

**Department of Administration
Purchasing Division**

**Waiver of Finance & Personnel Committee Approval
For Single Source Contract
Contract #E16169**

Background:

User Department:	Milwaukee Fire Department (MFD)
Purchasing Agent:	Cassandra Fawley
Contract Description:	Vendor Service Contract for Emergency Medical Technician (EMT) Education and Support
Vendor Name and Location:	TargetSolutions Learning, LLC d/b/a Vector Solutions (Tampa, FL)
Contract Term:	01/01/2019 through 12/31/2022 with the option to extend for two (2) additional one (1) year periods, upon mutual agreement
Requisition # and Date Received:	16169 & 07/16/2018
Original Contract Amount:	\$145,185.00
Expenditures to Date:	\$0
Current Contract Amount:	\$0

Purpose of Contract:

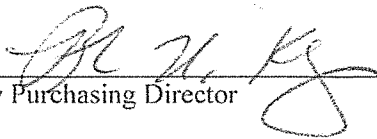
The purpose of this contract is to allow the MFD to dispense with the competitive bidding process and enter into a Vendor Service Contract for EMT Education and Support with TargetSolutions Learning, LLC d/b/a Vector Solutions for a period of three (3) years from 01/01/2019 through 12/31/2022 with the option to extend for two (2) additional one (1) year periods, upon mutual agreement.

Justification for Waiver:

Since January 2014, TargetSolutions Learning, LLC d/b/a Vector Solutions – previously named CentreLearn – has provided proprietary unique on-line education delivery modules that fulfil the requirements to maintain and renew the required Wisconsin EMT licensures annually for all members of the MFD, as this is a condition of their employment (E12492; 01/01/2014 – 12/31/2018; Contract Total: \$220,000.00). During each year of the previous contract, approximately 800 active members of the MFD utilized numerous hours of varied training through this platform and, in result, continued to meet the state requirements.

The TargetSolutions Learning, LLC d/b/a Vector Solutions platform is utilized to provide training for Milwaukee County - as well as all of the communities within – by integrating member account information and allowing compatibility with and access to the Milwaukee County Emergency Medical Services (EMS) on-line education and training services. This integration allows MFD employees to utilize established proprietary content and education formats that promote countywide uniformity within EMT training.

For this reason and in accordance with City Charter 16-05-4a, Finance and Personnel Committee approval is waived for services authorized by the Common Council.



City Purchasing Director

12/20/2018
Date

F&P Waiver Presentation Date: 01/09/2019

Department of Administration
Purchasing Division

Waiver of Finance & Personnel Committee Approval
For Single Source Contract
Contract #E15281

Background:

User Department:	Milwaukee Health Department (MHD)
Purchasing Agent:	Cassandra Fawley
Contract Description:	Vendor Service Contract for Violence Prevention Workshops
Vendor Name and Location:	My Sista's KeepHer (Milwaukee, WI)
Contract Term:	04/01/2017 through 09/27/2017 with the option to extend annually through 09/27/2021 to align with the grant period
Requisition # and Date Received:	16257 & 09/17/2018
Original Contract Amount:	\$12,500.00 (RECAST GRANT-FUNDED)
Expenditures to Date:	\$29,900.00
Current Contract Amount:	\$30,000.00

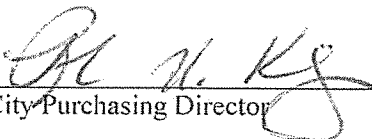
Purpose of Amendment:

The purpose of this amendment is to allow the MHD – Office of Violence Prevention (OVP) to extend the Vendor Service Contract for Violence Prevention Workshops with My Sista's KeepHer for a period of one (1) year from 09/28/2018 through 09/27/2019 exercising the option to extend annually in alignment with the grant period. Additionally, this amendment will increase the estimated contract total by \$25,000.00 from \$30,000.00 to \$55,000.00.

Justification for Waiver:

My Sista's KeepHer is a grassroots initiative led by two (2) local community members who are both experts in youth services and cultural arts. The initiative draws on the themes of poverty, abuse, sexual assault, and teen parenting to help girls personalize these issues through creative expression. As part of the Recast Milwaukee Project, My Sista's KeepHer has expanded the reach of their workshops, while also serving a "peer support" role in our community. Since the establishment of the contract, My Sista's KeepHer has conducted workshops with approximately 150 young women within the community, ranging in age from 14 to 24. These workshops focused on youth conflict resolution, cultural identity, and trauma reduction.

The resolution regarding this use of the Violence Protection Recast Milwaukee Project Grant, from the United States Department of Health and Human Services, which identifies My Sista's KeepHer as one of the contractors, was adopted and passed by the Common Council on September 25, 2018 (File #180751). For this reason and in accordance with City Charter 16-05-4a, Finance and Personnel Committee approval is waived for services authorized by the Common Council.



