

STATE OF MICHIGAN
 DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET
 PROCUREMENT

625 W. ALLEGAN STREET
 LANSING, MI 48933

P.O. BOX 30926
 LANSING, MI 48909

CHANGE NOTICE NO. 4
 to
 CONTRACT NO. 271B2200020
 between
 THE STATE OF MICHIGAN
 and

NAME & ADDRESS OF CONTRACTOR	PRIMARY CONTACT	EMAIL
Stout Risius Ross 4000 Town Center, 20th Floor Southfield, MI 48075	Michael Kahaian	mkahaian@srr.com
	PHONE	CONTRACTOR'S TAX ID NO. (LAST FOUR DIGITS ONLY)
	(248) 432-1205	2565

STATE CONTACTS	AGENCY	NAME	PHONE	EMAIL
PROGRAM MANAGER / CCI	Treasury	Randall Byrne	517-335-2521	ByrneR1@michigan.gov
CONTRACT ADMINISTRATOR	Treasury	Julie Collins	517-636-6817	CollinsJ17@michigan.gov

CONTRACT SUMMARY			
DESCRIPTION: Restructuring and Transformation and Emergency Manager Services (Financial Review and Accounting, Benefits Management, Labor Management and Restructuring Options – Pre-Qualification – Department of Treasury and MIDEAL).			
INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE CHANGE(S) NOTED BELOW
January 18, 2012	January 17, 2015	2, 1 – Year Options	January 17, 2016
PAYMENT TERMS		DELIVERY TIMEFRAME	
2NET15 and NET45		N/A	
ALTERNATE PAYMENT OPTIONS			EXTENDED PURCHASING
<input type="checkbox"/> P-card <input type="checkbox"/> Direct Voucher (DV) <input type="checkbox"/> Other			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
MINIMUM DELIVERY REQUIREMENTS			
N/A			

DESCRIPTION OF CHANGE NOTICE				
EXERCISE OPTION?	LENGTH OF OPTION	EXERCISE EXTENSION?	LENGTH OF EXTENSION	REVISED EXP. DATE
<input checked="" type="checkbox"/>	1 Year	<input type="checkbox"/>		January 17, 2017
CURRENT VALUE		VALUE OF CHANGE NOTICE	ESTIMATED AGGREGATE CONTRACT VALUE	
\$95,350.00		\$0.00	\$95,350.00	
DESCRIPTION: 1. Renew Contract for one (1) year per section 2.002.				

STATE OF MICHIGAN
 DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
 PROCUREMENT
 P.O. BOX 30026, LANSING, MI 48909
 OR
 525 W. ALLEGAN, LANSING, MI 48933

CHANGE NOTICE NO. 3
 to
CONTRACT NO. 271B2200020
 between
THE STATE OF MICHIGAN
 and

NAME & ADDRESS OF CONTRACTOR:	PRIMARY CONTACT	EMAIL
Stout Risius Ross 4000 Town Center, 20th Floor Southfield, MI 48075	Michael Kahaian	mkahaian@srr.com
	TELEPHONE	CONTRACTOR #, MAIL CODE
	(248) 432-1205	001

STATE CONTACTS	AGENCY	NAME	PHONE	EMAIL
CONTRACT COMPLIANCE INSPECTOR	Department of Treasury	Randall Byrne	517-335-2439	ByrneR1@michigan.gov
BUYER	Department of Treasury	Julie Collins	517-636-6817	CollinsJ17@michigan.gov

<u>CONTRACT SUMMARY:</u>			
DESCRIPTION: PROVIDE A BASIC BUT COMPREHENSIVE DESCRIPTION OF SERVICES Restructuring and Transformation and Emergency Manager Services (Financial Review and Accounting, Benefits Management, Labor Management and Restructuring Options – Pre-Qualification – Department of Treasury and MiDEAL).			
<u>INITIAL EFFECTIVE DATE</u>	<u>INITIAL EXPIRATION DATE</u>	<u>INITIAL AVAILABLE OPTIONS</u>	<u>EXPIRATION DATE BEFORE CHANGE(S) NOTED BELOW</u>
January 18, 2012	January 17, 2015	2, 1 – Year Options	January 17, 2015
PAYMENT TERMS	F.O.B	SHIPPED	SHIPPED FROM
2NET15 and NET45	N/A	N/A	N/A
<u>ALTERNATE PAYMENT OPTIONS:</u>			<u>AVAILABLE TO MIDEAL PARTICIPANTS</u>
<input type="checkbox"/> P-card <input type="checkbox"/> Direct Voucher (DV) <input type="checkbox"/> Other			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
MINIMUM DELIVERY REQUIREMENTS:			
N/A			

DESCRIPTION OF CHANGE NOTICE:

