

The meeting of the Contract Review Committee was called to order at 1:00 PM on June 13, 2024, by Melissa Garner.

CRC Members In Attendance

Fariba Kassiri (Chair), CEX
Melissa Garner, PRO
Megan Greene, OCA
Richard Harris, OMB

Procurement Staff in Attendance

Angelina DeLuca
Avinash Shetty
Breanna Oland
Breanna Oland
Breanna Oland
Breanna Stroman
Kalaria Obasi

Karen DeLuca
Michael Shull
Pota Karakaya
Robert Norris
Sarah Giambra
Segyung Yaeger

Sheronda Baltimore
Virginia Tejada-Gurmendi
Xinran Denno
Zahanara Hasan
Zoe Polach

Items Discussed - 6 Item(s)

Item #1: Department of General Services

Action Type:	Amendment/Extension Beyond the Term/Increase Funding/Sole Source/Non-Competitive		
Contractor:	Fireline Corporation	Contract:	1086689
Contract Desc:	Portable Fire Extinguisher and Kitchen Hood Fire Suppression System Inspection, Testing, Maintenance and Repair Services		
Execution:	12/21/18	Expiration:	6/19/24
Contract Val:	\$399,969.79	Cost of Action:	\$60,000.00

Lola Ijelu, Roscoe Johns, and Yemisi Ogbodo were in attendance on behalf of the Department of General Services.

Background

The Department of General Services, Division of Facilities Management requests the (CRC) to approve a 12 (twelve) month contract extension beyond term with a 10-day kick out clause for Fireline Corporation for Portable Fire Extinguisher and Kitchen Hood Fire Suppression System Inspection, Testing, Maintenance and Repair Services. The Contract was executed on December 21, 2018. The Contract has previously received a (CRC) extension which expires June 19, 2024.

Replacement solicitation #1167471, which was opened on March 7, 2024, did not receive any qualifying bids and was subsequently canceled on May 13, 2024. The Department is currently in the process of preparing a new solicitation. The estimated timeline for procurement review, posting, and awarding will not allow for sufficient time for the new award to be executed before the expiration date of June 19, 2024. Therefore, considering the current contract's expiration on June 19, 2024, the department believes that an extension is necessary. This is due to the unavailability of any other qualifying vendors to perform the contracted services, as well as the need for a transition period to facilitate a smooth handover from the current vendor to a potential new vendor. The Department is seeking the approval for an extension of this contract until June 20, 2025. The Department of General Services, Division of Facilities Management (DFM), is requesting this action under Procurement Regulation 4.1.12.3(a)(2). The valid performance or delivery dates can only be met by the one contractor identified. The prices proposed by the contractor are fair and reasonable compared to the current contract prices. The Department is requesting an additional extension for this contract to be granted until December 20, 2024, with a ten-day kickout clause. If granted, DFM requests the term be extended from June 20, 2024, through June 19, 2025. Estimated cost of extension \$5,000 per month, \$60,000 through June 19, 2025.

Motion

Melissa Garner moved to approve the extension beyond the term with Fireline Corporation, contract #1086689, for 1 year with a 10-day kick-out clause. This is at an estimated value of \$60,000.00 and in accordance with Procurement Regulation, 4.1.12.3(a)(2). Richard Harris seconded the motion. Fariba Kassiri concurred. The motion was unanimously approved.

Item #2: Technology and Enterprise Business Solutions

Action Type:	Amendment/Increase Funding/Price Increase/Sole Source/Non-Competitive		
Contractor:	Environmental Systems Research Institute Inc (ESRI)	Contract:	9342001002AA
Contract Desc:	GIS Software Licenses, Maintenance and Professional and training services.		
Execution:	12/16/08	Expiration:	12/15/24
Contract Val:	\$2,710,674.92	Cost of Action:	\$34,200.00

Donna Potisk, and Russell Provost were in attendance on behalf of Technology and Enterprise Business Solutions.

Background

TEBS is seeking CRC approval to allow for the purchase of 50 additional Learning and Service Credits for the license term that ends December 15, 2024. Through these Learning and Service Credits, TEBS will be able to obtain needed training and professional services identified under new management and in the forthcoming geospatial strategy plan.

Motion

Melissa Garner moved to approve the addition of 50 learning and service credits with Environmental Systems Research Institute Inc (ESRI), contract #9342001002AA. This is at an estimated value of \$34,200.00 and is in accordance with Procurement Regulation, 4.1.12.3(a)(1) and (2). Richard Harris seconded the motion. Fariba Kassiri concurred. The motion was unanimously approved.

Item #3: Department of Health & Human Svcs

Action Type:	Amendment/Increase Funding/Price Increase/Sole Source/Non-Competitive		
Contractor:	Family Services Inc.	Contract:	1059685
Contract Desc:	24 hour emergency shelter services for women and children who are victims of domestic abuse. Replaces Contract No. 1001564 at the Betty Anne Krahnke Center.		
Execution:	7/1/16	Expiration:	6/30/24
Contract Val:	\$10,864,314.00	Cost of Action:	\$244,977.03

Ijeoma Oji, Mark Hodge, Rosalia Scotman, Thanikan Fales, and Yetnayet Demissie were in attendance on behalf of the Department of Health & Human Svcs.

