

**Department of Administration
Purchasing Division**

**Waiver of Finance & Personnel Committee Approval
For Single Source Contract
Contract #E0000018021**

Background:

User Department:	DOA-ITMD
Purchasing Agent:	Markiesha Henderson
Contract Description:	Vendor Service Contract for DocuSign Digital Signature Service, Software, Support and Consulting
Vendor Name and Location:	Carahsoft Technology Corporation (Reston, VA)
Contract Term:	One (1) year with option to renew for two (2) additional one (1) year terms upon mutual consent
Requisition # and Date Received:	Req#0000019315 / Rec'd 12/12/2022
Original Contract Amount:	\$49,890.52
Expenditures to Date:	\$50,212.74
Current Contract Amount:	\$100,103.26

History of Contract Amendments:

Date	Item	Term	Cost
01/28/2021	Original Contract: Vendor Service Contract for DocuSign Digital Signature Service, Software, Support and Consulting F&P Committee approval not required	01/28/2021 through 01/27/2022	\$49,890.52
03/16/2022	Amendment #1: Increased the estimated contract total by \$50,212.74 from \$49,890.52 to \$100,103.26 and extended the contract term one (1) year, from 01/28/2022 through 01/27/2023, exercising the first (1 st) of two (2) options to renew upon mutual consent. Presented to F&P Committee on: 03/16/2022	01/28/2022 through 01/27/2023	\$50,212.74
Pending	Amendment #2: Increase the estimated contract total by \$70,696.42 from \$100,103.26 to \$170,799.68 and extend the contract term from 01/28/2023 through 10/31/2023, exercising the second (2 nd) of two (2) options to renew upon mutual consent.	01/28/2023 through 10/31/2023	\$70,696.42
Total (including the pending amendment)			\$170,799.68

Purpose of Amendment:

The purpose of this amendment for the City's existing Vendor Service Contract for DocuSign Digital Signature Service, Software, Support and Consulting with Carahsoft Technology Corporation is to increase the contract total by \$70,696.42 from \$100,103.26 to \$170,799.68. In addition, extend the contract term from 01/28/2023 through 10/31/2023, exercising the second (2nd) of two (2) options to renew upon mutual consent.

As of November 2022, the City has exceeded the usage limit and the price for services is exceeding the planned budget. This amendment will cover usage through 10/31/2023 and will allow for an RFP to be issued for these services. Extending now will lock in the 2022 pricing and post December 23, 2022 the increased 2023 rates will apply.

Justification for Waiver:

DocuSign software is being used regularly by City departments and has allowed the City to reduce paperwork, operational efficiency, and cost savings for mailings, paper, and materials where physical paperwork will no longer be required. The City continues to leverage DocuSign across multiple departments for E-signature processing.

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.

DocuSigned by:

Rhonda U. Kelsey

City Purchasing Director
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12/16/2022

Date

F&P Waiver Presentation Date: 01/11/2023

**Department of Administration
Purchasing Division**

**Waiver of Finance & Personnel Committee Approval
For Sole Source Contract
Contract #E0000017618**

Background:

User Department:	DOA-ITMD
Purchasing Agent:	LeCarrol Key
Contract Description:	Vendor Service Contract for One Call Now
Vendor Name and Location:	OnSolve, LLC (Dayton, OH)
Contract Term:	One (1) year period from 12/29/2020 through 12/28/2021 with the option to extend two (2) additional one (1) year periods upon mutual consent
Requisition # and Date Received:	0000019283 & 11/16/2022
Original Contract Amount:	\$30,000.00
Expenditures to Date:	\$46,575.00
Current Contract Amount:	\$53,287.50

History of Contract Amendments:

