



AGENDA
CUYAHOGA COUNTY HEALTH, HUMAN SERVICES & AGING
COMMITTEE MEETING
WEDNESDAY, MARCH 6, 2024
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
1:00 PM

Committee Members:

Yvonne M. Conwell, Chair – District 7
Martin J. Sweeney, Vice Chair – District 3
Cheryl L. Stephens – District 10
Meredith M. Turner – District 9
Dale Miller – District 2

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES FROM THE FEBRUARY 21, 2024 MEETING [See Page 3]**
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) R2024-0077: A Resolution awarding a total sum, not to exceed \$50,000, to the Catholic Charities Corporation for Capacity Building Development for the Catholic Charities St. Martin de Porres Family Center from the District 7 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. [See Page 6]
 - b) R2024-0087: A Resolution authorizing Title IV-D Cooperative Agreements with various providers, in the total amount not-to-exceed \$11,473,857.03 for child support services for the period 1/1/2024 – 12/31/2024; authorizing the County Executive to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 14]

- 1) Agreement No. 4154 with Cuyahoga County Treasurer's Office in the amount not-to-exceed \$19,701.15.
 - 2) Agreement No. 4155 with Cuyahoga County Court of Common Pleas/Division of Juvenile Court in the amount not-to-exceed \$3,322,443.68.
 - 3) Agreement No. 4159 with Cuyahoga County Court of Common Pleas/Division of Juvenile Court/Cashiers Department in the amount not-to-exceed \$18,273.85.
 - 4) Agreement No. 4163 with Cuyahoga County Court of Common Pleas/Division of Domestic Relations in the amount not-to-exceed \$3,796,651.78.
 - 5) Agreement No. 4172 with Cuyahoga County Prosecuting Attorney's Office in the amount not-to-exceed \$4,316,786.57.
- c) R2024-0088: A Resolution authorizing an amendment to Contract No. 3014 with Young Women's Christian Association of Greater Cleveland, Ohio dba YWCA Greater Cleveland for operation and case management services at the Norma Herr Women's Shelter for the period 1/1/2023 – 12/31/2023, to extend the time period to 12/31/2024, to change the terms, effective 1/1/2024, and for additional funds in the amount not-to-exceed \$2,536,793.00; 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 60]

6. PRESENTATION

- a) The Center for Community Solutions –
 - Introduction of Ms. Emily Campbell, President and Chief Executive Officer
 - An overview of organization's mission and recent initiatives

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 5th floor parking level of the garage. Please see the Clerk to obtain a complimentary parking pass.*

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



MINUTES

CUYAHOGA COUNTY HEALTH, HUMAN SERVICES & AGING COMMITTEE MEETING

WEDNESDAY, FEBRUARY 21, 2024

CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS

C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR

1:00 PM

1. CALL TO ORDER

Chairwoman Conwell called the meeting to order at 1:02 p.m.

2. ROLL CALL

Ms. Conwell asked Assistant Deputy Clerk Georgakopoulos to call the roll. Committee members Conwell, Sweeney, Stephens, Turner and Miller were in attendance and a quorum was determined.

3. PUBLIC COMMENT

Loh addressed the committee regarding the challenges of persons experiencing homelessness at local shelters.

4. APPROVAL OF MINUTES FROM THE JANUARY 17, 2024 MEETING

A motion was made by Ms. Conwell, seconded by Ms. Turner and approved by unanimous vote to approve the minutes from the January 17, 2024 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) R2024-0035: A Resolution awarding a total sum, not to exceed \$10,000, to Bessie's Angels for the purpose of funding the Bessie's Hands Project from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Ms. LaToya Smith, Vice Chair of Bessie's Angels, addressed the Committee regarding Resolution No. R2024-0035. Discussion ensued.

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

On a motion by Ms. Conwell with a second by Mr. Miller, Resolution No. R2024-0035 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

- b) R2024-0074: A Resolution authorizing an amendment to Contract No. 3673 (fka Contract No. 1031) with Americab Transportation, Inc. for non-emergency transportation services for ambulatory Medicaid-eligible individuals in Cuyahoga County for the period 3/1/2021 – 2/29/2024 to extend the time period to 2/28/2025 and for additional funds in the amount not-to-exceed \$4,000,000.00; 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.

Mr. David Merriman, Director and Mr. Marcos Cortes, Administrator of the Division of Contracts and Performance for the Department of Health and Human Services, addressed the Committee regarding Resolution No. R2024-0074. Discussion ensued.

Committee members asked questions of Mr. Merriman and Mr. Cortes pertaining to the item, which they answered accordingly.

On a motion by Mr. Sweeney with a second by Mr. Miller, Resolution No. R2024-0074 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

6. PRESENTATIONS

- a) 211 Phonenumber Program and various specialized services–
United Way of Greater Cleveland

Mr. Kenneth Surratt, Chief Development and Investment Officer and Mr. Franco Formichelli, Senior Director of 211 for United Way of Greater Cleveland, addressed the Committee and provided an overview of specialized three-digit phone numbers, including 911, 988, 211 and 311; provided an overview of United Way 211 Phonenumber Program, specialized services offered by the organization and addressed support for constituent affairs calls.

Committee members asked questions of Mr. Surratt and Mr. Formichelli pertaining to the presentation, which they answered accordingly.

- b) Overview and update of services and outreach efforts to increase the organization's ability to deliver services to the youth of Cuyahoga County – Youth Opportunities Unlimited

Mr. Craig Dorn, President and Chief Executive Officer of Youth Opportunities Unlimited, addressed the Committee and provided a brief history of the organization and an overview and update of services, core values, community impact, program costs, donor campaign efforts and the 2024 Summer Youth Employment Program process and timeline.

Committee members asked questions of Mr. Dorn pertaining to the presentation, which he answered accordingly.

7. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

8. ADJOURNMENT

With no further business to discuss, Chairwoman Conwell adjourned the meeting at 2:23 p.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2024-0077

Sponsored by: Councilmember Conwell	A Resolution awarding a total sum, not to exceed \$50,000, to the Catholic Charities Corporation for Capacity Building Development for the Catholic Charities St. Martin de Porres Family Center from the District 7 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 Fund”); 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 7 ARPA Community Grant Fund in the amount of \$50,000 to the Catholic Charities Corporation for Capacity Building Development for the Catholic Charities St. Martin de Porres Family Center; and

WHEREAS, the Catholic Charities Corporation estimates approximately 2,000 people will be served annually through this award; and

WHEREAS, the Catholic Charities Corporation estimates approximately 4.5 permanent and temporary jobs will be created or retained through this project; and

WHEREAS, the Catholic Charities Corporation estimates the total cost of the project is \$50,000; and

WHEREAS, the Catholic Charities Corporation is estimating the start date of the project will be January 2024 and the project will be completed by December 2025; and

WHEREAS, the Catholic Charities Corporation requested \$50,000 from the District 7 ARPA Community Grant Fund to complete this project; and

WHEREAS, the Cuyahoga County Council desires to provide funding in the amount of \$50,000 to the Catholic Charities Corporation 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 \$50,000 to the Catholic Charities Corporation from the General Fund made available by the American Rescue Plan Act revenue replacement provision for Capacity Building Development for the Catholic Charities St. Martin de Porres Family Center.

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: February 27, 2024
Committee(s) Assigned: Health, Human Services & Aging

Journal _____

_____, 20____



Cuyahoga County Council

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

COUNTY AMERICAN RESCUE PLAN ACT APPLICATION

APPLICANT INFORMATION:	
Name of Requesting Entity (City, Business, Non-Profit, etc.): Catholic Charities – St. Martin de Porres Family Center	
Address of Requesting Entity: 1264 E. 123 rd Street Cleveland, Ohio 44108	
County Council District # of Requesting Entity: 7	
Address or Location of Project if Different than Requesting Entity: N/A	
County Council District # of Address or Location of Project if Different than Requesting Entity: N/A	
Contact Name of Person Filling out This Request: Karnese McKenzie	
Contact Address if different than Requesting Entity: N/A	
Email: kmckenzie@ccdacle.org	Phone: (216) 268-2095
Federal IRS Tax Exempt No.: 34-1318541	Date: 11-19-2023

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):

Project Name: Capacity Building Development for Catholic Charities / St. Martin de Pores Family Center. St. Martin DePorres Family Center (SMDP) is a social service agency located in the Glenville neighborhood that has been providing services to the residents of Glenville, neighboring communities, and throughout Cuyahoga County since 1967.

Description of the project: We are seeking a capacity building grant to put the infrastructure in place to develop a long-term funding stream, ongoing implementation, and community visibility.

The Importance of the Project / Need: The strategic planning process and the development of our funding strategy has revealed that the success of the plan is dependent on us filling some important capacity needs that must be addressed to ensure the sustainability of our plan over the next 5 years. In 2022, St. Martin DePorres requested and received ARPA funding to undergo a strategic planning process. Those funds have resulted in a 5-year, comprehensive strategy, and vision for the family center. Our strategic planning consultant led us through a dynamic and inclusive process that produced a plan that supports our new vision, "To be the lead agency connecting the Glenville community to economic, social, and environmental opportunities they need to thrive." The strategic planning process resulted in:

- A new strategic direction and vision for SMDP
- Strategic planning goals and success measures for SMDP for the next 5 years
- A growth strategy for existing programs and identified new services
- A detailed funding strategy to improve the long-term sustainability of SMDP

We are now ready to move to Stage II of our strategic planning process which is implementation. According to Harvard Business review 60% of strategic plans fail during the implementation process. In our original request, we built in funding to retain our strategic planning consultant for 1 year following the development of the plan to support the successful launch. Stage II is underway with the community launch of our plan slated for February 2023.

Timeline of milestone / tracking of the project: In order to ensure the successfully implementation we will focus on three key goals that will require us to increase capacity. These goals include:

Goal I: Develop a long-term funding stream: Engage a Funding Development Consultant to build our skillset in fundraising and to assist in building a donor base and effective annual fundraiser to support the strategic plan activities on a continuous basis for 2 years.

