

**Department of Administration
Purchasing Division**

**Finance & Personnel Committee Approval Required
For Single Source Contract
Contract #E0000019669**

Background:

User Department:	Comptroller's Office
Purchasing Agent:	Shaunise Pierce
Contract Description:	Vendor Service Contract for Actuarial and Valuation Services
Vendor Name and Location:	Gabriel, Roeder, Smith & Company (Southfield, MI)
Contract Term:	08/01/2019 through 07/31/2021 with one (1) option to extend for two (2) years
Requisition # and Date Received:	0000020221 & 02/07/2024
Original Contract Amount:	\$39,000.00
Expenditures to Date:	\$76,000.00
Current Contract Amount:	\$86,000.00

History of Contract Amendments:

Date	Item	Term	Cost
07/23/2019	Original Contract: Vendor Service Contract for Actuarial and Valuation Services F&P Approval Presentation Date: Not Required	08/01/2019 through 07/31/2021	\$39,000.00
08/26/2020	Amendment #1: Increased the contract total by \$5,000.00 from \$39,000.00 to \$44,000.00. F&P Approval Presentation Date: Not Required	n/a	\$5,000.00
09/15/2021	Amendment #2: Increased the contract total by \$42,000.00 from \$44,000.00 to \$86,000.00 and extended the contract term for two (2) years, from 08/01/2021 through 07/31/2023, exercising the only option to extend for two (2) years. F&P Approval Presentation Date: 09/15/2021	08/01/2021 through 07/31/2023	\$42,000.00
Pending	Amendment #3: Increase the contract total by \$34,000.00 from \$86,000.00 to \$120,000.00 and add and immediately exercise the option to extend the contract term for two (2) years from 08/01/2023 through 07/31/2025.	08/01/2023 through 07/31/2025	\$34,000.00
Total (including the pending amendment)			\$120,000.00

Purpose of Amendment:

The purpose of this amendment is to increase the contract total by \$34,000.00 from \$86,000.00 to \$120,000.00 and to add and immediately exercise the option to extend the contract term for two (2) years, from 08/01/2023 through 07/31/2025 for continued Other Post-Employment Benefits (OPEB) valuation services. The two (2) year extension is necessary in order for Gabriel, Roeder, Smith & Company (GRS) to perform a full valuation as of January 1, 2023, applicable for fiscal year end December 31, 2023, and the roll-forward valuation applicable for fiscal year end December 31, 2024.

Background:

GRS has been performing OPEB valuation services since the Governmental Accounting Standards Board Statement No. 75 went into effect in 2018. They are very familiar with the City's retiree benefit plans. This is an essential service to publish the Annual Comprehensive Financial Report.

City Purchasing Director

Date

F&P Approval Presentation Date: 03/15/2024

**Department of Administration
Purchasing Division**

**Finance & Personnel Committee Approval Required
For Single Source Contract
Contract #E0000018766**

Background:

User Department:	Fire and Police Commission
Purchasing Agent:	LeCarrol Key
Contract Description:	Vendor Service Contract for Hearing Examiner Services
Vendor Name and Location:	Dennis P. Moroney (Wauwatosa, WI)
Contract Term:	03/02/2022 through 03/01/2023 with the option to extend for two (2) additional one (1) year terms
Requisition # and Date Received:	#0000020255 & 02/20/2024
Original Contract Amount:	\$45,000.00
Expenditures to Date:	\$51,432.65
Current Contract Amount:	\$71,000.00

History of Contract Amendments:

Date	Item	Term	Cost
02/25/2022	Original Contract: Vendor Service Contract for Hearing Examiner Services. F&P Approval Presentation Date: Not Required	03/02/2022 Through 03/01/2023	\$45,000.00
04/12/2023	Amendment #1: Extended the contract term for one (1) year, from 03/02/2023 through 03/01/2024, exercising the first (1 st) of two (2) options to extend and increased the contract total by \$26,000.00 from \$45,000.00 to \$71,000.00. F&P Approval Presentation Date: 04/12/2023	03/02/2023 Through 03/01/2024	\$26,000.00
Pending	Amendment #2: Extend the contract term for one (1) year, from 03/02/2024 through 03/01/2025, exercising the final of two (2) options to extend and to increase the contract total by \$10,000.00 from \$71,000.00 to \$81,000.00.	03/02/2024 Through 03/01/2025	\$10,000.00
Total (including the pending amendment)			\$81,000.00

Purpose of Amendment:

The purpose of this amendment is to increase the contract total by \$10,000.00 from \$71,000.00 to \$81,000.00 and to extend the contract term for one (1) year, from 03/02/2024 through 03/01/2025, exercising the final of two (2) options to extend.

Background:

The Fire and Police Commission (FPC) requires Hearing Examiner Services for conducting disciplinary appeal and citizen complaint hearings, pretrial conferences, residency termination hearings and drafting written decisions. DOA-Purchasing issued an RFP #18421 in Fall 2021 and no proposals were received. Mr. Moroney was selected based on his prior work history with FPC and was interested in providing these services. The disciplinary appeal hearing was scheduled in March 2023 and there was no time for a new RFP. An Exception to Bid contract was established. There were sixteen (16) appellants/accused in 2023 resulting in four (4) trials/hearing, nine (9) dismissals (withdrawals, negotiated settlements, and lack of jurisdiction), and three (3) cases pending at year end. Three (3) appellants appealed the Board's findings to Circuit Court.

The Hearing Examiner participates in pretrial and telephone conferences, presides at hearings and drafts Decisions and Findings, reviews case correspondence and works closely with FPC Paralegal regarding scheduling, subpoenas, and appeals to Circuit Court.

City Purchasing Director

Date

F&P Approval Presentation Date: 03/15/2024