only:

Prior Resolutions:	R2022-0063, R2023-0338
Amend:	2272
Vendor Name:	Warrensville Heights City School District
ftp:	1/1/2022-12/31/2024 EXT 7/31/2025
Amount:	\$72,415.86
History/CE:	OK
EL:	OK
Procurement Notes:	

## Department of Purchasing – Required Documents Checklist

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Upload as “word” document in Infor

Purchasing Buyer’s initials and date of approval	BRM 10/2/2024
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## CONTRACT EVALUATION FORM

<b>Contractor</b>	Warrensville Heights City Schools District				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	AG1800006-01 CONV, 2272				
<b>RQ#</b>	FC-18-41617				
<b>Time Period of Original Contract</b>	1/1/2021 -12/31/2023				
<b>Background Statement</b>	<p>The County Council received a request from four suburban school districts requesting assistance with their youth population. The goal is to offer social services, academic assistance, college access activities, and parent engagement to youth who are at-risk of high school dropout. The community requests were sent directly to several County Council members. Based on those requests, this item was added by Council in the 2014-2015 budget cycle. The communities expressed concerns related to safety, low academic scores, and college exposure/ access. The school districts researched the program prior to submitting their requests. None of these districts were eligible when the program was originally released by the state. Their requests are based on the fact that their economic and academic landscapes have changed in the past seven years.</p>				
<b>Service Description</b>	Closing the Achievement Gap				
<b>Performance Indicators</b>	<p>SCHOOL DISTRICTS WILL IDENTIFY 9TH-12TH GRADE YOUTH WHO ARE IN ACADEMIC DANGER WITH THE FOLLOWING RISK FACTORS: STUDENTS WHO HAVE FAILED TWO OR MORE CORE CLASSES; ARE ABSENT 36 DAYS OR MORE, HAVE RECEIVED FIVE OR MORE DAYS OF OUT-OF-SCHOOL SUSPENSION, OR HAVE BEEN HELD BACK A GRADE (OVER THE AGE FOR GRADE-LEVEL). SCHOOLS WILL OFFER INTENSIVE INTERVENTION WHICH INCLUDES SCHOOL CREDIT RETENTION, LINKAGE TO COMMUNITY-BASED AND COUNTY SERVICES AND COMMUNITY AND COLLEGE EXPOSURE.</p>				
<b>Actual Performance versus performance indicators (include statistics):</b>	The districts have identified over 200 youth that meet this criteria. Eighty-seven youth (57%) have secured enough academic credits to move from 9th to 10th grade.				
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>		X			
<b>Justification of Rating</b>	SCHOOL DISTRICT STAFF HAVE REPORTED POSITIVE BEHAVIORAL AND ACADEMIC CHANGES FOR THE YOUTH ENROLLED IN THE PROGRAM				

<b>Department Contact</b>	Kathleen Stewart
<b>User Department</b>	Family & Children First Council
<b>Date</b>	08/23/2024

## Department of Purchasing – Required Documents Checklist

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Infor/Lawson RQ#:	RQ6689
Buyspeed RQ# (if applicable):	RFP
Infor/Lawson PO# Code (if applicable):	N/A
CM Contract#	CM2273

	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	LS	

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the amendment being submitted late?		
What is being done to prevent this from reoccurring?		

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
CTAG – GARFIELD HEIGHTS (5 of 7) – AMENDMENT 2			Department initials	Purchasing
Justification Form			LS	BRM
IG#			N/A	N/A
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:		N/A	N/A
Debarment/Suspension Verified	Date:	10.1.2024 8/23/2024	LC	BRM
Auditor’s Finding	Date:	10.1.2024 8/13/2024	LC	BRM
Independent Contractor (I.C.) Requirement	Date:		N/A	N/A
Cover - <i>Master amendments only</i>			DA	BRM
Contract Evaluation			LC	BRM
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			LC	BRM

**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	LC
Matrix Law Screen shot	LC
COI	LC
Workers’ Compensation Insurance	LC
Original Executed Contract (containing insurance terms) & all executed amendments	LC