Goal II: Ongoing Implementation Support: Continue to engage our strategic planning consultant for 18 months to provide ongoing evaluations, reporting, and facilitation of strategy meetings and retreats to ensure the success of our plan.

Goal III: Developing a Marketing Plan and Ongoing Social Media Support. Engage a marketing consultant to develop a marketing plan around our strategic plan and to retain a Social Media for 2 years to support person to maintain and increase our social media presence and reach in the community.

Project Start Date: January 2024

Project End Date: December 2025

IMPACT OF PROJECT:

Who will be served:

The strategic plan will improve existing programs and create new programs that will serve Glenville, surrounding neighborhoods, and the Cuyahoga County residents for the next 5 years.

How many people will be served annually:

We seek serve 2,000 annually.

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

Based on SMDP's strategic plan it is aligned to serve low and moderate income people to improve the quality of our services to this population.

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

SMDP's strategic plan was informed by the community and focuses on their specific needs. The strategy we developed addresses existing barriers and community priorities. Our Strategic plan did an extensive review of our existing projects and proposed new projects to ensure they were aligned with the strategic priorities of the community.

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

By building capacity in fundraising development our hope is to provide financial sustainability to add and retain 4.5 FTE's to directly support our strategy.

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

With the capacity building grant we will be able to attract new funding and implement our growth strategy to sustain new and existing programs at St. Martin de Porres Family Center.

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

1. Receiving the capacity building funding will help to ensure that the strategic priorities of the plan are adequately funded
2. It will ensure we have expertise and capacity to ensure successful implementation of all future initiatives that will come from the strategic plan.
3. It will increase the number of people served by increasing our visibility and positioning us as an anchor institution in the Glenville community.

FINANCIAL INFORMATION:**Total Budget of Project:**

\$50,000 to include engaging a Fund Development Consultant for two years, continue to retain our Strategic Plan Consultant for 18 months, and retain a Marketing/ Social Media Consultant to support the strategic priorities of the plan for two years.

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

None.

Total amount requested of County Council American Resource Act Dollars:

St. Martin de Porres Family Center is requesting **\$50,000** from the County Council American Resource Act Dollars.

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

The project will be sustained going forward by ensuring the successfully implementation of increasing our capacity by developing a long term funding stream that will specifically position us to build our capacity to attract donors and increase our unrestricted dollars to support our strategic plan for the next five years and beyond.

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:

KARNESE MCKENIE

Signature:

Karnese McKenie

Date:

11/19/2023

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. R2024-0087

Sponsored by: County Executive Ronayne/Department of Health and Human Services/Cuyahoga Job and Family Services	A Resolution making an awards to various County departments, courts, and offices, in the amount not-to-exceed \$11,473,857.03 for child support services for the period 10/1/2024 – 12/31/2024; authorizing the County Executive to execute the contracts and all other documents consistent with said awards and this Resolution and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Health and Human Services/Division of Job and Family Services recommends awards to various County departments, courts, and offices, in the amount not-to-exceed \$11,473,857.03 for child support services for the period 10/1/2024 – 12/31/2024 as follows:

- a) Contract No. 4154 with Cuyahoga County Treasurer’s Office in the amount not-to-exceed \$19,701.15; and
- b) Contract No. 4155 with Cuyahoga County Court of Common Pleas/Division of Juvenile Court in the amount not-to-exceed \$3,322,443.68; and
- c) Contract No. 4159 with Cuyahoga County Court of Common Pleas/Division of Juvenile Court/Cashiers Department in the amount not-to-exceed \$18,273.85; and
- d) Contract No. 4163 with Cuyahoga County Court of Common Pleas/Division of Domestic Relations in the amount not-to-exceed \$3,796,651.78.; and
- e) Contract No. 4172 with Cuyahoga County Prosecuting Attorney’s Office in the amount not-to-exceed \$4,316,786.57.

WHEREAS, the primary goal of this project is to fund child support related services throughout the Cuyahoga County; and

WHEREAS, the project is funded as follow; (a) 11.54% program income, (b) 50.50% Federal reimbursement, (c) 10.54% Federal incentives, (d) 10% State

Match, Medical Incentives, and IRS recollections, and (e) 17.42% HHS Levy Funds

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

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

SECTION 1. That the Cuyahoga County Council hereby makes awards to various County departments, courts, and offices, in the amount not-to-exceed \$11,473,857.03 for child support services for the period 10/1/2024 – 12/31/2024 as follows:

- a) Contract No. 4154 with Cuyahoga County Treasurer’s Office in the amount not-to-exceed \$19,701.15; and
- b) Contract No. 4155 with Cuyahoga County Court of Common Pleas/Division of Juvenile Court in the amount not-to-exceed \$3,322,443.68; and
- c) Contract No. 4159 with Cuyahoga County Court of Common Pleas/Division of Juvenile Court/Cashiers Department in the amount not-to-exceed \$18,273.85; and
- d) Contract No. 4163 with Cuyahoga County Court of Common Pleas/Division of Domestic Relations in the amount not-to-exceed \$3,796,651.78.; and
- e) Contract No. 4172 with Cuyahoga County Prosecuting Attorney’s Office in the amount not-to-exceed \$4,316,786.57.

SECTION 2. That the County Executive is authorized to execute the master contract and all 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.

PURCHASE-RELATED TRANSACTIONS

Title	2024 – Cuyahoga County Treasurer’s Office – Government Purchase Agreement – Office of Child Support (OCSS) IV-D Contract: Treasurer’s Office- Collection of Cash Child Support Payment
Department or Agency Name	Office of Child Support Services
Requested Action	<input 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 checked="" type="checkbox"/> Other (please specify): Government Purchase Agreement

Original (O)/ Amendment (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council’s Journal Date	Approval No.
O	4154	Cuyahoga County Treasurer’s Office	1/1/2024- 12/31/2024	\$19,701.15	Pending	Pending

Service/Item Description (include quantity if applicable). Indicate whether New or Existing service or purchase.

Office of Child Support Services is requesting approval of a contract with **Cuyahoga County Treasurer’s Office** for IV-D related services to the collection of cash child support payments in the amount of **\$19,701.15** for the period of **1/1/2024 to 12/31/2024**.

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):

- Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations in order to specify the services which will be rendered pertaining to the collection of cash child support payments in accordance with applicable Child Support Regulations. The IV-D Contract enables the County to recover the up to 66% FFP (less program income) reimbursement portion of the expenses incurred by the Treasurer’s Office.
- The Treasurer’s Office provides the collection of CASH Child Support payments.
- This is a Cooperative Agreement between two County Agencies.

If a County Council item, are you requesting passage of the item without 3 readings. **Yes** **No**

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):
Juvenile Court 2079 East 9TH Street 1st Floor Cleveland, Oh 44115	N/A
Vendor Council District:	Project Council District:
07	Council Districts across Cuyahoga County

Rev. 7/24/23

If applicable provide the full address or list the municipality(ies) impacted by the project.	Serving all of Cuyahoga County Eligible Residents
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COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ # if applicable N/A <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: N/A	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) N/A	<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. N/A	<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: N/A	<input checked="" type="checkbox"/> Government Purchase: Government to Government Purchase Agreement. The total value of the Agreement is \$19,701.15
How did pricing compare among bids received? N/A	<input type="checkbox"/> Alternative Procurement Process <input type="checkbox"/> Contract Amendment <input type="checkbox"/> Other Procurement Method, please describe:

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

FUNDING SOURCE: i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source.	
PROGRAM INCOME	11.54%
FEDERAL REIMBURSEMENT	50.50%
FEDERAL INCENTIVES	10.54%

Commented [CK1]: Suggestion by MBV - I can't recall exactly how she said it. See text in green. (or we can refer them to instructions) and provide more detail in the instruction.

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STATE MATCH + MEDICAL INCENTIVES + IRS RECOLLECTIONS	10.00%
HHS LEVY	17.42%
Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):	
Payment Schedule: <input checked="" type="checkbox"/> Invoiced <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):	

Provide status of project.	
<input type="checkbox"/> New Service or purchase	<input checked="" type="checkbox"/> Recurring service or purchase
Is contract late <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late submission	
Reason: The project's term has already begun. These Cooperative Agreement Contracts are being submitted at this time because the contract budgets review process cannot begin until the county's current year operating budget is approved. After the County Council approves the Child Support Operating Budgets for these County Agencies in late December, then each Agency must then complete the Budgets that are included in these Contracts based on the approved Operating Budget (min 2 1/2 weeks). Then OCSS must review the budgets and confirm the indirect cost allocations with OBM, a more complex step due to a new indirect allocation method (2 weeks). Then the budgets must be passed to the Ohio Department of Job & Family Services/Office of Child Support for review (2 weeks). This must all occur before legal and OPD review can begin. The normal processing time for all of this activity to be completed is 7 weeks. The process cannot begin until late December, which is already too late to be submitted before a Jan 1 start date.	
Timeline:	
Project/Procurement Start Date (date your team started working on this item):	12/6/2023
Date documents were requested from vendor:	12/6/2023; 1/10/2024 & 1/11/2024
Date of insurance approval from risk manager:	N/A
Date Department of Law approved Contract:	TBD
Date item was entered and released in Infor:	1/29/2024 & TBD
Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:	
If late, have services begun? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (if yes, please explain)	
The project's term has already begun. These Cooperative Agreement contracts are being submitted at this time because the contract budgets review process cannot begin until the county's current year operating budget is approved.	
Have payments be made? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	

HISTORY (see instructions):
O – CM3158 R2023-0065 3/28/2023

Rev. 7/24/23

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	Not Required for GOVP
Infor/Lawson PO# Code (if applicable):	GOVP
CM Contract#	4154

