

**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

**Department of Administration
Purchasing Division**

**Finance & Personnel Committee Approval Required
For Single Source Contract
Contract #E0000020639**

Background:

User Department:	Department of Administration (DOA) – Information Technology Management Division
Purchasing Agent:	Diana Herrejon
Contract Description:	Vendor Service Contract for ePropertyPlus
Vendor Name and Location:	eProperty Innovations, LLC (Chicago, IL)
Contract Term:	Six (6) years from the date of award
Requisition # and Date Received:	Req. #0000020639 & Rec'd 08/02/2024
Original Contract Amount:	\$406,900.00
Expenditures to Date:	\$0.00
Current Contract Amount:	\$406,900.00

Purpose of Contract:

This is a request from the DOA Information Technology Management Division (ITMD's) to purchase ePropertyPlus™ and associated onboarding services for use by the Department of City Development (DCD). The proposed contract covers the costs of configuring ePropertyPlus to address the specific needs of DCD, as well as data transformation and migration from the existing legacy system. Additionally, it includes training for system administrators and end users. This solution will replace a previously custom-built system. The contract total is \$406,900.00 for a contract term of six (6) years from the date of award. Year one (1) will be for \$101,105.00, which includes a one-time setup of \$40,000.00 plus years two (2) through six (6) for \$61,105.00. Subscription Services secured in advance using a multi-year contract will result in a reduction of the annual price increase by 1% for each additional year contracted. A six-year term will result in no annual price increase. Securing the subscription services for a six-year term allows the City to take advantage of the promotional offer that guarantees no annual price increases.

Background:

DCD is currently using a custom-developed application called the 'Real Estate Database,' which has been operating for approximately 20 years. Unfortunately, this application has outdated source code, making it difficult to maintain and enhance while posing security vulnerabilities. Department of Administration – Information Technology Management Division (DOA- ITMD) and DCD recognize the need to transition to a more modern application to resolve these issues. Additionally, DCD is required to implement Milwaukee ordinance Chapter 304-49, related to the new State law for the disposition of City properties.

Based on DCD's and ITMD's research efforts of various vendor options, ePropertyPlus has emerged as a solution that satisfies all requirements and offers functionality without customizations that surpasses the current 'Real Estate Database.' Unlike other alternatives requiring extensive and costly customizations to meet DCD's needs, ePropertyPlus is built explicitly for land banking and foreclosure disposition. It also includes features such as the ability to run a sales website. Moreover, ePropertyPlus integrates seamlessly with existing systems like Accela, Tyler, and DocuSign, which would help reduce paperwork in the field. This minimizes time spent outside, making the work environment safer for staff. It also proves to be a more cost-effective option than other solutions that charge on a per-property basis. eProperty Plus is utilized by nearly fifty municipalities and counties for real estate and land bank management, similar to the requirements in Milwaukee.

Other unique features that ePropertyPlus offers, which other solutions do not, and features that are critical to DCD:

- Specifically Designed: ePropertyPlus is tailored for land banking and foreclosure disposition, enhancing the ability to manage sales effectively.
- Time-Saving Efficiency: Tasks that currently take DCD days to complete can be executed in minutes with ePropertyPlus, allowing DCD to prioritize efforts.
- Enhanced Information Sharing: ePropertyPlus enables DCD to share vital information in real-time with other City departments and the general public, promoting better collaboration and transparency.
- It also proves to be a more cost-effective option than other solutions that charge on a per-property basis.

Cost Savings: Based on cost estimates provided by another firm, additional costs to support customizations and maintenance would cost ITMD an additional \$25K per year. In addition, the DCD is projected to achieve cost reductions in equipment procurement by utilizing 11 cameras, each valued at \$300, culminating in a total expenditure of \$3,300. In addition, the department will leverage city-issued mobile phones to capture photographic documentation in the field.

Operational Efficiencies & Cost Savings: Following the activation of the database, the DCD anticipates a significant decrease in the daily workload, reducing from 85% to 60% for staff members. This operational enhancement is expected to yield an annual financial savings of \$80,400, attributable to vehicle plate number processing tasks. Moreover, the duration of quarterly workflow tasks, which traditionally span three days, will be condensed to approximately four hours, translating to an additional annual savings of \$3,260.

Long-Term Strategic Outlook: In the long-term context, this enhancement in operational efficiency may facilitate a reduction in staffing requirements, transitioning from one full-time equivalent (FTE) position to one part-time equivalent (PTE) or potentially eliminating one full-time equivalent entirely.

At the end of the fifth year, DCD and ITMD should adequately prepare to issue a formal Request for Proposal (RFP) to assess the market's competitive landscape and identify potential vendors capable of effectively meeting their needs.

City Purchasing Director

Date

F&P Approval Presentation Date: 01/15/2025