

# CUYAHOGA COUNTY BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

## *CONTRACT REVIEW COMMITTEE*

*MINUTES – June 6, 2017*

Meeting called to order by Chris Kippes, Chair of the CRC at 1:43 p.m. in the office of the Board, 5550 Venture Drive, Parma, Ohio, on June 6, 2017.

Roll Call: The following members were present: Claire Boettler, 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 – May 16, 2017.

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

CRC 2017-95 Environmental Public Health submitting Memorandums of Understanding (MOUs) with the following communities to provide Phase II Stormwater services as part of the NEORS Regional Stormwater Management Program (RSMP) from January 3, 2017 through December 31, 2018. No exchange of funds.

City of Brook Park  
City of Euclid  
Village of Gates Mills  
City of Highland Heights  
City of Middleburg Heights  
City of Strongsville

5550 Venture Drive ♦ Parma, Ohio 44130

Direct: 216-201-2000 ♦ Fax: 216-676-1311 ♦ TTY: 216-676-1313 ♦ [www.ccbh.net](http://www.ccbh.net)

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

It was moved by Claire Boettler, seconded by Rick Novickis, that the consent agenda, including the minutes of the May 16, 2017 Regular CRC meeting be approved.

The Secretary called the roll:

Ayes: Claire Boettler, Chris Kippes, Rick Novickis and Judy Wirsching

### **CONTRACTS AND AWARDS:**

Tabled Items

None

New Items For Review

Bid/Quote Openings  $\geq$  \$25,000.00

None

Bid/Quote Openings  $<$  \$25,000.00

Electronic Records Storage Bid Opening presented by: Chris Kippes

It was moved by Claire Boettler, seconded by Judy Wirsching that the following quote (CRC 2017-96) for Document Scanning and Storage Services (RFQ #2017-09) be accepted as the lowest and best, and a contract be awarded to SC Strategic Solutions in an amount not to exceed \$24,999.00 (ref. enclosed).

The Secretary called the roll:

Ayes: Claire Boettler, Chris Kippes, Rick Novickis and Judy Wirsching

Household Sewage program Bid Opening presented by: Rick Novickis

CRC 2017-97  
30710 Harvard Rd.  
Orange Village, Ohio 44022

CRC 2017-98  
4329 Lander Rd.  
Orange Village, Ohio 44022

CRC 2017-99  
10448 Highland Dr.

5550 Venture Drive ♦ Parma, Ohio 44130

Direct: 216-201-2000 ♦ Fax: 216-676-1311 ♦ TTY: 216-676-1313 ♦ [www.ccbh.net](http://www.ccbh.net)

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

Brecksville, Ohio 44141

CRC 2017-100  
13253 Old Pleasant Valley  
Middleburg Hts., Ohio 44130

CRC 2017-101  
28635 Solon, Rd.  
Solon, Ohio 44139

CRC 2017-102  
7150 W 130<sup>th</sup> St.  
Middleburg Heights, Ohio 44130

Rick Novickis reported that there were some inconsistencies within the specifications documents for the RFQs related to the above properties. The program will be revising the specifications documents and re-issuing the RFQs for the properties listed.

It was moved by Rick Novickis, seconded by Claire Boettler that items CRC 2017-97 through CRC 2017-102 be tabled.

The Secretary called the roll:

Ayes: Claire Boettler, Chris Kippes, Rick Novickis and Judy Wirsching

Expenditures: Contracts up to \$25,000.00

It was moved by Judy Wirsching, seconded by Chris Kippes that the addendum (CRC 2017-103) to the contract with Lorain County General Health District (Resolution 2015-64) from April 1, 2015 through June 30, 2017 to increase the amount to be paid to Lorain County General Health District from \$46,212.00 to \$55,204.20 be approved.

Presented by: Chris Kippes

Purpose: The Elyria City Health Department merged with the Lorain County General Health District as of January 1, 2017. The remaining award from Elyria City's contract is being awarded to the Lorain County General Health District to continue fulfilling the deliverables of the program.

Funding Source: 100% reimbursable through the 2015/2017 Ebola grant.

The Secretary called the roll:

Ayes: Claire Boettler, Chris Kippes, Rick Novickis and Judy Wirsching

5550 Venture Drive ♦ Parma, Ohio 44130

Direct: 216-201-2000 ♦ Fax: 216-676-1311 ♦ TTY: 216-676-1313 ♦ [www.ccbh.net](http://www.ccbh.net)

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

It was moved by Claire Boettler, seconded by Rick Novickis that the addendum (CRC 2017-104) to the contract with Geauga County Health Department (Resolution 2015-64) from April 1, 2015 through June 30, 2017 to decrease the amount to be paid to Geauga County Health Department from \$35,180.00 to \$12,922.39 be approved.