2024 OCSS IV-D CONTRACT: TREASURER’S OFFICE	Department	Clerk of the Board
Briefing Memo	AL	EB

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	<p>These Cooperative Agreement Contracts are being submitted at this time because of the various processing steps that are required. After the County Council approves the Child Support Operating Budgets for these County Agencies in late December, then each Agency must then complete the Budgets that are included in these Contracts (2 1/2 weeks). Once we receive the completed Budgets and Contracts from the Agencies we review them for questionable costs with each Agency (2 weeks) this year due to NEW Indirect Plan questions to County OBM in the contracts; then we send them down to the Office of Child Support at the Ohio Department of Job & Family Services for their initial review (2 weeks). Once they give their initial approval, we then have the Vendor Agencies sign the contracts and submit them for County Council approval (1/2 week). The normal processing time for all of this activity to be completed is 7 weeks.</p> <p>NOTE: THESE COOPERATIVE AGREEMENTS NEED APPROVAL FROM COUNTY COUNCIL / BOARD OF CONTROL (RESOLUTION) AND SIGNED AND DATED BY COUNTY EXECUTIVE BY MARCH 31; TO ALLOW FOR REIMBURSEMENT OF JANUARY, FEBRUARY AND MARCH EXPENDITURES</p>	
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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Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

OTHER THAN FULL AND OPEN COMPETITION				
Government Purchase				
Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			AL	EB
Debarment/Suspension Verified	Date:	1/23/2024	AL	EB
Auditor’s Finding	Date:	1/23/2024	AL	EB
Vendor’s Submission			AL	EB
Cover - <i>Master contracts only</i>			N/A	N/A
Contract Evaluation – <i>if required</i>			AL	EB
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			AL	EB

Intra-Agency: A department/division under the auspices of the County Executive, County Council, Prosecutor's Office, Law Library, Inspector General, PRC, Public Defender, 8th District Court of Appeals, Courts of Common Pleas (Common Pleas, Domestic Relations, Juvenile, Probate).

Other documentation may be required depending upon your specific item

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

D

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	AL
Matrix Law Screen shot	AL
COI	N/A- Waived
Workers’ Compensation Insurance	N/A- Waived

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
01/01/2024 – 12/31/2024	HS245100	55130		\$19,701.15
			TOTAL	\$19,701.15

Contract History CE/AG# (if applicable)	N/A
Infor/Lawson PO# and PO Code (if applicable)	GOVP
Lawson RQ# (if applicable)	Not required for GOVP
CM Contract#	4154

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$19,701.15		01/01/2024 – 12/31/2024	Pending approval	Pending approval
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$			
Total Contact Amount		\$19,701.15			

Purchasing Use Only:

Prior Resolutions:	N/A
CM#:	4154
Vendor Name:	Cuyahoga County Treasurer’s Office
ftp:	1/1/2024 – 12/31/2024
Amount:	\$19,701.15
History/CE:	OK
EL:	OK
Procurement Notes:	N/A

Purchasing Buyer approval: **EB 2/12/2024**

CONTRACT EVALUATION FORM

Contractor	Treasurer's Office
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM4154
RQ#	Not required for Exemptions - GOVP
Time Period of Original Contract	1/1/2023 - 12/31/2023
Background Statement	Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations and specify the services which will be rendered pertaining to the collections of Cash Child Support payments for enforcement of Child Support Obligations. The IV-D Contract enables the County to recover the up to 66% FFP (less any program income) reimbursement of the expenses incurred by the County Treasurer's Office for accepting cash payments for court ordered child support obligations.
Service Description	The County Treasurer's Office takes Cash Child Support Payments at the County Administration building. Prepares receipts and forwards them daily to the CSEA. The cash is then deposited daily in the CSEA PNC Depository Account.
Performance Indicators	<p>Treasurer's Office Cash Collections 2023 Performance Standards:</p> <ol style="list-style-type: none"> 1) Treasurer's Office will only accept cash payments in its cashier's office. 2) The Treasurer's Office will establish written procedures for adequate child support collection through the implementation of the following best practices: <ol style="list-style-type: none"> a. Proper segregation of duties between the clerk and supervisor. b. Checks and balances adhered to for reconciliations and voids. c. The child support cash payment receipt form should always be in the custody of the cashier and not removed from the office. Forms should be logged in sequential order, monitored, and maintained daily. d. Multiple cashiers will not have access to the same drawer. 3) Treasurer's Office will deliver receipts for each cash transaction to the Office of Child Support Services (OCSS) along with the individual payment information forms daily. Cash deposits into the OCSS depository account will occur daily.

	<p>4) Treasurer’s Office will report missing or void cash payment receipts each day of occurrence.</p> <p>5) Treasurer’s Office will prepare a daily accounting of total transactions and the number of deposits that OCSS will receive by the end of each week.</p>				
Actual Performance versus performance indicators (include statistics):	CY 2023 cash collections totaled \$561,247.96, which represents a 6.66% decrease from the prior year. CY 2023 individual payment items collected were 2,081, which is a 5.56% decrease from the prior year.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)			X		
Justification of Rating	<p>Based on the 2023 Performance Standards, the delivery of cash receipts to OCSS was timely. Although CY 2022 collections (0.82%) and items processed (0.55%) increased, it was less than 1% from the prior year (2021). Overall collections from year to year since 2019 have continued to be less than in prior years. This is due to the continued post Covid-19 affects on staffing levels. At times, there have been delays in the weekly reconciliation delivery to OCSS; otherwise, the performance complies as identified in the IV-D Contract and the above Performance Indicators. In the upcoming year, OCSS looks forward to working with this location to improve timely exchanges of information.</p>				
Department Contact	Tammie Greer				
User Department	Office of Child Support Services				
Date	1/12/2024				

PURCHASE-RELATED TRANSACTIONS

Title	HHS-Office of Child Support (OCSS); Government Purchase Agreement; Cuyahoga County Juvenile Court for Title IV-D court related services for time period 1/1/2024-12/31/2024.
Department or Agency Name	Cuyahoga Office of Child Support Services
Requested Action	<input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input type="checkbox"/> Amendment <input type="checkbox"/> Revenue <input type="checkbox"/> Generating <input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Other: Government Purchase

Original (O)/ Amendment (A-#)	Contract No. (if PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
O	4155	Cuyahoga County Juvenile Court	1/1/2024 – 12/31/2024	\$3,322,443.68	TBD	TBD

Service/Item Description (include quantity if applicable). Indicate whether New or Existing service or purchase.
 OCSS is requesting approval of a contract with JUVENILE COURT for IV-D court-related services in the amount of \$3,322,443.68. The term of the contract is **January 1, 2024 to December 31, 2024.**

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. Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations in order to specify the services which will be rendered pertaining to the establishment, modification and enforcement of Child Support Obligations in accordance with applicable Child Support Regulations. The IV-D Contract enables the County to recover the up to 66% FFP (less program income) reimbursement portion of the expenses incurred by the Juvenile Court

2. The Juvenile Court provides Title IV-D (child support) Units of Service comprised of any Court case, motion or other action provided for in the Ohio Revised Code (O.R.C.) relating to the establishment, modification or enforcement of a child support obligation, and which is journalized by the Court.

3. Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations in order to specify the services which will be rendered pertaining to the establishment, modification and enforcement of Child Support Obligations in accordance with applicable Child Support Regulations. The IV-D Contract enables the County to recover the up to 66% FFP reimbursement portion of the expenses incurred minus program income by the Domestic Relations Court.

If a County Council Item, are you requesting passage of the item without 3 readings. Yes No

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)

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Vendor Name and address: Juvenile Court 930 Quincy Avenue 4th Floor Fiscal Cleveland, Ohio 44106	Owner, executive director, other (specify): N/A
Vendor Council District:	Project Council District:
Council District 7	Council Districts across Cuyahoga County
If applicable provide the full address or list the municipality(ies) impacted by the project.	Serving all of Cuyahoga County Eligible Residents

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ # if applicable N/A <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: N/A	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) N/A	<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. N/A	<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: N/A	<input checked="" type="checkbox"/> Government Purchase Government to Government Agreement. The total value of the Agreement is \$3,322,443.68 <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received? N/A	<input type="checkbox"/> Contract Amendment (list original procurement) <input type="checkbox"/> Other Procurement Method, please describe:

Is Purchase/Services technology related <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. N/A	If item is not on IT Standard List state date of TAC approval: N/A
Is the item ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions. N/A	
Are services covered under the original ERP Budget or Project? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain. N/A	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain. N/A	

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FUNDING SOURCE: i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source.

Program Income: 11.54%
 Federal Reimbursement: 50.5%
 Federal Incentives: 10.54%
 State Match, Medical Incentives & IRS Recollections: 10%
 HHS Levy: 17.42%

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):

Commented [CK1]: Suggestion by MBV - I can't recall exactly how she said it. See text in green. (or we can refer them to instructions) and provide more detail in the instruction.

Provide status of project.

New Service or purchase Recurring service or purchase Is contract late No Yes, in the fields below provide reason for late and timeline of late submission

Reason: The project's term has already begun. These Cooperative Agreement Contracts are being submitted at this time because the contract budgets review process cannot begin until the county's current year operating budget is approved. After the County Council approves the Child Support Operating Budgets for these County Agencies in late December, then each Agency must then complete the Budgets that are included in these Contracts based on the approved Operating Budget (min 2 1/2 weeks). Then OCSB must review the budgets and confirm the indirect cost allocations with OBM, a more complex step due to a new indirect allocation method (2 weeks). Then the budgets must be passed to the Ohio Department of Job & Family Services/Office of Child Support for review (2 weeks). This must all occur before legal and OPD review can begin. The normal processing time for all of this activity to be completed is 7 weeks. The process cannot begin until late December, which is already too late to be submitted before a Jan 1 start date.

Timeline:

Project/Procurement Start Date (date your team started working on this item):	12/6/2023
Date documents were requested from vendor:	12/6/2023; 1/10/2024 & 1/11/2024
Date of insurance approval from risk manager:	N/A
Date Department of Law approved Contract:	TBD
Date item was entered and released in Infor:	1/31/2024 & TBD

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

The project's term has already begun. These Cooperative Agreement contracts are being submitted at this time because the contract budgets review process cannot begin until the county's current year operating budget is approved.