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2025 – 7/31/2025	HS260300	55130	UCH08346	<b>\$72,415.86</b>
			<b>TOTAL</b>	<b>\$72,415.86</b>

<b>Contract History CE/AG# (if applicable)</b>	N/A
<b>Infor/Lawson PO# Code (if applicable)</b>	RFP
<b>Lawson RQ# (if applicable)</b>	RQ6889
<b>CM Contract#</b>	CM2273

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$2,135,727.00		1/1/2022-12/31/2023	3/22/2023	R2022-0063
<b>Prior Amendment Amounts (list separately)</b>		\$1,075,377.00	1/1/2024-12/31/2024	12/10/2023	R2023-0338
		\$			
		\$			
<b>Pending Amendment</b>		\$642,361.87	1/1/2025-7/31/2025	Pending	Pending
<b>Total Amendments</b>		\$1,717,738.87			
<b>Total Contact Amount</b>		\$3,853,465.87			

### Purchasing Use Only:

Prior Resolutions:	R2022-0063, R2023-0338
Amend:	2273
Vendor Name:	Garfield Heights City School District
ftp:	1/1/2022-12/31/2024 EXT 7/31/2025
Amount:	\$72,415.86
History/CE:	OK
EL:	OK
Procurement Notes:	



## Department of Purchasing – Required Documents Checklist

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Purchasing Buyer’s initials and date of approval	BRM 10/2/2024
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Revised 1/7/2022

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Garfield Heights City Schools District				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	AG1800006-01 CONV, 2273				
<b>RQ#</b>	FC-18-41617				
<b>Time Period of Original Contract</b>	1/1/2021 -12/31/2023				
<b>Background Statement</b>	<p>The County Council received a request from four suburban school districts requesting assistance with their youth population. The goal is to offer social services, academic assistance, college access activities, and parent engagement to youth who are at-risk of high school dropout. The community requests were sent directly to several County Council members. Based on those requests, this item was added by Council in the 2014-2015 budget cycle. The communities expressed concerns related to safety, low academic scores, and college exposure/ access. The school districts researched the program prior to submitting their requests. None of these districts were eligible when the program was originally released by the state. Their requests are based on the fact that their economic and academic landscapes have changed in the past seven years.</p>				
<b>Service Description</b>	Closing the Achievement Gap				
<b>Performance Indicators</b>	<p>SCHOOL DISTRICTS WILL IDENTIFY 9TH-12TH GRADE YOUTH WHO ARE IN ACADEMIC DANGER WITH THE FOLLOWING RISK FACTORS: STUDENTS WHO HAVE FAILED TWO OR MORE CORE CLASSES; ARE ABSENT 36 DAYS OR MORE, HAVE RECEIVED FIVE OR MORE DAYS OF OUT-OF-SCHOOL SUSPENSION, OR HAVE BEEN HELD BACK A GRADE (OVER THE AGE FOR GRADE-LEVEL). SCHOOLS WILL OFFER INTENSIVE INTERVENTION WHICH INCLUDES SCHOOL CREDIT RETENTION, LINKAGE TO COMMUNITY-BASED AND COUNTY SERVICES AND COMMUNITY AND COLLEGE EXPOSURE.</p>				
<b>Actual Performance versus performance indicators (include statistics):</b>	<p>The districts have identified over 200 youth that meet this criteria. Eighty-seven youth (57%) have secured enough academic credits to move from 9th to 10th grade.</p>				
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>		X			
<b>Justification of Rating</b>	<p>SCHOOL DISTRICT STAFF HAVE REPORTED POSITIVE BEHAVIORAL AND ACADEMIC CHANGES FOR THE YOUTH ENROLLED IN THE PROGRAM</p>				

<b>Department Contact</b>	Kathleen Stewart
<b>User Department</b>	Family & Children First Council
<b>Date</b>	08/23/2024

