

CUYAHOGA COUNTY BOARD OF HEALTH

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CONTRACT REVIEW COMMITTEE

MINUTES – November 15, 2016

Meeting called to order by Terry Allan, Chair of the CRC at 1:36 p.m. in the office of the Board, 5550 Venture Drive, Parma, Ohio, on November 15, 2016.

Roll Call: The following members were present: Terry Allan, Romona Brazile, Chris Kippes, Rick Novickis and Judy Wirsching

Public Comments – N/A.

APPROVAL OF CONSENT AGENDA: Items listed under the Consent Agenda are considered routine. Each item will be read individually into the record and the Consent Agenda will then be enacted as a whole by one motion and one roll call. There will be no separate discussion of these items. If discussion by CRC members is desired on any item on the Consent Agenda, that item will be removed from the Consent Agenda by a motion and majority affirmative vote and considered in its normal sequence under the Regular Order of Business.

Approval of the Minutes of Prior Meetings: Regular Meeting – November 1, 2016.

Contracts, MOU's, agreements with no exchange of funds (IRB's, BAA's, Addendums, etc.):

CRC 2016-103 Prevention and Wellness Services submitting a Memorandum of Understanding (MOU) with Warrensville Heights City School District under the Teen Wellness Initiative (TWI) grant to enable the implementation of CCBH's TWI program curriculum within the school district from October 11, 2016 through June 30, 2017. No exchange of funds.

CRC 2016-104 Epidemiology, Surveillance and Informatics Services submitting amendments to the following contracts (Resolution 2015-64) under the Emergency Ebola Supplemental (Ebola) grant to extend the end of the contract period from September 30, 2016 to June 30, 2017. Amount to be paid to each sub-recipient to remain the same:

5550 Venture Drive ♦ Parma, Ohio 44130

Direct: 216-201-2000 ♦ Fax: 216-676-1311 ♦ TTY: 216-676-1313 ♦ www.ccbh.net

Terrence M. Allan, R.S., M.P.H. Health Commissioner

City of Cleveland, Department of Public Health
Elyria City Health Department

It was moved by Judy Wirsching, seconded by Rick Novickis, that the consent agenda, including the minutes of the November 1, 2016 Regular CRC, meeting be approved:

The Secretary called the roll:

Ayes: Terry Allan, Romona Brazile, Chris Kippes, Rick Novickis and Judy Wirsching

CONTRACTS AND AWARDS:

Tabled Items

It was moved by Judy Wirsching, seconded by Rick Novickis that the following quote (CRC 2016-88) in response to RFP #2016-03 for the Breast and Cervical Cancer Project (BCCP) Media & Social Marketing Plan be accepted as the lowest and best, and a recommendation to award a contract to Prosper For Purpose in the amount of \$65,041.40 be submitted to the Board for approval (ref. enclosed).

The Secretary called the roll:

Ayes: Terry Allan, Romona Brazile, Chris Kippes, Rick Novickis and Judy Wirsching

New Items For Review

Bid/Quote Openings \geq \$25,000.00

Bids received for the following projects were opened during the public portion of the meeting and tabulated as follows:

CRC 2016-105 Sealed bids were received from the following contractors by the deadline outlined in the Request For Proposal (RFP) for lead remediation services at 2000 Hanover Drive, East Cleveland, Ohio 44112.

Paragon CMS	\$28,085.00	received 11/15/16 10:32 a.m.
MCM Home Services*	\$26,700.00	received 11/14/16 3:21 p.m.

*The bid from MCM Home Services was disqualified due to not including the required bid bond.

The qualified bid listed above was provided to the program staff for completion of the evaluation process.

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CRC 2016-106 Sealed bids were received from the following contractors by the deadline outlined in the Request For Proposal (RFP) for lead remediation services at 13601 and 13603 Milan Ave., East Cleveland, Ohio 44112.

Paragon CMS \$48,220.00 received 11/15/16 10:32 a.m.

The bid listed above was provided to the program staff for completion of the evaluation process.

CRC 2016-107 Sealed bids were received from the following contractors by the deadline outlined in the Request For Proposal (RFP) for lead remediation services at 1479-1481 East 134th St., East Cleveland, Ohio 44112.

Paragon CMS \$32,240.00 received 11/15/16 10:32 a.m.

The bid listed above was provided to the program staff for completion of the evaluation process.

