

**Department of Administration  
Purchasing Division**

**Finance & Personnel Committee Approval Required  
For Single Source Contract  
Contract #E0000015680**

**Background:**

<b>User Department:</b>	Office of Small Business Development (OSBD)
<b>Purchasing Agent:</b>	Karen Jeffries, CPPB
<b>Contract Description:</b>	Vendor Service Contract for Business Capacity Building Program (BCBP) Program Services
<b>Vendor Name and Location:</b>	P3 Development Group, LLC, (P3), (Milwaukee, WI)
<b>Contract Term:</b>	11/2/2017 through 09/30/2018 with Four (4) Options to Renew for One (1) Additional Year
<b>Requisition # and Date Received:</b>	0000015680, 09/29/2017
<b>Original Contract Amount:</b>	\$135,000.00
<b>Expenditures to Date:</b>	\$0.00
<b>Current Contract Amount:</b>	\$0.00

**Purpose of Contract:**

This is a request for a new vendor service contract with P3 Development Group, LLC to provide program development, management and coordination services in conjunction with the City of Milwaukee for the Milwaukee Bucks Arena and Professional Services Business Capacity Building Program (BCBP) from November 2, 2017 through September 30, 2018 with an estimated contract total of \$135,000.00. A combination of general and Tax Incremental Financing (TIF) funds will be used to pay for services.

The BCBP program focuses on the following modules aimed at preparing small business for growth.

1. **Strategic Business Planning:** Developing a strategic business planning canvas focused on growth and sustainability
2. **Financial Management:** Understanding tools for financial management and growth
3. **Business Development:** Learning how to maximize marketing and promotional opportunities for business generation
4. **Operational Systems:** Learning how to operationalize business growth to meet strategic goals

**Background:**

Time is of the essence for P3 Development Group, LLC to provide professional services with an interdisciplinary team of experts on the Arena Project. Since 2012, P3 has worked, in conjunction with the City of Milwaukee to provide capacity-building skills for SBE firms to maximize participation opportunities on future public works and private sector development projects, such as the Northwestern Mutual Tower & Commons Project. P3 has extensive experience working with clients to design innovative and sustainable programs that meet expected benchmarks and achieve results. P3 conducts assessments of policies, programs and projects to translate findings into meaningful improvements.

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City Purchasing Director

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Date