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

HISTORY (see instructions):

CONTRACT NO. - CM3160
 TIME PERIOD - 1/1/2023 to 12/31/2023
 AMOUNT - \$3,685,257.36
 DATE BOC APPROVED - 3/28/2023
 APPROVAL NO. - R2023-0065

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Department of Purchasing – Required Documents Checklist

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Infor/Lawson RQ#:	Not Required for Exemption - GOVP
Infor/Lawson PO# Code (if applicable):	GOVP
CM Contract#	4155

2024 OCSS IV-D CONTRACT: JUVENILE COURT	Department	Clerk of the Board
Briefing Memo	LC	EB

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	<p>These Cooperative Agreement Contracts are being submitted at this time because of the various processing steps that are required. After the County Council approves the Child Support Operating Budgets for these County Agencies in late December, then each Agency must then complete the Budgets that are included in these Contracts (2 1/2 weeks). Once we receive the completed Budgets and Contracts from the Agencies we review them for questionable costs with each Agency (2 weeks) this year due to NEW Indirect Plan questions to County OBM in the contracts; then we send them down to the Office of Child Support at the Ohio Department of Job & Family Services for their initial review (2 weeks). Once they give their initial approval, we then have the Vendor Agencies sign the contracts and submit them for County Council approval (1/2 week). The normal processing time for all of this activity to be completed is 7 weeks.</p> <p>NOTE: THESE COOPERATIVE AGREEMENTS NEED APPROVAL FROM COUNTY COUNCIL / BOARD OF CONTROL (RESOLUTION) AND SIGNED AND DATED BY COUNTY EXECUTIVE BY MARCH 31; TO ALLOW FOR REIMBURSEMENT OF JANUARY, FEBRUARY AND MARCH EXPENDITURES</p>	
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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Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

OTHER THAN FULL AND OPEN COMPETITION				
Government Purchase				
Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			LC	EB
Debarment/Suspension Verified	Date:	1/18/2024	LC	EB
Auditor’s Finding	Date:	1/18/2024	LC	EB
Vendor’s Submission			LC	EB
Cover - <i>Master contracts only</i>			N/A	N/A
Contract Evaluation – <i>if required</i>			LC	EB
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			NA	N/A
Checklist Verification			LC	EB

Intra-Agency: A department/division under the auspices of the County Executive, County Council, Prosecutor's Office, Law Library, Inspector General, PRC, Public Defender, 8th District Court of Appeals, Courts of Common Pleas (Common Pleas, Domestic Relations, Juvenile, Probate).

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	N/A - Waived
Workers’ Compensation Insurance	N/A - Waived

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
01/01/2024 – 12/31/2024	HS245100	55130		\$3,322,443.68
			TOTAL	\$3,322,443.68

Contract History CE/AG# (if applicable)	
Infor/Lawson PO# and PO Code (if applicable)	GOVP
Lawson RQ# (if applicable)	Not Required for Exemption - GOVP
CM Contract#	4155

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Original Amount	\$3,322,443.68		01/01/2024 – 12/31/2024	Pending approval	Pending approval
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$0			
Total Contact Amount		\$3,322,443.68			

Purchasing Use Only:

Prior Resolutions:	N/A
CM#:	4155
Vendor Name:	Court of Common Pleas, Juvenile Court Division
ftp:	1/1/2024 – 12/31/2024
Amount:	\$3,322,443.68
History/CE:	Ok
EL:	Ok
Procurement Notes:	N/A

Purchasing Buyer approval: **EB 2/12/2024**

CONTRACT EVALUATION FORM

Contractor	Court of Common Pleas, Division of Juvenile Court
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM4155
RQ#	Not required for Exemption - GOVP
Time Period of Original Contract	1/1/2023- 12/31/2023
Background Statement	Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations in order to specify the services which will be rendered pertaining to the establishment, modification and enforcement of Child Support Obligations in accordance with applicable Child Support Regulations. The IV-D Contract enables the County to recover the up to 66% FFP reimbursement portion of the expenses incurred minus program income by the Juvenile Court.
Service Description	The Juvenile Court provides Title IV-D (child support) Units of Service comprised of any Court case, motion or other action provided for in the Ohio Revised Code (O.R.C.) relating to the establishment, modification or enforcement of a child support obligation, and which is journalized by the Court.
Performance Indicators	The Juvenile Court shall meet the following contract requirements: Make all reasonable efforts to allow public access by providing services between 8:30am and 4:30pm Monday through Friday with the exception of holidays; Submit the actual monthly expenses of the contract for payment no later than 30 days after the last day of the month in which services were provided; Maintain accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract, including retention of all books, records, payroll and documents for three years after final payment; Accept responsibility for replying to and complying with any review or audit findings and recommendations by an authorized state or federal review or audit that are directly related to the provisions of this contract; Have either one or both of the parents to the case in any Non IV-D Child Support Case complete an "Application for Title IV-D Services" form prior to a hearing taking place, to enable the Hearing and subsequent issuance of a Journal Entry to be billable under this Contract; Forward a filed copy of the "Application for Title IV-D Services" form signed by one or both of the parents to the agency as it is not valid until received by

	<p>the Office of Child Support Services (OCSS); Report the status, on a monthly basis by referral tracking number, of all actions submitted to them for processing; Ensure appropriate personnel having decision-making authority at Juvenile Court attend all scheduled meetings with the OCSS, which are held every three months for a total of four meetings per year; Supply to OCSS copies of Journal Entries requested within five working days of the request; Electronically furnish to the CSEA copies of all Journal Entries issued within five working days after journalized in the Clerk's Office, including those involving Cuyahoga Division of Children & Family Services and placement of a child into or removal from agency custody; Juvenile Court magistrates shall timely issue decisions in their paternity and support cases, not later than 30 days after the conclusion of hearing; Juvenile Court judges shall issue final Judgment Entries not later than thirty days following the issuance of magistrates' decisions in cases with no objections; Furnish copies of all Paternity actions filed with the Ohio Central Paternity Registry at the time they are forwarded to OCPD, which shall be no later than five days after they are journalized; Maintain a 95% Disposition Rate in both "Parent/Child Relationship" and "Support" cases; Provide quarterly reports of case resolutions broken down by category, including resolution on the merits, dismissals, continuances, capiases, etc.; Utilize the Health Insurance Investigation Form received from the Prosecutors to address medical insurance coverage for all cases. Journal Entries shall include medical insurance policy numbers.</p>				
<p>Actual Performance versus performance indicators (include statistics):</p>	<p>Juvenile Court maintained public access and offers their services in virtual and in-person format. Monthly expenses were submitted timely throughout 2023. Referral tracking reports for 2023 reflect a 0.1% decrease in referrals to Juvenile Court from 2022. Juvenile Court meets quarterly with OCSS and our partners from the Prosecutor's Office to discuss critical goals, including outcomes to referrals. Communication between OCSS and Juvenile Court continued beyond quarterly meetings to discuss and resolve issues and improve service delivery.</p>				
<p>Rating of Overall Performance of Contractor Select One (X)</p>	<p>Superior</p>	<p>Above Average</p>	<p>Average</p>	<p>Below Average</p>	<p>Poor</p>
<p>Justification of Rating</p>	<p>The Juvenile Court representatives that come to the contractual meetings have strengthened the relationship between the Court and OCSS. Both entities desire to develop best practices and shared goals. Discussions have been very cooperative and seek to gain efficiencies while focusing on service delivery to our shared clients. The framework previously developed to replicate a secure transfer</p>				

	process for Modification of packets was delayed during 2023 due to competing priorities, but will be implemented early 2024 and will standardize processes. OCSS looks forward to working together on achieving success and performance improvement in 2024 on behalf of the families that we serve as we will continue to file appropriate packets of necessity with the Juvenile Court.
Department Contact	Richard L. Weiler / Jeffrey Bloom
User Department	Office of Child Support Services
Date	01/17/2024

PURCHASE-RELATED TRANSACTIONS

Title	HHS-Office of Child Support (OCSS); Government Purchase Agreement; Cuyahoga County Juvenile Court Cash for Title IV-D collection of child support payment related services for time period 1/1/2024-12/31/2024.
Department or Agency Name	Cuyahoga Office of Child Support Services
Requested Action	<input 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 checked="" type="checkbox"/> Other: Government Purchase

Original (O)/ Amendment (A-#)	Contract No. (if PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
O	4159	Cuyahoga County Juvenile Court Cashiers	1/1/2024 – 12/31/2024	\$18,273.85	TBD	TBD

Service/Item Description (include quantity if applicable). Indicate whether New or Existing service or purchase.
 OCSS is requesting approval of a contract with JUVENILE COURT clerks for title IV-D related services for the collection of cash child support payments in the amount of \$18,273.85. The term of the contract is January 1, 2024 to December 31, 2024.

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. Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations in order to specify the services which will be rendered pertaining to the collection of cash child support payments in accordance with applicable Child Support Regulations. The IV-D Contract enables the County to recover the up to 66% FFP (less program income) reimbursement portion of the expenses incurred by the Juvenile Court clerks.
 2. The Juvenile Court clerks provides the collection of CASH Child Support payments.
 3. Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations in order to specify the services which will be rendered pertaining to the establishment, modification and enforcement of Child Support Obligations in accordance with applicable Child Support Regulations. The IV-D Contract enables the County to recover the up to 66% FFP reimbursement portion of the expenses incurred minus program income by the Domestic Relations Court.

If a County Council item, are you requesting passage of the item without 3 readings. Yes No

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: Juvenile Court 930 Quincy Avenue 4 th Floor Fiscal	Owner, executive director, other (specify): N/A
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Cleveland, Ohio 44106	
Vendor Council District:	Project Council District:
Council District 7	Council Districts across Cuyahoga County
If applicable provide the full address or list the municipality(ies) impacted by the project.	Serving all of Cuyahoga County Eligible Residents

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ # if applicable N/A <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: N/A	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) N/A	<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. N/A	<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: N/A	<input checked="" type="checkbox"/> Government Purchase Government to Government Agreement. The total value of the Agreement is \$18,273.85 <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received? N/A	<input type="checkbox"/> Contract Amendment (list original procurement) <input type="checkbox"/> Other Procurement Method, please describe:

Is Purchase/Services technology related <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. N/A	If item is not on IT Standard List state date of TAC approval: N/A
Is the item ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions. N/A	
Are services covered under the original ERP Budget or Project? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain. N/A	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain. N/A	

FUNDING SOURCE: i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source.

