

**Department of Administration
Purchasing Division**

**Waiver of Finance & Personnel Committee Approval
For Sole Source Contract
Contract #E0000018301**

Background:

| | |
|---|---|
| User Department: | Health |
| Purchasing Agent: | Ann Patz |
| Contract Description: | Vendor Service Contract for Clear Lab DX Instrument, Service Maintenance and Reagent Testing Kits |
| Vendor Name and Location: | Clear Labs, Inc. (San Carlos, CA) |
| Contract Term: | Three (3) years from date of award with the option to extend upon mutual consent |
| Requisition # and Date Received: | Req#0000018301 Rec'd 06/08/2021 |
| Original Contract Amount: | \$468,741.60 (Grant Funds/ELC Project E) |
| Expenditures to Date: | \$0.00 |
| Current Contract Amount: | \$468,741.60 |

Purpose of Contract:

The purpose of this contract is to allow the City of Milwaukee Health Department (MHD) to enter into a Sole Source Vendor Service Contract for Clear Lab DX Instrument, Service Maintenance and Reagent Testing Kits with Clear Labs, Inc. for a contract term of three (3) years from the date of award with the option to extend upon mutual consent. The contract total is \$468,741.60, which includes instrument costs of the Clear DX Instrument at \$239,950.00, a three (3) year preventive maintenance agreement at \$51,267.60, installation and training at \$3,600.00, verification and validation service at \$6,500.00 and annual WGS reagent/consumable tests costs at \$167,424.00 (\$13,952.00 per month). The ELC Project E-Cross Cutting Emerging Issues (COVID-19)-ELC Enhancing Detection grant with WI DHS and CDC funds will be used.

Justification for Waiver:

Clear Labs, Inc. is a sole source provider of the Clear DX Platform and the only manufacturer and authorized supplier in the United States. This DNA & RNA platform, including automated liquid and Next Generation sequencing components, and associated software required for bacterial, fungal and viral testing capabilities, is in alignment with the objectives of grant funding to expand public health lab capacity in areas of advanced genomics. The Clear Lab DX to be purchased will be used for automation of SARS-CoV-2 sequencing for identifying mutations and variants of concern and/or interest.

This purchase will include installation, introductory training, service documentation, one (1) year parts and labor warranty, as well as three (3) years of extended annual service maintenance coverage that can only be provided by Clear Labs, Inc. The service agreement coverage is required to ensure compliance with regulatory oversight, while the proper maintenance and repair ensures the quality of the tests performed on the equipment. This equipment will complement existing systems and bioinformatics efforts in public health surveillance.

For this reason and in accordance with City Charter 16-05-4a, Finance and Personnel Committee approval is waived for services authorized by the Common Council.

DocuSigned by:

Rhonda U. Kelsey

City Purchasing Director
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8/3/2021

Date

F&P Waiver Presentation Date: 09/15/2021

**Department of Administration
Purchasing Division**

**Waiver of Finance & Personnel Committee Approval
For Sole Source Contract
Contract #E0000018355**

Background:

| | |
|---|---|
| User Department: | Milwaukee Health Department (MHD) |
| Purchasing Agent: | Ann Patz |
| Contract Description: | Vendor Service Contract for Community Health Workers |
| Vendor Name and Location: | Milwaukee Consortium for Hmong Health, Inc. (Milwaukee, WI) |
| Contract Term: | Two (2) years from the date of award |
| Requisition # and Date Received: | Req# 0000018355 Rec'd 07/07/2021 |
| Original Contract Amount: | \$400,000.00 (Grant/CDC Disparities Grant) |
| Expenditures to Date: | \$0.00 |
| Current Contract Amount: | \$400,000.00 |

Purpose of Contract:

The purpose of this contract is to allow the City of Milwaukee Health Department (MHD) to dispense with the competitive bidding process and enter into a Vendor Service Contract for Community Health Workers with Milwaukee Consortium for Hmong Health, Inc. (MCHH). The term of this contract is two (2) years from date of award with a contract total of \$400,000.00. The department will be using CDC Disparities Grant funds. Services and cost breakdown for four (4) Community Health Workers for two (2) years are in the table below:

| Service Description | QTY | Cost | Total |
|--|-----|-------------|--------------|
| Recruit, train, placement & supervision of Community Health workers - Year 1 | 4 | \$31,200.00 | \$124,800.00 |
| Recruit, train, placement & supervision of Community Health workers - Year 2 | 4 | \$32,760.00 | \$131,040.00 |
| Fringe benefits – Year 1 | 1 | \$13,728.00 | \$54,912.00 |
| Fringe Benefits – Year 2 | 1 | \$14,414.00 | \$57,658.00 |
| Admin. Costs @ 6% - Year 1 | 1 | \$11,484.00 | \$11,484.00 |
| Admin. Costs @ 6% - Year 2 | 1 | \$12,266.00 | \$12,266.00 |
| Office Supplies | 2 | \$3,570.00 | \$7,140.00 |
| Printing | 2 | \$350.00 | \$700.00 |
| | | Grand Total | \$400,000.00 |

