

**Department of Administration
Purchasing Division**

**Finance & Personnel Committee Approval Required
For Sole Source Contract
Contract #E0000018527**

Background:

User Department:	Department of Public Works-Water
Purchasing Agent:	Michael Siler
Contract Description:	Vendor Service Contract for PromisePay Payment Plan for Milwaukee Water Works
Vendor Name and Location:	Promise Network, Inc. (Oakland, CA)
Contract Term:	One (1) year from date of award (12/08/2021-12/07/2022) with the option to renew for three (3) additional one (1) year terms upon mutual agreement
Requisition # and Date Received:	0000020573 & 06/18/2024
Original Contract Amount:	\$55,000.00
Expenditures to Date:	\$45,000.00
Current Contract Amount:	\$55,000.00

Date	Item	Term	Cost
12/08/2021	Original Contract – Vendor Service Contract for PromisePay Payment Plan for Milwaukee Water Works F&P Approval Presentation Date: 12/08/2021	12/08/2021 through 12/07/2022	\$55,000.00
11/04/2022	Amendment #1: Exercised the first (1 st) of three (3) options to renew the contract term for an additional one (1) year upon mutual consent, from 12/08/2022 through 12/07/2023. F&P Approval Presentation Date: Not Required	12/08/2022 through 12/07/2023	N/A
01/31/2024	Amendment #2: Exercised the second (2 nd) of three (3) options to renew the contract term for an additional one (1) year upon mutual consent, from 12/08/2023 through 12/07/2024. F&P Approval Presentation Date: Not Required	12/08/2023 through 12/07/2024	N/A
Pending	Amendment #3: Increase the contract total by \$15,000.00 from \$55,000.00 to \$70,000.00.	N/A	\$15,000.00
Total (including the pending amendment)			\$70,000.00

Purpose of Contract Amendment:

It is recommended that the Vendor Service Contract for PromisePay Payment Plan for Milwaukee Water Works with Promise Network, Inc. be amended to increase the contract total by \$15,000.00 from \$55,000.00 to \$70,000.00 paid for with Purchase Order PUR20573 (Exhibit 1). These additional funds will be used to implement the software and procedures that have been developed and to train City of Milwaukee Water Works personnel on its implementation.

Background:

Promise Network, Inc. specializes in government payment solutions and offers its PromisePay application with a specific focus on payment flexibility. Their services include marketing, outreach, administration, and support of the payment plans. This vendor has worked with several utilities throughout the United States (i.e. Louisville Water Company; Cincinnati Water; City of Richmond) and is recognized as a sole source due to the vendor's particular insight into how to recommend affordable payment arrangements, perform outreach to customer groups who could most benefit from such flexibility, and integrate payment arrangements with payment assistance programs, if necessary.

City Purchasing Director

Date

F&P Approval Presentation Date: 09/18/2024