

**Department of Administration  
Purchasing Division**

**Finance & Personnel Committee Approval Required  
For Single Source Contract  
Contract #E13111**

**Background:**

<b>User Department:</b>	Milwaukee Health Department
<b>Purchasing Agent:</b>	Cassandra Fawley
<b>Contract Description:</b>	VSC for Language Interpretation and Transcription Services
<b>Vendor Name and Location:</b>	Ragir Consulting, LLC (Milwaukee, WI)
<b>Contract Term:</b>	09/01/2014 through 08/31/2017 with the option to extend for two (2) additional one (1) year periods, upon mutual agreement
<b>Requisition # and Date Received:</b>	16157 & 06/29/2018
<b>Original Contract Amount:</b>	\$600,000.00
<b>Expenditures to Date:</b>	\$810,533.72
<b>Current Contract Amount:</b>	\$900,000.00

**Purpose of Amendment:**

The purpose of this amendment is to extend the Milwaukee Health Department's (MHD's) Vendor Service Contract for Language Interpretation and Transcription Services with Ragir Consulting, LLC for a two (2) month period from 09/01/2018 through 10/31/2018 and to increase the estimated contract total by \$25,000.00 from \$900,000.00 to \$925,000.00 to ensure adequate funding for anticipated expenditures throughout the duration of the contract.

**Background:**

Ragir Consulting, LLC provides the MHD with interpretation and transcription services for complex medical terminology in a variety of languages including, but not limited to: Spanish, Somali, Hmong, Burmese and various Eastern European languages. This enables the MHD to maintain the requirements associated with the Health Insurance Portability and Accountability Act (HIPAA), while simultaneously meeting the growing demand for Limited English Proficiency (LEP) services, as required by the State of Wisconsin.

Ragir Consulting has provided excellent and economical interpretation services to the MHD since 2007. At that time, the MHD conducted a market survey of interpreter services available in the area and of the eight (8) respondents, Ragir Consulting provided the most cost-effective services by reducing their rate from \$35 to \$33 per hour and waiving all mileage charges. The MHD estimates that approximately \$25,000.00 is utilized to provide language interpretation and transcription services on a monthly basis, with heavier usage during the summer months due to outreach programs being more heavily utilized. A new Request for Proposal (RFP) for Language Interpretation and Transcription Services is expected to be released prior to August 1, 2018.

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City Purchasing Director

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Date

**History of Contract Amendments:**

<b>Date</b>	<b>Item</b>	<b>Term</b>	<b>Cost</b>
04/16/2014	Original Contract – VSC for Language Interpretation and Transcription Services <b>Approved by F&amp;P Committee on: 04/16/2014</b>	09/01/2014 through 08/31/2017	\$600,000.00
04/12/2017	<b>Amendment #1:</b> Increased the estimated contract total by \$300,000.00 from \$600,000.00 to \$900,000.00 and extended the contract for a period of one (1) year from 09/01/2017 through 08/31/2018, exercising the first (1 <sup>st</sup> ) of two (2) options to extend for an additional one (1) year period, upon mutual agreement. <b>Approved by F&amp;P Committee on: 04/12/2017</b>	09/01/2017 through 08/31/2018	\$300,000.00
<b>Pending</b>	<b>Amendment #2:</b> Increase the estimated contract total by \$25,000.00 from \$900,000.00 to \$925,000.00 and extend the contract for an additional two (2) month period from 09/01/2018 through 10/31/2018.	<b>09/01/2018 through 10/31/2018</b>	<b>\$25,000.00</b>
<b>Total (including the pending amendment)</b>			<b>\$925,000.00</b>

**Department of Administration  
Purchasing Division**

**Finance & Personnel Committee Approval Required  
For Single Contract  
Contract #E14239**

**Background:**

<b>User Department:</b>	Milwaukee Fire Department
<b>Purchasing Agent:</b>	Matthew Donath
<b>Contract Description:</b>	VSC for College Courses
<b>Vendor Name and Location:</b>	Milwaukee Area Technical College (MATC), Milwaukee, WI
<b>Contract Term:</b>	6/01/2015 – 12/31/2018 with two (2) options to extend for one (1) year
<b>Requisition # and Date Received:</b>	Requisition #16147 Received 6/25/2018
<b>Original Contract Amount:</b>	\$31,423.60
<b>Expenditures to Date:</b>	\$165,903.49
<b>Current Contract Amount:</b>	\$206,423.60

**Purpose of Contract/Amendment:**

The purpose of this amendment is to increase the estimated contract total by \$15,000.00, from \$206,423.60 to \$221,423.60. The Fire Department has been experiencing a more consistent number of cadets qualifying and successfully completing the paramedic course. The paramedic course was added to the MATC contract last year due to changes at Milwaukee County, who previously provided this training. The Fire Department also added funds to the 2018 Budget for training previously paid for by the County. This change is just now affecting the contract budget projections, requiring the additional funds for the contract to cover the increase.