Justification for Waiver:

MCHH is a Milwaukee-based organization with the mission of engaging the Asian American community for positive change regarding chronic disease, cancer health and wellness. MCHH is focused on providing communication, education, and outreach throughout the community to address barriers and encourage proactive approaches and advocacy for one's health. Community Health Workers (CHWs) who are viewed as community leaders and frontline health workers lead the work of MCHH. CHWs receive training in community health and cultural competence, which will be supplemented for this project with training in COVID-19 response and referrals. As part of this project, MCHH is committing to recruit, train, place and supervise four (4) Community Health Workers.

The MCHH is the only Community Health Worker provider in Milwaukee County for the Hmong community in which the grant's guidelines, our project goals, and objectives direct the City to target. Through Engaging Milwaukee in Emergency Response for Greater Equity (EMERGE COVID-19), MHD aims to expand access to COVID-19 preventative services through culturally competent communications, community based testing and contact tracing. Expanding data infrastructure to capture social determinants of health and health disparities contribute to building a more diverse and inclusive public health workforce, and facilitate cross-sectoral partnerships to address the fundamental causes of health inequities.

For this reason and in accordance with City Charter 16-05-4a, Finance and Personnel Committee approval is waived for services authorized by the Common Council.

DocuSigned by:

Rhonda U. Kelsey

City Purchasing Director

7/12/2021

Date

F&P Waiver Presentation Date: 09/15/2021

**Department of Administration
Purchasing Division**

**Waiver of Finance & Personnel Committee Approval
For Single Source Contract
Contract #E0000018029**

Background:

| | |
|---|--|
| User Department: | Milwaukee Health Department |
| Purchasing Agent: | Diana Herrejon |
| Contract Description: | Vendor Service Contract for Supervised Visits and Safe Exchange |
| Vendor Name and Location: | End Domestic Abuse Wisconsin: The Wisconsin Coalition Against Domestic Violence Inc. (Madison, WI) |
| Contract Term: | 10/01/2020 through 09/30/2022 |
| Requisition # and Date Received: | 0000018029, 02/03/2021 |
| Original Contract Amount: | \$92,157.00 (Justice for Families Grant Funded) |
| Expenditures to Date: | \$0.00 |
| Current Contract Amount: | \$92,157.00 |

Purpose of Contract:

The purpose of this contract is for the Milwaukee Health Department (MHD) to enter into a Vendor Service Contract with End Domestic Abuse Wisconsin: The Wisconsin Coalition against Domestic Violence, Inc. for Supervised Visits and Safe Exchanges through the Asha Project. The term of performance is from 10/01/2020 through 9/30/2022. The estimated contract total is \$92,157.00. The funding source will be Grant # 7550 GR3803919000.

The Asha Project engages at risk parents who use the Milwaukee Visitation and Exchange Center to build rapport, explore options to increase safety and healing opportunities, and links victims to services and support at Asha Project in the community. Additionally, it partners with the parents to create and modify their safety and healing plans, assists in project evaluation activities, and attendance for training and technical assistance.

Asha Project assists the Milwaukee Health Department by performing project implementation, supervising, supporting, evaluating, training program advocates and attending committee meetings as requested. It also assists in project sustainability planning by revising and updating policies and protocols, and facilitating linkages between the project and other systems working with victims.

Justification for Waiver:

The services were previously provided by Sojourner Family Peace Center, Inc. under contract E0000014349, however, Sojourner Family Peace Center exited the partnership due to a conflict in the time required to fulfill their part of the agreement. This required the Health Department to contract with a different provider and immediately continue the services without interruption.

The Justice for Families Grant (JFF 7550 GR3803919000) was approved by Common Council Resolution File #190896.

For this reason and in accordance with City Charter 16-05-4a, Finance and Personnel Committee approval is waived for services authorized by the Common Council.

