

**Department of Administration  
Purchasing Division**

**Finance & Personnel Committee Approval Required  
For Single Source Contract  
Contract #E0000014901**

**Background:**

<b>User Department:</b>	Milwaukee Police Department ("MPD")
<b>Purchasing Agent:</b>	Karen Jeffries, CPPB
<b>Contract Description:</b>	Vendor Service Contract for Data Collection and Assessment of the Crisis Intervention Team (CIT) and Crisis Assessment Response Team (CART) Training Programs
<b>Vendor Name and Location:</b>	Kimberly D. Hassell, Ph.D. (Oak Creek, WI)
<b>Contract Term:</b>	Date of Contract Award through 09/15/2017
<b>Requisition # and Date Received:</b>	0000014901, Received 09/21/2016
<b>Original Contract Amount:</b>	\$50,000.00 (GRANT-FUNDED)
<b>Expenditures to Date:</b>	N/A
<b>Current Contract Amount:</b>	N/A

**Purpose of Contract:**

The MPD is seeking to enter into a Vendor Service Contract for an assessment of the MPD Crisis Intervention Team (CIT) and the Crisis Assessment Response Team (CART) training programs with the implementation of the CIT/CART Work Plan for Data Collection and Assessment Services. The contract period will be from the date of contract award through September 15, 2017. The Greater Milwaukee Foundation grant-funded estimated contract total of \$50,000.00, in accordance with the Public Safety Committee approval on January 28, 2016 and the Common Council approval on February 9, 2016. The contract will include the following deliverables cost breakdown:

1. Data collection to assist in CIT curriculum development - **\$5,000.00**
2. Creation of a CIT Training Assessment Tool - **\$5,000.00**
3. Analysis of CIT Training Assessment Data - **\$15,000.00**
4. Creation of a data tracking tool so MPD can monitor long-term trends in associated outcome measures - **\$5,000.00**
5. Qualitative Assessment of CART - **\$20,000.00**

**Background:**

Dr. Hassell has worked with MPD on funded projects since 2010. For example, Dr. Hassell evaluated the first two installments of the MPD's Students Talking it Over with Police (STOP) Program. MPD was internationally recognized by the International Association of Chiefs of Police when they received the *Excellence in Law Enforcement Research Award* in 2011 for the research she conducted on the STOP Program. Dr. Hassell also recently completed a three-year research project with MPD when she served as Research Partner on the Department of Justice's Byrne Criminal Justice Innovation Grant, awarded to MPD in 2012. During her work with MPD, Dr. Hassell has completed approximately 600 hours of participant observation with police patrol officers working in District 3 and 5. This has allowed Dr. Hassell to better understand the context of policing in two of the busiest and highest crime districts in Milwaukee, as well as the policies and procedures of MPD officers. She has attended multiple training sessions at the Milwaukee Training Academy, including some CIT Training. She has completed numerous focus groups with residents,

and administered face-to-face community surveys, analyzing over 1,000 resident responses regarding neighborhood safety, community problems, perceptions of police, fear of victimization, social cohesion, collective efficacy, and other neighborhood-level relevant information. She has a strong working knowledge of the nature of calls for police service, police practices and police-community relations in Milwaukee, and is uniquely qualified to serve as the Research Consultant on the CIT/CART Project.

  
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City Purchasing Director

11-14-2012  
Date

**Department of Administration  
Purchasing Division**

**Finance & Personnel Committee Approval Required  
For Single Source Contract  
Contract No. E0000012849**

<b>User Department:</b>	Fire and Police Commission ("FPC")
<b>Purchasing Agent:</b>	Angelique M Pettigrew
<b>Contract Description:</b>	Vendor Service Contract for Job Analysis Services and Selection Procedures to Hire Milwaukee Police Department (MPD) Personnel
<b>Vendor Name and Location:</b>	E.B. Jacobs, LLC (State College, PA)
<b>Contract Term:</b>	December 20, 2013 through December 19, 2016
<b>Requisition # and Date Received:</b>	15000, October 3, 2016
<b>Original Contract Amount:</b>	\$365,000.00
<b>Current Contract Amount:</b>	\$554,550.00

