

**Department of Administration
Purchasing Division**

**Finance & Personnel Committee Approval Required
For Sole Source Contract
Contract #E0000018453**

Background:

User Department:	Police
Purchasing Agent:	Ethan Heffelfinger
Contract Description:	Vendor Service Contract for MBIS Upgrades
Vendor Name and Location:	IDEMIA Identity & Security USA, LLC (Anaheim, CA)
Contract Term:	Eight (8) years from the date of award with options to extend annually upon mutual consent
Requisition # and Date Received:	0000018453 & 09/03/2021
Original Contract Amount:	\$5,301,290.00 (\$662,661.25 annually) (Capital & Operating Funds)

Purpose of Contract:

The Milwaukee Police Department (MPD) is seeking to enter into a new Vendor Service Contract for MBIS Upgrades with IDEMIA Identity & Security USA, LLC (IDEMIA) for an eight (8) year period from the date of award with options to extend annually upon mutual consent. Funding of \$1.7M is included in MPD's 2021 capital budget, and ongoing maintenance costs will be paid for using operating funds.

Background:

It is important to note that this contract was originally presented to the Finance and Personnel Committee and approved on 04/28/2021. However, there have since been changes to the concept of the City of Milwaukee and MPD partnering with Wisconsin's Department of Justice (WIDDOJ) and aligning contract terms. Additional cost savings will be extended to the City based on an eight (8) year contract term rather than the original proposed six (6) year term.

The WIDDOJ recently signed a contract with IDEMIA to upgrade their current Automated Fingerprint Identification System (AFIS) system to a Multi-Biometric Identification System (MBIS). MPD's partnership with the WIDDOJ to share fingerprint information is crucial, as the State AFIS database allows access to a larger pool of fingerprint records when searching for matches. The State AFIS system is accessed multiple times daily for prisoner and latent print identification.

IDEMIA is the manufacturer and sole provider of the proprietary software for their MBIS platform. The MBIS platform is a cloud-hosted system which will operate under the government cloud, allowing for the necessary security of MPD's fingerprint records. MPD has been in partnership with IDEMIA since 1999, and the last update to the department's AFIS, including LiveScan, DigiScan, servers and other software and hardware, was in 2011. All are either coming to "end of life" support or are already at this point.

Originally, MPD was planning on moving forward with an on premise (MPD hosted) solution with a total cost of \$2,334,900 for year one (1) implementation costs and to include a total six (6) year cost of \$3,958,370. This would have caused a financial reinvestment beyond year six (6) at an estimated amount of \$1.5M in order to keep current with the WIDDOJ's version. MPD sought quotes for a standalone cloud-hosted system as well as the cloud-hosted system in partnership with WIDDOJ, which are each shown in Table (1) below.

Table (1)

MPD AFIS Solutions Cost of Ownership Comparison	On Premise MPD	Cloud - MPD Standalone	Cloud - WIDOJ
Year 0 - On-Premise Implementation	\$ 2,334,900.00	N/A	N/A
Year 1 - Cloud Implementation	Yr 1 Warranty	\$ 1,379,944.00	\$ 1,204,944.00
Year 2 - Maintenance/services	\$ 293,809.00*	\$ 658,695.00	\$ 524,210.00
Year 3 - Maintenance/services	\$ 308,497.00*	\$ 674,576.00	\$ 543,097.00
Year 4 - Maintenance/services	\$ 323,922.00*	\$ 690,896.00	\$ 562,811.00
Year 5 - Maintenance/services	\$ 340,118.00*	\$ 707,669.00	\$ 583,388.00
Year 6 - Maintenance/services	\$ 357,124.00*	\$ 724,907.00	\$ 604,867.00
Year 7 - Maintenance/services	\$ 1,500,000.00**	\$ 742,622.00	\$ 627,286.00
Year 8 - Maintenance/services	\$ 367,838.00**	\$ 760,828.00	\$ 650,687.00
Year 9 - Maintenance/services		\$ 779,539.00	
Year 10 - Maintenance/services		\$ 798,768.00	
Total Cost	\$ 5,826,208.00	\$ 7,918,444.00	\$ 5,301,290.00
Avg. Annual Cost	\$ 728,276.00	\$ 791,844.00	\$ 662,661.00

