

The meeting of the Contract Review Committee was called to order at 1:00 PM on December 12, 2024, by Melissa Garner.

CRC Members In Attendance

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

Procurement Staff in Attendance

Bradley Pique
Eric Harris
Erik Haugen
Kalaria Obasi
Karen DeLuca

Michael Shull
Robert Norris
Sarah Giambra
Sarah McRae

Segyung Yaeger
Sheronda Baltimore
Zoe Polach

Items Discussed - 5 Item(s)

Item #1: Circuit Court

Action Type:	Amendment/Extension Beyond the Term/Sole Source/Non-Competitive		
Contractor:	Electronic Monitoring Services LLC	Contract:	1001356
Contract Desc:	SCRAM Bracelet and Monitoring Services		
Execution:	12/23/10	Expiration:	12/22/24
Contract Val:	\$740,112.00	Cost of Action:	\$75,000.00

Jenna Davis, and Kara Hawkins were in attendance on behalf of Circuit Court.

Background

In accordance with Section 4.1.12.3.a.(1) and (3), CCT request an extension beyond the term of one year plus two additional 1 year renewals. The Contractor is the sole authorized provider of the equipment and monitoring of the services is required as well. And both are required for the continuation of the Court programs. The cost is \$25,000 per year.

Motion

Melissa Garner moved to approve the extension beyond the term with Electronic Monitoring Services LLC, contract #1001356, for 1 year with 2 additional one-year renewal options. This is at an estimated value of \$25,000.00 and is in accordance with Procurement Regulation, 4.1.12.3(a)(1) and (3). Chris Mullin seconded the motion. Fariba Kassiri concurred. The motion was unanimously approved.

Item #2: Department of Finance

Action Type:	Sole Source/Non-Competitive		
Contractor:	Riskconnect, Inc.	Contract:	TBD
Contract Desc:	This is contract #1156755 but contract is not executed. It will provide a Risk Management Information System platform, the primary tool for analytics and report building for claims admin services.		
Execution:	--	Expiration:	--
Contract Val:	\$338,924.00	Cost of Action:	\$338,924.00

Jayanthi Hariprasadh, Kimberly Gay-Armour, and Nicole Gyapong were in attendance on behalf of the Department of Finance.

Background

Previously approved under the Director's authority but FIN is estimating that the value will exceed 100K. This request is in accordance with Section 4.1.12.3.a(1) and (2) of the REGs.

Motion

Melissa Garner moved to approve the non-competitive procurement with Riskconnect, Inc., for 1 year with 3 additional one-year renewal options. This is at an estimated annual value of \$77,4750 and is in accordance with Procurement Regulation, 4.1.12.3(a)(2). Chris Mullin seconded the motion. Fariba Kassiri concurred. The motion was unanimously approved.

Item #3: Department of Correction & Rehabilitation

Action Type:	Amendment/Extension Beyond the Term/Extension of Expired Contract/Sole Source/Non-Competitive		
Contractor:	Dairy Maid Dairy, LLC	Contract:	1101624
Contract Desc:	Milk and dairy products for inmates and residents housed at the Department of Correction and Rehabilitation		
Execution:	11/25/19	Expiration:	11/24/24
Contract Val:	\$876,860.62	Cost of Action:	\$100,000.00

Rita Ellis was in attendance on behalf of the Department of Correction & Rehabilitation.

Background

The purpose of this contract is to procure dairy products to feed inmates and residents residing in the DOCR facilities. The DOCR has been working on an RFP to solicit all categories of food and supplies to operate three kitchens. Dairy Maid has been the only supplier that can provide goods with the sizing, packaging, nutritional requirements, and delivery schedule that meets the DOCR needs. The RFP and the renewal of the Dairy Maid's contract were delayed due to the DOCR Contract Administrator's extended leave of absence. The DOCR plans to issue the RFP in January of 2025 and request to have the Dairy Maid contract reinstated and extended for one year (1) with a ten (10) day kick-out clause.

Dairy Maid Dairy, LLC. Is continues to be a responsible service provider and their prices remain fair and reasonable. The estimated annual value of this contract is \$100,000.00.

Motion

Melissa Garner moved to approve the reinstatement and extension beyond the term with Dairy Maid Dairy, LLC, contract #1101624, for 1 year with a 10-day kick-out clause. This is at an estimated annual value of \$100,000.00 and is in accordance with Procurement Regulation, 4.1.12.3(a)(2). Chris Mullin seconded the motion. Fariba Kassiri concurred. The motion was unanimously approved.

Item #4: Department of Environmental Protection

Action Type:	Amendment/Extension Beyond the Term/Sole Source/Non-Competitive		
Contractor:	A. Morton Thomas and Associates, Inc.	Contract:	1022850
Contract Desc:	Water Resources Engineering for Watershed Management		
Execution:	10/19/12	Expiration:	12/31/24
Contract Val:	\$3,729,995.00	Cost of Action:	\$0.00

Adam Ohl, Lisa Swager, and Saeyin Oh were in attendance on behalf of the Department of Environmental Protection.

Background

Extension by two years. No additional funding necessary as of now.

Motion

Melissa Garner moved to approve the extension beyond the term with A. Morton Thomas and Associates, Inc., contract #1022850, for 2 years with a 30-day kick-out clause. This is in accordance with Procurement Regulation, 4.1.12.3(a)(2). Chris Mullin seconded the motion. Fariba Kassiri concurred. The motion was unanimously approved.

Item #5: Department of Environmental Protection

Action Type:	Amendment/Extension Beyond the Term/Sole Source/Non-Competitive		
Contractor:	KCI Technologies, Inc.	Contract:	1109957
Contract Desc:	NPDES MS4 Consulting Services		
Execution:	1/22/20	Expiration:	1/21/25
Contract Val:	\$2,374,326.00	Cost of Action:	\$0.00

Adam Ohl, Ho-Ching Fong, and Lisa Swager were in attendance on behalf of the Department of Environmental Protection.

Background

6 month extension. RFP 1164145 for replacement contract(s) just recently closed and yielded 15 results.

Motion

Melissa Garner moved to approve the extension beyond the term with KCI Technologies, Inc., contract #1109957, for 6 months with a 30-day kick-out clause. This is in accordance with Procurement Regulation, 4.1.12.3(a)(2). Chris Mullin seconded the motion. Fariba Kassiri concurred. The motion was unanimously approved.

The meeting was adjourned at 1:19 PM.