



Department of Administration
Business Operations Division

Tom Barrett
Mayor

Sharon Robinson
Director of Administration

Rhonda U. Kelsey
City Purchasing Director

January 3rd, 2012

To the Honorable
Michael J. Murphy, Chair
Committee on Finance & Personnel
Common Council-City Clerk
City Hall Room 205

Dear Alderman Murphy:

I am writing in regard to a request from the Department of Homeland Security to amend a service contract with Mr. Eugene Oldenburg. Mr. Oldenburg is a consultant, providing coordination services for the Southeast Wisconsin State Communications Interoperable (SCIP) plan, which will ensure fully interoperable emergency communications and implementation of a regional communications plan in compliance with State requirements. Mr. Oldenburg's specific tasks include:

- Establishment and coordination of a regional planning commission
- Presentation of workshops, and
- Technical guidance to the 8-County Southeast Wisconsin Region

The original contract amount was \$45K and has been amended twice to the current amount of \$58,333. This procurement request represents the third contract amendment in the amount of \$58,333 for a total contract amount of approximately \$165K. In addition, this contract amendment request requires approval by the Finance & Personnel Committee because it meets the criteria set forth in Common Council File No. 090352 – A substitute charter ordinance relating to review and approval of single and sole contract amendments that was adopted in October of 2009.

The charter ordinance requires Finance & Personnel Committee approval of existing single or sole source contract amendments when the original amount of a contract that is less than \$50K is amended to equal \$50K or more.

Attached to this letter is a document that provides background information regarding this contract amendment request.

I look forward to addressing any additional questions or concerns that you might have.

Sincerely,

Rhonda U. Kelsey
City Purchasing Director

c: Alderman Bob Bauman, Vice Chair
Alderman Joe A. Dudzik
Alderwoman Milele A. Coggs
Alderman Nik Kovac
Homeland Security Director, Steve Fronk