Background

DHHS is requesting CRC's approval to increase the funding of the current Contract by an additional \$244,977.03, from \$1,574,334.19, which includes a 3% inflationary adjustment of \$45,854.39, to \$1,819,311.22, with no change in the Contract's scope of services. The requested increase in funding is to respond to the substantial increase in domestic violence victims in need of immediate shelter. These additional funds will come from HHS FY25 General Funds. They are needed for the shelter's continued operations and will be used to sustain and improve upon the center services, which was under scrutiny by the Department in FY24 due to compliance concerns.

Motion

Melissa Garner moved to approve the additional funding of \$244,977.03 with Family Services Inc., contract #1059685. This is in accordance with Procurement Regulation, 4.1.12.3(a)(2). Richard Harris seconded the motion. Fariba Kassiri concurred. The motion was unanimously approved.

Item #4: Department of Health & Human Svcs

Action Type:	Amendment/Extension Beyond the Term/Increase Funding/Sole Source/Non-Competitive		
Contractor:	Laboratory Corporation of America Holdings	Contract:	1061159
Contract Desc:	Specialized Lab Testing for HIV Patients		
Execution:	7/9/16	Expiration:	7/8/24
Contract Val:	\$486,000.00	Cost of Action:	\$250,000.00

Amanda Abbey, Evette Lesesne, and Philip Royston were in attendance on behalf of the Department of Health & Human Svcs.

Background

The Department of Health and Human Services (HHS) is requesting the approval of the Contract Review Committee (CRC) to extend the referenced contract beyond the term for up to six months, in accordance with Procurement Regulations 15.5.1.3 and 4.1.12.3(a)(2). This contractor (incumbent) is the only provider who can meet the valid performance dates for the services required by the County.

The Department needs to work on a solicitation for these services for the upcoming fiscal year that meets the critical needs of Public Health Services. The fourth extension beyond the term for this contract will allow time to draft a solicitation for these services during Fiscal Year 2025. A kick-out clause will be included in the extension to allow for the termination of the Contract as soon as the solicitation process is concluded, and a new contract is put in place for these services

Motion

Melissa Garner moved to approve the extension beyond the term with Laboratory Corporation of America Holdings, contract #1061159, for 1 year with a 10-day kick-out clause. This is at an estimated value of \$100,000.00 and is in accordance with Procurement Regulation, 4.1.12.3(a)(2). Richard Harris seconded the motion. Fariba Kassiri concurred. The motion was unanimously approved.

Item #5: Department of Health & Human Svcs

Action Type:	Amendment/Extension Beyond the Term/Increase Funding/Price Increase		
Contractor:	Identity Inc	Contract:	1091795
Contract Desc:	Provides for an Upcounty wellness center at Watkins Mill High School that provides youth development plus social and mental health services.		
Execution:	8/1/18	Expiration:	6/30/24
Contract Val:	\$4,627,450.00	Cost of Action:	\$1,058,516.81

Leslie Rosa, and Tania Munoz were 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 second extension beyond the term to the Contract with Identity, Inc. in accordance with Procurement Regulations 15.5.1.3 and 4.1.12.3(a)(2). The contractor is the only one that can meet the valid performance dates of the services required by the County. The first extension beyond the term of this contract was a result of a backlog of Positive Youth Development (PYD) solicitations. PYD continued to have a backlog of solicitations in Fiscal Year 24 and due to staff re-organization did not have sufficient time to develop an RFP for these services. Therefore, HHS is requesting a second extension beyond the term for one year with a ten (10) day kick out clause to allow sufficient time to process a new solicitation for these services.

Motion

Melissa Garner moved to approve the extension beyond the term with Identity Inc., contract #1091795, for 1 year with a 10-day kick-out clause. This is at an estimated value of \$1,058,516.81 and in accordance with Procurement Regulation, 4.1.12.3(a)(2). Richard Harris seconded the motion. Fariba Kassiri concurred. The motion was unanimously approved.

Item #6: Department of Health & Human Svcs

Action Type:	Amendment/Extension Beyond the Term/Increase Funding/Price Increase/Sole Source/Non-Competitive		
Contractor:	Identity Inc.	Contract:	1083593
Contract Desc:	Up-County High School Based Wellness Center that provides youth development plus social and health services at Gaithersburg High School.		
Execution:	8/3/18	Expiration:	6/30/24
Contract Val:	\$4,627,450.00	Cost of Action:	\$1,058,516.81

Leslie Rosa, and Tania Munoz were 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 second extension beyond the term to the Contract with Identity, Inc. in accordance with Procurement Regulations 15.5.1.3 and 4.1.12.3(a)(2). The contractor is the only one that can meet the valid performance dates of the services required by the County. The referenced Contractor provides youth development and social and mental health services to Gaithersburg High School based Wellness Centers. The first extension beyond the term of this contract was a result of a backlog of Positive Youth Development (PYD) solicitations. PYD continues to have a backlog of solicitations in Fiscal Year 24 and due to staff re-organization did not have sufficient time to develop an RFP for these services. Therefore, HHS is requesting a second extension beyond the term for one year with a ten (10) day kick out clause to allow sufficient time to process a new solicitation for these services.

Motion

Melissa Garner moved to approve the extension beyond the term with Identity Inc., contract #1083593, for 1 year with a 10-day kick-out clause. This is at an estimated value of \$1,058,516.81 and is in accordance with Procurement Regulation, 4.1.12.3(a)(2). Richard Harris seconded the motion. Fariba Kassiri concurred. The motion was unanimously approved.

The meeting was adjourned at 1:41 PM.