<u>EXTEND CONTRACT EXPIRATION DATE</u>	<u>EXERCISE CONTRACT OPTION YEAR(S)</u>	<u>EXTENSION BEYOND CONTRACT OPTION YEARS</u>	<u>LENGTH OF OPTION/EXTENSION</u>	<u>EXPIRATION DATE AFTER CHANGE</u>
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1 Year	January 17, 2016
<u>VALUE/COST OF CHANGE NOTICE:</u>		<u>ESTIMATED REVISED AGGREGATE CONTRACT VALUE:</u>		
\$0.00		\$95,350.00		

Effective immediately this Contract is hereby AMENDED as follows:

1. Renew Contract for one (1) year per section 2.002.
2. Change Contract Compliance Inspector to Randall Byrne.

Change Notice 2 - Cancelled

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
430 West Allegan
LANSING, MI 48922

May 22, 2012

**CHANGE NOTICE NO. 1
OF
CONTRACT NO. 271B2200020
between
THE DEPARTMENT OF TREASURY
and**

NAME & ADDRESS OF CONTRACTOR Stout Risius Ross 4000 Town Center, 20th Floor Southfield, MI 48075 eplawecki@srr.com	TELEPHONE (248) 432-1302 Edward J. Plawecki
	CONTRACTOR MAIL CODE (001)
	AGENCY CONTACT: (517) 373-3185 Thomas Falik
Contract Compliance Inspector: Edward Koryzno (517) 373-4415 Description: Municipal Management Services (Financial Accounting, Benefits Management, Labor Management and Operations Management) – Pre-Qualification – Department of Treasury and MiDEAL	
CONTRACT PERIOD: From: January 18, 2012 To: January 17, 2015	
TERMS 2NET15 and NET45	SHIPMENT N/A
F.O.B. N/A	SHIPPED FROM N/A
MINIMUM DELIVERY REQUIREMENTS N/A	
MISCELLANEOUS INFORMATION: The terms and conditions of this Contract are those from contract #071B2200115.	

NATURE OF CHANGE(S):

Effective immediately this Contract is hereby AMENDED as follows:

1. Add services per the attached Statement of Work (SOW) #271Q2212 received May 16, 2012
2. Change Description of Contract from “Emergency Manager Services” to “Municipal Management Services”.

All other terms, conditions, specifications and pricing remain unchanged.

AUTHORITY/REASON:

Per Treasury request, Treasury Purchasing approval and Contractor’s proposal dated May 16, 2012.

INCREASE: \$47,100.00

TOTAL REVISED ESTIMATED CONTRACT VALUE: \$47,100.00

Article 1 – Statement of Work (SOW)

1.010 Project Identification

1.011 Project Request

This is an SOW for Consulting Services for the Delivery of Alternative Public Safety Services on behalf of the Department of Treasury and local units of government within Wayne County with the exception of City of Detroit and Wayne County. Additional counties may be added upon mutual agreement of the Contractor and Department of Treasury.

1.012 Background

The Treasury Department is charged with monitoring, oversight and provision of assistance to local units of government under various statutes, including but not limited to, the Home Rule City Act (Act 279 of 1909), the Uniform Budgeting and Accounting Act (Act 2 of 1968), the Glenn Steil State Revenue Sharing Act (Act 140 of 1971), and the Local Government and School District Fiscal Accountability Act (PA 4 of 2011). In providing such monitoring and assistance to local units of government, the Treasury Department strives to preserve the capacity of local units to provide those services essential to the public health, safety and welfare of the citizens of this State.

A Contractor is needed to provide services to the Department of Treasury, local units of government in Wayne County and other parties upon request of the Treasury Department.

1.020 Scope of Work and Deliverables

1.021 In Scope

The Contractor must provide Consulting Services for the Delivery of Alternative Public Safety Services as requested by the Department of Treasury. These services may include restructuring or consolidation of Police, Fire, Public Safety, Dispatch and Emergency Medical Services (EMS).

1.022 Work and Deliverable

Contractor must provide Deliverables/Services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth below:

A. Financial Accounting and Operations Management

1. Consulting Services for the Delivery of Alternative Public Safety Services

- a. Streamlining Operations, Staffing and Scheduling
- b. Consolidations of departments within entities and between jurisdictions
- c. Procurement (renegotiating contracts, drafting RFPs, contract issuance and contract management)
- d. Converting to Public Safety
- e. Understanding Open Meeting and Freedom of Information Acts
- f. Asset Sales
- g. Communication Skills
- h. Performance Management
- i. Facilities Management.

2. Consulting services must include the following:

- a. Perform a study of the public safety services within Wayne County with the exception of City of Detroit and Wayne County.
- b. Provide a recommendation to improve the quality and reduce the total cost of ownership for public safety services in Wayne County within 60 days of purchase order issuance.