*It is estimated that there would be an additional \$100K-\$200K in additional MPD IT resources to support

**Estimated costs for reinvestment & maintenance

The average annual cost by partnering with the WIDOJ is \$662,661 compared to the standalone system that has an average annual cost of \$791,844 and would have required a ten (10) year term. Partnering with the WIDOJ provides the City with implementation cost savings of \$175,000 in comparison to the standalone option, and \$1,129,956 in comparison to the on premise MPD solution.

 City Purchasing Director

 Date

F&P Approval Presentation Date: 09/15/2021

**Department of Administration
Purchasing Division**

**Finance & Personnel Committee Approval
Contract #E0000018141**

Background:

User Department:	DOA- Info. Tech. Management Division (ITMD) (Citywide)
Purchasing Agent:	Juwanita A. Keys
Contract Description:	Vendor Service Contract for Laredo Licenses
Vendor Name and Location:	Milwaukee County Register of Deeds (Milwaukee, WI)
Contract Term:	Three (3) years from date of award with options to renew annually upon mutual consent
Requisition # & Date Received:	Requisition #0000018141 / Date Received 04/06/2021
Original Contract Amount:	\$288,600.00
Expenditures to Date:	n/a
Current Contract Amount:	n/a

Purpose of Contract:

The City of Milwaukee is seeking to enter into a Citywide Vendor Service Contract for Laredo Licenses with the Milwaukee County Register of Deeds Office for a three (3) year period from the date of award with the option to renew annually upon mutual consent. Laredo is a subscription-based service with a monthly fee paid to the Milwaukee County Register of Deeds for unlimited access to only Milwaukee County Real Estate Records.

Background:

The Milwaukee County Register of Deeds holds these real estate records and requires the use of a monthly subscription service. Services were previously provided gratis by Milwaukee County. The Register of Deeds is now requesting payment and, as a result, a request has been made to enter into a citywide contract under the auspices of ITMD. Prior to attempting to establish a citywide contract for contracting and payment efficiencies, various city departments were entering into separate agreements. The various city departments as referenced in Table (1) below will use this contract at \$800.00 for the first (1st) subscription and \$400.00 per month for each additional subscription. The number of licenses needed by each department is depicted in the table below. The cost of the licenses would normally amount to \$475,200.00, annually. However, the fees have been lowered based on the City's higher population count and parcel count compared to other municipalities and will result in a total savings of \$186,600.00. The estimated contract total will be \$288,600.00

Table (1)

Laredo License Accounts			
Department	Courtesy	Purchased	Cost
Assessor	8	-	\$ 0.00
Treasurer	8	-	\$ 0.00
Attorney	-	1	\$ 800.00
DCD	-	1	\$ 800.00
DNS	-	8	\$ 3,600.00
Water works	-	6	\$ 2,800.00
Total Per Month	16	16	\$ 8,000.00
Annual Total			\$ 96,000.00

It is also important to point out that the Milwaukee County Register of Deed’s Office has requested that the City enter into an agreement that does not include the City’s standard Non-Discrimination provision as required under Milwaukee Code of Ordinances (MCO), Chapter 109 – Equal Rights, Section 109-9-3e that states that it is improper to: *“Fail to include in all contracts negotiated, or renegotiated by a contracting agency of the city, a provision obligating the contractor not to discriminate against any qualified employee, or qualified applicant for employment, on the basis of a person’s protected class membership, or based upon affiliation, or perceived affiliation, with any protected class, and shall require the contractor to include a similar provision in all subcontracts.”* The Milwaukee County Register of Deed’s Office asserts that: *“The County’s commitment to addressing racial inequity is well established by word and action. This clause is nothing more than a re-statement of the City’s policy and is required in the event a contract is subcontracted. This is a subscription agreement, which the ROD will not be subcontracting. There is no need for this language.”*