Commented [CK1]: Suggestion by MBV - I can't recall exactly how she said it. See text in green, (or we can refer them to instructions) and provide more detail in the instruction.

Rev. 7/24/23

Program Income: 11.54%
Federal Reimbursement: 50.5%
Federal Incentives: 10.54%
State Match, Medical Incentives & IRS Recollections: 10%
HHS Levy: 17.42%

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.

New Service or purchase Recurring service or purchase Is contract late No Yes, In the fields below provide reason for late and timeline of late submission

Reason:
 The project's term has already begun. These Cooperative Agreement Contracts are being submitted at this time because the contract budgets review process cannot begin until the county's current year operating budget is approved. After the County Council approves the Child Support Operating Budgets for these County Agencies in late December, then each Agency must then complete the Budgets that are included in these Contracts based on the approved Operating Budget (min 2 1/2 weeks). Then OCSS must review the budgets and confirm the indirect cost allocations with OBM, a more complex step due to a new indirect allocation method (2 weeks). Then the budgets must be passed to the Ohio Department of Job & Family Services/Office of Child Support for review (2 weeks). This must all occur before legal and OPD review can begin. The normal processing time for all of this activity to be completed is 7 weeks. The process cannot begin until late December, which is already too late to be submitted before a Jan 1 start date.

Timeline:	
Project/Procurement Start Date (date your team started working on this item):	12/6/2023
Date documents were requested from vendor:	12/6/2023; 1/10/2024 & 1/11/2024
Date of insurance approval from risk manager:	N/A
Date Department of Law approved Contract:	TBD
Date item was entered and released in Infor:	1/26/2024 & TBD
Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring	
If late, have services begun? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (if yes, please explain)	
The project's term has already begun. These Cooperative Agreement contracts are being submitted at this time because the contract budgets review process cannot begin until the county's current year operating budget is approved.	
Have payments be made? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	

HISTORY (see instructions):
 CONTRACT NO. - 3159
 TIME PERIOD - 1/1/2023 to 12/31/2023
 AMOUNT - \$17,068.20
 DATE BOC APPROVED - 3/28/2023
 APPROVAL NO. - R2023-0065

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Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	Not Required for Exemption - GOVP
Infor/Lawson PO# Code (if applicable):	GOVP
CM Contract#	4159

2024 OCSS IV-D CONTRACT: JUVENILE COURT CASHIERS	Department	Clerk of the Board
Briefing Memo	LC	EB

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	<p>These Cooperative Agreement Contracts are being submitted at this time because of the various processing steps that are required. After the County Council approves the Child Support Operating Budgets for these County Agencies in late December, then each Agency must then complete the Budgets that are included in these Contracts (2 1/2 weeks). Once we receive the completed Budgets and Contracts from the Agencies we review them for questionable costs with each Agency (2 weeks) this year due to NEW Indirect Plan questions to County OBM in the contracts; then we send them down to the Office of Child Support at the Ohio Department of Job & Family Services for their initial review (2 weeks). Once they give their initial approval, we then have the Vendor Agencies sign the contracts and submit them for County Council approval (1/2 week). The normal processing time for all of this activity to be completed is 7 weeks.</p> <p>NOTE: THESE COOPERATIVE AGREEMENTS NEED APPROVAL FROM COUNTY COUNCIL / BOARD OF CONTROL (RESOLUTION) AND SIGNED AND DATED BY COUNTY EXECUTIVE BY MARCH 31; TO ALLOW FOR REIMBURSEMENT OF JANUARY, FEBRUARY AND MARCH EXPENDITURES</p>	
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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OTHER THAN FULL AND OPEN COMPETITION

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Government Purchase Reviewed by Purchasing			
2024 OCSS IV-D CONTRACT: JUVENILE COURT CASHIERS		Department initials	Purchasing
Justification Form		LC	EB
Debarment/Suspension Verified	Date: 1/19/2024	LC	EB
Auditor’s Finding	Date: 1/18/2024	LC	EB
Vendor’s Submission		LC	EB
Cover - <i>Master contracts only</i>		N/A	N/A
Contract Evaluation – <i>if required</i>		LC	EB
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.		N/A	N/A
Checklist Verification		LC	EB

***Intra-Agency:** A department/division under the auspices of the County Executive, County Council, Prosecutor’s Office, Law Library, Inspector General, PRC, Public Defender, 8th District Court of Appeals, Courts of Common Pleas (Common Pleas, Domestic Relations, Juvenile, Probate).*

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	N/A- Waived
Workers’ Compensation Insurance	N/A- Waived

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2024 – 12/31/2024	HS245100	55130		\$18,273.85
			TOTAL	\$18,273.85

Contract History CE/AG# (if applicable)	N/A
Infor/Lawson PO# and PO Code (if applicable)	GOVP
Lawson RQ# (if applicable)	Not Required for Exemption - GOVP
CM Contract#	4159

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$18,273.85		1.1.2024 – 12.31.2024	Pending Approval	Pending Approval
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$			
Total Contact Amount		\$18,273.85			

Purchasing Use Only:

Prior Resolutions:	N/A
CM#:	4159
Vendor Name:	Court of Common Pleas, Juvenile Court Division
ftp:	1/1/2024 – 12/31/2024
Amount:	\$18,273.85
History/CE:	Ok
EL:	Ok
Procurement Notes:	N/A

Purchasing Buyer approval: **EB 2/12/2024**

CONTRACT EVALUATION FORM

Contractor	Court of Common Pleas, Division of Juvenile Court				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM4159				
RQ#	Not required for Exemption - GOVP				
Time Period of Original Contract	1/1/2023 - 12/31/2023				
Background Statement	Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations and specify the services which will be rendered pertaining to the collections of Cash Child Support payments for enforcement of Child Support Obligations. The IV-D Contract enables the County to recover the up to 66% FFP (less any program income) reimbursement of the expenses incurred by the Juvenile Court's Cashiers Office for accepting cash payments for court ordered child support obligations.				
Service Description	The Juvenile Court's Cashiers Office takes Cash Child Support Payments at the Juvenile Justice Center building. Prepares receipts and forwards them daily to the CSEA. The cash is then deposited daily in the CSEA PNC Depository Account.				
Performance Indicators	<p>Juvenile Court Cash Collections 2023 Performance Standards:</p> <ol style="list-style-type: none"> 1) Juvenile Court will only accept cash payments in its cashier's office. 2) Juvenile Court will deliver receipts for each cash transaction to the Office of Child Support Services (OCSS) along with the individual payment information forms daily. Cash deposits into the OCSS depository account will occur daily. 3) Juvenile Court will report missing or void cash payment receipts each day of occurrence. 4) Juvenile Court will prepare a daily accounting of total transactions and the amount of deposits that OCSS will receive by the end of each week. 				
Actual Performance versus performance indicators (include statistics):	CY 2023 cash collections totaled \$233,468.03; which represents a 12.97% increase from the prior year. CY 2023 individual payment items collected were 1,214, which is a 21.84% increase from the prior year.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor

Select One (X)			X		
Justification of Rating	Based on the 2023 Performance Standards, the delivery of cash receipts to OCSS was timely. Although an increase in collections and items processed from the prior year, the totals continue to be less than in prior years. This is due to the continued post Covid-19 affects on staffing levels. At times there were delays to the cash deposits into the OCSS Depository account; otherwise, the performance complies as identified in the IV-D Contract and the above Performance Indicators.				
Department Contact	Tammie Greer				
User Department	Office of Child Support				
Date	1/12/2024				

PURCHASE-RELATED TRANSACTIONS

Title	HHS Office of Child Support Services 2024 – Government Purchase Agreement – Cuyahoga County Domestic Relations Court for Title IV-D court related services for time period 1/1/2024 – 12/31/2024
Department or Agency Name	OFFICE OF CHILD SUPPORT SERVICES (OCCS)
Requested Action	<input 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 checked="" type="checkbox"/> Other (please specify): Government Purchase

Original (O)/ Amendment (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
O	4163	Cuyahoga County Domestic Relations Court	1/1/2024 – 12/31/2024	\$3,796,651.78	Pending	Pending

Service/Item Description (include quantity if applicable). Indicate whether New or Existing service or purchase.
 The OCSS is requesting approval of a contract with **Domestic Relations Court** for IV-D court related services in the amount of **\$3,796,651.78** for the time period of **January 1, 2024, to December 31, 2024.**

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

Project Goals, Outcomes or Purpose (list 3):
 The primary goals of the project are:

- Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations in order to specify the services which will be rendered pertaining to the establishment, modification and enforcement of Child Support Obligations in accordance with applicable Child Support Regulations. The IV-D Contract enables the County to recover the up to 66% FFP reimbursement portion of the expenses incurred minus program income by the Domestic Relations Court.
- The Domestic Relations Court provides Title IV-D (child support) Units of Service comprised of any Court case, motion or other action provided for in the Ohio Revised Code (O.R.C.) relating to the establishment, modification, or enforcement of a child support obligation, and which is journalized by the Court.
- This is a Cooperative Agreement between two County Agencies.

If a County Council item, are you requesting passage of the item without 3 readings. Yes No

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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): Domestic Relations Court
Domestic Relations Court 1 Lakeside Ave Room 149 Cleveland, OH 44113	
Vendor Council District: Council District 7	Project Council District: Council Districts-County wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	Serving eligible residents throughout Cuyahoga County

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ # <i>if applicable</i> <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: N/A	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) / N/A	<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. N/A	<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: N/A	<input checked="" type="checkbox"/> Government Purchase The total amount of the Agreement is \$3,796,651.78.
	<input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received? N/A	<input type="checkbox"/> Contract Amendment (<i>list original procurement</i>) <input type="checkbox"/> Other Procurement Method, please describe:

Is Purchase/Services technology related <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. N/A	If item is not on IT Standard List state date of TAC approval: N/A
Is the item ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions. N/A	

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Are services covered under the original ERP Budget or Project? Yes No, please explain.

