

MEETING AGENDA

THE COOPERATIVE COUNCIL OF GOVERNMENTS BOARD MEETING

DATE: November 8, 2023

LOCATION: Meeting via Zoom: <https://zoom.us/j/6210017133>
Zoom Meeting ID: 621 001 7133

1. **Welcome:** New CCOG Board Member Jeff Mori from Cuyahoga County Public Library
2. **Approve:** 2023.09.13 CCOG Board Meeting Minutes
3. **Financials:** Statement of Activity - CCOG - 2023.10.31
4. **Voting Member Check-In & Utilization of Equalis Group Programs**
5. **Discussion:** Equalis Group Strategic Priorities
 - a. Procurement
 - b. Marketing & Supplier Engagement
 - c. Sales
6. **Resolutions for Consideration/Adoption:**
 - a. **Resolution 2023.11.1** – Approving and Ratifying the Master Agreement with Sarnafil Services, Inc., a division of Sika Corporation
 - b. **Resolution 2023.11.2** – Approving and Ratifying Master Agreements with Multiple Staffing Services Awardees
 - c. **Resolution 2023.11.3** – Approving and Ratifying an Amendment to the Master Agreement with BlueCrest
 - d. **Resolution 2023.11.4** – Approving and Ratifying an Amendment to the Master Agreement with OPEX

RESOLUTION #2023.11.1

APPROVING AND RATIFYING THE MASTER AGREEMENT WITH SARNAFIL SERVICES, A DIVISION OF SIKA CORPORATION, AS THE RESPONSIBLE RESPONDENT WHOSE PROPOSAL WAS THE MOST ADVANTAGEOUS PROPOSAL IN RESPONSE TO RFP #COG-2151 FOR THE EQUALIS GROUP BUILDING MATERIALS AND SUPPLIES WITH RELATED SERVICES PROGRAM.

WHEREAS, The Cooperative Council of Governments, Inc. (“**CCOG**”), a Council of Governments and not-for-profit organization, provides group purchasing and outsourced shared services programs (the “**Programs**”) to its voting members (the “**Voting Members**”) its affiliate members (the “**Affiliate Members**”), and to members of Equalis Group (“**Equalis Group**”), collectively the “**Members**”, for the purposes of each Member satisfying and/or fulfilling its respective responsibility, obligation, duty, desire, or goal of providing for and maintaining the health, safety, and welfare of its citizenry, which includes, but is not limited to, administrative functions, actions, and duties;

WHEREAS, CCOG authorized the development of the building materials & supplies program (the “**Building Materials & Supplies**”) through Resolution #2023.05.1 adopted by the CCOG Board of Directors on May 16, 2023;

WHEREAS, as directed and authorized by Resolution #2023.05.1, Equalis Group LLC (“**Equalis**”), CCOG’s sole procurement and contracting director and outsourced management team, developed RFP #COG-2151, which RFP was published by CCOG on May 22, 2023, for building materials and supplies with related services (the “**Building Materials and Supplies with Related Services Program**”), a subset of the Building Materials & Supplies Program.

WHEREAS, the proposal review team identified Sarnafil Services, Inc., a division of Sika Corporation (“**Sarnafil**”), as the responsible respondent whose proposal was the most advantageous proposal with pricing, capabilities, experience, and other factors considered; and

WHEREAS, Sarnafil and Equalis have negotiated contract terms to make Sarnafil’s products and services available to Equalis Group Members as part of the Building Materials and Supplies Program for the purposes of each Member satisfying and/or fulfilling its respective responsibility, obligation, duty, desire, or goal of providing for and maintaining the health, safety, and welfare of its citizenry, which includes, but is not limited to, administrative functions, actions, and duties.

BE IT RESOLVED, by the Cooperative Council of Governments’ Board of Directors, that the Cooperative Council of Governments hereby approves and ratifies the agreement with Sarnafil as a provider of services under the Building Materials and Supplies with Related Services Program and authorizes the execution of the agreement.

THE COOPERATIVE COUNCIL OF GOVERNMENTS

Attest:

Franklyn A. Corlett, CCOG Board President

David J. Akers, CCOG Secretary
Date Adopted: November 8, 2023

RESOLUTION #2023.11.2

APPROVING AND RATIFYING THE AGREEMENTS WITH THE RESPONSIBLE RESPONDENTS WHOSE PROPOSALS WERE THE MOST ADVANTAGEOUS IN RESPONSE TO RFP #COG-2148 FOR THE EQUALIS GROUP STAFFING SERVICES PROGRAM.

WHEREAS, The Cooperative Council of Governments, Inc. ("**CCOG**"), a Council of Governments and not-for-profit organization, provides group purchasing and outsourced shared services programs (the "**Programs**") to its voting members (the "**Voting Members**") its affiliate members (the "**Affiliate Members**"), and to members of Equalis Group ("**Equalis Group**"), collectively the "**Members**", for the purposes of each Member satisfying and/or fulfilling its respective responsibility, obligation, duty, desire, or goal of providing for and maintaining the health, safety, and welfare of its citizenry, which includes, but is not limited to, administrative functions, actions, and duties;

WHEREAS, CCOG authorized the development of the human resources and benefits program (the "**Human Resources and Benefits Program**") through Resolution #2022.05.4 adopted by the CCOG Board of Directors on May 11, 2022;

WHEREAS, as directed and authorized by Resolution #2022.05.4, Equalis Group LLC ("**Equalis**"), CCOG's sole procurement and contracting director and outsourced management team, developed RFP #COG-2144, which RFP was published by CCOG on May 22, 2023, for staffing services program (the "**Staffing Services Program**"), a subset of the Human Resources and Benefits Program;

WHEREAS, the proposal review team identified Tryfacta, Inc.; Infojini, Inc.; Tradesmen International, LLC; 22nd Century Technologies, Inc.; and Edustaff, LLC (the "**Awarded Suppliers**") as the responsible respondents whose proposals were the most advantageous proposals with pricing, capabilities, experience, and other factors considered; and

WHEREAS, Awarded Suppliers and Equalis have negotiated contract terms to make Awarded Suppliers' products and services available to Equalis Group Members as part of the Human Resources and Benefits Program for the purposes of each Member satisfying and/or fulfilling its respective responsibility, obligation, duty, desire, or goal of providing for and maintaining the health, safety, and welfare of its citizenry, which includes, but is not limited to, administrative functions, actions, and duties.

