



# MEMORANDUM

## LEGISLATIVE REFERENCE BUREAU

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**To:** Ald. Nik Kovac  
**From:** John Ledvina, Fiscal Planning Specialist  
**Date:** November 21, 2014  
**Subject:** Expenditures to Date for Contract E12849 Police Department Personnel Selection Procedures

At the November 18th Finance and Personnel Committee meeting, the committee requested the reasons for expenditures to date on the current contract that the Fire and Police Commission has with E. B. Jacobs, LLC of State College, Pennsylvania. Contract E0000012849 is a vendor service contract for Job Analysis Services and Selection Procedures to Hire Milwaukee Police Department Personnel for a total amount of \$365,000. The contract term began December 20, 2013 and ends December 19, 2016. The contractor has provided a full range of hiring- and promotion-related services for Police Aides, Police Officers, Detectives, Police Sergeants, and Police Lieutenants. To date, \$79,449.60 has been expended. The following table provides a breakdown of the expenditures:

**CONTRACT E12849 VSC FOR PD PERSONNEL SELECTION PROCEDURES**

Contract Release	Purchase Order	PO Date	Purchase Order Amount	Description	Payment Voucher Number	Voucher Date	Invoice Number	Invoice Date	Gross Invoice Amount
1	186962	3/7/2014	\$2,250.00	2013 DET & SGT EXAM SCORING	1305352	3/7/2014	0114-629	1/31/2014	\$2,250.00
2	188062	4/3/2014	7,636.50	POLICE AIDE WRITTEN EXAM	1312606	4/3/2014	0214-507	2/28/2014	7,636.50
3	191475	6/17/2014	5,000.00	PA EXAM SCORING	1330289	6/17/2014	0514-507	5/31/2014	5,000.00
4	191475	6/17/2014	2,500.00	DET/SGT/LT STARTUP & JOB ANALYSIS	1330291	6/17/2014	0514-673	5/31/2014	2,500.00
5	192911	7/17/2014	4,500.00	PO SCORE & PROMO JOB ANALYSIS	1337128	7/17/2014	0614-673	6/30/2014	4,500.00
6	192913	7/17/2014	5,000.00	PO ADMIN & SCORING	1337126	7/17/2014	0614-507	6/30/2014	5,000.00
7	194249	8/14/2014	9,813.10	DET/SGT/LT JOB ANALYSIS & TRAVEL	1344321	8/14/2014	0714-673	7/31/2014	9,813.10
8	195885	9/18/2014	6,900.00	DET/SGT/LT JOB ANALYSIS	1352255	9/18/2014	0814-673	8/31/2014	6,900.00
9	197352	10/16/2014	4,250.00	LT PREP & TEST DEVELOPMENT	1358861	10/16/2014	0914-673	9/30/2014	4,250.00
10	197360	10/16/2014	1,500.00	PO EXAM PLANNING	1358859	10/16/2014	0914-682	9/30/2014	1,500.00
11	198956	11/18/2014	1,100.00	DET TEST DEVELOPMENT	1366359	11/18/2014	1014-670	10/31/2014	5,350.00
12	198956	11/18/2014	4,250.00	POL LT TEST DEVELOPMENT					
13	198958	11/18/2014	24,750.00	PO EXAM ADMIN	1366362	11/18/2014	1014-682	10/28/2014	24,750.00
			<b>22.7%</b>	<b>\$79,449.60</b>	<b>TOTAL EXPENDED</b>				<b>\$79,449.60</b>
			<b>350,000.00</b>	<b>CONTRACT TOTAL</b>				<b>350,000.00</b>	
			<b>77.3%</b>	<b>\$270,550.40</b>	<b>CONTRACT AMOUNT REMAINING</b>				<b>\$270,550.40</b>