The second matter of importance is in regard to the Milwaukee County Register of Deed’s request of the City to indemnify Milwaukee County employees, which is well beyond what the City normally agrees to, and goes far beyond the City agreeing to indemnify the County for the acts of City employees done within the scope of City employees’ employment. In addition, the County is asking the City to defend it from suits that may be brought because the County failed to transmit records on time. The City’s proposed indemnification language would require the County to indemnify the City for the County’s neglect, which the County has agreed to in other service contracts whereby we are paying the County. Not including such language would be a deviation from the City’s standard agreements.

 City Purchasing Director

 Date

**Department of Administration
Purchasing Division**

**Finance & Personnel Committee Approval Required
For Single Source Contract
Contract #E0000018422**

Background:

User Department:	Health
Purchasing Agent:	Ann Patz
Contract Description:	Service Contract for Strategic Planning Consulting Services
Vendor Name and Location:	Veronica Lawson Gunn dba Genesis Health Consulting, LLC (Whitefish Bay, WI)
Contract Term:	Nine (9) months from date of award
Requisition # and Date Received:	Req#0000018422 Rec'd 8/27/21
Original Contract Amount:	\$100,000.00 (GRANT- CDC OT-2103 & Preventative Health)
Expenditures to Date:	\$0.00
Current Contract Amount:	\$100,000.00

Purpose of Contract:

The purpose of this contract is to allow the City of Milwaukee Health Department (MHD) to dispense with the competitive bidding process and enter into a Single Source Service Contract for Strategic Planning Consulting Services with Veronica Lawson Gunn dba Genesis Health Consulting, LLC for a contract term of nine (9) months from the date of award. The contract total is \$100,000.00. CDC OT-2103 and Preventative Health grant funds will be used.

Background:

An organizational strategic plan provides a local health department (LHD) and its stakeholders with a clear picture of where it's headed, what it plans to achieve, the methods by which it will succeed and the measures to monitor progress. A strategic plan is fundamental to effective management in that it is one (1) of three (3) prerequisites for LHDs seeking national, voluntary accreditation through the Public Health Accreditation Board (PHAB) and is a requirement for compliance with Wisconsin state statutes for a Level III LHD. MHD is currently under review by Wisconsin Department of Health Services (DHS) for designation as a Level III LHD and has set an action plan with MHD leadership to produce a strategic plan by May 18, 2022.

Genesis Health Consulting, LLC is a highly qualified organization with compatible missions and visions for performing this work. They meet MHD's desired criteria of being a business local to Milwaukee, and a women and minority-owned business with significant experience and specific knowledge around strategic planning for large public health organizations. Genesis Health Consulting, LLC has specific insight around leading strategic planning to translate equity principles into sustainable, meaningful, and measurable strategies to improve health outcomes.

Due to the expedited timeline of the grant funding supporting this work and DHS 140 Review action plan requirements from DHS to complete a strategic plan by May 18, 2022, it is imperative that MHD begin this work as quickly as possible. Genesis Health Consulting, LLC's development of a multi-year strategic plan for MHD is to be in accordance with the activities and deliverable described in the Scope of Work (Exhibit 1) at the rate of \$125.00 per hour.

City Purchasing Director

Date

F&P Approval Presentation Date: 09/15/2021

MHD Strategic Plan Scope of Work

Program Area: Policy, Innovation, and Engagement, City of Milwaukee Health Department

Point of Contact:

1. Bailey Murph, 414- 286-5060, bamurph@milwaukee.gov
2. Amanda Richman, 414-286-5058, arichm@milwaukee.gov

General Purpose:

City of Milwaukee Health Department (MHD) seeks to use a data-driven and participatory strategic planning process created with key stakeholders, inclusive of goals, strategies and outcomes to advance the mission, achieve ongoing sustainable impact and guide operations to promote racial equity and the health of Milwaukeeans. Reflecting our declaration of racism as a public health crisis, we are looking to create a plan grounded in health equity and anti-racist practice.

