

The meeting of the Contract Review Committee was called to order at 1:00 PM on November 7, 2024, by Melissa Garner.

## CRC Members In Attendance

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

## Procurement Staff in Attendance

Amelia Marian  
Breanna Stroman  
David Droddy  
Jing Chen  
Kalaria Obasi  
Karen DeLuca

Maryamawit Wright  
Michael Rivas  
Michael Shull  
Robert Norris  
Sarah Giambra

Segyung Yaeger  
Sheronda Baltimore  
Virginia Tejada-Gurmendi  
Zoe Polach

## Items Discussed - 2 Item(s)

### Item #1: Department of Health & Human Svcs

<b>Action Type:</b>	Amendment/Extension Beyond the Term/Increase Funding/Sole Source/Non-Competitive		
<b>Contractor:</b>	Jessa Medical Supplies, Inc.	<b>Contract:</b>	1051452
<b>Contract Desc:</b>	provides over 200 types of disposable medical supplies and durable medical equipment to the County.		
<b>Execution:</b>	1/15/16	<b>Expiration:</b>	--
<b>Contract Val:</b>	\$3,200,000.00	<b>Cost of Action:</b>	\$450,000.00

Christina Shubert was in attendance on behalf of the Department of Health & Human Svcs.

### Background

The Department of Health and Human Services (HHS) requests the Contract Review Committee's (CRC) approval of a seventh extension beyond the term to the Contract with Jessa Medical Supply, Inc. in accordance with Procurement Regulations section 15.5.1.3 and 4.1.12.3(a)(2). Only this Contractor, the incumbent, can meet the performance requirements stipulated by the County in this Contract.

The referenced Contract provides over 200 types of disposable medical supplies and durable medical equipment to the County.

This Contract is currently in a sixth extension beyond the term and expires on January 14, 2025. The Department submitted a new request for proposals, solicitation #1169404, for the services provided under this Contract to the Office of Procurement on October 11, 2024.

### Motion

Melissa Garner moved to approve the extension beyond the term with Jessa Medical Supplies, Inc., contract #1051452, for 1 year with a 30-day kick-out clause. This is at an estimated value of \$450,000.00 and in accordance with Procurement Regulation, 4.1.12.3(a)(2) and 15.5.1.3. Melissa stated that once the new solicitation is finally advertised and we receive proposals in response, for DHHS to try to make this a priority so this current contract does not have to be extend it again next year. Chris Mullin seconded the motion. The motion was unanimously approved.

### Item #2: Department of Transportation

<b>Action Type:</b>	Amendment/Extension Beyond the Term/Increase Funding/Price Increase/Sole Source/Non-Competitive		
<b>Contractor:</b>	The Convention Store, Inc.	<b>Contract:</b>	1125352
<b>Contract Desc:</b>	The current expiration date of this contract is November 23, 2024, which includes a one (1) year extension beyond the original Contract term that was approved by the Director of the Office of Proc.		
<b>Execution:</b>	11/24/20	<b>Expiration:</b>	--
<b>Contract Val:</b>	\$1,858,684.00	<b>Cost of Action:</b>	\$509,870.60

Maritza De La Vega, Michelle Golden, and Sandra Brecher were in attendance on behalf of the Department of Transportation.

### Background

The purpose of this Amendment is to extend the term of the contract for an additional year beyond the term in accordance with Section 4.1.12.3.a2.

### Motion

Melissa Garner moved to approve the extension beyond the term with The Convention Store, Inc., contract #1125352, for 1 year with an additional one year renewal, as well as the negotiated price increase of 6%. This is at an estimated value of \$509,871 and in accordance with Procurement Regulation, 4.1.12.3(a)(2) and 15.5.1.3. Chris Mullin seconded the motion. The motion was unanimously approved.

The meeting was adjourned at 1:07 PM.