N/A

Are the purchases compatible with the new ERP system? Yes No, please explain. N/A

FUNDING SOURCE: i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source.

Program Income 11.54%

Federal Reimbursement 50.50%

Federal Incentives 10.54%

State Match + Medical Incentives + IRS Collections 10.00%

HHS Levy 17.42%

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):

Commented [CK1]: Suggestion by MBV - I can't recall exactly how she said it. See text in green. (or we can refer them to instructions) and provide more detail in the instruction

Provide status of project.

New Service or purchase Recurring service or purchase Is contract late No Yes, In the fields below provide reason for late and timeline of late submission

Reason: Reason: The project's term has already begun. These Cooperative Agreement Contracts are being submitted at this time because the contract budgets review process cannot begin until the county's current year operating budget is approved. After the County Council approves the Child Support Operating Budgets for these County Agencies in late December, then each Agency must then complete the Budgets that are included in these Contracts based on the approved Operating Budget (min 2 1/2 weeks). Then OCSS must review the budgets and confirm the indirect cost allocations with OBM, a more complex step due to a new indirect allocation method (2 weeks). Then the budgets must be passed to the Ohio Department of Job & Family Services/Office of Child Support for review (2 weeks). This must all occur before legal and OPD review can begin. The normal processing time for all of this activity to be completed is 7 weeks. The process cannot begin until late December, which is already too late to be submitted before a Jan 1 start date.

Timeline:

Project/Procurement Start Date (date your team started working on this item): 12/06/23

Date documents were requested from vendor: 12/06/23; 01/10/24; 01/18/24

Date of insurance approval from risk manager: N/A

Date Department of Law approved Contract: Pending

Date item was entered and released in Infor: 1/31/2024 (Pending)

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

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If late, have services begun? No Yes (if yes, please explain) **The project's term has already begun. These Cooperative Agreement contracts are being submitted at this time because the contract budgets review process cannot begin until the county's current year operating budget is approved.**

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

HISTORY (see instructions):

Contract Type: O-Original

Contract Number: 3156

Vendor Name: Domestic Relations Court

Time Period: 1/1/2023 – 12/1/2023

Amount of Contract: \$3,668,462.25

BOC Approval Date: 3/28/2023

Approval Number: R2023-0065

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Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	N/A-Not Required for Exemption- GOVP
Infor/Lawson PO# Code (if applicable):	GOVP
CM Contract#	4163

2024 OCSS IV-D CONTRACT: DOMESTIC RELATIONS COURT (PART	Department	Clerk of the Board
Briefing Memo	LS	EB

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<p>Why is the contract being submitted late?</p>	<p>These Cooperative Agreement Contracts are being submitted at this time because of the various processing steps that are required. After the County Council approves the Child Support Operating Budgets for these County Agencies in late December, then each Agency must then complete the Budgets that are included in these Contracts (2 1/2 weeks). Once we receive the completed Budgets and Contracts from the Agencies we review them for questionable costs with each Agency (2 weeks) this year due to NEW Indirect Plan questions to County OBM in the contracts; then we send them down to the Office of Child Support at the Ohio Department of Job & Family Services for their initial review (2 weeks). Once they give their initial approval, we then have the Vendor Agencies sign the contracts and submit them for County Council approval (1/2 week). The normal processing time for all of this activity to be completed is 7 weeks.</p> <p>NOTE: THESE COOPERATIVE AGREEMENTS NEED APPROVAL FROM COUNTY COUNCIL /</p>	

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

What is being done to prevent this from reoccurring?	N/A
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TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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OTHER THAN FULL AND OPEN COMPETITION				
Government Purchase				
Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			LS	EB
Debarment/Suspension Verified exp. 3.26.24	Date:	1.26.2024	LS	EB
Auditor’s Finding exp. 3.26.24	Date:	1.26.2024	LS	EB
Vendor’s Submission			LS	EB
Cover - <i>Master contracts only</i>			N/A	N/A
Contract Evaluation – <i>if required</i>			RW/JB	EB
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			LS	EB

Intra-Agency: A department/division under the auspices of the County Executive, County Council, Prosecutor's Office, Law Library, Inspector General, PRC, Public Defender, 8th District Court of Appeals, Courts of Common Pleas (Common Pleas, Domestic Relations, Juvenile, Probate).

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	LC
COI	N/A-Waived
Workers’ Compensation Insurance	N/A-Waived

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2024 – 12/31/2024	HS245100	55130		\$3,796,651.78
			TOTAL	\$3,796,651.78

Contract History CE/AG# (if applicable)	N/A
Infor/Lawson PO# and PO Code (if applicable)	GOVP
Lawson RQ# (if applicable)	N/A
CM Contract#	4163

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$3,796,651.78		1/1/2024 – 12/31/2024	Pending	Pending
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$			
Total Contact Amount		\$3,796,651.78			

Purchasing Use Only:

Prior Resolutions:	N/A
CM#:	4163
Vendor Name:	Cuyahoga County Court of Common Pleas, Division of Domestic Relations
ftp:	1/1/2024 – 12/31/2024
Amount:	\$3,796,651.78
History/CE:	Ok
EL:	Ok
Procurement Notes:	N/A

Purchasing Buyer approval: **EB 2/12/2024**

CONTRACT EVALUATION FORM

Contractor	DOMESTIC RELATIONS COURT
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	3156/PO212282
RQ#	Not required for Exemption- GOVP
Time Period of Original Contract	1/1/2023 - 12/31/2023
Background Statement	Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations in order to specify the services which will be rendered pertaining to the establishment, modification and enforcement of Child Support Obligations in accordance with applicable Child Support Regulations. The IV-D Contract enables the County to recover the up to 66% FFP reimbursement portion of the expenses incurred minus program income by the Domestic Relations Court.
Service Description	The Domestic Relations Court provides Title IV-D (child support) Units of Service comprised of any Court case, motion or other action provided for in the Ohio Revised Code (O.R.C.) relating to the establishment, modification or enforcement of a child support obligation, and which is journalized by the Court.
Performance Indicators	The Domestic Relations Court shall meet the following contract requirements: Make all reasonable efforts to allow public access by providing services between 8:30am and 4:30pm Monday through Friday with the exception of holidays; Submit the actual monthly expenses of the contract for payment no later than 30 days after the last day of the month in which services were provided; Maintain accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract, including retention of all books, records, payroll and documents for three years after final payment; Accept responsibility for replying to and complying with any review or audit findings and recommendations by an authorized state or federal review or audit that are directly related to the provisions of this contract; Have either one or both of the parents to the case in any Non IV-D Child Support Case complete an "Application for Title IV-D Services" form prior to a hearing taking place, to enable the Hearing and subsequent issuance of a Journal Entry to be billable under this Contract; Forward a filed copy of the "Application for Title IV-D Services" form signed by one or both of the parents to the agency as

	<p>it is not valid until received by the Office of Child Support Services (OCSS); Report the status, on a monthly basis by referral tracking number, of all actions submitted to them for processing; Ensure appropriate personnel having decision-making authority at Domestic Relations Court attend all scheduled meetings with the OCSS, which are held every three months for a total of four meetings per year; Accept and journalize OCSS's verified balances as noted in the Support Enforcement Tracking System (SETS), which eliminates the requirement for the OCSS to complete and submit a receipt calculation for Emancipation, Lump Sum and/or Motion packets for verified balances, though Receipt calculations will continue to be submitted for unverified balances in SETS; Indicate in the Termination Order that Domestic Relations Court issues whether the Obligee has received an overpayment of child support, including the amount of the overpayment; Continue to be a "Key Partners" member of the Ohio CSEA Director's Association, including having staff in attendance at the annual OCSS Partners Conference, where they will participate in the development of new policies and practices for child support.</p>				
<p>Actual Performance versus performance indicators (include statistics):</p>	<p>Domestic Relations Court maintained full access to the public and continues to shift a majority of their services to virtual access, including most hearings and mobile application. Monthly expenses were submitted timely throughout 2023. Applications for Title IV-D Services are provided to parents by Domestic Relations Court; submitted IV-D Applications are submitted by parents or their representatives to the Clerk of Courts, who scan into the court docket. OCSS has access to the court docket and will pull copies for the OCSS case file/records. Referral tracking reports for 2023 reflect a decrease of 21.1% in referrals to Domestic Relations Court from 2022. Domestic Relations Court representatives continue to make themselves available at regular contractual meetings. Domestic Relations Court accepts case balances provided to the Court by OCSS and issues Termination Orders that contain the facts of overpayments on cases, if they exist.</p>				
<p>Rating of Overall Performance of Contractor</p>	<p>Superior</p>	<p>Above Average</p>	<p>Average</p>	<p>Below Average</p>	<p>Poor</p>
<p>Select One (X)</p>			<p>X</p>		
<p>Justification of Rating</p>	<p>Domestic Relations Court and OCSS have a cooperative history of identifying and resolving issues that present themselves, including the development of best practices for child support service delivery. The Court continues to maintain regular communication with OCSS and</p>				

	works timely and thoroughly to resolve case issues. There have been ongoing discussions throughout 2023 to discuss procedures and service delivery, including the impact on OCSS, which will continue into 2024.
Department Contact	Richard L. Weiler / Jeffrey Bloom
User Department	Office of Child Support Services
Date	01/17/2024

PURCHASE-RELATED TRANSACTIONS

Title	HHS-Office of Child Support (OCSS); Government Purchase Agreement; Cuyahoga County Prosecutor's Office for Title IV-D legal services for time period 1/1/2024-12/31/2024.
Department or Agency Name	Office of Child Support
Requested Action	<input 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 checked="" type="checkbox"/> Other (please specify): Government Purchase

Original (O)/ Amendment (A-#)	Contract No. (if PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
O	4172	Cuyahoga County Prosecutor's Office	1/1/24-12/31/24	\$4,316,786.57	TBD	TBD

Service/Item Description (include quantity if applicable). Indicate whether New or Existing service or purchase.