Bid/Quote Openings < \$25,000.00

None

Expenditures: Contracts up to \$25,000

It was moved by Chris Kippes, seconded by Judy Wirsching that the contract (CRC 2016-108) with The Baldwin Group, Inc. to provide maintenance for the Health Department Information System (HDIS) for clinical operations and BCMH Nursing services from December 1, 2016 through November 30, 2017 in the amount of \$865.17 be approved.

Presented by: Dimitra Karavokirakis

Purpose: To provide software maintenance services for the HDIS software used for BCMH charting and as a billing and historical resource for immunization clients.

Funding Source: 100% funded through CCBH General Revenue.

The Secretary called the roll:

Ayes: Terry Allan, Romona Brazile, Chris Kippes, Rick Novickis and Judy Wirsching

Revenue Generating Agreements up to \$25,000

It was moved by Romona Brazile, seconded by Judy Wirsching that the amendment (CRC 2016-109) to the contract with Molina Healthcare of Ohio, Inc. (Resolution 2013-205) to add CCBH as a provider in the Molina Health Insurance Marketplace. Amount to be received shall be consistent with approved network/participating provider rates.

Presented by: Judy Wirsching

Purpose: To add CCBH to the Molina Health Insurance Marketplace as a network/participating provider to enable CCBH to bill for services provided to members.

The Secretary called the roll:

Ayes: Terry Allan, Romona Brazile, Chris Kippes, Rick Novickis and Judy Wirsching

Contract Rescissions

None

Break 1:53 p.m. – 2:03 p.m.

Other Business

The bids opened early in this meeting were brought to the table after staff evaluation for further action.

It was moved by Chris Kippes, seconded by Judy Wirsching that the following quote (CRC 2016-105) for 2000 Hanover Drive, East Cleveland, Ohio 44112 be accepted as the lowest and best, and a recommendation to award a contract to Paragon CMS in the amount of \$28,085.00 be submitted to the Board for approval (ref. enclosed).

The Secretary called the roll:

Ayes: Terry Allan, Romona Brazile, Chris Kippes, Rick Novickis and Judy Wirsching

It was moved by Terry Allan, seconded by Rick Novickis that the quote (CRC 2016-106) for 13601 and 13603 Milan Ave., East Cleveland, Ohio 44112 submitted by Paragon CMS in the amount of \$48,220.00 be rejected due to exceeding the project estimate (\$30,475.00) by more than fifty percent (ref. enclosed).

The RFP for 13601 and 13603 Milan Ave., East Cleveland, Ohio 44112 will be re-issued.

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The Secretary called the roll:

Ayes: Terry Allan, Romona Brazile, Chris Kippes, Rick Novickis and Judy Wirsching

It was moved by Judy Wirsching, seconded by Romona Brazile that the following quote (CRC 2016-107) for 1479-1481 East 134th St., East Cleveland, Ohio 44112 be accepted as the lowest and best, and a recommendation to award a contract to Paragon CMS in the amount of \$32,240.00 be submitted to the Board for approval (ref. enclosed).

The Secretary called the roll:

Ayes: Terry Allan, Romona Brazile, Chris Kippes, Rick Novickis and Judy Wirsching

Public Comment – N/A.

Thereupon, it was moved by Chris Kippes, seconded by Judy Wirsching, that the following Motion be adopted:

BE IT RESOLVED that the meeting be adjourned at 2:18 p.m.

The Secretary called the roll:

Ayes: Terry Allan, Romona Brazile, Chris Kippes, Rick Novickis and Judy Wirsching



Committee Chair



Clerk

CUYAHOGA COUNTY DISTRICT BOARD OF HEALTH

RFP RESULTS

Program: Breast and Cervical Cancer Project
Title: Media & Social Marketing Plan
RFP No: 2016-03
CRC No: CRC 2016-88

The following quotes were opened on: October 18, 2016
Opened by: Wedad Alhamwi
Logged in by: Becki Burke

NAME OF CONTRACTOR	RECEIVED	QUOTE
Radio One	10/7/2016 13:09	\$65,000.00
ThunderTech	10/11/2016 10:30	\$65,041.40
Gide LLC	10/11/2016 10:09	\$64,000.00
Cleveland Channel 19 WOIO	10/11/2016 8:40	\$65,040.00
Prosper for Purpose	10/11/2016 8:37	\$65,041.40

Recommended award: Prosper for Purpose

Brief justification:

CCBH's BCCP Northeast is seeking an entity to develop a population-based Media Plan to increase awareness of breast and cervical cancer screening recommendations among target populations in our designated 18 county region using evidence based practices.

