

**Department of Administration  
Purchasing Division**

**Finance & Personnel Committee Approval Required  
For Single Source Contract  
Contract #E0000019005**

**Background:**

<b>User Department:</b>	Milwaukee Health Department
<b>Purchasing Agent:</b>	Diana Herrejon
<b>Contract Description:</b>	Vendor Service Contract for Human Resources Training, Coaching and Consulting
<b>Vendor Name and Location:</b>	MRA (Waukesha, WI)
<b>Contract Term:</b>	08/01/2022-07/31/2023
<b>Requisition # &amp; Date Received:</b>	Requisition #0000019005 / Date Received 06/27/2022
<b>Original Contract Amount:</b>	\$91,406.69 (Workforce Development Grant Funded)
<b>Expenditures to Date:</b>	n/a
<b>Current Contract Amount:</b>	n/a

**Purpose of Contract:**

The City of Milwaukee Health Department (MHD) is seeking to enter into a Single Source Vendor Service Contract for Human Resources Training, Coaching and Consulting with MRA at a contract total of \$91,406.69 from 08/01/2022 through 07/31/2023.

**Background:**

The Health Department has been responding to the COVID-19 pandemic since March 2020. They currently employ 230 regular city employees and close to 140 employees through a staffing agency. The majority of these employees are primarily responsible for COVID response. In addition, the Health Department turnover rate is at an all-time high.

MHD seeks consultative services with MRA, a nonprofit employer association. The MRA will provide at least 10 hours of Human Resources Consulting services per month to the MHD. Services are to be provided by an experienced HR professional with a minimum of 10 years of progressively responsible personnel management and human resources administration experience, preferably in the public sector. The scope includes:

- Serve as an on-call resource to the Human Resources Officer by providing professional Human Resources advice regarding complex, sensitive, and controversial human resources issues.
- Provide immediate, professional support and guidance to HR staff while the HR team is understaffed and the Department is responding to the COVID-19 pandemic.
- Work with DER and the MHD HR team to conduct compensation studies.
- Offer professional development training for existing Human Resources Staff.
- Support Managers in their role and train them in managing hybrid staff, employee burn-out, and meet the MHD's expectations of serving the City of Milwaukee residents.

Additionally, the City of Milwaukee is a member of MRA and receives discounted pricing for consulting services. The MRA Service Agreements are on an hourly rate, giving the Department the authority to limit the money spent. Because MRA is local and the need is urgent, services can be provided quickly and begin promptly. MRA also comes highly recommended by the Department of Employee Relations to provide an array of HR services such as talent management, learning, organization development opportunities, and total rewards planning to help members build a successful workplace and powerful workforce.

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City Purchasing Director

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Date

**F&P Approval Presentation Date:** 07/26/2022

**Department of Administration  
Purchasing Division**

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

**Background:**

<b>User Department:</b>	Health
<b>Purchasing Agent:</b>	Markiesha Henderson
<b>Contract Description:</b>	Vendor Service Contract for Providing TB Medical Expertise, Prevention and Management
<b>Vendor Name and Location:</b>	James D. Sanders (Milwaukee, WI)
<b>Contract Term:</b>	One (1) year from date of award with five (5) options to extend upon mutual consent
<b>Requisition # and Date Received:</b>	Req# 0000019017 Rec'd 06/29/2022
<b>Original Contract Amount:</b>	\$30,000.00
<b>Expenditures to Date:</b>	\$58,798.00
<b>Current Contract Amount:</b>	\$67,500.00

**History of Contract Amendments:**

<b>Date</b>	<b>Item</b>	<b>Term</b>	<b>Cost</b>
08/20/2020	Original Contract: Single Source Vendor Service Contract for Providing TB Medical Expertise, Prevention and Management. <b>F&amp;P Approval not required</b>	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 <sup>st</sup> ) of five (5) options to extend upon mutual consent. <b>F&amp;P Approval on 05/19/2021</b>	08/20/2021 through 08/19/2022	\$37,500.00
<b>Pending</b>	<b>Amendment #2:</b> Increase the contract total by \$38,575.00 from \$67,500.00 to \$106,075.00 and extend the contract term for one (1) year from 08/20/2022 through 08/19/2023 exercising the second (2 <sup>nd</sup> ) of five (5) options to extend upon mutual consent.	08/20/2022 through 08/19/2023	\$38,575.00
<b>Total (including the pending amendment)</b>			<b>\$106,075.00</b>

**Purpose of Amendment:**

The purpose of this amendment is to continue services under the City's existing Vendor Service Contract for Providing TB Medical Expertise, Prevention and Management with Dr. James D. Sanders by increasing the contract total by \$38,575.00 from \$67,500.00 to \$106,075.00 and extending the contract term for one (1) year from 08/20/2022 through 08/19/2023, exercising the second (2<sup>nd</sup>) 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 is 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.

