

The meeting of the Contract Review Committee was called to order at 1:00 PM on December 19, 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  
Breanna Stroman  
Michael Shull  
Robert Norris

Sarah Giambra  
Segyung Yaeger  
Sheronda Baltimore

Virginia Tejada-Gurmendi  
Zahanara Hasan

## Items Discussed - 2 Item(s)

---

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

<b>Action Type:</b>	Amendment/Increase Funding/Sole Source/Non-Competitive/Waiver of Procurement Regulations		
<b>Contractor:</b>	Jewish Social Service Agency	<b>Contract:</b>	1171683
<b>Contract Desc:</b>	Free comprehensive services to at-risk parents to be and parents with children age birth to 48 months through the Family Support Center.		
<b>Execution:</b>	7/1/24	<b>Expiration:</b>	6/30/25
<b>Contract Val:</b>	\$129,938.00	<b>Cost of Action:</b>	\$69,533.02

Erin Stillwell, Nadia Ashourian, and Philip Royston were in attendance on behalf of the Department of Health & Human Svcs.

### Background

HHS is requesting CRC approval to request a waiver of Procurement Regulation Section 11.1.3.1 which would allow addition monies to be added to the contract in FY25 to support the continued funding of the FDC. HHS is submitting this request in accordance with Procurement Regulation Section 1.1.2 which provides for a waiver by the Chief Administrative Office of the Procurement Regulations. Attached is the amended County Council Resolution. HHS will increase the award of an existing contract with Jewish Social Service Agency by \$69,534 for a revised award amount of \$199,472 per Resolution 20-669.

### Motion

Melissa Garner moved to recommend the CAO waiver of regulation 11.1.3.1 to add \$69,533 to contract 1171683. This recommendation is made in accordance with procurement regulation, 1.1.2. Chris Mullin seconded the motion. Fariba Kassiri concurred. The motion was unanimously approved.

---

### Item #2: Department of Correction & Rehabilitation

<b>Action Type:</b>	Increase Funding/Sole Source/Non-Competitive		
<b>Contractor:</b>	PowerDMS. Inc.	<b>Contract:</b>	1150525
<b>Contract Desc:</b>	Document management software and hosting services		
<b>Execution:</b>	12/30/22	<b>Expiration:</b>	12/29/24
<b>Contract Val:</b>	\$193,988.00	<b>Cost of Action:</b>	\$120,000.00

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

### Background

The purpose of this contract is to procure a training and document management platform that enables the integration of multiple accreditation standards with DOCR policies and procedures.

The DOCR underestimated the contract by only accounting for the first two years of the contract term. The contract provides for two (2) additional one year renewal terms.

### **Motion**

Melissa moved to approve the additional funding of \$120,000 for power DMS Inc., contract 1150525. The new contract value is \$193,988 and is in accordance with procurement Regulations 4.1.12.3(a)(1) and 4.1.12.3(a)(2). Chris Mullin seconded the motion. Fariba Kassiri concurred. The motion was unanimously approved.

---

**The meeting was adjourned at 1:30 PM.**