**Background:** As part of the fire cadet program, every fire cadet is required to obtain twenty-four (24) college credits during the two (2) year training period. Spanish, Anatomy and Physiology, and Paramedic courses are required as a part of the program and included in this contract.

**History of Contract Amendments:**

Date	Item	Term	Cost
1/06/2016	Original Contract- VSC for College Courses	6/01/2015-12/31/2018	\$31,423.60
7/15/2016	Amendment #1: Increase the estimated contract total by \$75,000.00 from \$31,423.60 to \$106,423.60. <b>Approved by F&amp;P Committee on: 6/8/2016</b>	N/A	75,000.00
1/15/2018	Amendment #2: Increase the estimated contract total by \$100,000.00 from \$106,423.60 to \$206,423.60 <b>Approved by F&amp;P Committee on: 1/31/2018</b>	N/A	\$100,000.00
<b>Pending</b>	<b>Amendment #3: Increase the estimated contract total by \$15,000.00 from \$206,423.60 to \$221,423.60.</b>	N/A	\$15,000.00
<b>Total (including the pending amendment)</b>			<b>\$221,423.60</b>

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City Purchasing Director

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Date

**Department of Administration  
Purchasing Division**

**Finance & Personnel Committee Approval Required  
For Single Source Contract  
Contract #E14183**

**Background:**

<b>User Department:</b>	Milwaukee Fire Department
<b>Purchasing Agent:</b>	Cassandra Fawley
<b>Contract Description:</b>	VSC for Parts, Repairs, Annual Preventive Maintenance, and Calibration of ZOLL's Defibrillator (AED and X-Series)
<b>Vendor Name and Location:</b>	Bio-Tron, Inc. (Tinley Park, IL)
<b>Contract Term:</b>	12/21/2015 through 12/20/2017 with the option to extend for two (2) additional one (1) year periods, upon mutual agreement
<b>Requisition # and Date Received:</b>	16134 & 06/12/2018
<b>Original Contract Amount:</b>	\$48,000.00
<b>Expenditures to Date:</b>	\$19,756.02
<b>Current Contract Amount:</b>	\$72,000.00

**Purpose of Amendment:**

The purpose of this amendment is to extend the Milwaukee Fire Department's (MFD's) Vendor Service Contract for Parts, Repairs, Annual Preventive Maintenance, and Calibration of ZOLL's Defibrillator (AED and X-Series) with Bio-Tron, Inc. for a period of one (1) year from 12/21/2018 through 12/20/2019 and the increase the estimated contract total by \$24,000.00 from \$72,000.00 to \$96,000.00 to ensure adequate funding throughout the duration of the contract.

**Background:**

Bio-Tron, Inc. is the only authorized service provider in the Midwest that offers both onsite maintenance and bench repairs for ZOLL defibrillator. Their ability to provide immediate service eliminates a two-three week turnaround period that ZOLL Medical Corporation requires, as they only service defibrillators at their own facilities. Within the last year of the contract between the MFD and Bio-Tron, Inc., ninety-two (92) ZOLL devices have been calibrated by the vendor and eight (8) have been repaired. Additionally, the department is aware of at least two (2) more repairs that are immediately needed.

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City Purchasing Director

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Date

## History of Contract Amendments:

Date	Item	Term	Cost
01/19/2016	Original Contract – VSC for Parts, Repairs, Annual Preventive Maintenance, and Calibration of ZOLL’s Defibrillator (AED and X-Series) <i>F&amp;P Approval not required as contract was less than \$50,000.00.</i>	12/21/2015 through 12/20/2017	\$48,000.00
10/11/2017	<b>Amendment #1:</b> Increased the estimated contract total by \$24,000.00 from \$48,000.00 to \$72,000.00 and extended the contract for one (1) year from 12/21/2017 through 12/20/2018, exercising the first (1st) of two (2) options to extend for one (1) additional year upon mutual agreement.  <b>Approved by F&amp;P Committee on: 10/11/2017</b>	12/21/2017 through 12/20/2018	\$24,000.00
<b>Pending</b>	<b>Amendment #2:</b> Increase the estimated contract total by \$24,000.00 from \$72,000.00 to \$96,000.00 and extend the contract for one (1) year from 12/21/2018 through 12/20/2019, exercising the second (2 <sup>nd</sup> ) – and final – option to extend for two (2) additional one (1) year periods, upon mutual agreement.	12/21/2018 through 12/20/2019	\$24,000.00
<b>Total (including the pending amendment)</b>			<b>\$96,000.00</b>