

**Department of Administration
Purchasing Division**

**Finance & Personnel Committee Approval Required
For Sole Source Contract
Contract #E15989**

Background:

| | |
|--------------------------------------|--|
| User Department: | Office of Small Business Development |
| Purchasing Agent: | Nathan Churchill |
| Contract Description: | VSC for Workforce Compliance Software |
| Vendor Name and Location: | LCPtracker, Inc. (Orange, CA) |
| Contract Term: | 01/01/2018 - 12/31/2018 with four (4) options to extend one (1) year |
| Requisition # and Date Rec'd: | Req #16406 Rec'd 10/15/2018 |
| Original Contract Amount: | \$28,000.00 |
| Expenditures to Date: | \$28,000.00 |
| Current Contract Amount: | \$28,000.00 |

History of Contract Amendments:

| Date | Item | Term | Cost |
|--|---|-------------------------------------|--------------------|
| 05/08/2018 | Original Contract: E15989 – VSC for Workforce Compliance Software for a period of one (1) year from 01/01/2018 through 12/31/2018 with the option to extend for four (4) additional one (1) year periods upon mutual consent, and an estimated contract total of \$28,000.00. F&P Committee Review Not Required | 01/01/2018 through 12/31/2018 | \$28,000.00 |
| Pending | Amendment #1: Increase the estimated contract total by \$28,000.00 from \$28,000.00 to \$56,000.00 and extend the contract term for one (1) year from 01/01/2019 through 12/31/2019, exercising the first (1 st) of four (4) options to extend for one (1) year. | 01/01/2019 through 12/31/2019 | \$28,000.00 |
| Total (including the pending amendment) | | | \$56,000.00 |

Purpose of Contract/Amendment:

The purpose of this amendment is to increase the estimated contract total by \$28,000.00 from \$28,000.00 to \$56,000.00 and extend the contract term for one (1) year from 01/01/2019 through 12/31/2019, exercising the first (1st) of four (4) options to extend for one (1) year.

Background:

LCPtracker is a web-hosted prevailing wage and labor compliance database of all certified payroll reports (CPR). Additionally, it generates audits, creates logs and correspondence, and also offers seventy (70) standardized reports. LCPtracker is both the manufacturer and sole provider of the web-hosted prevailing wage and labor compliance tracking software which was adopted by Common Council in Resolution File Number 131298 in 2014. There is a need to maintain this software license in order to continue operations using this specific software product.

The estimated contract total, including this first amendment, is \$56,000.00. The Department concurs with this recommendation.

City Purchasing Director

Date

**Department of Administration
Purchasing Division**

**Finance & Personnel Committee Approval Required
For Single Source Contract
Contract #E16448**

Background:

| | |
|---|---------------------------------------|
| User Department: | Health |
| Purchasing Agent: | Matt Donath |
| Contract Description: | VSC for Lead Consulting |
| Vendor Name and Location: | Amy Murphy Consulting (Milwaukee, WI) |
| Contract Term: | 11/21/2018 – 5/31/2019 |
| Requisition # and Date Received: | 16448, received 11/2/2018 |
| Original Contract Amount: | \$ 64,800.00 |
| Expenditures to Date: | \$ 0.00 |
| Current Contract Amount: | \$ 0.00 |

Purpose of Contract:

The purpose of the contract is to provide support and technical assistance to the City of Milwaukee Health Department (MHD) Childhood Lead Poisoning Prevention Program (CLPPP) in the areas of nursing case management, overall program management and strategic planning, from 11/21/2018 – 5/31/2019, with an estimated contract total of \$64,800.00.

Background:

The Milwaukee Health Department produced an assessment of its Childhood Lead Poisoning Prevention Program in January 2018. This review noted the lack of program infrastructure, particularly policies and procedures, to ensure that the program functioned in accordance with state statutes. Since this report was published, both a State of Wisconsin and Housing and Urban Development (HUD) review made similar findings. The major obstacles in addressing these concerns has been the high amount of critical vacancies in the program as well as relative lack of historical knowledge with current staff related to when the program functioned appropriately and efficiently.

This contractor is well known nationally for her expertise around local and state lead programs. She has over twenty (20) years of unique expertise in public health, housing, and community development and she is certified as a group facilitator (see resume). She is also the founder of the MHD's CLPPP program, and under her leadership, the program received national recognition. Under this consulting contract, the MHD's CLPPP will receive much needed support to ensure the program meets the needs of Milwaukee families with children with elevated blood lead levels. Specifically, the consultant will assist with writing policies and procedures, ensure that the program has and is implementing appropriate record keeping and documentation practices, ensure that each program prong has performance measuring systems in place, and that data is being recorded and analyzed in an appropriate manner (see attached proposal). Also, the consultant will assist with report writing, and in particular will assist with the HUD narrative and benchmarks.

