

**Cuyahoga County Division of Children and Family Services
(CCDCFS)
Policy Statement**

Policy Chapter: Contracts
Policy Number: 13.01.01
Policy Name: Procedure to Process Requests for Proposal (RFP); Request for Qualification (RFQ); Contracts; Agreements; Memorandums of Understanding (MOU); Grants; and Amendments

Original Effective Date: 04/03/2006
Revision Date(s): 05/01/2016, 05/01/2013, 06/06/2007
Current Revision Date: 09/01/2019
Approved By: Cynthia G. Weiskittel

PURPOSE: To ensure that the goods and/or services that are needed for our children and families are obtained in an efficient and time-sensitive manner in accordance with county and state procurement regulations and laws. We make sure that the process is transparent and follows the county policies for procurement, thus obtaining the lowest and best goods and/or services available.

SCOPE: This policy pertains to all staff who procure goods and/or services by RFPs, RFQs, Contracts, Agreements, MOUs, and Grants.

POLICY

- A. Cuyahoga County Department of Health and Human Services Division of Contract Administration & Performance (DCAP) staff acts as the lead in initiating, processing and obtaining all Cuyahoga County Division of Children and Family Services (CCDCFS) contracts, agreements, MOUs, grants and their subsequent amendments. DCAP and CCDCFS staff work collaboratively throughout the process.
- B. The procedures/processes to obtain the needed goods and/or services adhere to procurement rules of the Cuyahoga County's Office of Procurement and Diversity (OPD) based on the total dollar amount of the request.

PROCEDURES

- A. Contract Requirements - Roles and Responsibilities
 - 1. CCDCFS Director and/or Deputy Director determine that goods and/or services are necessary and approve the procurement.
 - a) Current or Continuing Projects – Regular correspondence is sent by DCAP staff to CCDCFS staff with program information in

accordance with County timelines; the Deputy Director/Program Advisor determines if the project will end, continue or be adjusted.

- b) New Project – Deputy Director and/or Program Advisor will contact DCAP stating the request for the new services and informs them of the dollar amount, timeframe, and all the foundational specifications for this project.
2. The CCDCFS Director and/or Deputy Director identifies a CCDCFS staff person to serve as a Program Advisor/liaison to DCAP for the RFP/procurement process for procuring a new and/or existing program/initiative/service.
 3. The CCDCFS Director and/or Deputy Director contacts the DCAP Administrator to approve the project.
 4. DCAP Administrator will assign the approved project to DCAP staff for processing.
 5. Throughout the process, DCAP staff will coordinate the completion of any needed documentation, meeting attendance or conference calls, with CCDCFS staff including but not limited to: plan holder lists, review team representation, RFP review/feedback, evaluation tools, etc.
 6. DCAP staff will be primarily responsible for the following tasks*¹
 - a) Coordinate meeting with Program Advisor and Performance Evaluation and Innovation staff to discuss proposed deliverables;
 - b) Determine availability of funds;
 - c) Prepare timelines;
 - d) Draft RFP, enter into County procurement system;
 - e) Clear through Cuyahoga County Law Department
 - f) Draft evaluation tools, convene evaluation meetings and tabulate/finalize scores;
 - g) Notify DCFS of required meetings to attend (i.e. Executive Review, County Council, etc.);
 - h) Coordinate contract activities meetings and follow up;
 - i) Send completed contracts to providers and DCFS staff;
 - j) Monitor contract deliverables.

¹ *tasks may vary based on County office procedures (i.e. OPD, Law, Council, Executive, etc.)