DocuSigned by:

Rhonda U. Kelsey

City Purchasing Director
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8/11/2021

Date

F&P Waiver Presentation Date: 09/15/2021

**Department of Administration
Purchasing Division**

**Waiver of Finance & Personnel Committee Approval
For Single Source Contract
Contract #E0000016526**

Background:

| | |
|---|--|
| User Department: | Milwaukee Health Department (MHD) |
| Purchasing Agent: | Ann Patz |
| Contract Description: | Vendor Service Contract for Lead Abatement Training Services |
| Vendor Name and Location: | Community Relations - Social Development Commission (Milwaukee, WI) |
| Contract Term: | 01/01/2019 through 12/31/2019 with the option to extend annually, upon mutual consent. |
| Requisition # and Date Received: | Req# 0000018350 Rec'd 07/06/2021 |
| Original Contract Amount: | \$150,000.00 (Grant Funded) |
| Expenditures to Date: | \$292,082.57 |
| Current Contract Amount: | \$294,000.00 |

History of Contract Amendments:

| Date | Item | Term | Cost |
|--|---|-------------------------------------|---------------------|
| 03/20/2019 | Original Contract E0000016526 Vendor Service Contract for Lead Abatement Training Services for one (1) year with the option to extend annually, upon mutual consent. Funded by 2018 CC Contingent Fund. Approved by F&P Committee on: 03/20/2019 | 01/01/2019 through 12/31/2019 | \$150,000.00 |
| 01/15/2020 | Amendment #1: Increased estimated contract total by \$144,000.00 from \$150,000.00 to \$294,000.00 and extended contract term one (1) year from 01/01/2020 through 12/31/2020 exercising the option to extend upon mutual consent. Approved by F&P Committee on: 01/15/2020 | 01/01/2020 through 12/31/2020 | \$144,000.00 |
| 03/03/2021 | Amendment #2: Extended the contract term one (1) year from 01/01/2021 through 12/31/2021. F&P approval not required. CPD signed recap on 3/3/2021. | 01/01/2021 through 12/31/2021 | n/a |
| Pending | Amendment #3: Increase the contract total by \$85,494.00 from \$294,000.00 to \$379,494.00. | n/a | \$85,494.00 |
| Total (including the pending amendment) | | | \$379,494.00 |

Purpose of Amendment:

The purpose of this amendment is to increase the estimated contract total by \$85,494.00 from \$294,000.00 to \$379,494.00 to cover funds for the rest of the year. CDBG grant CD1175141347 Lead Prevention will be used for funding.

Justification for Waiver:

This amendment will allow Community Relations – Social Development Commission (SDC) to continue providing information and training to City of Milwaukee families with children under the age of six (6) years. This training educates them on the issue of lead, possible poisoning, and options of prevention.

MHD was directed by the Common Council on 07/31/2018 (File #180343) to work with SDC in providing lead education and outreach to residents who live in areas with a high density of lead poisoned children. SDC has long established relationships with the residents who live in the target area. In addition, SDC has experience with educating residents on lead hazards and making homes lead safe. There are seventy-six (76) household members benefiting from these services including sixty-six (66) successful encounters and ten (10) home visits.

For this reason and in accordance with City Charter 16-05-4a, Finance and Personnel Committee approval is waived for services authorized by the Common Council.

DocuSigned by:

Rhonda U. Kelsey

City Purchasing Director
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7/12/2021

Date

F&P Waiver Presentation Date: 09/15/2021

**Department of Administration
Purchasing Division**

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**Waiver of Finance & Personnel Committee Approval
For Sole Source Contract
Contract #E0000015299**

Background:

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|---|--|
| User Department: | Citywide |
| Purchasing Agent: | Marina Litvinets |
| Contract Description: | Vendor Service Contract for Avaya Equipment and Service Assistance |
| Vendor Name and Location: | ConvergeOne, Inc. (Eagan, MN) |
| Contract Term: | 07/01/2017 - 06/30/2020 |
| Requisition # and Date Received: | #0000018338 Rec'd 06/30/2021 |
| Original Contract Amount: | \$100,000.00 |
| Expenditures to Date: | \$1,416,518.66 |
| Current Contract Amount: | \$1,774,831.82 |

