

**Department of Administration
Purchasing Division**

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

Background:

User Department:	Milwaukee Health Department (MHD)
Purchasing Agent:	Arvaya Corbins
Contract Description:	Vendor Service Contract for Language Interpretation and Transcription Services
Vendor Name and Location:	Ragir Consulting, LLC (Milwaukee, WI)
Contract Term:	9/1/2014-8/31/2017 with two (2) one (1) year options to extend upon mutual consent.
Requisition # and Date Received:	15296 - Received 03/20/2017
Original Contract Amount:	\$600,000.00
Expenditures to Date:	\$528,696.52
Current Contract Amount:	\$600,000.00

Purpose of Amendment:

The purpose of this amendment is to continue to provide Interpretation and Translation Services to the Milwaukee Health Department (MHD). The department is requesting to exercise one (1) of their two (2) options to extend the contract for one (1) year through 08/31/2018, and increase the current value of the contract by \$300,000.00 from \$600,000.00 to \$900,000.00 to cover the duration of the contract.

Background:

Ragir Consulting, LLC provides 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. In addition, MHD will be able to continue to meet the increased 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 City of Milwaukee Health Department since 2007. 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. Per the department, the Language Interpretation and Transcription services are being utilized in excess of \$200,000.00 annually and with six (6) months remaining on the current contract, in conjunction with the new extension, it is anticipated that the department will need the increase of \$300,000.00 to assure adequate payment to the vendor.

For this reason, Finance and Personnel Committee approval is recommended.

History of Contract Amendments:

Date	Item	Term	Cost
03/06/2014	Original Contract: VSC for Interpretation and Transcription Services including fetal and infant mortality (FIMR) interviews for three (3) years from September 1, 2014 through August 31, 2017 with two (2) one (1) year options to extend upon mutual consent. Approved by F&P Committee on: 04/16/2014	09/01/2014 to 08/31/2017	\$600,000.00
Pending	Amendment #1: Exercise one (1) of two (2) options to extend contract for one (1) year through 08/31/2018 and increase the estimated contract total by \$300,000.00 from \$600,000.00 to \$900,000.00 to ensure adequate funding through the term of the contract.	09/01/2017 to 08/31/2018	\$300,000.00
Total (including the pending amendment)			\$900,000.00

City Purchasing Director

Date

**Department of Administration
Purchasing Division**

**Finance & Personnel Committee Approval Required
For Single Source Contract
Contract #E13060-B**

Background:

User Department:	ITMD
Purchasing Agent:	Arvaya Corbins
Contract Description:	Vendor Service Contract for Avaya Remote – Only Maintenance & Equipment. (Avaya Telephone System)
Vendor Name and Location:	Avaya, Inc. (Santa Clara, CA)
Contract Term:	07/01/2014-06/30/2017 with the option to extend for additional years upon mutual consent.
Requisition # and Date Received:	15215 - Received 03/10/2017
Original Contract Amount:	\$392,184.00
Expenditures to Date:	\$404,777.16
Current Contract Amount:	\$442,184.00

Purpose of Amendment:

The purpose of this amendment is to continue to secure Avaya Remote-Only Maintenance and Equipment for ITMD's Aura Communications Manager Voice System with Avaya, Inc. This amendment will extend the contract through 06/30/2018 and increase the estimated contract total by \$250,000.00 from \$442,184.00 to \$692,184.00 to ensure adequate funding through the extended term.

Background:

In 2014, ITMD requested to dispense with the City's competitive bid process to enter into a Single Source Exception to Bid Vendor Service Contract for Avaya Remote-Only Maintenance and Equipment with Avaya, Inc. for a period of three (3) years from 07/01/2014 to 06/30/2017 and an estimated contract total of this contract was \$392,184.00.

The Avaya Aura Communications Manager Voice System and the associated Avaya Equipment are utilized by ITMD to operate City's call records system and Avaya desk phones.

Avaya, Inc. only sells Avaya Equipment through approved secondary partners and all related service on Avaya Equipment purchased through a secondary partner must be serviced by Avaya, Inc.

Due to proprietary branding all Avaya Equipment costs are determined by Avaya, Inc. and secondary partners are required to sell Avaya Equipment at the same price.

ITMD is requesting to exercise their option to extend the contract through 06/30/2018 and increasing the contract to incorporate additional funds to cover the cost of adding additional telephone equipment and the associated licenses throughout the life of the contract.