Prosper for Purpose provided substantial evidence to support the ability to effectively address the needs of the RFP and demonstrated a clear understanding of requirements for this media plan.

They have experience with the target population in our region having worked with similar programs at state and local levels. Their methodology plan includes specific market research, includes a brand platform, appropriate messaging and addresses our need for social media engagement.

Prosper for Purpose has provided acceptable staffing and project management to support successful implementation.

CUYAHOGA COUNTY DISTRICT BOARD OF HEALTH

RFP RESULTS

Project Address

Name: Melanie Williams
Address: 2000 Hanover Dr.
City, State, Zip: East Cleveland, OH 44112
CRC No: CRC 2016-105
RFP No: RFP 2016-05

The following quotes were opened on: November 15, 2016
Opened by: Shelley Sima
Logged in by: Becki Burke

NAME OF CONTRACTOR	RECEIVED	QUOTE
Paragon CMS	11/15/2016 10:32 am	\$28,085.00
MCM Home Services*	11/14/2016 3:21 pm	\$26,700.00

* MCM Home Services bid is disqualified due to not including the required bid bond.

Recommended award: **ESTIMATE:** \$22,675.00

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RFP RESULTS

Project Address

Name: Andrea Cameron
Address: 13601-13603 Milan Ave.
City, State, Zip: East Cleveland, OH 44112
CRC No: CRC 2016-106
RFP No: RFP 2016-06

The following quotes were opened on: November 15, 2016
Opened by: Shelley Sima
Logged in by: Becki Burke

NAME OF CONTRACTOR	RECEIVED	QUOTE
Paragon CMS	11/15/2016 10:32 a.m.	\$48,220.00

ESTIMATE: \$30,475.00

Recommended award:

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RFP RESULTS

Project Address

Name: Josephine Seymour
Address: 1479-1481 E.134th St., Units 1-3
City,State, Zip: East Cleveland, OH 44112
CRC No: CRC 2016-107
RFP No: RFP 2016-07

The following quotes were opened on: November 15, 2016
Opened by: Shelley Sima
Logged in by: Becki Burke

NAME OF CONTRACTOR	RECEIVED	QUOTE
Paragon CMS	11/15/2016 10:32 a.m.	\$32,240.00

ESTIMATE: \$28,855.00

Recommended award:

CUYAHOGA COUNTY DISTRICT BOARD OF HEALTH

RFP RESULTS

Project Address

Name: Melanie Williams
Address: 2000 Hanover Dr.
City,State, Zip: East Cleveland, OH 44112
CRC No: CRC 2016-105
RFP No: RFP 2016-05

The following quotes were opened on: November 15, 2016
Opened by: Shelley Sima
Logged in by: Becki Burke

NAME OF CONTRACTOR	RECEIVED	QUOTE
Paragon CMS	11/15/2016 10:32 am	\$28,085.00
MCM Home Services*	11/14/2016 3:21 pm	\$26,700.00

* MCM Home Services bid is disqualified due to not including the required bid bond.

ESTIMATE: \$22,675.00
Recommended award: Paragon CMS

CUYAHOGA COUNTY DISTRICT BOARD OF HEALTH

RFP RESULTS

Project Address

Name: Andrea Cameron
Address: 13601-13603 Milan Ave.
City, State, Zip: East Cleveland, OH 44112
CRC No: CRC 2016-106
RFP No: RFP 2016-06

The following quotes were opened on: November 15, 2016
Opened by: Shelley Sima
Logged in by: Becki Burke

NAME OF CONTRACTOR	RECEIVED	QUOTE
Paragon CMS	11/15/2016 10:32 a.m.	\$48,220.00

ESTIMATE: \$30,475.00

Recommended award: No recommendation at this time.
This is the only bid that received in response to RFP 2016-06. The bid exceeds the project estimate by over 50%. CRC 2016-106 will be tabled. This project will be re-bid after review of the project estimate in order to obtain additional bid comparisons.

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RFP RESULTS

Project Address

Name: Josephine Seymour
Address: 1479-1481 E.134th St., Units 1-3
City,State, Zip: East Cleveland, OH 44112
CRC No: CRC 2016-107
RFP No: RFP 2016-07

The following quotes were opened on: November 15, 2016
Opened by: Shelley Sima
Logged in by: Becki Burke

NAME OF CONTRACTOR	RECEIVED	QUOTE
Paragon CMS	11/15/2016 10:32 a.m.	\$32,240.00

ESTIMATE: \$28,855.00

Recommended award: Paragon CMS