BE IT RESOLVED, by the Cooperative Council of Governments' Board of Directors, that the Cooperative Council of Governments hereby approves and ratifies the agreements with the Awarded Supplier as providers of services under the Staffing Services Program and authorizes the execution of the agreement.

THE COOPERATIVE COUNCIL OF GOVERNMENTS

Attest:

Franklyn A. Corlett, CCOG Board President

David J. Akers, CCOG Secretary
Date Adopted: November 8, 2023

RESOLUTION #2023.11.3

APPROVING AND RATIFYING AN AMENDMENT OF THE MASTER AGREEMENT WITH DMT SOLUTIONS GLOBAL CORPORATION D/B/A BLUECREST.

WHEREAS, The Cooperative Council of Governments, Inc. ("**CCOG**"), a Council of Governments and not-for-profit organization, provides group purchasing and outsourced shared services programs (the "**Programs**") to its voting members (the "**Voting Members**"), its affiliate members (the "**Affiliate Members**"), and to members of Equalis Group ("**Equalis Group**"), collectively the "**Members**", for the purposes of each Member satisfying and/or fulfilling its respective responsibility, obligation, duty, desire, or goal of providing for and maintaining the health, safety, and welfare of its citizenry, which includes, but is not limited to, administrative functions, actions, and duties;

WHEREAS, Equalis Group LLC ("**Equalis**") is CCOG's sole procurement and contracting director and outsourced management team;

WHEREAS, CCOG and DMT Solutions Global Corporation d/b/a BlueCrest ("**BlueCrest**") are parties to an agreement (the "**Master Agreement**"), which establishes BlueCrest as one of CCOG's suppliers for the Document Management, Mail, and Election Equipment with Related Services program (the "**Program**"), effective October 1, 2021 and with an expiration of September 30, 2026;

WHEREAS, Equalis and BlueCrest recommend an amendment ("**Amendment #1**") of Master Agreement be executed to make it clear that BlueCrest may authorize third parties to sell products and services pursuant to the Master Agreement; and

WHEREAS, the Master Agreement specifically authorizes the parties to amend the Master Agreement upon mutual consent.

BE IT RESOLVED, by The Cooperative Council of Governments' Board of Directors, that i) CCOG has approved and authorized the amendment of the Master Agreement, ii) Equalis is authorized on behalf of CCOG to negotiate contract terms for the amendment of the Master Agreement, and iii) CCOG is authorized to enter into the amended and extended Master Agreement once the terms are finalized.

THE COOPERATIVE COUNCIL OF GOVERNMENTS

Attest:

Franklyn A. Corlett, CCOG Board President

David J. Akers, CCOG Secretary
Date Adopted: November 8, 2023

RESOLUTION #2023.11.4

APPROVING AND RATIFYING AN AMENDMENT OF THE MASTER AGREEMENT WITH OPEX CORPORATION.

WHEREAS, The Cooperative Council of Governments, Inc. ("**CCOG**"), a Council of Governments and not-for-profit organization, provides group purchasing and outsourced shared services programs (the "**Programs**") to its voting members (the "**Voting Members**"), its affiliate members (the "**Affiliate Members**"), and to members of Equalis Group ("**Equalis Group**"), collectively the "**Members**", for the purposes of each Member satisfying and/or fulfilling its respective responsibility, obligation, duty, desire, or goal of providing for and maintaining the health, safety, and welfare of its citizenry, which includes, but is not limited to, administrative functions, actions, and duties;

WHEREAS, Equalis Group LLC ("**Equalis**") is CCOG's sole procurement and contracting director and outsourced management team;

WHEREAS, CCOG and Opex Corporation ("**OPEX**") are parties to an agreement (the "**Master Agreement**"), which establishes OPEX as one of CCOG's suppliers for the Document Management, Mail, and Election Equipment with Related Services program (the "**Program**"), effective October 1, 2021 and with an expiration of September 30, 2026;

WHEREAS, Equalis and OPEX recommend an amendment ("**Amendment #1**") of Master Agreement be executed to update **Appendix B: Products & Services; Pricing** to ensure the full breadth of OPEX services are identified and described in the Master Agreement; and

WHEREAS, the Master Agreement specifically authorizes the parties to amend the Master Agreement upon mutual consent.

BE IT RESOLVED, by The Cooperative Council of Governments' Board of Directors, that i) CCOG has approved and authorized the amendment of the Master Agreement, ii) Equalis is authorized on behalf of CCOG to negotiate contract terms for the amendment of the Master Agreement, and iii) CCOG is authorized to enter into the amended and extended Master Agreement once the terms are finalized.

THE COOPERATIVE COUNCIL OF GOVERNMENTS

Attest:

Franklyn A. Corlett, CCOG Board President

David J. Akers, CCOG Secretary
Date Adopted: November 8, 2023