For this reason, Finance and Personnel Committee approval is recommended.

History of Contract Amendments:

Date	Item	Term	Cost
02/26/2014	Original Contract: VSC for Avaya Remote –Only Maintenance and Equipment for a period of three (3) years from 07/01/2014 to 06/30/2017 and an estimated contract total of \$392,184.00. Approved by F&P Committee on: 02/26/2014	07/01/2014 to 06/30/2017	\$392,184.00
05/27/2016	Amendment #1: Increase the estimated contract total by \$50,000.00 from \$392,184.00 to \$442,184.00 to ensure adequate funding through 06/30/2017. Approved by F&P Committee on: 07/21/2016	07/01/2014 to 06/30/2017	\$50,000.00
Pending	Amendment #2: Exercising the option to extend the length of the contract through 06/30/2018 and increase the estimated contract total by \$250,000.00 from \$442,184.00 to \$692,184.00 to ensure adequate funding throughout the extension.	07/01/2017 to 06/30/2018	\$250,000.00
Total (including the pending amendment)			\$692,184.00

City Purchasing Director

Date

**Department of Administration
Purchasing Division**

**Finance & Personnel Committee Approval Required
For Single-Source Contract
Contract #E14621**

Background:

User Department:	Fire and Police Commission
Purchasing Agent:	Arvaya Corbins
Contract Description:	Vendor Service Contract for Hearing Examiner
Vendor Name and Location:	Attorney Rudolph Konrad
Contract Term:	April 18, 2016 - April 17, 2017 w/two (2) one (1) year options to extend.
Requisition # and Date Received:	15266 – 03/07/2017
Original Contract Amount:	\$35,000.00
Expenditures to Date:	\$21,890.00
Current Contract Amount:	\$35,000.00

Purpose of Amendment:

The purpose of this contract is to provide hearing examiner services to the Fire and Police Commission (FPC). These hearing examiner services pertain to disciplinary appeals and citizen complaint hearings before the Board, and include review of all necessary documents, making pre-trial rulings regarding motions and procedural requests, attending and conducting pre-trial hearings, evidentiary hearings, and final hearings. In addition to advising the FPC on legal issues relating to the conduct of such hearings throughout the proceedings, the vendor will provide assistance in drafting legally sufficient findings of fact upon the conclusion of such hearings in accordance with the laws of the State of Wisconsin and rules of the FPC.

Background:

A contract was established on April 18, 2016 with Attorney Rudolph Konrad to provide the hearing examination services to the FPC for one (1) year with a dollar amount of \$35,000.00 and includes two (2) one (1) year options to extend.

The total estimated value of this increase is \$35,000.00 with a rate of \$200.00 per hour for a maximum of 175 hours. Pricing for these services remain the same as the date of award, and the scope of services will be expanded to include residency termination hearings as a result of changes to the residency ordinance and FPC rules. The extension of this contract will allow for the FPC to conduct its hearings and make decisions in a legally defensible manner. Attorney Rudolph Konrad, a former Deputy City Attorney, has extensive knowledge and experience with evidentiary procedures and hearing protocol and is familiar with the FPC disciplinary appeal process. This vendor will provide Hearing Examiner Services for the FPC for several hearings scheduled for 2017 and in the future on an as-needed basis.

Due to the high importance of the hearing examination services it is recommended that an extension is granted on Vendor Service Contract E0000014621 for a period of one (1) year from 04/18/2017-04/17/2018 with an increase of \$35,000.00 from \$35,000.00 to \$70,000.00 to cover services during this time frame.

History of Contract Amendments:

Date	Item	Term	Cost
04/13/2016	Original Contract: VSC for Hearing Examiner Services with Rudolph Konrad. Time of performance April 18, 2016 through April 17, 2017 with two (2) one (1) year options to extend upon mutual consent. Maximum compensation is not to exceed \$35,000.00. Approved by F&P Committee on: 04/18/2016	04/18/2016 to 04/17/2017	\$35,000.00
Pending	Amendment #1: Increase the estimated contract total by \$35,000.00 from \$35,000.00 to \$70,000.00 to ensure adequate funding through the contract. Exercising one (1) of two (2) option to extend contract for one (1) year upon mutual consent.	04/18/2017 to 04/17/2018	\$35,000.00
Total (including the pending amendment)			\$70,000.00

City Purchasing Director

Date