

The meeting of the Contract Review Committee was called to order at 1:00 PM on October 31, 2024, by Melissa Garner.

CRC Members In Attendance

Melissa Garner (Chair), PRO
Megan Greene, OCA
Chris Mullin, OMB

Procurement Staff in Attendance

Amelia Marian
Avinash Shetty
Breanna Oland
Breanna Stroman
Kalaria Obasi
Karen DeLuca

Maryamawit Wright
Michael Rivas
Michael Shull
Robert Norris
Sarah Giambra

Segyung Yaeger
Sheronda Baltimore
Zahanara Hasan
Zoe Polach

Items Discussed - 3 Item(s)

Item #1: Department of Finance

Action Type:	Waiver of Procurement Regulations		
Contractor:	None	Contract:	TBD
Contract Desc:	FIN is requesting a Direct Purchase threshold waiver from CRC and the CAO for banking supplies for up to 100K annually for five years.		
Execution:	--	Expiration:	--
Contract Val:	\$500,000.00	Cost of Action:	\$500,000.00

Molly Hayward-Koert, and Nicole Gyapong were in attendance on behalf of the Department of Finance.

Background

FIN issued the banking supplies IFB twice, but both times failed to obtain a bid. FIN requests that the CRC recommend the CAO waiver of the Montgomery County Procurement Regulations, as permitted under Procurement Regulations §1.1.2, to purchase banking supplies via a Direct Purchase up to \$100,000 annually for the next five years.

Motion

Melissa Garner moved to recommend the CAO waiver of procurement regulation 4.1.9.1 of the DPO threshold, with a not-to-exceed amount of \$100,000 for the purchasing of bank supplies. This will come with a not-to-exceed date of two years. This is in accordance with Procurement Regulation, 1.1.2. Chris Mullin seconded the motion. The motion was approved.

Item #2: Circuit Court

Action Type:	Amendment/Extension Beyond the Term/Increase Funding/Sole Source/Non-Competitive		
Contractor:	COURTSMART DIGITAL SYSTEM	Contract:	0101000002AA
Contract Desc:	Digital Recording System for the Circuit Court		
Execution:	5/1/00	Expiration:	11/30/24
Contract Val:	\$1,329,736.00	Cost of Action:	\$300,144.29

in attendance on behalf of Circuit Court.

Background

The Circuit Court of Montgomery County, MD requests extension of Contract #0101000002AA with CourtSmart Digit System for one year with two one-year renewal options accordance with Section 4.1.12.3.a 1, and 3 of the REGS. The Contractor's services are required for the continuation of Court operations and the maintenance of Court records. This request is in accordance with Procurement Regulations 4.1.12.3(a)(1), 4.1.12.3(a)(3), 15.5.1.1, and 15.5.1.3. CCT is also requesting a non-competitive approval to purchase propriety goods under the same contract in accordance with Section 4.1.12.3(a)(1), 4.1.12.3(a)(3) in the amount of \$1,145.

Motion

Melissa Garner moved to approve the extension beyond the term with COURTSMART DIGITAL SYSTEM, contract #0101000002AA, for 1 year with an additional two one-year renewal options. This is under an annual not-to-exceed amount of \$99,666.43. This is in accordance with Procurement Regulation, 4.1.12.3(a)(1) and (3), and 15.5.1.3. Chris Mullin seconded the motion. The motion was unanimously approved.

Item #3: Circuit Court

Action Type:	Amendment/Change in Scope/Increase Funding/Sole Source/Non-Competitive		
Contractor:	COURTSMA RT DIGITAL SYSTEM	Contract:	0101000002AA
Contract Desc:	Digital Recording System for the Circuit Court		
Execution:	5/1/00	Expiration:	11/30/24
Contract Val:	\$1,329,736.00	Cost of Action:	\$300,144.29

in attendance on behalf of Circuit Court.

Background

The Circuit Court of Montgomery County, MD requests extension of Contract #0101000002AA with CourtSmart Digit System for one year with two one-year renewal options accordance with Section 4.1.12.3.a 1, and 3 of the REGS. The Contractor's services are required for the continuation of Court operations and the maintenance of Court records. This request is in accordance with Procurement Regulations 4.1.12.3(a)(1), 4.1.12.3(a)(3), 15.5.1.1, and 15.5.1.3. CCT is also requesting a non-competitive approval to purchase propriety goods under the same contract in accordance with Section 4.1.12.3(a)(1), 4.1.12.3(a)(3) in the amount of \$1,145.

Motion

Melissa Garner moved to approve the amendment for a change in scope for an increase funding with COURTSMART DIGITAL SYSTEM, contract #0101000002AA. This amendment will add the laptop reporting indicator lights and installation at a value of \$1,145. This is in accordance with Procurement Regulation, 4.1.12.3(a)(1), and (3), and 15.5.1.1. Chris Mullin seconded the motion. The motion was unanimously approved.

The meeting was adjourned at 1:24 PM.