Presented by: Chris Kippes

Purpose: The Geauga County Health Department is not able to utilize their entire award.

Funding Source: 100% reimbursable through the 2015/2017 Ebola grant.

The Secretary called the roll:

Ayes: Claire Boettler, Chris Kippes, Rick Novickis and Judy Wirsching

Revenue Generating Agreements up to \$25,000.00

It was moved by Judy Wirsching, seconded by Rick Novickis that the Memorandums of Understanding (MOUs) (CRC 2017-105) with the following communities to provide Phase II Stormwater services from January 3, 2017 through December 31, 2018 be approved.

	Amount to be received <u>is not to exceed:</u>
City of Bay Village	\$11,044.00
City of Bedford	\$10,686.00
City of Euclid	\$ 6,876.00
Village of Gates Mills	\$ 1,000.00
City of Middleburg Heights	\$ 1,000.00
City of North Olmsted	\$10,142.00
City of North Ridgeville	\$18,650.00
City of Strongsville	\$ 7,454.00

Presented by: Laura Travers

Purpose: Implementation of the Minimum Control Measures (MCM) #3: Illicit Discharge Detection and Elimination (IDDE) programming.

The Secretary called the roll:

Ayes: Claire Boettler, Chris Kippes, Rick Novickis and Judy Wirsching

It was moved by Claire Boettler, seconded by Chris Kippes that the contract (CRC 2017-106) with Centers for Medicare and Medicaid Services (CMS) to accept CCBH as

**5550 Venture Drive ♦ Parma, Ohio 44130**

**Direct: 216-201-2000 ♦ Fax: 216-676-1311 ♦ TTY: 216-676-1313 ♦ [www.ccbh.net](http://www.ccbh.net)**

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

a Medicare network/participating provider to deliver all covered services beginning on or about June 6, 2017 be approved. Amount to be received shall be consistent with approved Medicare reimbursement rates.

Presented by: Judy Wirsching

Purpose: To establish CCBH as an in-network provider with Medicare.

The Secretary called the roll:

Ayes: Claire Boettler, Chris Kippes, Rick Novickis and Judy Wirsching

Contract Rescissions

None

Other Business

None

Public Comment – N/A.

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

BE IT RESOLVED that the meeting be adjourned at 2:32 p.m.

The Secretary called the roll:

Ayes: Claire Boettler, Chris Kippes, Rick Novickis and Judy Wirsching

It was moved by Judy Wirsching, seconded by Rick Novickis, that the following Motion be adopted:

BE IT RESOLVED to reconvene the meeting at 3:12 p.m.

The Secretary called the roll:

Ayes: Chris Kippes, Rick Novickis and Judy Wirsching

It was moved by Judy Wirsching, seconded by Chris Kippes that item (CRC 2017-96) for Document Scanning and Storage Services (RFQ #2017-09) be re-opened for further review.

The Secretary called the roll:

5550 Venture Drive ♦ Parma, Ohio 44130

Direct: 216-201-2000 ♦ Fax: 216-676-1311 ♦ TTY: 216-676-1313 ♦ [www.ccbh.net](http://www.ccbh.net)

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

Ayes: Chris Kippes, Rick Novickis and Judy Wirsching

The Committee reviewed the quote for the document scanning and storage project and determined that the quote to complete the entire project was received following a competitive quoting process. After further analysis, funding for the project was provided by the State with a shorten time period for completion of the project (by June 30, 2017), time being of the essence. As a result, the RFQ process was followed, which incorporated most of the RFP process but was performed over a shorter period of time. The RFQ process was deemed to be a competitive process. Thus, after analyzing the unit costs provided in the several quotes, it was determined that the total project cost from the lowest and best quote would exceed \$25,000.00 on an annual basis over a proposed three year term and therefore, a recommendation to contract with SC Strategic Solutions for the project should be submitted to the Board for approval.

It was moved by Judy Wirsching, seconded by Rick Novickis that the following quote (CRC 2017-96) for Document Scanning and Storage Services (RFQ #2017-09) be accepted as the lowest and best, and a recommendation to award a contract to SC Strategic Solutions in an amount not to exceed \$57,500.00 for a three year term for the following services be submitted to the Board for approval (ref. enclosed):

	<u>Amount paid not to exceed</u>
Document scanning services	\$35,000.00
Software system and maintenance	\$18,000.00
Document storage services	\$ 4,500.00

The Secretary called the roll:

Ayes: Chris Kippes, Rick Novickis and Judy Wirsching

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

BE IT RESOLVED that the meeting be adjourned at 3:26 p.m.

