

Ordinance No. 568-2025

By Council Member Griffin

AN EMERGENCY ORDINANCE

To supplement the Codified Ordinances of Cleveland, Ohio 1976 by amending Section 121.10, as amended by Ordinance No. 1425-2000, passed August 7, 2000, relating to Consultant Review Committee Approval Required for Unbid Services Agreements.

WHEREAS, this ordinance constitutes an emergency measure providing for the usual daily operation of a Municipal department; now, therefore,

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CLEVELAND:

Section 1. That the Codified Ordinances of the City of Cleveland, Ohio 1976 are supplemented by amending Section 121.10, as amended by Ordinance No. 1425-2000, passed August 7, 2000, to read as follows:

Section 121.10 Professional Services Contracts \$10,000 or Less
~~—Notwithstanding and as an exception to the Codified Ordinances of the City of Cleveland, 1976 to the contrary, all directors of the various City departments, or the directors' designee, shall provide to the Clerk of Council, within seven (7) days of execution, a copy of any and all professional services contracts which are executed and/or certified in an amount of ten thousand dollars (\$10,000.00) or less.~~

Section 121.10 Consultant Review Committee Approval Required for Unbid Services Agreements

(a) Except for services acquired pursuant to Section 108(b) of the Charter, contracts authorized by Codified Ordinance, direct awards authorized by ordinance of Council, or emergency contracts authorized under division (d) of this section, all services contracts greater than \$25,000 for which bids are not required must be reviewed and approved by the Consultant Review Committee established in this section before the contracts take effect. There shall be no splitting of services to avoid the effect of this section.

(b) A Consultant Review Committee (CRC) is hereby established for the purpose of assuring a transparent, competitive and fair process of approving unbid services contracts greater than \$25,000. The CRC shall be comprised of five (5) members: the Director of Finance, the Director of Human Resources, the Director of the Office of Equal Opportunity, one person from the Office of the Mayor appointed by the Mayor, and one person from the Office of the Council appointed by the President of Council. The CRC shall meet not less than once every two (2) weeks.

(c) The CRC's duties shall include, but are not limited to: review and approval of requests for proposals (RFPs) and requests for qualifications (RFQs) developed by City departments for all unbid services contracts greater than \$25,000 to ensure that RFPs and RFQs are competitive, fair and are adequately advertised; review the proposed vendor list to ensure the list includes minority business (MBE) and female business (FBE) firms; review of a department's vendor selection process, including proposal evaluation criteria, scoring and preference ranking; review of cost estimates and MBE/FBE participation; and review of vendor selection to ensure compliance with all applicable local, state and federal laws, rules and regulations, including a review for conflicts of interest. CRC review and approval shall be noted on the contract by attaching a CRC approval form. The CRC shall develop its own procedures by which it will carry out its duties in compliance with this section. The CRC will compile and retain all documentation received as part of its approval process.

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(d) Emergency. CRC approval is not required when an emergency occurs as determined pursuant to Section 181.12 of these Codified Ordinances.

(e) This section applies to all unbid services agreements as defined in division (a) that are entered into on and after May 15, 2025.

Section 2. That Section 121.10, as amended by Ordinance No. 1425-2000, passed August 7, 2000, is repealed.

Section 3. That this ordinance is declared to be an emergency measure and, provided it receives the affirmative vote of two-thirds of all the members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise it shall take effect and be in force from and after the earliest period allowed by law.

BAG:rns
4/28/2025

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To supplement the Codified Ordinances of Cleveland, Ohio 1976 by amending Section 121.10, as amended by Ordinance No. 1425-2000, passed August 7, 2000, relating to Consultant Review Committee Approval Required for Unbid Services Agreements.

READ FIRST TIME on APRIL 28, 2025
and referred to DIRECTORS of Finance, Law;
COMMITTEE on Finance Diversity Equity and Inclusion

REPORTS

CITY CLERK

READ SECOND TIME

CITY CLERK

READ THIRD TIME

PRESIDENT

CITY CLERK

APPROVED

MAYOR

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Published in the City Record_____

REPORT after Second Reading

**PASSAGE RECOMMENDED BY
COMMITTEE ON
FINANCE, DIVERSITY, EQUITY
and INCLUSION**

FILED WITH COMMITTEE