History of Contract Amendments:

| Date | Item | Term | Cost |
|--|--|-------------------------------|-----------------------|
| 9/27/2017 | Original Contract – VSC for Avaya Equipment and Service Assistance Approval Waived by F&P Committee on: 10/11/2017 | 07/01/2017 through 06/30/2020 | \$100,000.00 |
| 02/05/2020 | Amendment #1 – Increased the estimated contract total by \$800,000.00 from \$100,000.00 to \$900,000.00 and extended the contract for one (1) year from 07/01/2020 through 06/30/2021. Approval Waived by F&P Committee on: 02/05/2020 | 07/01/2020 through 06/30/2021 | \$800,000.00 |
| 01/13/2021 | Amendment #2 – Increased the estimated contract total by \$706,881.82 from \$900,000.00 to \$1,606,881.82. Added the option to extend annually upon mutual consent. Approval Waived by F&P Committee on: 01/13/2021 | n/a | \$706,881.82 |
| 06/09/2021 | Amendment #3 – Increased the estimated contract total by \$167,950.00 from \$1,606,881.82 to \$1,774,831.82 and extended the contract for one (1) year from 07/01/2021 through 06/30/2022. Approval Waived by F&P Committee on: 06/09/2021 | 07/01/2021 through 06/30/2022 | \$167,950.00 |
| Pending | Amendment #4 – Increase the estimated contract total by \$29,730.00 from \$1,774,831.82 to \$1,804,561.82 and extend the contract for four (4) years from 07/01/2022 through 06/30/2026 to coincide with Vendor's five (5) year subscription renewal No. OP-000620214/SO-000688128. | 07/01/2022 through 06/30/2026 | \$29,730.00 |
| Total (including the pending amendment) | | | \$1,804,561.82 |

Purpose of Amendment:

The purpose of this amendment is to add funds to the Avaya Equipment and Service Assistance Contract by increasing the estimated contract total by \$29,730.00, from \$1,774,831.82 to \$1,804,561.82. In addition, this amendment will extend the contract term for four (4) years, from 07/01/2022 through 06/30/2026, to coincide with the Vendor's five (5) year subscription renewal No. OP-000620214/SO-000688128, that was effective beginning 07/01/2021. The additional funds will cover the five (5) year subscription renewal of the Text-to-Speech (TTS) processing software that is used by DPW-Water Works.

Justification for Waiver:

The City of Milwaukee utilizes Avaya branded telephones and manages them through ITMD's Aura Communications Manager Voice System. Avaya branded equipment and the associated service assistance is proprietary, and it must be purchased and serviced through a licensed secondary partner – ConvergeOne, Inc.

ConvergeOne, Inc. is the current vendor and is knowledgeable and familiar with MPD's telephone systems. In addition, due to the proprietary nature of software, ConvergeOne, Inc. also provides upgrades and maintenance.

For this reason and in accordance with City Charter 16-05-4a, Finance and Personnel Committee approval is waived for services authorized by the Common Council.

DocuSigned by:

Rhonda U. Kelsey

City Purchasing Director
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7/14/2021

Date

F&P Waiver Presentation Date: 09/15/2021

**Department of Administration
Purchasing Division**

**Waiver of Finance & Personnel Committee Approval
For Sole Source Contract
Contract #E0000015412**

Background:

| | |
|---|---|
| User Department: | DOA-ITMD |
| Purchasing Agent: | Ann Patz |
| Contract Description: | Vendor Service Contract for Avaya System Maintenance and Annual License Renewal |
| Vendor Name and Location: | Avaya, Inc. (Santa Clara, CA) |
| Contract Term: | 07/01/2017 – 06/30/2020 |
| Requisition # and Date Received: | Req#0000018340 Rec'd 06/30/2021 |
| Original Contract Amount: | \$500,000.00 |
| Expenditures to Date: | \$642,157.38 |
| Current Contract Amount: | \$929,156.72 |

History of Contract Amendments:

| Date | Item | Term | Cost |
|--|---|-------------------------------------|-----------------------|
| 09/20/2017 | Original Contract: Vendor Service Contract for Avaya System Maintenance and Annual License Renewal F&P Waiver Presented: 09/20/2017 | 07/01/2017 through 06/30/2020 | \$500,000.00 |
| 07/22/2020 | Amendment #1: Increased the estimated contract total by \$429,156.72 from \$500,000.00 to \$929,156.72 and extended the contract term for three (3) years from 07/01/2020 through 06/30/2023. F&P Waiver Presented: 07/22/2020 | 07/01/2020 through 06/30/2023 | \$429,156.72 |
| Pending | Amendment #2: Increase the contract total by \$2,143,929.00 from \$929,156.72 to \$3,073,085.72, add the option to extend, and extend the contract term through 06/30/2026. | 07/01/2024 through 06/30/2026 | \$2,143,929.00 |
| Total (including the pending amendment) | | | \$3,073,085.72 |