City Purchasing Director

11-26-2018

Date

F&P Waiver Presentation Date: 01/09/2018

History of Contract Amendments:

Date	Item	Term	Cost
07/06/2017	Original Contract – Vendor Service Contract for Violence Prevention Workshops <i>Approval by F&P Committee not required, as the contract total was less than \$50,000.00.</i>	04/01/2017 through 09/27/2017	\$12,500.00
10/19/2017	Amendment #1 – Extended the contract for a one (1) year period from 09/28/2017 through 09/27/2018 and increased the estimated contract total by \$5,000.00 from \$12,500.00 to \$17,500.00. <i>Approval by F&P Committee not required, as the contract total was less than \$50,000.00.</i>	09/28/2017 through 09/27/2018	\$5,000.00
01/05/2018	Amendment #2 – Increased the estimated contract total by \$12,500.00 from \$17,500.00 to \$30,000.00. <i>Approval by F&P Committee not required, as the contract total was less than \$50,000.00.</i>	N/A	\$12,500.00
Pending	Amendment #3 – Extend the contract for a period of one (1) year from 09/28/2018 through 09/27/2019 and increase the estimated contract total by \$25,000.00 from \$30,000.00 to \$55,000.00.	09/28/2018 through 09/27/2019	\$25,000.00
Total (including the pending amendment)			\$55,000.00

**Department of Administration
Purchasing Division**

**Waiver of Finance & Personnel Committee Approval
For Single Source Contract
Contract #E14065**

Background:

User Department:	DOA- Purchasing
Purchasing Agent:	Matt Donath
Contract Description:	VSC for Digital Request for Proposal (RFP) Software Services
Vendor Name and Location:	Bonfire Interactive, LTD. (Kitchener, Ontario)
Contract Term:	11/9/2015-3/7/2016 with two options to extend
Requisition # & Date Received:	16485, received 12/05/2018
Original Contract Amount:	\$8,640.00
Expenditures to Date:	\$17,280.00
Current Contract Amount:	\$25,920.00

Purpose of Contract/Amendment:

This amendment will extend the contract for five (5) years from 01/01/2019 – 12/31/2023, including implementation of the bid tables module, per renewal order form. Additionally, it will increase the estimated contract total by \$43,200.00, from \$25,920.00 to \$69,120.00 to cover the annual fees for the five (5) year extension.

It is beneficial for the City to agree to a five year extension. By doing so, we will be able to avoid annual fee increases of approximately 3.5% per year, maintaining the annual cost of \$8,640.00, or four (4) seats at \$180.00 per seat per month.

Additionally, Bonfire will implement a new evaluation module at no cost. The Bid Tables module allows for vendors to directly submit their bids on the Bonfire Portal, rather than submitting hard copies through the mail or in person. The software is able to instantly complete bid tabulations based on the entered data, which is much more efficient and accurate than the current manual tabulations. This, along with other features of the module, will save a tremendous amount of time for the Purchasing Department.

Justification for Waiver:

The Bonfire Software allows for the digital management and electronic storage and distribution of RFP documents. This enables the RFP and bid process to become electronic-based instead of paper-based, increasing efficiency of the RFP and bid process. Through the software, vendors are able to submit their proposals and bids electronically and evaluators are able to view and score the proposals through the system, saving time and increasing accuracy of scoring.

Bonfire Interactive, LTD's software and services are proprietary; therefore, for this reason and in accordance with City Charter 16-05-4a, Finance and Personnel Committee approval is waived for services authorized by the Common Council.



City Purchasing Director

12.14.2018
Date

F&P Waiver Presentation Date: 1/09/2019

History of Contract Amendments:

Date	Item	Term	Cost
11/02/2015	<p>Original Contract: VSC for Digital Request for Proposal (RFP) Software Services with Bonfire Interactive, LTD. From 11/9/2015 – 3/7/2016 with two (2) one (1)-year options to extend upon mutual consent. The time of performance will include a 120-day free pilot period (beginning 11/9/2015 through 03/07/2016) with the actual contract beginning 03/08/2016 through 03/07/2017.</p> <p>The estimated contract total will be \$8,640.00 annually (four (4) seats at \$180.00 per seat per month).</p>	11/9/2015-3/07/2017	\$8,640.00
12/13/2016	<p>Amendment #1: Extend the contract for one (1) year from 03/08/2017-03/07/2018 exercising the first option to extend. Increase the current contract by \$8,640.00 from \$8,640.00 to \$17,280.00.</p>	3/8/2017 - 3/7/2018	\$8,640.00
1/25/2018	<p>Amendment #2: Extend the contract by one (1) year, from 3/08/2018 to 3/07/2019, exercising the second (2nd) and final option to extend. Increase the estimated contract total by \$8,640.00 from \$17,280.00 to \$25,920.00.</p>	3/08/2018 - 3/07/2019	\$8,640.00
Pending	<p>Amendment #3: Extend the contract for five (5) years from 01/01/2019 – 12/31/2023, including implementation of the bid tables module, per renewal order form.</p> <p>Increase estimated contract total by \$43,200.00, from \$25,920.00 to \$69,120.00 to cover the annual fees for the five (5) year extension.</p>	01/01/2019 – 12/31/2023	\$43,200.00
Total (including the pending amendment)			\$69,120.00