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City Purchasing Director

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Date

**F&P Approval Presentation Date:** 07/26/2022

**Department of Administration  
Purchasing Division**

**Finance & Personnel Committee Approval Required  
For Single Source Contract  
Contract #E0000016545**

**Background:**

<b>User Department:</b>	Fire and Police Commission (FPC)
<b>Purchasing Agent:</b>	Markiesha Henderson
<b>Contract Description:</b>	Vendor Service Contract for CAD Consulting Services
<b>Vendor Name and Location:</b>	Winbourne Consulting, LLC (Arlington, VA)
<b>Contract Term:</b>	02/01/2019-01/31/2020 with two (2) options to extend for one (1) year
<b>Requisition # and Date Received:</b>	0000018995 / 06/23/2022
<b>Original Contract Amount:</b>	\$47,500.00
<b>Expenditures to Date:</b>	\$653,638.06
<b>Current Contract Amount:</b>	\$679,390.00

**History of Contract Amendments:**

Date	Item	Term	Cost
01/24/2019	Original Contract - Vendor Service Contract for Computer Aided Dispatch (CAD) Consulting Services <b>F&amp;P Committee Approval was not required</b>	02/01/2019 through 01/31/2020	\$47,500.00
07/24/2019	Amendment #1 – Increased the estimated contract total by \$75,090.00 from \$47,500.00 to \$122,590.00 <b>Approved by F&amp;P Committee on: 07/24/2019</b>	02/01/2019 through 01/31/2020	\$75,090.00
09/25/2019	Amendment #2 – Increased the estimated contract total by \$10,000.00 from \$122,590.00 to \$132,590.00 <b>One-time amendment of \$10,000, F&amp;P review is not required</b>	N/A	\$10,000.00
04/09/2020	Amendment #3- Increased estimated contact total by \$218,100.00 from \$132,590.00 to \$350,690.00 and extended the contract term by two (2) years from 02/01/2020 through 01/31/2022. <b>Approved by F&amp;P Committee on: 04/09/2020</b>	02/01/2020 through 01/31/2022	\$218,100.00
12/09/2020	Amendment #4- Increased estimated contact total by \$328,700.00 from \$350,690.00 to \$679,390.00 and extended the contract term by eleven (11) months from 02/01/2022 through 12/31/2022. <b>Approved by F&amp;P Committee on: 12/09/2020</b>	02/01/2022 through 12/31/2022	\$328,700.00
<b>Pending</b>	<b>Amendment #5-</b> Increase estimated contact total by \$76,064.00 from \$679,390.00 to \$755,454.00.	N/A	\$76,064.00
<b>Total (including the pending amendment)</b>			<b>\$755,454.00</b>

**Purpose of Amendment:**

The purpose of this amendment is for the City's existing Vendor Service Contract for CAD Consulting Services with Winbourne Consulting, LLC contract total to be increased by \$76,064.00 from \$679,390.00 to \$755,454.00. This request is in alignment with vendor's letter dated June 22, 2022 (Exhibit 1) which details the remainder of the services to be performed. These remaining tasks are comprised of, but not limited to, Public Safety Enhancement Program (PSEP) Executive Steering Committee tasks, streamlining the FPC hiring process, Department of Emergency Communications (DEC) transition projects and tasks, citywide Telecom unit transition and Hexagon on-call CAD Project tasks (e.g., master transition/cutover plan).

**Background:**

Winbourne Consulting, LLC has worked with the City's 911 system for several years and was selected to onboard a consultant to aid the subject matter experts (SMEs) with technical knowledge and expertise related to Computer Aided Dispatch (CAD) systems for RFP 16966 for CAD/Mobile/Business Intelligence Solution. A contract was awarded for the purchase of a consolidated (Police and Fire) CAD system on January 29, 2021.

Services from Winbourne Consulting, LLC, thus far, include assisting with evaluating those proposals, developing a Scope of Work for the new joint Fire and Police CAD system, assisting with contract negotiations, and providing strategic planning direction to complete the tasks that are identified in the vendor's letter dated June 22, 2022 to the Director Lee Todd of the Fire & Police Commission (Exhibit 1).

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City Purchasing Director

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Date

**F&P Approval Date:** 07/26/2022

To: Director Lee Todd  
Milwaukee Fire and Police Commission

From: Tom Maureau  
Winbourne Consulting, LLC

Date: June 22, 2022

Subject: Public Safety Enhancement Program - Winbourne Consulting Contract E16545

**Background Information**

Funding the Winbourne Consulting contract through December 31, 2022 for the Public Safety Enhancement Program (PSEP) was discussed and approved at the March 1, 2022 and June 14, 2022 Executive Steering Committee meetings. Director Rhonda Kelsey requested a synopsis of services that will be provided through December 31, 2022.