OCSS is requesting approval of a contract with **COUNTY PROSECUTOR'S OFFICE** for IV-D legal services in the amount of **\$4,316,786.57**. The term of the contract is **January 1, 2024, to December 31, 2024**.

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

Project Goals, Outcomes or Purpose (list 3):

- Title IV-D Prosecutor's Office Contract is mandated by O.R.C. 3125.14, and Ohio Department of Jobs and Family Services regulations. The County Prosecutor's Office is the Office of Child Support Service legal representative at both Domestic and Juvenile Court hearings.
- Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations in order to specify the services which will be rendered pertaining to the legal services rendered by the Prosecutor's Office in the enforcement of Child Support Obligations in accordance with applicable Child Support Regulations.
- The IV-D Contract enables the County to recover the up to 66% FFP (less any program income) reimbursement portion of the expenses incurred by the County Prosecutor's Office.

If a County Council item, are you requesting passage of the item without 3 readings. Yes No

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):
CUYAHOGA COUNTY PROSECUTOR'S OFFICE 1200 ONTARIO STREET 9th FLOOR CLEVELAND, OHIO 44113	

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Vendor Council District:	Project Council District:
Council District 7	Council District 7
If applicable provide the full address or list the municipality(ies) impacted by the project.	

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ # if applicable <i>N/A</i> <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) / <i>N/A</i>	<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. <i>N/A</i>	<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: <i>N/A</i>	<input checked="" type="checkbox"/> Government Purchase Government to Government Purchase Agreement. The total value of the Agreement is \$4,316,786.57. <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received? <i>N/A</i>	<input type="checkbox"/> Contract Amendment (list original procurement) <input type="checkbox"/> Other Procurement Method, please describe:

Is Purchase/Services technology related <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 services covered under the original ERP Budget or Project? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	

FUNDING SOURCE: i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source. Program Income: 11.54%

Commented [CK1]: Suggestion by MBV - I can't recall exactly how she said it. See text in green. (or we can refer them to instructions) and provide more detail in the instruction.

Rev. 7/24/23

Federal Reimbursement: 50.5%
Federal Incentives: 10.54%
State Match, Medical Incentives & IRS Recollections: 10%
HHS Levy: 17.42%

Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):
Payment Schedule: <input checked="" type="checkbox"/> Invoiced <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

Provide status of project.

<input type="checkbox"/> New Service or purchase <input checked="" type="checkbox"/> Recurring service or purchase	Is contract late <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, in the fields below provide reason for late and timeline of late submission
--	---

Reason:
 These Cooperative Agreement Contracts are being submitted at this time because of the various processing steps that are required. After the County Council approves the Child Support Operating Budgets for these County Agencies in late December, then each Agency must then complete the Budgets that are included in these Contracts (2 1/2 weeks). Once we receive the completed Budgets and Contracts from the Agencies, we review them for questionable costs with each Agency (2 weeks) this year due to NEW Indirect Plan questions to County OBM in the contracts; then we send them down to the Office of Child Support at the Ohio Department of Job & Family Services for their initial review (2 weeks). Once they give their initial approval, we then have the Vendor Agencies sign the contracts and submit them for County Council approval (1/2 week). The normal processing time for all of this activity to be completed is 7 weeks.

Timeline:	
Project/Procurement Start Date (date your team started working on this item):	12/06/2023
Date documents were requested from vendor:	12/06/2023; 1/10/2024; 1/11/2024
Date of insurance approval from risk manager:	N/A
Date Department of Law approved Contract:	TBD
Date item was entered and released in Infor:	1/26/2024 & TBD

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) **The project's term has already begun. These Cooperative Agreement contracts are being submitted at this time because the contract budgets review process cannot begin until the county's current year operating budget is approved.**

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

HISTORY (see instructions):
O: CM 3155; R2023-0065 3/28/2023

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	N/A
Infor/Lawson PO# Code (if applicable):	GOVP
CM Contract#	4172

2024 OCSS IV-D CONTRACT: PROSECUTORS OFFICE	Department	Clerk of the Board
Briefing Memo	DA	EB

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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<p>Why is the contract being submitted late?</p>	<p>These Cooperative Agreement Contracts are being submitted at this time because of the various processing steps that are required. After the County Council approves the Child Support Operating Budgets for these County Agencies in late December, then each Agency must then complete the Budgets that are included in these Contracts (2 1/2 weeks). Once we receive the completed Budgets and Contracts from the Agencies we review them for questionable costs with each Agency (2 weeks) this year due to NEW Indirect Plan questions to County OBM in the contracts; then we send them down to the Office of Child Support at the Ohio Department of Job & Family Services for their initial review (2 weeks). Once they give their initial approval, we then have the Vendor Agencies sign the contracts and submit them for County Council approval (1/2 week). The normal processing time for all of this activity to be completed is 7 weeks.</p> <p>NOTE: THESE COOPERATIVE AGREEMENTS NEED APPROVAL FROM COUNTY COUNCIL / BOARD OF CONTROL (RESOLUTION) AND SIGNED AND DATED BY COUNTY EXECUTIVE BY MARCH 31; TO ALLOW FOR REIMBURSEMENT OF JANUARY, FEBRUARY, AND MARCH EXPENDITURES</p>
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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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Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

OTHER THAN FULL AND OPEN COMPETITION				
Government Purchase				
Reviewed by Purchasing				
2024 OCSS IV-D CONTRACT: PROSECUTORS OFFICE			Department initials	Purchasing
Justification Form			DA	EB
Debarment/Suspension Verified	Date:	1.19.2024	DA	EB
Auditor’s Finding	Date:	1.19.2024	DA	EB
Vendor’s Submission			DA	EB
Cover - <i>Master contracts only</i>			N/A	N/A
Contract Evaluation – <i>if required</i>			DA	EB
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			DA	EB

Intra-Agency: A department/division under the auspices of the County Executive, County Council, Prosecutor's Office, Law Library, Inspector General, PRC, Public Defender, 8th District Court of Appeals, Courts of Common Pleas (Common Pleas, Domestic Relations, Juvenile, Probate).

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	DA
Matrix Law Screen shot	DA
COI	N/A-waived
Workers’ Compensation Insurance	N/A-waived

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
01/01/2024-12/31/2024	HS245100	55130		\$4,316,786.57
			TOTAL	\$4,316,786.57

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Contract History CE/AG# (if applicable)	N/A
Infor/Lawson PO# and PO Code (if applicable)	GOVP
Lawson RQ# (if applicable)	Not required for exemption-GOVP
CM Contract#	4172

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$4,316,786.57		1.1.2024-12.31.2024	Pending Approval	Pending Approval
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$			
Total Amendments					
Total Contract Amount		\$4,316,786.57			

Purchasing Use Only:

Prior Resolutions:	N/A
CM#:	4172
Vendor Name:	Cuyahoga County Prosecuting Attorney’s Office
ftp:	1/1/2024 – 12/31/2024
Amount:	\$4,316,786.57
History/CE:	Ok
EL:	Ok
Procurement Notes:	N/A

Purchasing Buyer approval: **EB 2/12/2024**

CONTRACT EVALUATION FORM

Contractor	CUYAHOGA COUNTY PROSECUTOR'S OFFICE
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	3155/PO212281
RQ#	Not required for exemption - GOVP
Time Period of Original Contract	1/1/2023 - 12/31/2023
Background Statement	Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14 and Ohio Department of Jobs and Family Services regulations in order to specify the services which will be rendered pertaining to the legal services rendered by the Prosecutor's Office in the enforcement of Child Support Obligations in accordance with applicable Child Support Regulations. The IV-D Contract enables the County to recover the up to 66% FFP (less any program income) reimbursement portion of the expenses incurred by the County Prosecutor's Office.
Service Description	Title IV-D Prosecutor's Office Contract is mandated by O.R.C. 3125.14, and Ohio Department of Jobs and Family Services regulations. The County Prosecutor's Office is the Office of Child Support Service legal representative at both Domestic and Juvenile Court hearings.
Performance Indicators	The Prosecuting Attorney's Office shall meet the following contract requirements: Make all reasonable efforts to provide services between 8:30am and 4:30pm Monday through Friday with the exception of holidays; Submit the actual monthly expenses of the contract for payment no later than 30 days after the last day of the month in which services were provided; Maintain accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract, including retention of all books, records, payroll and documents for three years after final payment; Accept responsibility for replying to and complying with any review or audit findings and recommendations by an authorized state or federal review or audit that are directly related to the provisions of this contract; Attend all scheduled meetings with the OCSS (every three months for four meetings/year); Shall prepare and file within thirty days of receipt, all motions and complaints with Domestic Relations or Juvenile Courts; Provide a response to any Prosecutor Consult Request made to them by OCSS within thirty days of receipt; Assist in the completion of the

	Health Insurance Affidavit or Private Health Insurance Questionnaire for purposes of establishment and enforcement of cash medical benefits in Juvenile or Domestic Relations Court; Submit time sheets on a monthly basis for each Assistant Prosecuting Attorney or other staff included under this contract as part of monthly billing; Send as many APAs as practicable to the trainings sponsored annually by the Ohio CSEA Directors' Association.				
Actual Performance versus performance indicators (include statistics):	The Prosecuting Attorney's Office maintained full access to the agency and partner courts throughout 2023, whether the courts provided in-person or virtual hearings. Monthly expenses were submitted timely throughout 2023. The Prosecuting Attorney's Office attends regular meetings in variety of forums with OCSS, including quarterly contract meetings with other providers, senior leadership team discussions to address all issues and implementation of initiatives and legislative updates, monthly policy review group meetings, and presenting legal updates for ongoing development of OCSS employees. Referral tracking reports for 2023 reflect a 7.5% increase in referrals from 2022. The Prosecuting Attorney's Office has met regularly with OCSS to discuss procedural changes for judicial filings so that they met compliance.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	The Prosecuting Attorney's Office is OCSS's legal counsel for all actions referred to Court regarding paternity establishment, support order establishment and support order enforcement. OCSS continues to recognize the hard work of the Prosecutor's Office - Division of Family Law. They have provided professional legal services and creativity in the development of agency services. Their representation of the agency has supported improvements in OCSS service delivery, including their commitment to be accessible on all child support related issues, as well as policy and process development. The Prosecuting Attorney's Office continues to be instrumental in representing OCSS's best interest in the discussions and follow-up with case processing for the families that we serve.				
Department Contact	Richard L. Weiler / Jeffrey Bloom				
User Department	Office of Child Support Services				
Date	01/17/2024				