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0389

<p>Sponsored by: <b>County Executive Ronayne/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood</b></p>	<p><b>A Resolution</b> authorizing an amendment to Contract No. 3266 with Child Care Resource Center of Cuyahoga County dba Starting Point for the Prevention and Inclusion Program (formally known as Special Needs Child Care Program) for the period 1/1/2022 - 12/31/2024, to extend the time period to 12/31/2025, to make budget line-items revisions, and for additional funds in an amount not-to-exceed \$1,841,921.78, effective 1/1/2025; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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**WHEREAS**, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood recommends an amendment to Contract No. 3266 with Child Care Resource Center of Cuyahoga County dba Starting Point for the Prevention and Inclusion Program (formally known as Special Needs Child Care Program) for the period 1/1/2022 - 12/31/2024, to extend the time period to 12/31/2025, to make budget line-items revisions, and for additional funds in an amount not-to-exceed \$1,841,921.78, effective 1/1/2025; and

**WHEREAS**, the primary goals of this project are to: a) increase inclusion of young children with identified disabilities, challenging behaviors, medial needs and children who are “at risk” of expulsion when served in typical childcare settings and b) provide child assessments, technical assistance, training, special equipment, and resources for families who need specialized child care; and

**WHEREAS**, this project is funded 100% Health and Human Services Levy Fund; and

**WHEREAS**, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes an amendment to Contract No. 3266 with Child Care Resource Center of Cuyahoga County dba Starting Point for the Prevention and Inclusion Program (formally known as Special Needs Child Care Program) for the period 1/1/2022 - 12/31/2024 to extend the time period to 12/31/2025, to make budget line-items revisions, and for additional funds in an amount not-to-exceed \$1,841,921.78, effective 1/1/2025,.

**SECTION 2.** That the County Executive is authorized to execute the amendment and all documents consistent with this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

**SECTION 3.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of peace, health or safety in the County and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

**SECTION 4.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution 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 Resolution was duly adopted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee: October 22, 2024  
Committee(s) Assigned: Education, Environment & Sustainability

Journal \_\_\_\_\_

\_\_\_\_\_, 20\_\_

**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	Office of Early Childhood; 2024-25 Child Care Resource Center of Cuyahoga County, dba Starting Point; Contract Amendment Prevention and Inclusion Programs (previously Special Needs Child Care Program)
<b>Department or Agency Name</b>	Office Early Childhood/Invest in Children
<b>Requested Action</b>	<input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-# )	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC/Council Approved	Approval No.
O	1917	Starting Point	1/1/2022 – 12/31/2023	\$4,442,092.00	12/7/2021	R2021-0276
A1	3266	Starting Point	1/1/2024 – 12/31/2024	\$1,899,281.78	12/5/2023	R2023-0341
A2	3266	Starting Point	7/1/2024 – 12/31/2024	\$282,174.17	09/03/2024	BC2024-633
A3	3266	Starting Point	1/1/2025 – 12/31/2025	\$1,841,921.78	Pending	Pending

**Service/Item Description (include quantity if applicable).**  
 The Office of Early Childhood requesting approval of a contract amendment with Child Care Resource Center of Cuyahoga County dba Starting Point to add funding in the amount of \$1,841,921.78 and to extend the term to 12/31/2025.

**Indicate whether:**  New service/purchase  Existing service/purchase  Replacement for an existing service/purchase (provide details in Service/Item Description section above)

**For purchases of furniture, computers, vehicles:**  Additional  Replacement  
**Age of items being replaced:** \_\_\_\_\_ **How will replaced items be disposed of?** \_\_\_\_\_

**Project Goals, Outcomes or Purpose (list 3):**

1. The Intensive Classroom model will increase inclusion of young children with challenging behaviors and children who are “at risk” of expulsion when served in typical childcare settings;
2. To provide child assessments, technical assistance, training, special equipment, and resources for families who need specialized childcare;
3. Provide training and technical assistance to teachers in developing positive relationships and communication with parents and caregivers in the early childhood setting.