**Synopsis**

Winbourne Consulting will continue to complete Public Safety Enhancement Program tasks currently being completed. These tasks include but are not limited to:

- PSEP Executive Steering Committee tasks
  - Facilitate meetings, meeting agenda, status reports, specific assignments
- Program management of multiple projects in-flight at the same time
- MPD and MFD Emergency Communications Center staffing
  - FPC hiring process – Streamline and enhance process components
- PSEP initiatives – OnCall CAD system, DEC transition, improve MPD/MFD ECC operations
- DEC transition tasks
  - Master DEC Transition Plan – Multi-phase process
  - Phase 1 – 5 objectives – Project plans and execution
  - DEC transition projects
    - Logistics
    - Building, network and application security
- Telecom Unit
  - 9-1-1/ECC reports
  - Citywide Telecom Unit transition
- Hexagon OnCall CAD/Mobile/BI Project
  - Project management tasks
  - Point of contact for Hexagon and Hexagon meetings
  - Facilitate project team meetings
  - MPD and MFD strategic and tactical objectives for the OnCall system
  - OnCall CAD configuration
  - MPD and MFD operations meetings
  - Master Plans

- Master Transition/Cutover Plan
- Master Training Plan
- Master Workstation/Equipment Plan
- Mobile Data Computer Master Plan
- Public Safety GIS Master Plan
- Risk/Issue Plan
- Emergency Communications Center Staffing Analysis
- Project related emails, Teams meetings and conference calls

**Onsite/Offsite Activity**

- Onsite work is scheduled to coincide with activities that require on onsite presence
- Onsite work averages two weeks per month depending on the activity/task and project team requirements
- Offsite work is scheduled to keep onsite travel expenses as minimum as possible

**March 31, 2022 PSEP Executive Steering Committee Agenda Item**

**Budget Discussion**

- *Budget implications reference plan to extend the OnCall CAD system cutover date to October 25, 2022*
- *Status report only – Scheduling a meeting with Bryan for a deeper dive*

**Executive Summary**

- *Total amount assigned to project* *\$6,585,000.00*
  - *9-1-1, Hexagon, MBI, Winbourne, etc.*
- *Total expended to date* *\$4,063,356.56*
- *Total encumbered funds* *\$2,254,509.22*
  - *Hexagon, MBI, HBS, SQL licenses, ECC monitors/mounts, etc.*
- *Remaining balance* *\$ 267,134.22*

**Deficit Information**

**FY 2022 Budgeted Items Not Purchased – Decisions Required**

- *Included in the above total is \$685,000 for FY 2022 items*
- *Items not purchased or encumbered:*
  - *ProQA* *\$280,000.00*
  - *9-1-1 abandoned call back solution* *\$ 25,000.00*
  - *ECC activity lights* *\$ 50,000.00*
  - *ShotSpotter interface* *\$ 15,000.00*
  - *Guide cards* *\$ 25,000.00*



Decision Points

- ProQA is required for Universal Call Taker (UCT). Will not start in earnest until Q1/2023
  - \$280,000 (ProQA) - \$267,134.22 (Project balance) = **\$12,865.78 (deficit)**
- The other items can be considered discretionary to be employed or not and will not occur until 2023

Winbourne Consulting

- Debbie Wilichowski
  - Average 20 hours per week/80 hours per month
  - Estimate to December 2022 – 15 hours per week/60 hours per month
  - March 2022 to December 2022 (Ten months) = 600 hours/\$54,000
- Tom Maureau
  - March 2021 – January 2022 hours and expenses average \$16,097 per month
  - Estimate to December 2022 (ten months) = \$160,970
- FPC Operational Funds as of March 1, 2022
  - Remaining balance \$138,906.21
  - Estimate to December 2022 \$214,970.00
  - Deficit **-\$ 76,063.79**
  - Note: Adjustments can be made to scale back and complete more remote work if needed
- Winbourne Consulting contract
  - Expires December 31, 2022 - Phase 1 completed
  - ESC will need to determine at some point if Winbourne is needed for Phase 2

**June 14, 2022 PSEP Executive Steering Committee Agenda Item**

Winbourne Consulting Contract E16545

- Renee Keinert emails
  - June 6, 2022:
    - Hello, everyone. I was requested to inform you when the balance of the above contract reached \$50,000. I am writing to inform you that, after paying all current invoices, the balance for the above contract now stands at \$48,031.34. A decision needs to be made as to whether any more funding and/or time will be needed for the project before the contract expires on December 31, 2022
  - June 7, 2022:
    - \$76,064 was carried over to 2022 FPC operational funds to use as additional Winbourne funding. I can put this amount on a requisition to increase the contract's funding if that's okay

- *Rhonda Kelsey June 7, 2022 email:*
  - *The shortfall presented at the March 1<sup>st</sup> meeting was approximately \$76K to cover expenditures through end of December 31, 2022.*

*I am not aware of an ESC decision to extend the contract and add funding beyond December 31<sup>st</sup>, 2022. A Phase 2 extension beyond December 31<sup>st</sup>, 2022 could be discussed at an upcoming ESC meeting.*

*Does the FPC intend to submit a requisition to add funding to cover expenses through the end of December 2022?*

- *Nik Kovac June 7, 2022 email:*
  - *Just checked the BMD2 for 2023 and it looks like we had \$350K budgeted for professional services in 2022 and \$495K was requested for 2023*
  - *Rhonda's response:*

*Nik, Yes, a contract amendment is the correct procedure.*

*The funding amount needs to be determined.*