



Department of Administration
Business Operations Division

Tom Barrett
Mayor

Sharon Robinson
Director of Administration

Rhonda U. Kelsey
City Purchasing Director

June 3, 2010

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 Milwaukee Health Department to amend a service contract with Vernal Management Consultants, LLC for emotional intelligence education and 360 assessment tool services for 44 managers for a total cost of \$132K (Original contract amount: \$24K). 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 recently 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 the contract added to the amended amount of the contract, is \$50,000 or greater.

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
Commissioner of Health, Bevan Baker
Health Operations Administrator, Raquel Filmanowicz

