

**Department of Administration
Purchasing Division**

**Finance & Personnel Committee Approval Required
For Single Contract
Contract #E14239**

Background:

User Department:	Milwaukee Fire Department
Purchasing Agent:	Matthew Donath
Contract Description:	VSC for College Courses
Vendor Name and Location:	Milwaukee Area Technical College (MATC), Milwaukee, WI
Contract Term:	6/01/2015 – 12/31/2018 with two (2) options to extend for one (1) year
Requisition # & Date Received:	Requisition #16359 Received 10/3/2018
Original Contract Amount:	\$31,423.60
Expenditures to Date:	\$207,924.49
Current Contract Amount:	\$221,423.60

Purpose of Contract/Amendment:

The purpose of this amendment is to extend the contract by one (1) year, from 1/1/2019 – 12/31/2019, exercising the first (1st) of two (2) options to extend, and increase the estimated contract total by \$225,000.00, from \$221,423.60 to \$446,423.60. The Fire Department is requesting the increase based on the historical costs and anticipated increase due to larger class sizes.

Background:

As part of the fire cadet program, every fire cadet is required to obtain twenty-four (24) college credits during the two (2) year training period. Spanish, Anatomy and Physiology, and Paramedic courses are required as a part of the program and included in this contract.

History of Contract Amendments:

Date	Item	Term	Cost
1/06/2016	Original Contract- VSC for College Courses	6/01/2015-12/31/2018	\$31,423.60
7/15/2016	Amendment #1: Increased the estimated contract total by \$75,000.00 from \$31,423.60 to \$106,423.60. Approved by F&P Committee on: 6/8/2016	N/A	75,000.00
1/15/2018	Amendment #2: Increased the estimated contract total by \$100,000.00 from \$106,423.60 to \$206,423.60 Approved by F&P Committee on: 1/31/2018	N/A	\$100,000.00
7/25/2018	Amendment #3: Increased the estimated contract total by \$15,000.00 from \$206,423.60 to \$221,423.60.	N/A	\$15,000.00
Pending	Amendment #4: Extend the contract by one (1) year, from 1/1/2019 – 12/31/2019, exercising the first (1 st) of two (2) options to extend, and increase the estimated contract total by \$225,000.00, from \$221,423.60 to \$446,423.60.	1/1/2019 – 12/31/2019	\$225,000.00
Total (including the pending amendment)			\$446,423.60

City Purchasing Director

Date

**Department of Administration
Purchasing Division**

**Finance & Personnel Committee Approval Required
For Single / Sole Source Contract
Contract #E15655**

Background:

User Department:	Department of Neighborhood Services (DNS)
Purchasing Agent:	Matt Donath
Contract Description:	VSC For DNS University
Vendor Name and Location:	Cardinal Stritch University Inc. (Milwaukee, WI)
Contract Term:	10/30/2017-5/01/2018
Requisition # and Date Received:	16354 (Received 10/1/2018)
Original Contract Amount:	\$37,245.40
Expenditures to Date:	\$0
Current Contract Amount:	\$37,245.40

Purpose of Contract/Amendment:

The purpose of this amendment is to continue DNS University for the upcoming year. This amendment will extend the contract for one (1) year, from 5/2/2018 – 5/1/2019 and increase the estimated contract total by \$38,000.00, from \$37,245.40 to \$75,245.40, to cover the cost of the extension. Additionally, this amendment will add two (2) options to extend by one (1) year, upon mutual consent, beginning on 5/2/2019. This will allow DNS to continue to grow and evaluate the program after the upcoming year.

The original contract introduced DNS University. Modeled after the successful Public Works University, these courses will teach valuable leadership and public administration skills to the next generation of DNS leaders. Cardinal Stritch University will offer a seven class Management Program with a curriculum specifically designed for DNS employees. Each class equals 0.7 Continuing Education Units (CEUs).

Class topics will range from customer service to long-range planning to become an effective thought leader in the workplace. The overall goal of the curriculum is for students to explore the moral and ethical dimensions of leadership and will engage and empower employees to make effective changes in the workplace.

DNS was able to use the curriculum that was already developed by Cardinal Stritch for the Department of Public Works (DPW), a program specially tailored for the unique needs of a public sector organization. In addition, working with Cardinal Stritch also ensures continuity between DNS University and Public Works University. This allows for growth beyond DNS and DPW to other departments. The potential of citywide participation was a goal of Public Works University which was supported by the Department of Employee Relations (DER).

Finally, the Cardinal Stritch coursework has been approved by UW-Madison/UW-Extension to earn supervisory hours toward the Wisconsin Certified Public Manager Program – a national certificate program. Through successful completion of the training, participants earn 49 of 60 Supervisory Hours required for the Wisconsin Certified Public Manager Program provided by UW-Madison/UW-Extension. DNS considers this an extremely valuable benefit for DNS employees.

History of Contract Amendments:

Date	Item	Term	Cost
10/26/2017	Original Contract: VSC for DNS University	10/30/2017-5/1/2018	\$37,245.40
Pending	Amendment #1: Extend the contract for one (1) year, from 5/2/2018 -- 5/1/2019. Increase the estimated contract total by \$38,000.00, from \$37,245.40 to \$75,245.40, to cover the cost of the extension. Additionally, add two (2) options to extend by one (1) year, upon mutual consent, beginning on 5/2/2019.	5/2/2018-5/1/2019	\$38,000.00
Total (including the pending amendment)			\$75,245.40

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.

City Purchasing Director

Date