

**Department of Administration
Purchasing Division**

**Finance & Personnel Committee Approval Required
For Single Source Contract
Contract #E0000012849**

Background:

User Department:	Fire and Police Commission (FPC)
Purchasing Agent:	Ann Patz
Contract Description:	VSC for Job Analysis Services and Selection Procedures to Hire MPD Personnel
Vendor Name and Location:	E.B. Jacobs LLC , a PSI Business (College State, PA)
Contract Term:	12/20/2013 through 12/19/2016
Requisition # and Date Received:	17185 01/03/2020
Original Contract Amount:	\$365,000.00
Expenditures to Date:	\$595,139.61
Current Contract Amount:	\$754,550.00

History of Contract Amendments:

Date	Item	Term	Cost
10/30/2013	Original Contract Approved by F&P Committee on: 10/30/2013	12/20/2013 through 12/19/2016	\$365,000.00
12/13/2014	Amendment #1: Increase the estimated contract total by \$189,550.00 from \$365,000.00 to \$554,550.00. Approved by F&P Committee on: 12/13/2014	N/A	\$189,550.00
11/14/2016	Amendment #2: Renew the contract term for an additional three (3) years, with indefinite options to renew for additional three (3) years, upon mutual agreement. Increase the estimated contract total by \$200,000.00 from \$554,550.00 to \$754,550.00. Certificate of Liability Insurance shall be effective during the renewal options and incorporated into and made a part of the contract. Approved by F&P Committee on: 11/14/2016	12/20/2016 through 12/19/2019	\$200,000.00
Pending	Amendment #3: Increase contract estimated total by \$246,000.00 from \$754,550.00 to \$1,000,550.00 and extend the contract term by three (3) years, exercising the option to extend upon mutual consent. Incorporate name change from E. B. Jacobs LLC, a PSI Business to PSI Services LLC and implement contract number change from E0000012849 to E0000012849-A.	12/20/2019 through 12/19/2022	\$246,000.00
Total (including the pending amendment)			\$1,000,550.00

Purpose of Amendment:

The purpose of this amendment is to extend the City's existing Vendor Service Contract with E.B. Jacobs LLC, a PSI Business, contract term by three (3) years from 12/20/2019 through 12/19/2022 exercising the option to extend upon mutual consent and to increase the contract estimated total by \$246,000.00 from \$754,550.00 to

\$1,000,550.00. Also incorporate name change from E.B. Jacobs LLC, a PSI Business to PSI Services LLC due to PSI Services LLC acquiring E.B. Jacobs LLC, a PSI Business effective 10/04/2017. (Exhibit 1) This will also implement a contract number change from E0000012849 to E0000012849-A.

Background:

The current three-year contract provides for selection procedures to hire Police Department personnel through 12/19/2019. We are requesting to exercise one of the unlimited options of three-year renewals granted in 2016. The vendor, E.B. Jacobs LLC, a PSI Business, (formerly known as SHL Landy Jacobs, Inc.) has worked with the FPC since 1997, when they developed the entry-level examination components currently in use for Police Officer and Police Aide. They own the intellectual property for these exams. The development process was arduous and lasted about three years before each testing component was individually developed, tested, and passed all levels of court review. The value of having a selection procedure that is free from legal challenge is incalculable to the City.

The current Police Officer Eligible List was adopted on September 17, 2017, with the most recent amendment on July 26, 2018, and the people remaining in the testing process after the current contract expired in December, 2019 cannot be processed through the remaining components under another testing procedure. The same is true for all other exams in progress. After having developed a new promotional procedure for Captain of Police, EB Jacobs was able to quickly step in and perform job analyses and develop new testing procedures for the Police Lieutenant, Police Sergeant and Detective positions in 2012, providing consistency in the testing procedure across the ranks. Since beginning work with them in 1997, they have consistently provided a high quality product. They have proven themselves to be flexible, capable, professional, and highly skilled. When staffing at the FPC has been low, EB Jacobs has been able to quickly increase the amount of support provided for the exams with minimal difficulty. EB Jacobs has an intimate knowledge of Milwaukee Police Department entry-level and promotional positions that other vendors do not.

In addition, they have not been found to be at fault due to an omission, error or negligence in their 36-year history, and they have kept their pricing stable. Note: In 2004, the City of Akron, Ohio was sued for potential adverse impact as a result of a promotional exam administered by EB Jacobs. EB Jacobs was not sued, but they were called to defend the validity of the test instrument. Although Akron lost the case, EB Jacobs was not found to be at fault due to an omission, error or negligence.

Since EB Jacobs owns the intellectual property for all these exams, any new vendor would need time to analyze and develop new testing instruments and procedures. The ensuing delay would cause great disruption to the planned testing schedule and would create a backlog of vacancies in all ranks. EB Jacobs also served as the City's subject matter expert on the validity of these tests under the 2016 Department of Justice collaborative review. For all of the above reasons, amending this contract as outlined above, is in the best interests of the City and public safety.

City Purchasing Director

Date

F&P Presentation Date: 02/05/2020

**Department of Administration
Purchasing Division**

**Finance & Personnel Committee Approval Required
For Single / Sole Source Contract
Contract #E17134**

Background:

User Department:	DPW – Infrastructure
Purchasing Agent:	Ethan Heffelfinger
Contract Description:	Vendor Service Contract for Transformer Repairs
Vendor Name and Location:	American Industrial Motor Service (Milwaukee, WI)
Contract Term:	Three (3) years from 02/05/2020 through 02/04/2023 with option to extend three (3) additional one (1) year periods
Requisition # and Date Received:	Req 17134, 10/25/19
Original Contract Amount:	\$300,000.00

Purpose of Contract:

DPW Infrastructure is seeking to enter into a new Vendor Service Contract for Transformer Repairs with American Industrial Motor Service for a three (3) year period from 02/05/2020 through 02/04/2023 with the option to extend three (3) additional one (1) year periods.

Background:

American Industrial Motor Service was selected because they are the only local source for this service, they are able to provide emergency service due to their close proximity, and they have a proven record for the repair of older style moving coil transformers used by the City. This is replacing the prior contract E12767 that ran from 2013 through 2019. Additionally, having a local vendor perform this work relieves the City from being responsible for transporting transformers containing hazardous materials across state lines.

City Purchasing Director

Date