County Council of Cuyahoga County, Ohio

Resolution No. R2024-0088

<p>Sponsored by: County Executive Ronayne/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services</p> <p>Co-sponsored by: Councilmember Turner</p>	<p>A Resolution authorizing an amendment to Contract No. 3014 with Young Women’s Christian Association of Greater Cleveland, Ohio dba YWCA Greater Cleveland for operation and case management services at the Norma Herr Women’s Shelter for the period 1/1/2023 – 12/31/2023, to extend the time period to 12/31/2024, to change the terms, and for additional funds in an amount not-to-exceed \$2,536,793.00, effective 1/1/2024; 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 Ronayne/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services recommends an amendment to Contract No. 3014 with Young Women’s Christian Association of Greater Cleveland, Ohio dba YWCA Greater Cleveland for operation and case management services at the Norma Herr Women’s Shelter for the period 1/1/2023 – 12/31/2023, to extend the time period to 12/31/2024, to change the terms, and for additional funds in an amount not-to-exceed \$2,536,793.00, effective 1/1/2024; and

WHEREAS, the primary goal for this project is to provide homeless women ages 18 and above with immediate, low-barrier access to a safe and decent shelter in accordance with the Office of Homeless Services Advisory Board’s adopted Community Standards for Emergency Shelters; and

WHEREAS, this project is funded 100% by 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 and to provide for the usual, daily operation of a County entity.

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. 3014 with Young Women’s Christian Association of Greater Cleveland, Ohio dba YWCA Greater Cleveland for operation and case management services at the Norma Herr Women’s Shelter for the period 1/1/2023 – 12/31/2023, to extend the time period to 12/31/2024, to change the terms, and for additional funds in an amount not-to-exceed \$2,536,793.00, effective 1/1/2024.

SECTION 2. That the County Executive is authorized to execute Contract No. 3015 and all documents consistent with said award and 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: February 27, 2024
Committee(s) Assigned: Health, Human Services & Aging

Additional Sponsorship Requested: February 27, 2024

Journal _____
_____, 20__

PURCHASE-RELATED TRANSACTIONS

Title	OHS; YWCA Greater Cleveland; RQ 10456; 2024 Amendment 1; Emergency Shelter for Single Adult Women
Department or Agency Name	Office of Homeless Services
Requested Action	<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 Approved/ Council's Journal Date	Approval No.
O	3014	YWCA Greater Cleveland	1/1/23 – 12/31/23	\$2,536,793	2/28/23	R2023-0039
O	3014	YWCA Greater Cleveland	1/1/24 – 12/31/24	\$2,536,793	Pending	Pending

<p>Service/Item Description (include quantity if applicable). Indicate whether <input type="checkbox"/> New or <input checked="" type="checkbox"/> Existing service or purchase.</p> <p>YWCA Greater Cleveland operates Norma Herr Women’s Center 24 hours per day, 365 days per year. The shelter can accommodate up to 202 people in 177 regular beds and 25 overflow beds or mats.</p> <p>YWCA serves homeless women ages 18 and above by providing immediate, low-barrier access to a safe and decent shelter in accordance with the Office of Homeless Services Advisory Board’s adopted Community Standards for Emergency Shelters. The YWCA assists these women’s efforts to return to stable housing as quickly as possible and connects them with services necessary to ensure long-term stable housing and self-sufficiency. Services and programming support identified subpopulations including but not limited to individuals over 55, youth, individuals who self-identify as LGBTQ, pregnant guests, those affected by trauma or other concerns, and veterans.</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>Project Goals, Outcomes or Purpose (list 3):</p> <ul style="list-style-type: none"> • Operate a safe, trauma-informed, low barrier, emergency shelter for single adult women, in accordance with continuum of care shelter standards • Provide meals, access to laundry, and employment/housing services linkages • Develop and implement a permanent housing plan with each person
<p>If a County Council item, are you requesting passage of the item without 3 readings. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

Rev. 7/24/23

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: YWCA Greater Cleveland 4019 Prospect Ave Cleveland OH 44115	Owner, executive director, other (specify): Helen Forbes Fields, executive director
Vendor Council District: 7	Project Council District: County-wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	2227 Payne Ave Cleveland, OH 44114

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ # if 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. Amendment on contract that allows for an extension. *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 (%): (0) DBE (0) SBE (0) MBE (0) WBE. Were goals met by awarded vendor per DEI tab sheet review? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	<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 (<i>list original procurement</i>) <i>RFP 10456, which closed 9/12/2022</i> <input type="checkbox"/> Other Procurement Method, please describe:

Is Purchase/Services technology related <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, complete section below: N/A	
<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 services covered under the original ERP Budget or Project? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	

FUNDING SOURCE: i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source.

Commented [CKT]: Suggestion by MBV - I can't recall exactly how she said it. See text in green (or we can refer them to instructions) and provide more detail in the instruction.

Rev. 7/24/23

Health and Human Services Levy
Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):
Payment Schedule: <input checked="" type="checkbox"/> Invoiced <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

Provide status of project.	
<input type="checkbox"/> New Service or purchase <input checked="" type="checkbox"/> Recurring service or purchase	Is contract late <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, in the fields below provide reason for late and timeline of late submission
Reason: Had to work with provider to determine final 2023 spending and determine 2024 budgetary needs, which involved several budget revisions.	
Timeline:	12/4/23
Project/Procurement Start Date (date your team started working on this item):	
Date documents were requested from vendor:	12/5/23, 12/15/23, 12/22/23, 1/9/24, 1/16/24, 1/29/24
Date of insurance approval from risk manager:	2/5/24
Date Department of Law approved Contract:	2/6/24
Date item was entered and released in Infor:	2/8/24
Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:	
If late, have services begun? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (if yes, please explain) Provider has continued to offer services but is aware that they will not be reimbursed for services until amendment is approved.	
Have payments be made? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (if yes, please explain)	

HISTORY (see instructions):
N/A – see table on page 1

Rev. 7/24/23

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	10456
Buyspeed RQ# (if applicable):	
Infor/Lawson PO# Code (if applicable):	RFP
CM Contract#	3014

	Department	Clerk of the Board
Briefing Memo	ER	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the amendment being submitted late?	Needed additional time to evaluate 2023 contract spending and 2024 budgetary needs. Delay in receiving budget from provider	
What is being done to prevent this from reoccurring?	OHS will work with provider to get budget sooner	

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				
YWCA Greater Cleveland			Department initials	Purchasing
Justification Form			ER	OK KT 02/01/2024
IG#	23-0030-REG 31DEC2027		ER	OK KT 02/14/2024 YWCA Greater Cleveland 23-0030-REG 31DEC2027
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:	2/2/24	ER	OK KT 02/02/2024
Auditor's Finding	Date:	2/2/24	ER	OK KT 02/02/2024
Vendor's Submission			N/A	OK KT 02/14/2024
Independent Contractor (I.C.) Requirement	Date:	9/29/23	ER	OK KT 09/29/2023
Cover - <i>Master amendments only</i>			N/A	OK KT 02/14/2024
Contract Evaluation			ER	OK KT 02/14/2024
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Checklist Verification	ER	OK KT 02/14/2024
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Other documentation may be required depending upon your specific item

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

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

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2024 – 12/31/2024	HS230350	55130	UCH00000	\$2,120,000.00
1/1/2025 – 3/31/2025 <i>*for future 2024 invoices</i>	HS230350	55130	UCH00000	\$416,793.00
			TOTAL	\$2,536,793.00

Contract History CE/AG# (if applicable)	
Infor/Lawson PO# Code (if applicable)	RFP
Lawson RQ# (if applicable)	10456
CM Contract#	3014

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$2,536,793.00		1/1/23 – 12/31/23	2/28/23	R2023-0039
Prior Amendment Amounts (list separately)					
Pending Amendment		\$2,536,793.00	1/1/24 – 12/31/24	pending	pending
Total Amendments		\$2,536,793.00			
Total Contact Amount		\$5,073,586.00			

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Purchasing Use Only:

Prior Resolutions:	R2023-0039
Amend:1	Amendment #1
Vendor Name:	YMCA Greater Cleveland
ftp:	01-01/2023-12/31/2023 extended to 12/31/2024
Amount:	Not to exceed \$2,536,793.00
History/CE:	OK
EL:	OK
Procurement Notes:	
Purchasing Buyer’s initials and date of approval	KT 02/14/2024

Purchasing Buyer approval: KT (for Brittany)

CONTRACT EVALUATION FORM

Contractor	YWCA of Greater Cleveland				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	3014				
RQ#	10456				
Time Period of Original Contract	1/1/2023 – 12/31/2023				
Background Statement	The YWCA manages the Norma Herr Women’s Center (NHWC), the emergency shelter for single women. The goal of the emergency shelter program in Cuyahoga County is to eliminate street homelessness by providing high-quality temporary shelter and access to services focused on returning persons to permanent housing as quickly as possible.				
Service Description	Services include development of an individualized housing plan, assessment and linkages to physical and mental health services, benefit eligibility assessment, and assistance with obtaining employment, education and/or training.				
Performance Indicators	Number of persons served; exits to permanent housing; average length of stay; client grievance resolution.				
Actual Performance versus performance indicators (include statistics):	# of unduplicated individuals provided shelter: 784 # exiting: 508 # exiting to perm housing: 68 Average length of stay: 140 days overall (89 days for leavers; 237 days for stayers)				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)			X		
Justification of Rating	YWCA provides a client-centered shelter to a very high-barrier population across the homeless continuum of care.				
Department Contact	Melissa Sirak				
User Department	Office of Homeless Services				
Date	12/30/23				