**If Amendment, History of Contract Amendments:**

Date	Item	Term	Cost
10/30/2013	Original Contract <b>Approved by F&amp;P Committee on: 10/30/2013</b>	12/20/2013 – 12/19/2016	\$365,000.00
12/13/2014	Amendment No. 1: Increase original contract by \$189,550 from \$365,000.00 to \$554,550 <b>Approved by F&amp;P Committee on: 12/13/2014</b>	12/20/2013 – 12/19/2016	189,550.00
Pending	<b>Amendment No. 2: Renew the contract term for an additional three (3) years, with options to renew for an additional three (3) years; and increase original contract by \$200,000.00 from \$554,500.00 to \$754,550.00</b>	12/20/2016 – 12/19/2019	\$200,000.00
<b>Total (including the pending amendment)</b>			<b>\$754,550.00</b>

**Purpose of Amendment:**

The purpose of this amendment is to renew the contract term for an additional three (3) years, with options to renew for an additional three (3) years; and, increase the estimated contract total by \$200,000.00 from \$554,550.00 to \$754,550.00.

**Background:**

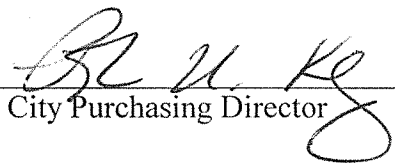
The current three-year contract provides for selection procedures to hire Police Department personnel through 12/19/16. The Sole Source Vendor, EB Jacobs LLC (formerly known as SHL Landy Jacobs, Inc.), has worked with the FPC since 1997 when they developed the entry-level examination components currently in use for Police Officer and Police Aide and owns the intellectual property. The development process was arduous and lasted about three years before each testing component was individually developed, tested, and passed all levels of court review. The value of having a selection procedure that is free from legal challenge is incalculable to the City.

The Police Officer Eligible List was adopted on June 2, 2016, and the people remaining on the list after the current contract expires in December, 2016 cannot be processed through the remaining components under another testing procedure. The same is true for all other exams in progress. After having developed a new

promotional procedure for Captain of Police; EB Jacobs was able to quickly step in and perform job analyses and develop new testing procedures for the Police Lieutenant, Police Sergeant and Detective positions in 2012, providing consistency in the testing procedure across the ranks. Since beginning work with them in 1997, they have consistently provided a high quality product. They have proven themselves to be flexible, capable, professional, and highly skilled. EB Jacobs has an intimate knowledge of Milwaukee Police Department entry-level and promotional positions that other vendors do not.

The Police Lieutenant position, for example, which was a merger of the Lieutenant of Police and Lieutenant of Detectives positions, was an especially difficult one as there was resistance from personnel in both positions. EB Jacobs not only won across the board cooperation during the job analysis, it received such positive feedback that no challenges to the resulting testing procedure were made. They have not been found to be at fault due to an omission, error or negligence in their thirty (30) year history, and they have kept their pricing stable.

Since EB Jacobs owns the intellectual property for all these exams, any new vendor would need time to analyze and develop new testing instruments and procedures. The ensuing delay would cause great disruption to the planned testing schedule and would create a backlog of vacancies in all ranks. .

  
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City Purchasing Director

11-19-2016  
Date

**Department of Administration  
Purchasing Division**

**Finance & Personnel Committee Approval  
For Single / Sole Source Contract  
Contract #E12940**

**Background:**

<b>User Department:</b>	ITMD
<b>Purchasing Agent:</b>	Mason Lavey
<b>Contract Description:</b>	Single-Source Exception to Bid Vendor Service Contract for Z9 E-Server Hardware Annual Maintenance
<b>Vendor Name and Location:</b>	Systems Maintenance Services (Z9 E-Server Hardware Annual Maintenance)
<b>Contract Term:</b>	12/01/2013 – 11/30/2014
<b>Requisition # and Date Received:</b>	14916
<b>Original Contract Amount:</b>	\$15,600.00
<b>Expenditures to Date:</b>	\$46,800.00
<b>Current Contract Amount:</b>	\$46,800.00

