

**Department of Administration
Purchasing Division**

**Waiver of Finance & Personnel Committee Approval
For Sole Source Contract
Contract #E0000019351**

Background:

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|---|---|
| User Department: | Common Council – City Clerk |
| Purchasing Agent: | Shaunise Pierce |
| Contract Description: | Vendor Service Contract for Legistar and CRM Module Software Support and Maintenance Services |
| Vendor Name and Location: | Granicus, LLC dba Granicus (Saint Paul, MN) |
| Contract Term: | 01/01/2023 through 12/31/2025 |
| Requisition # and Date Received: | #0000019351 and Received 12/20/2022 |
| Original Contract Amount: | \$268,957.95 |
| Expenditures to Date: | n/a |
| Current Contract Amount: | \$268,957.95 |

Purpose of Contract

The Common Council – City Clerk is seeking to enter into a Sole Source Vendor Service Contract for Legistar and CRM Module Software Support and Maintenance Services with Granicus, LLC dba Granicus. The contract term will be from January 1, 2023 through December 31, 2025.

Justification for Waiver:

This request is for a three (3) year contract term with Granicus for its Legistar platform. The City has had contracts for Legistar since 1986 and its relationship with Granicus began in 2012 when Legistar Software was purchased by Granicus. Legistar is the City's legislative tracking software used by the Common Council and accessed by other City departments and the general public via the internet. Legislative Management Suite (CRM Module) is currently used by the Mayor and the Common Council's Legislative Reference Bureau to record project details.

The annual subscription fees for one (1) year, from 01/01/2023 through 12/31/2023 are as follows:

Legistar 5.0 On-Prem Upgrade - \$1,455.30
 Upgrade to SDI 720p Streaming - \$3,307.53
 Meeting Efficiency Suite - \$3,969.00
 Granicus Encoding Appliance Software - \$7,276.50
 Government Transparency Suite - \$1,984.50
 Performance Accelerator Suite - \$5,622.75
 Legistar - \$38,517.30
 iLegislate - \$3,969.00
 Open Platform Suite - \$3,241.35
 eComment - \$4,718.70
 CRM Module - \$5,682.76

Total for one (1) year, from 01/01/2023 through 12/31/2023: \$79,744.69

The total for one (1) year, from 01/01/2023 through 12/31/2023 of \$79,744.69, is a prorated fee because the CRM Module is being co-termed with the other products and is therefore being renewed for less than twelve (12) months. Future pricing for one (1) year, from 01/01/2024 through 12/31/2024 is \$91,407.38 and for one (1) year, 01/01/2025 through 12/31/2025 is \$97,805.88 for a three (3) year contract term total of \$268,957.95. All Granicus products are proprietary and can only be maintained and installed by Granicus, LLC dba Granicus.

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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3/5/2023

Date

F&P Waiver Presentation Date: 04/12/2023

**Department of Administration
Purchasing Division**

**Waiver of Finance & Personnel Committee Approval
For Single Source Contract
Contract #E0000014425**

Background:

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|---|--|
| User Department: | Milwaukee Health Department – Office of Violence Prevention |
| Purchasing Agent: | Markiesha Henderson |
| Contract Description: | Vendor Service Contract for Milwaukee County Safe Havens Supervised Visitation and Exchange Project Services |
| Vendor Name and Location: | Children's Service Society of Wisconsin dba Children's Hospital of WI Community Services (Milwaukee, WI) |
| Contract Term: | 02/01/2016 through 09/30/2016 with the option to extend upon mutual consent |
| Requisition # and Date Received: | 0000019497 & 02/28/2023 |
| Original Contract Amount: | \$120,000.00 (JUSTICE FOR FAMILIES GRANT-FUNDED) |
| Expenditures to Date: | \$393,341.42 |
| Current Contract Amount: | \$646,000.00 |