An organizational strategic plan provides a local health department (LHD) and its stakeholders with a clear picture of where it is headed, what it plans to achieve, the methods by which it will succeed and the measures to monitor progress. A strategic plan is so fundamental to effective management that it is one of three prerequisites for LHDs seeking national, voluntary accreditation through the Public Health Accreditation Board (PHAB), and is a requirement for compliance with Wisconsin state statutes for a level III local health department. We want to ensure the strategic plan is aligned with other foundational departmental documents including the Community Health Improvement Plan (MKE Elevate), our Community Health Assessment, and the Blueprint for Peace, and is guided by the revised [10 Essential Public Health Services framework](#).

The Strategic Plan will inform the organization, structure, goals and priorities of the Health Department's divisions, currently organized as:

Office of the Commissioner - Includes Administration and Human Resources and Finance, the Chief of Staff and the Commissioner of Health.

Policy Innovation & Engagement (PIE) – Includes Data and Evaluation, Communication, and Health Strategy. This division also oversees policy initiatives we lead, support, or provide advocacy for across Milwaukee, and MHD's public health policy agenda. PIE's policy role does not include maintaining and creating internal policies.

Community Health – Includes the Maternal and Child Health Branch which contains our programs that support parents and children, and the Office of Violence Prevention.

Environmental Health – Branches include Home Environmental Health (which includes our Lead Poisoning Prevention Program), Consumer Environmental Health, and Emergency Preparedness.

Medical Services – Includes Clinical Operations that operate out of our 3 Health Clinics: Northwest Health Center, South Side Health Center, and Keenan Health Center; and the Public Health Laboratory.

Qualifications:

Contractor must have professional knowledge and expertise in strategic planning for non-profit or public health organizations, strong facilitation skills and project management experience.

The ideal candidate will have experience in leadership development, change management, and experience working with complex organizations, and be able to ground recommendations and facilitation in an equity and racial justice lens.

MHD Training:

Contractor shall identify those individuals staffed to perform strategic planning activities pursuant to this Agreement. Those individuals shall be required to review written materials supplied by the City of Milwaukee Health Department, and participate in any training activities. Written attestation of material review and training completion shall be required.

Procedure:*Project Goals:*

1. Complete a strategic plan that satisfies the state and the Public Health Accreditation Board's minimum requirements by May 31st 2022
 - a. Mission, vision, guiding principles, and values
 - b. Strategic priorities
 - c. Goals and objectives with measurable and time-framed targets
 - d. External trends or events or factors affecting health status or the health department
 - e. Health department strengths and weaknesses
 - f. Align w/ CHA, CHIP, Blueprint for Peace, and link to health department's QI plan (to be developed),
2. Engage health department staff at all levels, and ensure transparency and communication with staff throughout the process.
3. Engage key stakeholders including (at minimum) the board of health, the public safety and health committee and representatives from community partner organizations.
4. Design and facilitate a process grounded in racial equity.

Expected Role of Consultant:

The consultant will facilitate and manage the strategic planning process while engaging Health Department leadership, staff, Board of Health and Common Council Members, and select community partners. The consultant will be responsible for project management including creating a timeline and framework for planning; facilitation of environmental scan, stakeholder analysis and engagement, and drafting the strategic plan including goals, action plan, timelines and resources for Strategic Planning Committee review and feedback, and final editing to support creation of the strategic plan.

Project Phases:

- **Project Initiation & Project Plan Development** **Completed by January 1, 2022**

During this phase, the consultant will facilitate a process to identify and define stakeholders, determine available data to inform the strategic plan, and develop a project plan for completing the strategic plan including determining process and timeline. A final proposal will be presented to the Board of Health at their (January or December?) meeting.