Purpose of Amendment: The purpose of this amendment is to increase the estimated contract total by \$2,143,929.00, from \$929,156.72 to \$3,073,085.72, add the option to extend the contract term, and extend the contract through 06/30/2026 in accordance with Avaya, Inc.'s (Avaya) quotes, dated 06/25/2021, SUS2176569 (Exhibit 1) SUS2186549 (Exhibit 2). With this proposed 5-year commitment, ITMD and MPD will operate phone systems on a consistent environment the rates will be locked in at approximately the same rates we are currently paying for maintenance.

Justification for Waiver:

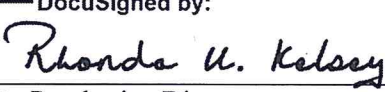
Due to proprietary branding, all maintenance on the Avaya Aura Communications Manager Voice System must be performed by Avaya. ITMD utilizes the Avaya Aura Communications Manager Voice System to operate the City's call records system and all active Avaya telephones.

Historically, ITMD and MPD were on separate contracts due to being on differing versions of the platform and on different renewal timeframes. Avaya is no longer offering a perpetual license model and is now offering only subscription licenses. This amendment will support the upgrade of the MPD phone system to the current release as used by ITMD. Since we have worked to synchronize the renewal dates and with upgrades of both ITMD and MPD's phone systems to the same release in 2021, this is an appropriate time to consolidate onto the single contract utilizing a subscription license

model. In addition, the subscription model includes licensing for several features that might otherwise need to be purchased separately for enabling continued remote work for the Unified Contact Center and other City Staff.

For these reasons and in accordance with City Charter 16-05-4a, Finance and Personnel Committee approval is waived for services authorized by the Common Council.

DocuSigned by:



City Purchasing Director
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7/1/2021

Date

F&P Waiver Presentation Date: 09/15/2021

**Department of Administration
Purchasing Division**

**Waiver of Finance & Personnel Committee Approval
For Sole Source Contract
Contract #E0000017825**

Background:

| | |
|---|--|
| User Department: | Assessor's Office |
| Purchasing Agent: | Ann Patz |
| Contract Description: | Vendor Service Contract for Assessment Analyst Desktop Review Software |
| Vendor Name and Location: | Esri Canada Limited (Toronto, Ontario) |
| Contract Term: | 08/09/2021 through 08/08/2025 with options to extend for four (4) year periods upon mutual consent |
| Requisition # and Date Received: | 0000017825 and 10/09/2020 |
| Original Contract Amount: | \$383,900.00 (Federal CARES Act Grant & Capital Funds) |
| Expenditures to Date: | \$0.00 |
| Current Contract Amount: | \$383,900.00 |

Purpose of Contract:

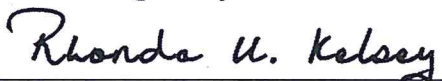
The purpose of this contract is to allow the City of Milwaukee Assessor's Office to dispense with the competitive bidding process and enter into a sole source Vendor Service Contract for Assessment Analyst Desktop Review Software with Esri Canada Limited for a contract term of four (4) years, from 08/09/2021 through 08/08/2025, with the option to extend for four (4) year periods upon mutual consent. The estimated contract total is \$383,900.00. The Federal CARES Act funds will be used for the initial purchase and initialization (\$139,700.00), and capital funds will be used for three (3) years of annual costs (\$244,200.00).

Justification for Waiver:

Esri Canada Limited is a proprietary vendor and the software provided is a patented proprietary software. This software is highly configured and tailored to meet the specific goals of the Milwaukee Assessor's Office and will allow their appraiser to conduct property reviews at the desktop while simultaneously creating geo-referenced digital sketches. This software works with the street level imagery software provided by Cyclomedia Technology, Inc.. Additionally, the maintenance agreement is included in the cost for the term of the contract and there is no license cap by utilizing an enterprise license agreement.

For this reason and in accordance with City Charter 16-05-4a, Finance and Personnel Committee approval is waived for services authorized by the Common Council.

DocuSigned by:



City Purchasing Director
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08/05/2021

Date

F&P Waiver Presentation Date: 09/15/2021