History of Contract Amendments:

| Date | Item | Term | Cost |
|------------|--|-------------------------------------|--------------|
| 02/03/2016 | Original Contract – Vendor Service Contract for Milwaukee County Safe Havens Supervised Visitation and Exchange Project Services Approved by F&P Committee on: 02/03/2016 | 02/01/2016 through 09/30/2016 | \$120,000.00 |
| 09/14/2016 | Amendment #1 – Extended the contract term for one (1) year from 10/01/2016 through 09/30/2017 and increased the contract total by \$96,000.00 from \$120,000.00 to \$216,000.00. Approval Waived by F&P Committee on: 09/14/2016 | 10/01/2016 through 09/30/2017 | \$96,000.00 |
| 02/22/2018 | Amendment #2 – Extended the contract term for one (1) year from 10/01/2017 through 9/30/2018 and increased the contract total by \$96,000.00 from \$216,000.00 to \$312,000.00. Approval Waived by F&P Committee on: 02/22/2018 | 10/01/2017 through 09/30/2018 | \$96,000.00 |
| 03/20/2019 | Amendment #3 – Extended the contract term for one (1) year from 10/01/2018 through 09/30/2019 and increased the contract total by \$96,000.00 from \$312,000.00 to \$408,000.00. Approval Waived by F&P Committee on: 03/20/2019 | 10/01/2018 through 09/30/2019 | \$96,000.00 |
| 10/30/2019 | Amendment #4 – Extended the contract term for one (1) year from 10/01/2019 through 09/30/2020 and increased the contract total by \$78,000.00 from \$408,000.00 to \$486,000.00. Approval Waived by F&P Committee on: 10/30/2019 | 10/01/2019 through 09/30/2020 | \$78,000.00 |
| 12/09/2020 | Amendment #5 – Extended the contract term for one (1) year from 10/01/2020 through 09/30/2021 and increased the contract total by \$80,000.00 from \$486,000.00 to \$566,000.00. Approval Waived by F&P Committee on: 12/09/2020 | 10/01/2020 through 09/30/2021 | \$80,000.00 |

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|--|--|-------------------------------------|---------------------|
| 05/25/2022 | Amendment #6 – Extended the contract term for one (1) year from 10/01/2021 through 09/30/2022 and increased the contract total by \$80,000.00 from \$566,000.00 to \$646,000.00. Approval Waived by F&P Committee on: 05/25/2022 | 10/01/2021 through 09/30/2022 | \$80,000.00 |
| Pending | Amendment #7 - Extend the contract term for one (1) year from 10/01/2022 through 09/30/2023 and increase the contract total by \$60,000.00 from \$646,000.00 to \$706,000.00. | 10/01/2022 through 09/30/2023 | \$60,000.00 |
| Total (including the pending amendment) | | | \$706,000.00 |

Purpose of Amendment:

The purpose of this amendment is to extend the contract term and increase the contract total of the Milwaukee Health Department – Office of Violence Prevention’s Vendor Service Contract for Milwaukee County Safe Havens Supervised Visitation and Exchange Project Services with Children's Service Society of Wisconsin dba Children's Hospital of WI Community Services. The extension is for one (1) year, from 10/01/2022 through 09/30/2023, which exercises the option to extend upon mutual consent. The increase is by \$60,000.00 from \$646,000.00 to \$706,000.00. The Justice for Families Grant will be used to fund this amendment.

Justification for Waiver:

In 2019, Children's Service Society of Wisconsin dba Children's Hospital of WI (Children’s WI) worked with the Sojourner Family Peace Center, Inc. to assist in serving 60 families within our community, to conduct approximately 176 one-on-one supervised visits, and to supervise approximately 202 safe exchanges. To date, Children’s WI has successfully worked toward deliverables, which ensures that families of victims of domestic violence and protective parents have the ability to safely facilitate 90 visitations between parents. The facility still has limitations to the number of participants due to COVID-19 which decreased and created a back log of cases within the Milwaukee County Court system. Even so, an emergency protocol was created. The facility is recognized nationally for the design and safety features that are specific to the grant deliverables.

The resolution regarding this use of the 2016 Justice for Families Grant, from the United States Department of Justice, was adopted and passed by the Common Council on November 22, 2016 (File #160799), which identifies Children's Service Society of Wisconsin dba Children's Hospital of WI Community Services as one (1) of the contractors.

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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3/10/2023

Date

F&P Waiver Presentation Date: 04/12/2023

**Department of Administration
Purchasing Division**

**Waiver of Finance & Personnel Committee Approval
For Single Source Contract
Contract #E0000015072**

Background:

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|---|---|
| User Department: | Milwaukee Health Department – Office of Violence Prevention |
| Purchasing Agent: | Markiesha Henderson |
| Contract Description: | Vendor Service Contract for Civil Legal Assistance Services |
| Vendor Name and Location: | Legal Action of Wisconsin, Inc. (Milwaukee, WI) |
| Contract Term: | 01/01/2017 through 09/30/2019 with the option to extend upon mutual consent |
| Requisition # and Date Received: | Req. #0000019496 & Received 02/28/2023 |
| Original Contract Amount: | \$232,777.00 (JUSTICE FOR FAMILIES GRANT-FUNDED) |
| Expenditures to Date: | \$455,616.98 |
| Current Contract Amount: | \$470,777.00 |

