

**Department of Administration
Purchasing Division**

**Finance & Personnel Committee Approval Required
For Single Source Contract
Contract # E13320**

Background:

User Department:	Municipal Court
Purchasing Agent:	Nathan Churchill
Contract Description:	VSC for Printing & Mailing of Municipal Court Notices
Vendor Name and Location:	State of Wisconsin Dept. of Administration (WDOA), Madison, WI
Contract Term:	1/1/2015 – 12/31/2015 with two (2) options to extend
Requisition # & Date Received:	Req# 16688, Rec'd 03/15/2019
Original Contract Amount:	\$ 190,000.00
Expenditures to Date:	\$528,611.11
Current Contract Amount:	\$ 673,000.00

Purpose of Contract:

The City of Milwaukee Municipal Court is seeking to extend E13320 -Vendor Service Contract for the Printing and Mailing of Municipal Court Notices with the State of Wisconsin Department of Administration (WDOA) from July 1, 2019 through June 30, 2020, and to increase the estimated contract total by \$30,000.00 from \$673,000.00 to \$703,000.00 to cover the cost of anticipated invoices to be received for this one (1) year extension.

Background:

Printing and mailing services, which are currently provided by the State of Wisconsin's Department of Administration (WDOA), are crucial to Municipal Court operations. These services provide batch printing, inserting and mailing of defendant notices (which the Court is legally required to mail when the defendant fails to appear for judgment), reminder notices, and other correspondence, with or without additional pre-printed informational inserts. The process of creating and transmitting its correspondence to the vendor is fully automated, occurring during an overnight batch process with a daily script that transmits the files to a secure server, such that no manual intervention by Court staff is required.

The State of Wisconsin printing and mailing system has been partially customized for the City of Milwaukee court processes to provide secure and confidential protection of records in accordance with the related regulations, most notably for juveniles who have records that require additional levels of protection in accordance with Wisconsin Statutes. This vendor's capabilities and willingness to provide the required level of protection for all records, especially those of juveniles, will assist the City of Milwaukee with the fulfillment of all required system safeguards as evidenced by the WDOA's long term record of successful service provisions for the City of Milwaukee Municipal Court since 1999. Lastly, it is important to note that a competitive bid was issued in March 2018 and we did not receive any responses.

History of Contract Amendments:

Date	Item	Term	Cost
9/17/2014	Original Contract E13320 – VSC for Printing and Mailing of Municipal Court Notices Approved by F&P Committee on: 9/17/2014	1/1/2015 - 12/31/2015 w/ two options to extend	\$190,000.00
11/18/2015	Amendment #1: Increase the estimated contract total by \$150,000.00 from \$190,000.00 to \$340,000.00 and extend the contract from one (1) year from 01/01/2016 through 12/31/2016, exercising the first (1 st) option to extend Approved by F&P Committee on: 12/9/2015	1/1/2016 - 12/31/2016	\$150,000.00
12/14/2016	Amendment #2: Extend the contract by one (1) year, from 01/01/2017 – 12/31/2017, exercising the final option to extend. *Note: Administrative error; Amendment #3 should have been presented in December of 2016.	1/1/2017 - 12/31/2017	\$0
2/10/2017	Amendment #3: Increase the estimated contract total by \$153,000.00 from \$340,000.00 to \$493,000.00. * Note: Reference to Amendment #3 was referenced in the Recap for Amendments #5 & #6	1/1/2017- 12/31/2017	\$153,000.00
2/12/2018	Amendment #4: Extend the contract by six (6) months, from 01/01/2018 - 06/30/2018 to allow time for a new bid and contract to be executed.	1/01/2018 - 6/30/2018	\$0
06/13/2018	Amendment #5: Extend the contract by one (1) year, from 7/1/2018 – 6/30/2019 and add four (4) options to extend upon mutual consent, starting 7/1/2019. Additionally, increase the estimated contract total by \$180,000.00 to cover the cost of invoices from April – June 2018 and the annual extension. Approved by F&P Committee on: 6/13/2018	7/1/2018 - 6/30/2019	\$180,000.00
Pending	Amendment #6: Increase the estimated contract total by \$30,000.00 from \$673,000.00 to \$703,000.00, and extend the contract term for one (1) year from 07/01/2019 through 06/30/2020.	7/1/2019 - 6/30/2020	\$30,000.00
Total (including the pending amendment)			\$703,000.00

City Purchasing Director

Date

**Department of Administration
Purchasing Division**

**Finance & Personnel Committee Approval Required
For Single Source Contract
Contract #E15808**

Background:

User Department:	Milwaukee Fire Department
Purchasing Agent:	Cassandra Fawley
Contract Description:	Vendor Service Contract for Human Performance Program Training
Vendor Name and Location:	Leadership Under Fire, Inc. (Brooklyn, NY)
Contract Term:	04/10/2019 through 04/09/2020
Requisition # and Date Received:	15808 & 01/02/2018
Original Contract Amount:	\$75,000.00
Expenditures to Date:	\$0
Current Contract Amount:	\$0

Purpose of Contract:

The purpose of this contract is to authorize the Milwaukee Fire Department (MFD) to enter into a one (1) year Vendor Service Contract for Leadership Training Regarding Moral, Physical, and Mental Preparedness, from 04/10/2019 through 04/09/2020, with Leadership Under Fire, Inc. The estimated contract total is not to exceed \$75,000.00.

Background:

In October 2018, a Request for Information (RFI) regarding Human Performance Program Training was administered by the Department of Administration's Purchasing Division, on behalf of the MFD. Although two (2) responses were received, only the proposal provided by Leadership Under Fire, Inc. met the minimum requirements set forth by the RFI, which were:

- Give an in-depth study of the chaos, friction, risk, and uncertainty that is found of the scenes of emergencies.
- Present a comprehensive curriculum on how we function and react under stress, both the strengths and weaknesses.
- Train fire department members in methodology that will improve the mental, physical, and tactical skills of firefighters and officers operating at the scenes of emergency incidents.

By setting forth these requirements, the MFD demonstrated that they were not interested in "how to" training courses for performance leaders, but rather sought a didactic curriculum that challenges their leaders to think differently about operational performance. The training desired needed to pursue the understanding of cognitive function and decision-making under stress, mindset and mental toughness, arousal control for optimal performance, and the relationship between tactical fitness, technical skills, and mental performance. It was also imperative that the training offered have a "train-the-trainer" approach, which allows the MFD to continue to teach our members the material long after the initial training is complete. The train the trainer model provides sustainability and ensures that member of the MFD continue to get the cognitive training that they need to optimally perform their duties. Therefore, since Leadership Under Fire, Inc. is the only compliant respondent, it is recommended that the MFD be allowed to enter into a one (1) year Vendor Service Contract for Leadership Training Regarding Moral, Physical, and Mental Preparedness, from 04/10/2019 through 04/09/2020, with Leadership Under Fire, Inc with an estimated contract total that will not to exceed \$75,000.00. The department concurs with this recommendation.

City Purchasing Director

Date