

**Department of Administration
Purchasing Division**

**Finance & Personnel Committee Approval Required
For Single Source Contract
Contract #E15986**

Background:

User Department:	Department of Employee Relations
Purchasing Agent:	Cassandra Fawley
Contract Description:	Vendor Service Contract for Personnel Investigation Services
Vendor Name and Location:	Crivello Carlson, S.C. (Milwaukee, WI)
Contract Term:	04/10/2018 through 12/31/2018
Requisition # and Date Received:	16206 & 07/30/2018
Original Contract Amount:	\$25,000.00
Expenditures to Date:	\$21,486.50
Current Contract Amount:	\$25,000.00

Purpose of Amendment:

The purpose of this amendment is to increase the estimated contract total for a vendor service contract for the Department of Employee Relations (DER) regarding personnel investigation services of the Milwaukee Health Department by \$50,000.00 from \$25,000.00 to \$75,000.00. Due to the need for ongoing employee investigations as approved by DER and the City Attorney's Office, the contract must be amended to cover the additional hours worked by Crivello Carlson, S.C.

Background:

Through this contract, the law firm is conducting personnel investigations of employees within the Health Department's Childhood Lead Poisoning Prevention Program. The complexity of the investigations require an experienced and independent investigator to conduct interviews, review applicable regulations, understand operational protocols and procedures, and issue a report with findings and recommendations to the Commissioner of the Health Department that exceed the capacity of DER and the City Attorney's Office. Over thirty-four (34) individuals, including former employees, were interviewed by the outside investigator and it is anticipated that the last summary report will be prepared no later than early October 2018.

The Department of Employee Relations requested assistance from the City of Milwaukee's City Attorney, who identified Crivello Carlson, S.C. as a local firm that provides outside services to the City Attorney's Office.

City Purchasing Director

Date

History of Contract Amendments:

Date	Item	Term	Cost
04/10/2018	Original Contract – Vendor Service Contract for Personnel Investigation Services <i>F&P Approval not required as contract was less than \$50,000.00.</i>	04/10/2018 through 12/31/2018	\$25,000.00
Pending	Amendment #1: Increase the estimated contract total by \$50,000.00 from \$25,000.00 to \$75,000.00.	n/a	\$50,000.00
Total (including the pending amendment)			\$75,000.00