City Purchasing Director

Date

History of Contract Amendments:

| Date | Item | Term | Cost |
|--|--|--------------------------|--------------------|
| Pending | Original Contract VSC for Lead Consulting with Amy Murphy Consulting, from 11/21/2018 – 5/31/2019 with the option to extend, for an estimated contract value of \$64,800.00. | 11/21/2018- 5/31/2019 | \$64,800.00 |
| Total (including the pending amendment) | | | \$64,800.00 |

Amy Murphy, MPH, ICA Certified ToP Facilitator
Amy Murphy Consulting
3023 N. Bartlett Avenue
Milwaukee, WI 53211
Amy-murphy@wi.rr.com
414.429.4075

Resume/Biosketches for MHD CLPPP Contract

Amy Murphy, MPH, ICA Certified ToP Facilitator

- Served as Childhood Lead Poisoning Prevention Program (CLPPP) Manager and Home Environmental Health Division Manager for the City of Milwaukee Health Department (1992-2007).
 - Created a nationally recognized program including secondary interventions to children with lead exposure, housing-based primary prevention initiatives, national level research projects, and asthma and unintentional injury interventions.
 - Provided leadership for a multi-disciplinary team, advanced policy initiatives, and established meaningful community stakeholder involvement.
 - Secured over \$60 million dollars in funding.
 - Served on the CDC Childhood Lead Poisoning Prevention Advisory Committee
 - Served as Workgroup Advisory Chair for CDC Recommendations: Preventing Lead Exposure in Young Children: A Housing-Based Approach to Primary Prevention in Lead Poisoning.
- Public Health Consultant and Professional Group Facilitator 2007-Current.
 - Provide training and technical assistance to New York State Department of Health Childhood Lead Poisoning Prevention Program as staff for the National Center for Health Housing (2010-Current).
 - Support 14 counties and the City of New York
 - Provide public health consultation for maternal and child health and reproductive health programs.
 - Provide professional group facilitation services to clients including: Portage County, Kenosha County, Health Care Education and Training, Watertown Health Foundation, UWM Milwaukee Child Welfare Partnership, Medical College of Wisconsin, Healthy Housing Solutions, National Center for Health Housing, among others.
- Master's Degree in Public Health, University of Illinois at Chicago, 1991
 - Graduated Summa Cum Laude, Delta Omega Honors Society
- Adjunct Faculty, UWM Zilber School of Public Health

Sara Mishefske: As an employee of the Milwaukee Health Department, Ms. Mishefske assumed roles of progressive responsibility over a tenure of 16 years, from 1994 to 2011 Her first 13 years were devoted to working within Childhood Lead Poisoning Prevention and Home Environmental Health, first in community education and community engagement, and

ultimately providing leadership and supervision as the Division Manager for over 40 staff working to reduce health disparities caused by the home environment. Trained to the 300 level in ICS, Sara served as Operations Chief for several public health emergencies.

Mary Jo Gerlach: Retired from MHD in 2016 after over 25 years of service. Fifteen (1992-2007) of those years Mary Jo was as a Nurse Coordinator in the CLPPP that included varying responsibilities with focus on Care Coordination for children with elevated blood lead levels including case management provided by PHN's, collaboration with Lead Risk Assessors, delegated responsibilities to Health Service Assistants, and monitoring of these services related to program outcomes. Mary Jo has skills in training, care coordination process development, development of relevant and understandable education materials, and outcome focused data collection and reporting.

Amy Murphy c o n s u l t i n g

City of Milwaukee Health Department Childhood Lead Poisoning Prevention Program Scope of Work

Purpose: To provide support and technical assistance to the City of Milwaukee Health Department (MHD) Childhood Lead Poisoning Prevention Program (CLPPP) in the areas of nursing case management, overall program management and strategic planning. Functions include:

- Drafting, revising and finalizing MHD CLPPP policies, procedures and work flow,
- Working with MHD CLPPP staff in a support and training capacity to assure implementation of policies, procedures and work flow,
- Providing consultation around environmental health (i.e., inspection/risk assessment and lead hazard reduction) policies and procedures,
- Supporting response and compliance with State of Wisconsin and HUD OHHLHC recommendations and requirements,
- Consulting on organizational structure and growth,
- Providing input on short-, mid- and long-term strategic planning,
- Working with city-wide team on programmatic priorities with a focus on service system backlogs and evolution,
- Strengthening MHD CLPPP internal communication systems,
- Assuring programmatic evaluation and continuous program improvement, and
- Supporting new managers as they are hired into key positions.

