

**Department of Administration
Purchasing Division**

**Finance & Personnel Committee Approval Required
For Sole Source Contract
Contract #E0000018527**

Background:

User Department:	Department of Public Works-Water
Purchasing Agent:	Michael Siler
Contract Description:	Vendor Service Contract for PromisePay Payment Plan for Milwaukee Water Works
Vendor Name and Location:	Promise Network Inc. (Fairfield, CA)
Contract Term:	One (1) year from date of award with the option to renew for three (3) additional one (1) year terms upon mutual agreement
Requisition # and Date Received:	0000020797 & 10/17/2024
Original Contract Amount:	\$55,000.00
Expenditures to Date:	\$60,000.00
Current Contract Amount:	\$70,000.00

Date	Item	Term	Cost
12/08/2021	Original Contract – Vendor Service Contract for PromisePay Payment Plan for Milwaukee Water Works F&P Approval Presentation Date: 12/08/2021	12/08/2021 through 12/07/2022	\$55,000.00
11/04/2022	Amendment #1: Exercised the first (1 st) of three (3) options to renew the contract term for an additional one (1) year upon mutual consent, from 12/08/2022 through 12/07/2023. F&P Approval Presentation Date: Not Required	12/08/2022 through 12/07/2023	N/A
01/31/2024	Amendment #2: Exercised the second (2 nd) of three (3) options to renew the contract term for an additional one (1) year upon mutual consent, from 12/08/2023 through 12/07/2024. F&P Approval Presentation Date: Not Required	12/08/2023 through 12/07/2024	N/A
09/18/2024	Amendment #3: Increase the contract total by \$15,000.00 from \$55,000.00 to \$70,000.00. F&P Approval Presentation Date: 09/18/2024	N/A	\$15,000.00
Pending	Amendment #4: Extend the contract by one (1) year from 12/08/2024 through 12/07/2025, exercising the final of three (3) options to extend. Increase the contract total by \$45,000.00 from \$70,000.00 to \$115,000.00.	12/08/2024 through 12/07/2025	\$45,000.00
Total (including the pending amendment)			\$115,000.00

Purpose of Contract Amendment:

It is recommended that the Vendor Service Contract for PromisePay Payment Plan for Milwaukee Water Works with Promise Network, Inc. be amended to extend the contract term by one (1) year from 12/08/2024 through 12/07/2025, exercising the final of three (3) options to extend upon mutual agreement, as well as increase the contract total by \$45,000.00 from \$70,000.00 to \$115,000.00 in accordance with Purchase Order PUR18527-1.

Background:

Promise Network, Inc. specializes in government payment solutions and offers its PromisePay application with a specific focus on payment flexibility. Their services include marketing, outreach, administration, and support of the payment plans. This vendor has worked with several utilities throughout the United States (i.e. Louisville Water Company; Cincinnati Water; City of Richmond) and is recognized as a sole source due to the vendor's particular insight into how to recommend affordable payment arrangements, perform outreach to customer groups who could most benefit from such flexibility, and integrate payment arrangements with payment assistance programs, if necessary.

City Purchasing Director

Date

F&P Approval Presentation Date: 01/15/2024