

The meeting of the Contract Review Committee was called to order at 1:00 PM on August 8, 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

Breanna Oland  
Breanna Stroman  
Karen DeLuca  
Michael Shull

Robert Norris  
Segyung Yaeger  
Sheronda Baltimore

Virginia Tejada-Gurmendi  
Zahanara Hasan  
Zoe Polach

## Items Discussed - 3 Item(s)

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### Item #1: Department of Public Libraries

<b>Action Type:</b>	Amendment/Change in Scope/Increase Funding/Sole Source/Non-Competitive		
<b>Contractor:</b>	ByWater Solutions LLC	<b>Contract:</b>	1112313
<b>Contract Desc:</b>	Integrated Library System		
<b>Execution:</b>	2/18/21	<b>Expiration:</b>	10/25/24
<b>Contract Val:</b>	\$784,705.00	<b>Cost of Action:</b>	\$4,620.00

Madeline Schellhardt, and Noah Stone were in attendance on behalf of the Department of Public Libraries.

### Background

Montgomery County Public Libraries (MCPL) requests permission to non-competitively expand the scope of services of contract 1112313 with ByWater Solutions, LLC (Contractor) to acquire Aspen LiDA - Library Discovery App. MCPL entered into contract #1112313 on February 18, 2021 for an Integrated Library System (ILS), and the ILS went live for customer use on October 4, 2021.

Contract 1112313 is for ByWater Solutions to host and support the Koha Integrated Library System and the Aspen Discovery Layer, which together constitute MCPL's core enterprise software. This ILS software is used to maintain MCPL's user database, track items owned, orders made, customer borrowing activity, and provide MCPL public catalog interface for customers to search for and reserve library materials. The existing contract does not include a fully functional mobile application for customer use.

### Motion

Melissa Garner moved to approve the non-competitive amendment with ByWater Solutions LLC, contract #1112313 to add an integration of a mobile library application that is compatible with the existing software. This is at an estimated value of \$5,000.00 and in accordance with Procurement Regulation, 4.1.12.3(a)(3). Chris Mullin seconded the motion. Fariba Kassiri concurred. The motion was unanimously approved.

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### Item #2: Technology and Enterprise Business Solutions

<b>Action Type:</b>	Amendment/Extension Beyond the Term/Increase Funding		
<b>Contractor:</b>	Intrado Life & Safety, Inc.	<b>Contract:</b>	2344000030AA
<b>Contract Desc:</b>	Enhanced 911 Data Management Solution		
<b>Execution:</b>	10/21/03	<b>Expiration:</b>	10/20/24
<b>Contract Val:</b>	\$845,093.00	<b>Cost of Action:</b>	\$50,000.00

Donna Potisk was in attendance on behalf of Technology and Enterprise Business Solutions.

### Background

The Department of Technology and Enterprise Business Solutions (TEBS) is requesting the Contract Review Committee's (CRC) review and approval of Amendment # 25 to Contract #2344000030-AA with Intrado Life & Safety, Inc. which extends the contract beyond the term for up to one year and provides for a ten (10) day kickout clause. TEBS is submitting this request in accordance with the Montgomery County Procurement Regulations, Section 4.1.12.3(a)(2), which states, "The valid performance or delivery due dates required by the County can be met by only one source." and Section 4.1.12.3(a)(1), which states, "Proprietary, patented or copyrighted items or information are available from only one source."

The County initially acquired the PS/ALI solution through a Request for Proposals (RFP), Number 234000030AA issued on March 29, 2002. The initial term of the contract began on October 21, 2003, and provided for an initial one-year term with the option to renew for four additional one-year terms. Since that time the Contract has been extended beyond the term to allow for continued upgrade, maintenance and support of the PS/ALI solution. As the County moves away from the PBX system, the services of Intrado Life & Safety, Inc. will no longer be required. However, while the County is still operating with a PBX system these services are required. The anticipated timeline for moving away from the PBX system is approximately one year, and therefore, issuing a new solicitation for these services at this time would not be practical as it would require a complete change to the system, which is targeted for replacement in the near future.

### Motion

Melissa Garner moved to approve the extension beyond the term with Intrado Life & Safety, Inc., Contract #2344000030AA, for 1 year with a 10-day kick-out clause. This is at an estimated value of \$50,000.00 and in accordance with Procurement Regulation, 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.

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### Item #3: Department of Health & Human Svcs

<b>Action Type:</b>	Sole Source/Non-Competitive/Waiver of Procurement Regulations		
<b>Contractor:</b>	TBD	<b>Contract:</b>	TBD
<b>Contract Desc:</b>	medical claims billing clearinghouse subscription services		
<b>Execution:</b>	--	<b>Expiration:</b>	--
<b>Contract Val:</b>	\$150,000.00	<b>Cost of Action:</b>	\$150,000.00

Yetnayet Demissie was in attendance on behalf of the Department of Health & Human Svcs.

### Background

DHHS is requesting that the CRC recommend a waiver by the CAO of the Montgomery County Procurement Regulations as permitted under Procurement Regulations Section 1.1.2, for DHHS's use of medical claims billing clearinghouse subscription services.

Montgomery County Procurement Regulation Section 1.1.2 provides that Procurement regulations may be suspended or waived by the CAO with respect to any procurement action upon a determination and finding setting forth the reasons why the best interests of the County would be served by the waiver. DHHS is requesting a waiver of Procurement Regulations Section 4.1.9.1 to allow DHHS to spend a total value up to \$100,000 per an identified subscription provider for medical claims billing clearinghouse subscription services to support the filing of Electronic Medical Claims to receive Electronic Remittance Advice from insurance payers which includes Electronic Practice Management, and Electronic Medical Records components as part of the Electronic Health Records. To maintain the County's capabilities of processing payments and reimbursements of standard medical and dental claims forms to insurance payers, DHHS is opting to purchase Medical Claims Clearinghouse services through subscription-based providers currently available in the marketplace from vendors such as Office Ally, Availity and others. To do so, DHHS is requesting CRC's approval of a waiver of the \$10,000 cap on Direct Purchases, as set forth in Procurement Regulation 4.1.9.1 for the purchase of medical claims clearinghouse subscription services.

### Motion

Melissa Garner moved to approve the CAO waiver of procurement regulation 4.1.9.1 to allow for a direct purchase above the \$10,000 threshold to obtain medical claims and billing subscription services. This is at an estimated value of \$150,000.00 and in accordance with Procurement Regulations, 1.1.2 and 15.5.1.4. Chris Mullin seconded the motion. Fariba Kassiri concurred. The motion was unanimously approved.

The meeting was adjourned at 1:19 PM.