Date	Item	Term	Cost
11/03/2017	Original Contract: Vendor Service Contract for One Call Now from 12/29/2020 through 12/28/2021 with an estimated contract total of \$30,000.00. No F&P Waiver or Approval Required.	12/29/2020 through 12/28/2021	\$30,000.00
11/16/2021	Amendment #1: Extended the contract term for one (1) year from 12/29/2021 through 12/28/2022 and increased the estimated contract total by \$23,287.50 from \$30,000.00 to \$53,287.50. F&P Waiver Presented on 11/16/2021	12/29/2021 through 12/28/2022	\$23,287.50
Pending	Amendment #2: Extend the contract term for one (1) year, from 12/29/2022 through 12/28/2023, increase the estimated contract by \$25,309.00 from \$53,287.50 to \$78,596.50, and add the option to renew on an annual basis upon mutual consent.	12/29/2022 through 12/28/2023	\$25,309.00
Total (including the pending amendment)			\$78,596.50

Purpose of Amendment:

The purpose of this amendment is to continue to provide One Call Now services to the Department of Administration-ITMD. This amendment will extend the contract term for one (1) year from 12/29/2022 through 12/28/2023, exercising the second (2nd) of two (2) options to extend upon mutual consent and it will increase the estimated contract total by \$25,309.00 from \$53,287.50 to \$78,596.50. Additionally, it will add the option to renew on an annual basis upon mutual consent.

Justification for Waiver:

One Call Now is a notification software that is integrated with the new public safety dispatch system by using email, text, or voice messages. Due to the sensitive nature of the notifications and the intent to use the new dispatch platform for many years to come, it would be in the best interest of the City for this contract to be renewed annually upon mutual consent instead of regularly changing vendors. Annual renewals are estimated to have a 9% annual price increase.

The City attempted to have this contract competitively bid by means of RFP 16807 for a Mass Notification System. However, after completing the evaluation of the proposals and demonstrations, it was determined by the RFP Evaluation

Committee that no proposal fully met the requirements laid out in the RFP. Therefore, it was determined that an Exception to Bid should be used to procure a system that meets the needs of various departments.

OnSolve, LLC is the sole source for the One Call Now system, as it is a proprietary software. Therefore, for this reason and in accordance with City Charter 16-05-4a, Finance and Personnel Committee approval is waived for services

Decided by Common Council.

Rhonda U. Kelsey

12/22/2022

City Purchasing Director
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Date

F&P Waiver Presentation Date: 01/11/2023

**Department of Administration
Purchasing Division**

**Waiver of Finance & Personnel Committee Approval
Sole Source Contract
Contract #E0000012706**

Background:

User Department:	DPW – Infrastructure
Purchasing Agent:	LeCarrol Key
Contract Description:	Vendor Service Contract for Card Access Maintenance
Vendor Name and Location:	Toepfer Security Corporation (Waukesha, WI)
Contract Term:	01/01/2014-12/31/2014 with the option to renew annually as needed
Requisition # and Date Rec'd:	Req. #0000019303 & Rec'd 12/01/2022
Original Contract Amount:	\$ 750,000.00
Expenditures to Date:	\$ 2,936,552.99
Current Contract Amount:	\$ 3,250,000.00

History of Contract Amendments:

Date	Item	Term	Cost
10/30/2013	Original Contract: VSC for Card Access Maintenance for a contract term of one (1) year, from 01/01/2014 through 12/31/2014 with the option to renew annually as needed. Waiver Presented: 10/30/2013	01/01/2014 through 12/31/2014	\$750,000.00
N/A	Amendment #1: Extended the contract term for one (1) year, from 01/01/2015 through 12/31/2015, exercising the option to renew annually as needed. F&P Review Not Required.	01/01/2015 through 12/31/2015	n/a
07/17/2015	Amendment #2: Increased the estimated contract total by \$500,000.00 from \$750,000.00 to \$1,250,000.00. Waiver Presented: 07/17/2015	n/a	\$500,000.00
N/A	Amendment #3: Extended the contract term for one (1) year, from 01/01/2016 through 12/31/2016, exercising the option to renew annually as needed. F&P Review Not Required.	01/01/2016 through 12/31/2016	n/a
02/01/2017	Amendment #4: Increased the estimated contract total by \$500,000.00 from \$1,250,000.00 to \$1,750,000.00 and extended the contract term for one (1) year, from 01/01/2017 through 12/31/2017, exercising the option to renew annually as needed. Waiver Presented: 02/01/2017	01/01/2017 through 12/31/2017	\$500,000.00
04/23/2018	Amendment #5: Increased the estimated contract total by \$500,000.00 from \$1,750,000.00 to \$2,250,000.00 and extended the contract term for one (1) year, from 01/01/2018 through 12/31/2018, exercising the option to renew annually as needed. Waiver Presented: 04/23/2018	01/01/2018 through 12/31/2018	\$500,000.00
N/A	Amendment #6: Extended the contract term for one (1) year, from 01/01/2019 through 12/31/2019, exercising the option to renew annually as needed. F&P Review Not Required.	01/01/2019 through 12/31/2019	n/a