**If Amendment, History of Contract Amendments:**

Date	Item	Term	Cost
03/18/2014	Original Contract E12940- Vendor Service Contract for Z9 E-Server Hardware Annual Maintenance from 12/01/2013 through 11/30/2014.	12/01/2013 to 11/30/2014	\$15,600.00
10/03/2014	<b>Change Order #1:</b> Extend the contract for one (1) year from 12/01/2014 - 11/30/2015, increase the estimated contract total by \$15,600.00 from \$15,600.00 to \$31,200.00, and incorporate the option to extend for two (2) additional one (1) year terms upon mutual agreement.  <b>F&amp;P Waiver not required as contract did not exceed \$50,000.00.</b>	12/01/2014 to 11/30/2015	\$15,600.00
10/30/2015	<b>Change Order #2:</b> Increase the estimated contract total by \$15,600.00 from \$31,200.00 to \$46,800.00 and extend the contract for one (1) year from 12/01/2015 to 11/30/2016, exercising the first (1 <sup>st</sup> ) of two (2) options to extend for one (1) year upon mutual agreement.  <b>F&amp;P Waiver not required as contract did not exceed \$50,000.00.</b>	12/01/2015 to 11/30/2016	\$15,600.00
<b>Pending</b>	<b>Change Order #3:</b> Extend the contract for one (1) year from 12/01/2016 to 11/30/2017, incorporate the option to extend for one (1) additional one (1) year upon mutual agreement, and increase the estimated contract total by \$15,600.00 from \$46,800.00 to \$62,400.00.	12/01/2016 to 11/30/2017	\$15,600.00
<b>Total (including the pending amendment)</b>			<b>\$62,400.00</b>

**Purpose of Contract/Amendment:** The purpose of this change order is to increase the estimated contract total by \$15,600.00 from \$46,800.00 to \$62,400.00 and extend the contract for one (1) year from 12/01/2016 to 11/30/2016 to cover the annual maintenance costs associated with the City's IBM Mainframe Z9 E-Server.

In addition, this change order will add one (1) additional option to extend for one (1) year to allow time for the City's IBM Mainframe Z9 E-Server to be replaced with a Tax Collection System produced by Tyler Technologies.

The main function of the IBM Mainframe Z9 E-Server is to support the Treasurer's Tax Collection System by allowing the City to efficiently and accurately calculate property tax bills on an annual basis. In addition, the IBM Mainframe Z9 E-Server also supports the functions of several other City systems including MPD's "Wants and Warrants and Health Alerts" systems and data retained from the discontinued MIPS (Employee Information) system.

**Background:** In 2010, the Exception to Bid process was utilized to establish a Vendor Service Contract with Systems Maintenance Services as the previous vendor (Mainline Information Services) took exception to the City's Terms & Conditions and a contract could not be executed.

Due to the immediate need for support of the City's critical IBM Mainframe Z9 E-Server and the lack of vendors willing to service Mainframe Systems the City entered into a Vendor Service Contract with Systems Maintenance Services for a period of three (3) years.

In 2013, it was again requested that the City dispense with the competitive bid process to enter into a Single-Source Exception to Bid Vendor Service with Systems Maintenance Services for E-Server Hardware Annual Maintenance.

The City is currently in the process of upgrading the Treasurer's Tax Collection System and it estimates that the system will be ready for formal testing in 2017 and be fully operational by 2018.

Additionally, the City's IBM Mainframe Z9 E-Server requires on-going maintenance and Systems Maintenance Services is the only vendor currently willing to provide these services.

For these reasons, ITMD is requesting that the contract be extend for one (1) year from 12/01/2016 to 11/30/2017, an additional one (1) year option to extend be incorporated, and the estimated contract total be increased by \$15,600.00 from \$46,800.00 to \$62,400.00 to cover costs associated with annual maintenance.

  
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City Purchasing Director

11-14-2016  
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Date

**F&P Approval Presentation Date:** November 14, 2016