<b>In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)</b>	
Vendor Name and address:	Owner, executive director, other (specify):
4600 Euclid Avenue, Suite 500 Cleveland, OH 44103	<b>Nancy Mendez</b>
Vendor Council District:	Project Council District:
<b>7</b>	<b>7</b>

If applicable provide the full address or list the municipality(ies) impacted by the project.	N/A
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COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ# _____ (Insert RQ# for formal/informal items, as applicable) <input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date: _____	Provide a short summary for not using competitive bid process.  Starting Point is designated by the Ohio Department of Jobs and Family Services (ODJFS) as the childcare resource and referral agency for Cuyahoga, Lake, Geauga and Ashtabula counties. Starting Point provides assistance to parents needing care for their children, assistance to childcare providers in need of technical assistance and training, and assistance to employers seeking quality child care for their employees. They are often considered to be the best qualified and most logical vendor to provide services under this contract.  *See Justification for additional information.
The total value of the solicitation:	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) /	<input type="checkbox"/> State Contract, list STS number and expiration date  <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): ( ) DBE ( ) SBE ( ) MBE ( ) WBE. Were goals met by awarded vendor per DEI tab sheet review? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.  If no, has this gone to the Administrative Reconsideration Panel? If so, what was the outcome?	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain:	<input type="checkbox"/> Government Purchase  <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input checked="" type="checkbox"/> Contract Amendment - (list original procurement) <i>Original procurement was an exemption.</i> <input type="checkbox"/> Other Procurement Method, please describe:

<b>Is Purchase/Services technology related</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, complete section below:	
<input type="checkbox"/> Check if item on IT Standard List of approved purchase.	If item is not on IT Standard List state date of TAC approval:
Is the item ERP related? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, please explain.	



**FUNDING SOURCE:** Please provide the complete, proper name of each funding source (No acronyms). Include % for each funding source listed.

**100% HHS Levy**

Is funding for this included in the approved budget?  Yes  No (if "no" please explain):

**List all Accounting Unit(s) upon which funds will be drawn and amounts if more than one accounting unit.**

**HS260240 – 55130 – UCH09999**

Payment Schedule:  Invoiced  Monthly  Quarterly  One-time  Other (please explain):

**Provide status of project.**  
**Contract and Services are currently ongoing, this Amendment adds additional funding to the existing contract.**

Is contract/purchase late  No  Yes, In the fields below provide reason for late and timeline of late submission

**Reason:**

**Timeline**

Project/Procurement Start Date (date your team started working on this item):	
Date documents were requested from vendor:	
Date of insurance approval from risk manager:	
Date Department of Law approved Contract:	

Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction: N/A

If late, have services begun?  No  Yes (if yes, please explain)

Have payments been made?  No  Yes (if yes, please explain)

**HISTORY (see instructions):**

O R2021-0276 12/07/2021  
A- 1 R2023-0341 12/05/2023  
A- 2 BC202024-633 09/03/2024

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	N/A
Buyspeed RQ# (if applicable):	N/A
Infor/Lawson PO# Code (if applicable):	212241
CM Contract#	3266

	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	JW	

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the amendment being submitted late?		
What is being done to prevent this from reoccurring?		

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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<b>Contract Amendments Reviewed by Purchasing</b>				
<b>Child Care Resource Center of Cuyahoga County, dba Starting Point</b>			<b>Department initials</b>	<b>Purchasing</b>
Justification Form			JW	ok
IG#	24-0253-REG (exp. 12/31/28)		JW	Child Care Resource Center of Cuyahoga County, Inc. 24-0253-REG 12/31/2028
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:		N/A	n/a going to boc
Debarment/Suspension Verified	Date:	09/30/2024	JW	Ok-valid within 60 days
Auditor’s Finding	Date:	09/30/2024	JW	Ok-valid within 60 days
Independent Contractor (I.C.) Requirement	Date:	06/21/2024	JW	Ok-1 yr
Cover - <i>Master amendments only</i>			N/A	
Contract Evaluation			JW	uploaded
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	
Checklist Verification			JW	ok

Other documentation may be required depending upon your specific item

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

<b>Reviewed by Law</b>	
	<b>Department initials</b>
Agreement/Contract and Exhibits	JW

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Matrix Law Screen shot	JW
COI	JW
Workers’ Compensation Insurance	JW
Original Executed Contract (containing insurance terms) & all executed amendments	JW

### Accounting Units

Time Period	Accounting Unit	Account Number	Activity Code	Dollar Amount
1/1/2025-12/31/2025	HS260240	55130	UCH09999	\$1,841,921.78
			<b>TOTAL</b>	<b>\$1,841,921.78</b>

