



Department of Administration  
Business Operations Division

Tom Barrett  
Mayor

Sharon Robinson  
Director of Administration

Rhonda U. Kelsey  
City Purchasing Director

May 2, 2012

To the Honorable  
Michael J. Murphy, Chair  
Committee on Finance & Personnel  
Common Council-City Clerk  
City Hall Room 205

Dear Alderman Murphy:

I am writing in regard to a request from the Department of Homeland Security to amend a service contract with Mr. Eugene Oldenburg. Mr. Oldenburg is a consultant, providing coordination services for the Southeast Wisconsin State Communications Interoperable (SCIP) plan, which will ensure fully interoperable emergency communications and implementation of a regional communications plan in compliance with State requirements. Mr. Oldenburg's specific tasks include:

- Establishment and coordination of a regional planning commission
- Presentation of workshops, and
- Technical guidance to the 8-County Southeast Wisconsin Region

The original grant funded contract amount was \$45K and has been amended three times to the current amount of \$164,921. Please note that all contract amendment requests have been previously approved by the Finance and Personnel Committee. This procurement request represents the fourth contract amendment in the amount of \$5,333 for a total contract amount of approximately \$170K. This contract amendment request requires approval by the Finance & Personnel Committee because it meets the criteria set forth in Common Council File No. 090352 – A substitute charter ordinance relating to review and approval of single and sole contract amendments that was adopted in October of 2009.

The charter ordinance requires Finance & Personnel Committee approval of existing single or sole source contract amendments when the original amount of a contract that is less than \$50K is amended to equal \$50K or more.

Attached to this letter is a document that provides background information regarding this contract amendment request.

I look forward to addressing any additional questions or concerns that you might have.

Sincerely,

Rhonda U. Kelsey  
City Purchasing Director

c: Alderman Nik Kovac, Vice Chair  
Alderman Joe A. Dudzik  
Alderwoman Milele A. Coggs  
Alderman Ashanti Hamilton

Homeland Security Director, Steve Fronk