06/12/2019	Amendment #7: Increased the estimated contract total by \$500,000.00 from \$2,250,000.00 to \$2,750,000.00. Waiver Presented: 06/12/2019	n/a	\$500,000.00
N/A	Amendment #8: Extended contract term for one (1) year, from 01/01/2020 through 12/31/2020, exercising the option to renew annually as needed. F&P Review Not Required.	01/01/2020 through 12/31/2020	n/a
10/28/2020	Amendment #9: Increased the estimated contract total by \$100,000.00 from \$2,750,000.00 to \$2,850,000.00 and extended the contract term for one (1) year, from 01/01/2021 through 12/31/2021 exercising the option to renew annually as needed. Waiver Presented: 10/28/2020	01/01/2021 through 12/31/2021	\$100,000.00
06/30/2021	Amendment #10: Increased the estimated contract total by \$200,000.00 from \$2,850,000.00 to \$3,050,000.00. Waiver Presented: 06/30/2021	n/a	\$200,000.00
10/06/2021	Amendment #11: Increased the estimated contract total by \$200,000.00 from \$3,050,000.00 to \$3,250,000.00 and extended the contract term for one (1) year, from 01/01/2022 through 12/31/2022, exercising the option to renew annually as needed. Waiver Presented: 10/06/2021	01/01/2022 through 12/31/2022	\$200,000.00
09/01/2022	Amendment #12: Incorporated a 22.22% price increase on the physical labor rate and added IT Professional Service Labor at \$140.00 per hour to the scope of services. F&P Review Not Required.	n/a	n/a
Pending	Amendment #13: Increase the estimated contract total by \$200,000.00 from \$3,250,000.00 to \$3,450,000.00 and extend the contract term for one (1) year, from 01/01/2023 through 12/31/2023, exercising the option to renew annually as needed.	01/01/2023 through 12/31/2023	\$200,000.00
Total (including the pending amendment)			\$3,450,000.00

Purpose of Amendment:

This represents the thirteenth (13th) amendment for DPW – Infrastructure’s Vendor Service Contract for Card Access Maintenance with Toepfer Security Corporation. This amendment will increase the estimated contract total by \$200,000.00 from \$3,250,000.00 to \$3,450,000.00 and extend the contract term for one (1) year, from 01/01/2023 to 12/31/2023, exercising the option to renew annually as needed.

Justification for Waiver:

Toepfer Security Corporation (Toepfer) supports the security systems for several City Departments including the Water Department, Department of Public Works (DPW), Milwaukee Fire Department (MFD), Milwaukee Police Department (MPD), and the Port of Milwaukee. Toepfer controls, monitors, and gathers information on video surveillance, card access records, security schedules, building infrastructure data, and automated controls for the majority of the City buildings. Toepfer has upgraded existing cameras and surveillance equipment, installed new cameras, installed new card readers, and provided card access maintenance and CCTV systems.

To ensure that these systems continue to be operational, it is critical that they be monitored and maintained by Toepfer on an annual basis. In addition, Toepfer’s access, surveillance, and security systems, including the corresponding software, is proprietary. Therefore, maintenance and support for these systems can only be provided by Toepfer Security Corporation.

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

DocuSigned by:

Rhonda U. Kelsey

City Purchasing Director
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12/9/2022

Date

F&P Waiver Presentation Date: 01/11/2023