

**Department of Administration
Purchasing Division**

**Finance & Personnel Committee Approval Required
For Single Source Contract
Contract #E16564**

Background:

User Department:	Fire and Police Commission
Purchasing Agent:	Cassandra Fawley
Contract Description:	Vendor Service Contract for Citizen Satisfaction Survey
Vendor Name and Location:	St. Norbert College, Inc. (De Pere, WI)
Contract Term:	03/20/2019 through 12/31/2019
Requisition # and Date Received:	16564 & 01/25/2019
Original Contract Amount:	\$69,312.60 (PARTIALLY GRANT-FUNDED)
Expenditures to Date:	\$0.00
Current Contract Amount:	\$0.00

Purpose of Contract:

The purpose of this contract is to allow the City of Milwaukee's Fire and Police Commission (FPC) to dispense with the competitive bidding process and enter into a Vendor Service Contract for a Citizen Satisfaction Survey from the 03/20/2019 through 12/31/2019. The estimated contract total is not to exceed \$69,312.60. These funds are being utilized from Special Fund R313 (\$63,000.00) and the FPC's operational fund (\$6,312.60).

Background:

The Common Council authorized and directed the FPC to conduct a citizen satisfaction survey bi-annually in order to measure and evaluate changing satisfaction levels within the community, in regards Milwaukee Police Department (MPD) services. City officials and citizens alike are keenly interested in the impact and effect of citizen contact with the MPD, feelings regarding neighborhood and city-wide safety, and citizen perception of crime and exposure to crime.

The FPC sought quotes from nine (9) different educational facilities, receiving a response from only two (2). St. Norbert College, Inc. provided the lowest quote and also conducted this survey for the City of Milwaukee in 2017, with the assistance of Dr. Joseph Cera. Dr. Cera previously administered and analyzed the survey while working with the University of Milwaukee Center for Urban Initiatives and Research in 2014. Awarding this contract to St. Norbert College, Inc. will afford Dr. Cera the opportunity to assist with this survey again.

Due to the high importance of the citizen satisfaction survey and its time sensitivity, it is recommended that a Single-Source Vendor Service Contract for a Citizen Satisfaction Survey be awarded to St. Norbert College, Inc. with an estimated contract total of \$69,312.60.

City Purchasing Director

Date