<b>Contract History CE/AG# (if applicable)</b>	N/A
<b>Infor/Lawson PO# Code (if applicable)</b>	EXMT
<b>Lawson RQ# (if applicable)</b>	N/A
<b>CM Contract#</b>	3266 (copy of CM1917)

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$4,442,092.00		1/1/2022 – 12/31/2023	12/7/2021	R2021-0276
<b>Prior Amendment Amounts (list separately)</b>		\$1,899,281.78	1/1/2022 – 12/31/2024	12/5/2023	R2023-0341
		\$282,174.17	1/1/2022 – 12/31/2024	09/03/2024	BC2024-633
<b>Pending Amendment</b>		\$1,841,921.78	<del>1/1/2022 –</del> 1/1/2025-12/31/2025	PENDING	PENDING
<b>Total Amendments</b>		\$402,377.73			
<b>Total Contact Amount</b>		\$8,465,469.73			

### Purchasing Use Only:

Prior Resolutions:	R2021-0276, R2023-0341, BC2024-633
Amend:	Amendment 3, additional funds and to extend time

## **Department of Purchasing – Required Documents Checklist**

Upload as “word” document in Infor

Vendor Name:	Child Care Resource Center of Cuyahoga County DBA Starting Point
ftp:	1/1/2022-12/31/2024 EXT 12/31/2025
Amount:	\$1,841,921.78
History/CE:	Ok
EL:	Ok
Procurement Notes:	Buyer review completed
Purchasing Buyer's initials and date of approval	Lz 10.3.2024

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Child Care Resource Center of Cuyahoga County, dba Starting Point
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM3266
<b>RQ#</b>	
<b>Time Period of Original Contract</b>	1/1/2022 - 12/31/2025
<b>Background Statement</b>	
<b>Service Description</b>	<p>The purpose of the Special Needs Child Care program is to increase inclusion of young children with identified disabilities, challenging behaviors, medical needs and children who are "at risk" of expulsion when served in typical child care settings. (i.e. Centers and Family Child Care Homes). Starting Point, as the lead partner agency for SNCC will ensure, that the SNCC program</p> <ul style="list-style-type: none"> <li>• Maintains and supports children with special needs in the early childhood setting</li> <li>• Links parents who have children with special needs in finding quality childcare</li> <li>• Provides training and technical assistance to parents in their integral role in the social-emotional development of children in early childhood settings</li> <li>• Provides training and technical assistance to teachers in developing positive relationships and communication with parents in the early childhood setting</li> </ul> <p>Provides support and resources to parents and teachers who have experienced trauma</p>
<b>Performance Indicators</b>	<p>Provide SNCC technical assistance to teachers on behalf of 1,105 children with special needs during each 12 month contract period.</p> <p>Provide SNCC Intensive Classroom Technical Assistance to 30 UPK classrooms for 200 children with severe behavior challenges during each 12 month contract period.</p>
<b>Actual Performance versus performance indicators (include statistics):</b>	<p>In 2023, Starting Point ensured that SNCC services were provided in support of 1,018 unduplicated children, meeting 92% of the performance indicator of 1,105 students.</p> <p>In addition, 23 classrooms were supported through the SNCC Intensive Classroom model exceeding their yearly target of 30 classrooms.</p>

	<p>In 2022, Starting Point ensured that SNCC services were provided in support of 1,165 unduplicated children, exceeding the performance indicator of 1,105 students (unduplicated).</p> <p>In addition, 32 classrooms were supported through the SNCC Intensive Classroom model exceeding their yearly target of 30 classrooms.</p>				
<b>Rating of Overall Performance of Contractor</b>			<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>		x			
<b>Justification of Rating</b>	<p>Starting Point has been consistent in meeting SNCC/PIPs goals and outcomes for many years and is on track to meet all performance indicators for the current contract year.</p>				
<b>Department Contact</b>	Shawna Rohrman				
<b>User Department</b>	HHS: Community Initiatives: Office of Early Childhood/Invest in Children				