- **Gather relevant data and stakeholder input** **October 2021 – March 2022**

Information and data identified in the groundwork phase are compiled and assessed and any additional data needs are identified, collected and summarized. Internal organizational strengths and weaknesses and external opportunities and threats or challenges are identified.

Facilitate focus groups, interviews, surveys and/or any other method that will be useful in receiving partner and community input.

- **Analyze Results and Select Strategic Priorities** **March 2022 – April 2022**

Data are fully reviewed and analyzed through collaborative process to identify strategic issues, which are prioritized for inclusion in the strategic plan.

- **Write and Review Strategic Plan** **April 2022 – May 2022**

Full action plan to address the priorities are developed and strategies that impact the priorities are determined. Broad goals and corresponding measurable objectives are defined with timelines and assigned to staff/departments; with additional recommendations for implementation and monitoring progress.

Deliverables

Create a five-year strategic plan through a comprehensive, data-driven, and participatory process. The plan should include goals, an action plan, timelines and resources, and recommendations for implementation of strategic goals.

A final strategic plan document must include the following in detail:

- Strategic areas of focus and service priorities for the next 5 years, to include recommendations to inform a public health policy agenda on behalf of MHD
- Goals and objectives to meet priorities to include short and long-term goals with benchmarks at 1, 3, and 5 years
- Activities and programs that will support goals, including partnerships with other organizations, sectors and division and branch-specific objectives
- Performance metrics with specific measurements connected to improvement and impact
- Implementation Plan

Project Timeline

September 2021	Proposed Contract Award Date: 09/15/2021 (F&P meeting date)
September 2021 – December 2021	Finalize Strategic Planning Project Proposal
January 2022 – April 2022	Planning Activities and Stakeholder Input
April 2022	Plan Draft Completed
May 2022	Final plan presented to Board for Approval
June 2022	Publish Strategic Plan

**Department of Administration
Purchasing Division**

**Finance & Personnel Committee Approval Required
For Single Source Contract
Contract #E0000016699**

Background:

User Department:	Comptroller
Purchasing Agent:	Juwania A. Keys
Contract Description:	VSC for Actuarial & Valuation Services
Vendor Name and Location:	Gabriel, Roeder, Smith & Company (Southfield, MI)
Contract Term:	08/01/2019 through 07/31/2021 with one (1) option to extend for two (2) years
Requisition # and Date Received:	Req #0000018371 Date: 07/15/2021
Original Contract Amount:	\$39,000.00
Expenditures to Date:	\$34,000.00
Current Contract Amount:	\$44,000.00

History of Contract Amendments:

Date	Item	Term	Cost
07/23/2019	Original Contract: VSC for Actuarial & Valuation Services F&P approval was not required.	08/01/2019 through 07/31/2021	\$39,000.00
12/04/2020	Amendment #1: Increased the estimated contract total by \$5,000.00 from \$39,000.00 to \$44,000.00. F&P approval was not required.	n/a	\$5,000.00
Pending	Amendment #2: Increase the estimated contract total by \$42,000.00 from \$44,000.00 to \$86,000.00 and extend the contract term for two (2) years from 08/01/2021 through 07/31/2023, exercising the only option to extend for two (2) years.	08/01/2021 through 07/31/2023	\$42,000.00
Total (including the pending amendment)			\$86,000.00

Purpose of Amendment:

The purpose of this amendment is to increase the estimated contract total by \$42,000.00 from \$44,000.00 to \$86,000.00 and extend the contract term for two (2) years, from 08/01/2021 through 07/31/2023, to receive 2021 and 2022 actuarial valuations for post-employment benefits.

Background:

Gabriel, Roeder, Smith & Company has been providing this service since 2007 as a result of a competitive RFP process and has expertise in the calculation of the City's Other Post-Employment Benefits (OPEB) liability. In order to be in compliance with Government Accounting Standards Board (GASB) Statement 75, a Comprehensive Annual Financial Report (CAFR) has been produced by Gabriel, Roeder, Smith & Company since 2007.

City Purchasing Director

Date