

DOA-Business Operations Division – Procurement Services Section

**Finance & Personnel Committee Approval Required
For Single / Sole Source Contract
Contract #E13442**

Background:

User Department:	Citywide
Purchasing Agent:	Angelique M. Pettigrew
Contract Description:	Vendor Service Contract for Official Advertising
Vendor Name and Location:	Daily Reporter located in Milwaukee, WI
Contract Term:	01/01/2015 through 12/31/2017 with the option to renew for an additional three (3) years
Requisition # and Date Received:	Req. 13442 received on 09/03/14
Original Contract Amount:	\$625,000.00

Purpose of Contract:

To provide official public notice services required by state or local laws for various city departments for an initial three (3) year period from 01/01/2015 to 12/31/2017 with the option to renew for an additional three (3) year period. Examples referenced below:

- DOA – Bid/ RFP notices
- DPW – Construction Bid notices
- DNS – Demolition/ Razing Bid notices
- City Attorney’s Office – Legal notices
- City Clerk – Notice of public hearings

Background:

The prior contract was bid out in 2009 with only one respondent, the Daily Reporter. Locally, there are two primary newspaper publishers: the *Milwaukee Journal Sentinel* (hereafter “MJS) and the *Daily Reporter*. While the MJS provides “classified advertising” for autos, employment opportunities, death notices, etc. it does not typically offer official public notice services at competitive rates that are offered by the *Daily Reporter*. Furthermore, there are no more options to extend the current contract that expires on December 31, 2014 and there is an immediate need to execute a new citywide contract before the current contract expires.

City Purchasing Director

Date

DOA-Business Operations Division – Procurement Services Section

**Finance & Personnel Committee Approval Required
For Single Source Contract
Contract No. E0000012849**

User Department:	Fire and Police Commission (“FPC”)
Purchasing Agent:	Karen Jeffries, CPPB
Contract Description:	Vendor Service Contract for Job Analysis Services and Selection Procedures to Hire Milwaukee Police Department (MPD) Personnel
Vendor Name and Location:	E.B. Jacobs, LLC (State College, PA)
Contract Term:	December 20, 2013 through December 19, 2016
Requisition # and Date Received:	0000013599, October 30, 2014
Original Contract Amount:	\$365,000.00
Current Contract Amount:	\$365,000.00

If Amendment, History of Contract Amendments:

Date	Item	Term	Cost
10/30/2013	Original Contract Approved by F&P Committee on: 10/30/2013	12/20/2013 – 12/19/2016	\$365,000.00
Pending	Amendment No. 1: Increase original contract by \$189,550 from \$365,000.00 to \$554,550.	12/20/2013 – 12/19/2016	189,550.00
Total (including the pending amendment)			\$554,550.00

Purpose of Amendment:

This amendment increases the estimated contract total by **\$189,550** instead of the proposed amount of **\$321,650** that was requested by the FPC and held by the committee on November 18th, 2014 to cover unanticipated expenses related to the exhaustion of the 2010 eligible list and an expedited timeline to have Police Officer (PO) classes ready for Spring 2015 instead of the Fall of 2015.

Background:

According to the FPC the additional **\$189,550** is needed to cover expenses associated with the following:

- Project Planning and Administration - **\$20,000**
- Written Exam Production and Delivery - **\$18,000** (assumed 4,000 applicants @ \$4.50 each)
- Written Exam Admin – **\$66,300** (Acquire staff, conduct training and administer exam)
- Physical Ability Test (PAT)/RUN (per administration) - **\$46,200**
 - *PAT/RUN Training- \$6,950, PAT Administration (per session) - \$26,900, RUN Administration (per session) - \$12,350*
- Oral Board/Written Sample Exercise (WSE - per administration) - **\$39,050**
 - *Training - \$12,250, Administration - \$21,100, WSE Scoring - \$5,700*

The expedited timeline relies heavily on EB Jacobs to plan, coordinate, and execute components of the PO test typically performed in-house. Again, the added cost of engaging the consultant in those activities is \$189,550. This figure assumes that the consultant will not be engaged at the same level for the administration of the Physical Ability Test (PAT), the mile and a half RUN, the Oral Board, and the Written Sample Exercise beyond 2015 as those activities will be staffed and coordinated by FPC personnel.

The requested amendment discussed at the last Finance and Personnel Meeting (and held by Committee) assumed that the consultant would be used for ALL administrations of the Physical Ability Test, the mile and a half RUN, the ORAL Board, and the Written Sample Exercise administrations including those that would occur after the implementation of the expedited timeline in 2015 and beyond. The incremental cost assuming this level of engagement by the consultant is \$132,100. It is recommended that the FPC request a 2nd contract amendment if EB Jacob's is needed to again plan, coordinate, and execute those other components.

City Purchasing Director

Date