Contract Functions:

Nursing Case Management Support & Leadership:

- Provide support to staff who provide case management services to families that have either current or past children with EBLL's.
- Walk through the case management process with staff and rework the flow chart as needed to create an efficient and effective process from the time of referral through a completed home visit.

- Update or create policies for case management including case closure criteria based on the state statutory requirements and WiCLPPP requirements.
- Provide leadership for the staff and mentoring of the Public Health Nurse Supervisor to be hired.
- Work with staff to create a system for ongoing monitoring and case management data reporting.
- Work with CLPPP to establish a collaborative approach with Lead Risk Assessors (LRA) and other team members to provide services to children with EBLL's and their families.
- Review and update case management documentation.
- Work with staff to update educational materials provided families with EBLL's.
- Offer informal and formal training in lead poisoning education, home visiting, and data reporting.

Childhood Lead Poisoning Prevention Program Management, Support & Leadership:

- Confirm, revise and finalize workflow models for EBLL team and HUD/CDBG environmental health services.
- Elucidate timeframes for work flow activities; create throughput formulas.
- Identify systems issues within workflow (roadblocks), make recommendations and design/support improvements to streamline service systems.
- Update (design/revise) policies and protocols for EBLL and HUD/CDBG (environmental systems) that align with industry best practice and maintain statutory rigor.
- Recommend management tools and quality control strategies to assure quality staff performance.
- Assist with hiring the new EH Services Manager; engage them in the improvement process and/or coach them to be successful in their role.
- Facilitate cross-program collaboration (environmental health and nursing case management) and assure comprehensive HEH policies and protocols.
- Initiate efforts to strengthen the CLPPP leadership into a "team" mindset; coordinate weekly managers/section leader's meetings/briefings, support monthly all-CLPPP gatherings, maintain "sounding board" hours to coach managers and hear staff concerns.
- Assist with hiring new HEH Manager and coach them to be successful in their role.
- Support revision of HUD LHC Grant narrative and benchmarks.

Childhood Lead Poisoning Prevention Program Strategy Development:

- Provide leadership and support to project consultants, MHD leadership and MHD CLPPP program staff.
- Consult with city-wide work group to advance childhood lead poisoning prevention initiatives.

- Provide consultation on environmental health (inspection/risk assessment and lead hazard control) policies and procedures.
- Support strategy development to respond to State of Wisconsin and HUD OHHLHC recommendations and requirements.
- Provide strategic planning consultation on MHD CLPPP short-, mid- and long-term goals.
- Support stakeholder involvement in MHD CLPPP (e.g, lead abatement contractors, property owners, etc.).
- Provide consultation on MHD CLPPP organization structure and growth.
- Support revision of HUD LHC Grant narrative and benchmarks.
- Provide support for program evaluation.

Time Frame: Six month contract with an estimated time span of November 21, 2018 – May, 31, 2019.

Cost Estimate: \$64,800

Hour Estimate & Hourly Rate:

- Nursing Case Management: 24 hours per week/96 hours per month @ \$50 per hour.
- Childhood Lead Poisoning Prevention Program Management: 15 hours per week/60 per month @ \$50 per hour.
- Childhood Lead Poisoning Prevention Program Strategy Development & Overall MHD CLPPP Support: 5 hours per week/20 per month @\$150/hour.

Cost Estimate:

- Nursing Case Management: 96 hours per month X 6 months @ \$50 per hour = \$28,800.
- CLPPP Management: 60 per month X 6 months @ \$50 per hour = \$18,000
- CLPPP Strategy Development: 20 per month X 6 months @\$150/hour = \$18,000

Department of Administration
Purchasing Division
Finance & Personnel Committee Approval Required
for Single Source Contract
Contract #E13244

Background:

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|--------------------------------------|---|
| User Department: | ITMD |
| Purchasing Agent: | Nathan Churchill |
| Contract Description: | VSC for Dell & HP Server Maintenance |
| Vendor Name and Location: | SEI, Inc. dba Service Express, Inc. (Grand Rapids, MI) |
| Contract Term: | 03/01/2014 through 02/28/2015 with three (3) one (1) year options to extend |
| Requisition # and Date Rec'd: | 16443 & 11/01/2018 |
| Original Contract Amount: | \$ 20,568.00 |
| Expenditures to Date: | \$ 124,275.00 |
| Current Contract Amount: | \$ 130,128.00 |

Purpose of Contract/Amendment:

The purpose of this amendment is to extend the contract for three (3) months from 12/01/2018 through 02/28/2019 to allow time for a new contract to be executed, and to increase the estimated contract total by \$10,074.00 from \$130,128.00 to \$140,202.00.