The Secretary called the roll:

Ayes: Chris Kippes, Rick Novickis and Judy Wirsching

\_\_\_\_\_  
Committee Chair

\_\_\_\_\_  
Clerk

**CUYAHOGA COUNTY DISTRICT BOARD OF HEALTH**

**RFQ RESULTS**

**Program:** Emergency Preparedness  
**Title:** Document Scanning and Storage Project  
**RFQ No:** 2017-09  
**CRC No:** 2017-96

The following quotes were received and opened on:

<b>NAME OF CONTRACTOR</b>	<b>RECEIVED</b>	<b>QUOTE</b>
SC Startegic Solutions	6/5/2017 10:00am	see summary
InfoStore	6/5/2017 9:23am	see summary
ScanWorks / Gateway Records Management	6/5/2017 9:45am/9:59am	see summary
Scanics	6/4/2017 5:23pm	see summary

**Recommended award: SC Strategic Solutions**

**Brief Justification:**

**Highest ranked proposal, Able to provide scanning, storage, and software solutions  
Had overall lowest costs.**



**Scanworks**

<b>Scanning</b>	
Retrieval	\$95/hour labor
	\$2.95/box for empty boxes
	no charge for prepacked, pre-inventoried boxes
Scanning	no charge for OCR
	\$21,272 for all boxed except plan review
	plan review - \$0.0595 for pages < 11.5" wide, \$1.25 for 18X24, \$1.50 for 24X36, \$2.25 for 34X44, \$5 color
File Pull	no charge for 10 or fewer, \$10 each for 11 or more - docs emailed or uploaded within 24 hours
Data Management	Dropbox - \$37.50 per month for duration determined by CCBH, digital files burned to hard drive for no additional charge
Temp Storage	3 months, then shredded or returned per CCBH direction - no additional charge
Return to CCBH	SAA
<b>Storage</b>	<b>GATEWAY?</b>
Retrieval	\$95/hour labor
	\$2.95/box for empty boxes
	no charge for prepacked, pre-inventoried boxes
Storage	\$200 per box for all boxes listed on quote
File Pull	\$10 each, docs uploaded or emailed within 24 hours
Transportation	N/A

**InfoStore**

<b>Scanning</b>	
Retrieval	\$1.50 per carton or file for initial input/data entry
	\$1.75 per carton/\$2.10 per file
	\$3.30 per carton/\$3.80 per file for rush retrieval
Scanning	\$0.05 per image
	\$1 per image for large >11X17
	\$25 per CD
	\$0.05 per additional index field
	\$0.01 per page OCR indexing
	\$0.02 per page doc prep/de-prep
File Pull	same as retrieval?
Data Management	\$20 per month per gigabyte
Temp Storage	N/A
Return to CCBH	same as transportation?
<b>Storage</b>	
Retrieval	\$1.50 per carton or file for initial input/data entry
	\$1.75 per carton/\$2.10 per file
	\$3.30 per carton/\$3.80 per file for rush retrieval
Storage	\$0.25 per month standard carton
	\$0.50 per month banker carton (2 cu ft)
	\$0.63 per month banker carton (2.5 cu ft)
File Pull	same as retrieval?
Transportation	\$20 roundtrip for 1-3 cartons
	\$5 customer pickup for 1-3 cartons
	\$1.50 per additional carton
	\$45 rush delivery
	\$98 emergency delivery or weekends/holidays/evenings
	\$49 labor per hour for first person
\$32 per hour each additional person	
	\$32 per hour special handling fee
	\$8 per 1/4 hour driver waiting time
Destruction	\$0.12 per pound, does not include retrieval fees



**Scanics**

<b>Scanning</b>	
Retrieval	no additional charge
Scanning	\$142.50 per 15" box
	\$1.25 per page for oversize drawings > 11X17
File Pull	no additional charge
Data Management	SILO - fixed pricing available upon request, scans uploaded to media of choice per CCBH and shipped at no addl charge
Temp Storage	90 days no additional charge
Return to CCBH	no additional charge
Destruction	upon request of CCBH
<b>Storage</b>	<b><i>no options provided in proposal</i></b>
Retrieval	
Storage	
File Pull	
Transportation	
Destruction	

**Strategic Solutions**

<b>Scanning</b>	
Retrieval	no additional charge
Scanning	\$0.065 per image
	\$0.70 per image for large format
	\$0.01 per image web hosting
	\$0.01 per image OCR
File Pull	unlimited, no additional charge
Data Management	\$495 each and \$2695 per year, or \$5995 unlimited user license with support
Temp Storage	4 months no additional cost
Return to CCBH	no additional charge
Destruction	no additional charge
<b>Storage</b>	
Retrieval	no additional charge
Transportation	no additional charge
Storage	\$0.25 per month per 1.2 cu ft box
	\$0.35 per month for oversized box
	\$2.50 per box ingestion/exit
File Pull	\$2.50 per request
Destruction	\$3.50 per box