

**Department of Administration
Purchasing Division**

**Finance & Personnel Committee Approval Required
For Single Source Contract
Contract #E0000020256**

Background:

User Department:	Municipal Court
Purchasing Agent:	Diana Herrejon
Contract Description:	Vendor Service Contract for Municipal Court Collection Services
Vendor Name and Location:	Harris & Harris, LTD. (Chicago, IL)
Contract Term:	07/01/2024-06/30/2025 with four (4) options to extend for one (1) year
Requisition # and Date Received:	0000020256 & 02/21/2024
Original Contract Amount:	\$400,000.00
Expenditures to Date:	\$0.00
Current Contract Amount:	\$400,000.00

Purpose of Contract:

The City of Milwaukee Municipal Court is seeking to enter into a Vendor Service Contract for Municipal Court Collection Services with Harris & Harris, LTD. for a one (1) year contract from 07/01/2024 through 06/30/2025 with four (4) options to renew for one (1) year.

Background:

The Municipal Court's Contract E0000017979 with Harris & Harris (H&H) for Collections is a piggyback off the State of Wisconsin Contract #505ENT-M19-DEBTCLLCTN-05 and is set to expire on 06/30/2024. The State of Wisconsin will not be renewing their contract. The Municipal Court would like to re-establish a City of Milwaukee contract with H&H for collection services and is requesting a single source consideration for the following reasons:

- **Time and Cost:** Transitioning to a new vendor is a time-consuming and resource-intensive process that takes several months to execute and involves entire teams from both sides of the process. During the transition, collections have to pause, leading to a loss of revenue. Additionally, the Court would have to notify all individuals with debt, resulting in a notable amount of added printing and mailing expenses. Because the contract is expiring on 06/30/2024, there is not enough time to allow for a full RFP process. Without a contract, the Court would have to cease collection activities, resulting in a loss of \$100,000.00 to \$200,000.00 in revenue per month.
- **Expertise and unique knowledge:** H&H does understand the Court's very detailed and data-heavy operations, including (a) processing approximately a dozen data files daily in both directions; (b) entire inventory case and financial reconciliations monthly; (c) collecting principle, interest, and costs and tracking/distributing all three independently; (d) having a robust accounting structure to track different funds, disperse gross amounts (not net), and bill for commissions and costs separately. H&H can handle the Court's complex business practices, including debt continually flowing in and out of active status. The Court places heavy importance on working with an agency that is well-versed in the flow of court debt and its intricacies.

- Past attempts: In the past, the City has requested the Court to use other collection vendors. Although these requests were technically required, the Court willingly joined in with the City's decision to attempt a city-wide collections approach. Initially, the Court shifted a sample set of debt to The State Debt Collection Agency (SDCA) for a pilot program in 2018, which ended with unsatisfactory results. The Court was then fully transitioned to Professional Asset Management (also known as Duncan Solutions) in November of 2019. However, that process failed completely and the contract was terminated in late fall 2020. The Court was fully re-established with H&H in the summer of 2021. The Court is committed to doing everything possible to avoid yet another transition or interruption in collection services.
- Pricing will not change: Documentation has been provided indicating H&H's ability to continue collection services at the same rates established in the current State contract.

City Purchasing Director

Date

F&P Approval Presentation Date: 05/15/2024

**Department of Administration
Purchasing Division**

**Finance & Personnel Committee Approval Required
For Single Source Contract
Contract #E0000017591**

Background:

User Department:	Milwaukee Health Department
Purchasing Agent:	LeCarrol Key
Contract Description:	Vendor Service Contract for Providing TB Medical Expertise, Prevention and Management
Vendor Name and Location:	James D. Sanders (Milwaukee, WI)
Contract Term:	One (1) year from date of award with five (5) options to extend upon mutual consent
Requisition # and Date Received:	Req. #0000020406 & Rec'd 04/10/2024
Original Contract Amount:	\$30,000.00
Expenditures to Date:	\$124,374.64
Current Contract Amount:	\$141,075.00

History of Contract Amendments:

Date	Item	Term	Cost
08/20/2020	Original Contract: Vendor Service Contract for Providing TB Medical Expertise, Prevention and Management. F&P Approval not required	08/20/2020 through 08/19/2021	\$30,000.00
05/19/2021	Amendment #1: Increased the contract total by \$37,500.00 from \$30,000.00 to \$67,500.00 and extended the contract term for one (1) year, from 08/20/2021 through 08/19/2022, exercising the first (1 st) of five (5) options to extend upon mutual consent. F&P Approval on 05/19/2021	08/20/2021 through 08/19/2022	\$37,500.00
07/26/2022	Amendment #2: Increased the contract total by \$38,575.00 from \$67,500.00 to \$106,075.00 and extended the contract term for one (1) year, from 08/20/2022 through 08/19/2023, exercising the second (2 nd) of five (5) options to extend upon mutual consent. F&P Approval on 07/26/2022	08/20/2022 through 08/19/2023	\$38,575.00
07/26/2023	Amendment #3: Increased the contract total by \$35,000.00 from \$106,075.00 to \$141,075.00 and extended the contract term for one (1) year, from 08/20/2023 through 08/19/2024, exercising the third (3 rd) of five (5) options to extend upon mutual consent. F&P Approval on 07/26/2023	08/20/2023 through 08/19/2024	\$35,000.00
Pending	Amendment #4: Increase the contract total by \$40,000.00 from \$141,075.00 to \$181,075.00 and extend the contract term for one (1) year, from 08/20/2024 through 08/19/2025, exercising the fourth (4 th) of five (5) options to extend upon mutual consent.	08/20/2024 through 08/19/2025	\$40,000.00
Total (including the pending amendment)			\$181,075.00

Purpose of Contract/Amendment:

The purpose of this amendment is to continue services under the Milwaukee Health Department's existing Vendor Service Contract for Providing TB Medical Expertise, Prevention and Management with Dr. James D. Sanders by increasing the contract total by \$40,000.00 from \$141,075.00 to \$181,075.00 and extending the contract term for one (1) year, from 08/20/2024 through 08/19/2025, exercising the fourth (4th) of five (5) options to extend upon mutual consent.

Background:

Tuberculosis (TB) physician services are necessary for related medical consultation, As a result, medical oversight necessary for the management of the TB Control Program. Two (2) Requests for Proposals (RFPs) were issued in 2014 and no responses were received. Dr. Sanders came from the Medical College of Wisconsin and has successfully provided services to the Health Department for critical, specialized medical expertise regarding the control, prevention and management of active and latent tuberculosis since February 1, 2015, under contract E0000013692. Dr. Sanders retired from the Medical College of Wisconsin in June 2020 and has chosen to continue to serve our community.

City Purchasing Director

Date

F&P Approval Presentation Date: 05/15/2024