Background:

SEI, Inc. supports the City's Dell and HP Server Equipment that is no longer supported by the manufacturer. This current vendor is called upon, often weekly, to repair or replace crucial components in the City's production server environment. Some of the servers under these contracts provide file storage, backup storage, and manage the Microsoft Active Directory (AD) domain and email system. Any lapse in coverage could be potentially catastrophic to the City should an event occur.

Due to the age of select equipment, the City's Dell and HP Servers require regular maintenance that is provided by SEI, Inc. Multiple mainboards, hard drives, and other parts have been replaced and will need to be replaced over the life of the contract as many failures have occurred.

Prior to 2014, ITMD requested purchase orders or processed standard vouchers on an annual basis to secure server maintenance provided by SEI, Inc. In 2014, a Vendor Service Contract E13244 for Dell and HP Server Maintenance was executed to better aid in tracking expenditures for both ITMD and Purchasing.

Maintenance costs are as follows:

Dell & HP Servers: 57 units

Cost to Maintain: \$3,358.00/month; \$10,074.00/three (3) months

City Purchasing Director

Date

History of Contract Amendments:

| Date | Item | Term | Cost |
|--|---|--------------------------------|---------------------|
| 5/30/2014 | Original Contract E13244 - Dell & HP Server Maintenance for a period of one (1) year from 03/01/2014 to 02/28/2015 with the option to extend for three (3) additional one (1) year terms upon mutual agreement, and an estimated contract total of \$20,568.00 F&P Committee review not required | 3/1/2014 to 2/28/2015 | \$20,568.00 |
| 2/25/2015 | Change Order #1: Extended the contract for one year from 3/1/2015 – 2/29/2016, exercising the first (1 st) of three (3) allowable options and increased the estimated contract total by \$26,196.00 from \$20,568.00 to \$46,764.00 F&P Committee review not required | 3/1/2015 to 2/29/2016 | \$26,196.00 |
| 02/24/2016 | Change Order #2: Extend the contract for one year from 3/1/2016 – 2/28/2017, exercising the second (2 nd) of three (3) allowable options to extend and increase the estimated contract total by \$28,260.00 from \$46,764.00 to \$75,024.00 F&P Approval Presented: 02/24/2016 | 3/1/2016 to 2/28/2017 | \$28,260.00 |
| 03/22/2017 | Change Order #3: Extended the contract for one (1) year from 03/01/2017 to 02/28/2018, exercising the third (3 rd) and final option to extend for one (1) year upon mutual agreement and increased the estimated contract total by \$31,560.00 from \$75,024.00 to \$106,584.00. F&P Approval Presented: 03/22/2017 | 03/01/2017 to 02/28/2018 | \$31,560.00 |
| 02/13/2018 | Amendment # 4: Extended the contract term for three (3) months from 03/01/2018 through 05/31/2018 to allow time for a new contract to be executed, and increased the estimated contract total by \$7,848.00 from \$106,584.00 to \$114,432.00. F&P Committee review not required | 03/01/2018 to 05/31/2018 | \$7,848.00 |
| 06/27/2018 | Amendment #5: Extended the contract term for six (6) months from 06/01/2018 through 11/30/2018 to allow time for a new contract to be executed, and increased the estimated contract total by \$15,696.00 from \$114,432.00 to \$130,128.00. F&P Approval Presented: 07/03/2018 | 06/01/2018 to 11/30/2018 | \$15,696.00 |
| Pending | Amendment #6: Extend the contract term for three (3) months from 12/01/2018 through 02/28/2019 to allow time for a new contract to be executed, and increase the estimated contract total by \$10,047.00 from \$130,128.00 to \$140,202.00. | 12/01/2018 to 02/28/2019 | \$10,074.00 |
| Total (including the pending amendment) | | | \$140,202.00 |

**Department of Administration
Purchasing Division**

**Finance & Personnel Committee Approval Required
For Single Source Contract
Contract #E13634-A**

Background:

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|---|--|
| User Department: | City Clerk's Office |
| Purchasing Agent: | Cassandra Fawley |
| Contract Description: | Vendor Service Contract for Imaging System Equipment, Software, Licensing, and Professional Services |
| Vendor Name and Location: | Heartland Business Systems, LLC (Milwaukee, WI) |
| Contract Term: | 12/23/2014 through 01/01/2016 with the option to extend for three (3) additional one (1) year periods, upon mutual agreement |
| Requisition # and Date Received: | 16173 & 07/13/2018 |
| Original Contract Amount: | \$20,000.00 |
| Expenditures to Date: | \$319,751.69 |
| Current Contract Amount: | \$347,191.00 |

Purpose of Amendment:

The purpose of this amendment is to increase the estimated contract total by \$33,540.00 from \$347,191.00 to \$380,731.00 and to extend the contract for a period of one (1) year from 01/02/2018 through 01/01/2019 exercising the third (3rd) – and final – option to extend for an additional one (1) year period, upon mutual agreement to complete the capital improvement Document Services Section (DSS) E-Vault upgrade.

Background:

Milwaukee's electronic document management system ("E-Vault") was originally piloted with records from five (5) records applications in 1997, and moved to full production in 1999. At its onset, E-vault stored approximately 275,000 images, primarily City Clerk common council files from 1993. The software now manages over 8 million documents (and many times that many more individual images) totaling 1.4 terabytes of data. Since 2017, the City Clerk's Office has sought to aggressively expand awareness and use of E-vault through taking advantage of its electronic document management and process/workflow capabilities; they are currently developing a line-of-business integration with the Municipal Court's case management system, and are in discussions to develop imaging applications for Employee Retirement System (ERS), Health Laboratories, Department of Neighborhood Services (DNS) Title Requests, and historical microfilm from a variety of departments.

Key elements of the upgrade include:

- **Scan Client Licenses:** These will give Document Services Staff (DSS) the ability to scan directly into FileDirector instead of utilizing the current intermediary scanning/indexing software (Oracle Document Capture, ODC) currently being used for most applications. ODC is an end-of-life product and no updates have been made to it since 2011. Additionally, the ability of the vendor to provide support it will continue to diminish and the age of the software already impacts its runtime/performance.
- **OCR/Barcode Client Licenses:** DSS currently employs "batch scanning" to group scanned pages into documents and split out distinct documents within large volumes of scanned images. FileDirector's OCR/Barcode Client replicates this functionality by allowing the creation of separator barcodes, which indicates to the scanning system where one document stops and another begins. Absent these licenses it will be almost impossible to efficiently scan and index documents in this manner.

- Process Management Licenses:** These licenses provide access to FileDirector’s process management server, which allows for the creation of additional workflows within the system. These workflows can be as simple as a one-step approval process, or they can use complex logic for document routing, index field modification based on user action, records retention processing, or application of electronic signatures. Access to process management will allow Document Services to provide additional functionality to end users, increasing the types of documents and records that can be stored in and accessed from FileDirector.

History of Contract Amendments:

| Date | Item | Term | Cost |
|--|---|-------------------------------|---------------------|
| 12/30/2014 | Original Contract - Vendor Service Contract for Imaging System Equipment, Software, Licensing, and Professional Services <i>F&P Approval not required as contract was less than \$50,000.00.</i> | 12/23/2014 through 01/01/2016 | \$20,000.00 |
| 04/24/2015 | Amendment #1: Increased the estimated contract total by \$327,191.00 from \$20,000.00 to \$347,191.00. <i>F&P Approval not required, hardware purchase (commodity).</i> | n/a | \$327,191.00 |
| 11/25/2015 | Amendment #2: Extended the contract for a period of one (1) year from 01/02/2016 through 01/01/2017. | 01/02/2016 through 01/01/2017 | n/a |
| 09/08/2016 | Amendment #3: Changed the assignment of contract rights from “Integrated Imaging, Inc.” to “Heartland Business Systems, LLC” and – for administrative purposes – incorporated a contract number change from “E0000013634” to “E0000013634-A”. | n/a | n/a |
| 05/19/2017 | Amendment #4: Extended the contract for a period of one (1) year from 01/02/2017 through 01/01/2018. | 01/02/2017 through 01/01/2018 | n/a |
| Pending | Amendment #5: Increase the estimated contract total by \$33,540.00 from \$347,191.00 to \$380,731.00 and extend the contract for a period of one (1) year from 01/02/2018 through 01/01/2019. | 01/02/2018 through 01/01/2019 | \$33,540.00 |
| Total (including the pending amendment) | | | \$380,731.00 |

City Purchasing Director

Date