History of Contract Amendments:

| Date | Item | Term | Cost |
|--|---|-------------------------------|---------------------|
| 02/07/2017 | Original Contract - Vendor Service Contract for Civil Legal Assistance Services. Presented to F&P Committee on: 02/07/2017 | 01/01/2017 through 09/30/2019 | \$232,777.00 |
| 12/11/2019 | Amendment #1: Increased the contract total by \$78,000.00 from \$232,777.00 to \$310,777.00 and extended the contract term for one (1) year from 10/01/2019 through 09/30/2020. Presented to F&P Committee on: 12/11/2019 | 10/01/2019 through 09/30/2020 | \$78,000.00 |
| 12/09/2020 | Amendment #2: Increased the contract total by \$80,000.00 from \$310,777.00 to \$390,777.00 and extended the contract term for one (1) year from 10/01/2020 through 09/30/2021. Presented to F&P Committee on: 12/09/2020 | 10/01/2020 through 09/30/2021 | \$80,000.00 |
| 05/25/2022 | Amendment #3: Increased the contract total by \$80,000.00 from \$390,777.00 to \$470,777.00 and extended the contract term for one (1) year from 10/01/2021 through 09/30/2022. Presented to F&P Committee on: 05/25/2022 | 10/01/2021 through 09/30/2022 | \$80,000.00 |
| Pending | Amendment #4: Increase the contract total by \$24,000.00 from \$470,777.00 to \$494,777.00 and extend the contract term for one (1) year from 10/01/2022 through 09/30/2023. | 10/01/2022 through 09/30/2023 | \$24,000.00 |
| Total (including the pending amendment) | | | \$494,777.00 |

Purpose of Amendment:

The purpose of this amendment is to allow the City of Milwaukee Health Department's Office of Violence Prevention to increase the contract total and extend the contract term of the Vendor Service Contract for Civil Legal Assistance Services with Legal Action of Wisconsin, Inc. The increase is for \$24,000.00 from \$470,777.00 to \$494,777.00 and the extension is for one (1) year, from 10/01/2022 through 09/30/2023, exercising the option to extend upon mutual consent. The Violence Prevention Justice for Families Grant funds will be used for this amendment.

Justification for Waiver:

Legal Action of Wisconsin, Inc. assigns a full-time project attorney with a minimum of four (4) years of experience practicing family law, a valid Wisconsin law license, plus training and experience working with victims of domestic violence. The project attorney provides the project's civil legal services, maintaining an onsite presence at the Safe Exchange Center to ensure ease of access for victims and non-offending parents. Services can also be provided at a community location that is most convenient for the client. The visitation center successfully worked toward deliverables, ensuring that staff had the ability to safely facilitate 224 visitations and supervise 49 exchanges with families experiencing domestic violence.

Legal Action of Wisconsin, Inc. (Legal Action) was established in 1968 to provide free civil legal services and representation to low-income persons. The organization serves 39 South Central and Southeastern Wisconsin counties, including Milwaukee and surrounding counties. Each year, they provide these services in about 9,000 – 11,000 cases while placing a high priority on serving people who have been survivors of violence. Since 1998, Legal Action and Sojourner Family Peace Center have been funded by the Victims of Crime Act (VOCA) for collaborative projects, where Legal Action provides lawyers to obtain restraining orders and solve other civil legal problems for domestic violence victims that are referred by those programs.

Legal Action has also received Legal Assistance to the VOCA program grant six (6) times, to serve underserved and marginalized groups. The agency receives funding from the State of Wisconsin for a full-time equivalent (FTE) attorney to serve the civil legal needs of domestic violence victims in six (6) rural Western Wisconsin counties, in partnership with domestic violence service providers. Legal Action has substantial expertise and capability relating to family law, especially as it relates to domestic violence victims, as they have limited their work in family law to serving only victims of domestic violence.

Adopted by the Common Council on 11/05/2019, file #190896 was approved for the funding and extension of the Violence Prevention Justice for Families Grant from the U.S. Department of Justice, Office of Violence Against Women.

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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3/10/2023

Date

F&P Presentation Date: 04/12/2023