- c. **Optional Service:** The Department of Treasury may request the selected Contractor to implement the recommendation.
- B. The period of performance for this project is from 5/21/2012 through 11/21/2013 with the option for two, one-year renewals.

1.030 Roles and Responsibilities

1.031 Contractor Staff, Roles, and Responsibilities

1. See Attachment B for individuals assigned to this project.
2. Specific work schedules for this project are Monday through Friday, 8:00 a.m. to 5:00 p.m. Eastern Time; however, possible night and weekend hours may be required.

1.032 State Staff, Roles, and Responsibilities

1. Contract Compliance Inspector (CCI): The State's CCI provides oversight and monitoring of the selected Contractor's adherence to the terms and conditions of this project and the Contract.
2. Project Manager: The State's Project Manager will monitor the project activities.
3. Contractors are encouraged to make recommendations concerning the appropriate roles and responsibilities for State personnel in achieving an effective implementation of this project. In addition, work plans presented in the proposal (see section 1.041) should reflect estimated levels of effort for each level of personnel for Contractor personnel, including any contractual employees, and State personnel.

1.040 Project Plan

1.041 Project Plan Management

1. The Contractor will carry out this project under the direction and control of the CCI or designee.
2. Although there will be continuous liaison with the Contractor team, the CCI or designee will meet quarterly as a minimum, or as requested by the CCI or designee, with the Contractor's Project Manager for the purpose of reviewing progress and providing necessary guidance to the Contractor in solving problems which arise.
3. See Attachment B for sample project plan with proposal for the deliverables proposed in section 1.022.
4. Within five working days of purchase order award, the Contractor must submit to the CCI or designee for final approval a detailed project plan. This final project plan must be in agreement with the Contractor's proposal and accepted by the State for Contract, and must include the following:
 - a. The Contractor's project organizational structure.
 - b. The Contractor's staffing table with names and title of personnel assigned to the project. This must be in agreement with staffing of accepted proposal. Necessary substitutions due to change of employment status and other unforeseen circumstances may only be made with prior approval of the State.
 - c. The project breakdown showing sub-projects, activities and tasks, and resources required and allocated to each (e.g., estimated levels of effort for each level of personnel for Contractor personnel, including any contractual employees, and State personnel).

1.042 Reports

1. The Contractor must submit written monthly summaries of progress which outline the work accomplished during the reporting period; work to be accomplished during the subsequent reporting period; problems, real or anticipated, which should be brought to the attention of the CCI; and notification of any significant deviation from previously agreed-upon work plans.

1.050 Acceptance – Deleted – N/A

1.060 Proposal Pricing

1.061 Proposal Pricing

1. For authorized Services and Price List, see Attachment A (Price Proposal).
2. Contractor's out-of-pocket expenses are not separately reimbursable by the State or local unit of government unless, on a case-by-case basis for unusual expenses, the State has agreed in advance and in writing to reimburse Contractor for the expense at the State's current travel reimbursement rates. See www.michigan.gov/dtmb for current rates.
3. Invoicing and payment must occur per Contract Section 2.044.d.

1.070 Additional Requirements - Deleted – N/A

Attachment A, Price Proposal

Deliverable	Price
A. <u>Financial Accounting and Operations Management</u>	
1. Perform a study of the public safety services within Wayne County	See Separate Attachment B for workplan
2. Provide a recommendation	See Separate Attachment B for workplan
Grand Total	\$24,600
B. <u>Optional Services</u>	
1. Recommendation Implementation (Estimated at 150 hours per Municipality)	\$22,500
b. Additional Price per County (Municipality)	\$See Above

Attachment B, Work Plan

**Wayne County
Summary Workplan Hours by Individual
As of May 16, 2012**

	Individual	Intilials	Hours	Rate	Cost
1	Edward J. Plawecki, Jr.	EJP	106	\$150	\$15,900
2	Michael N. Kahaian	MNK	10	150	1,500
3	Raymond A. Roth, III	RAR	41	150	6,150
4	Raffi J. Boyajian	RJB	2	150	300
5	Brian M. Bakker	BMB	5	150	750
6	Kelly Ahn	KA	0	75	-
7	Jackie Glover	JG	0	75	-
8	Total		164	\$150	\$24,600

Attachment B, Work Plan

Wayne County
 Workplan 1.022.A.2.B - Perform a study of the public safety services within Wayne County
 As of May 16, 2012

Attachment B

TASK	STAFF	Hours	PROGRESS
Project Logistics			
1 Identify initial data required	EJP	1	Pending 
2 Review/Inventory data rec'd from Cities / County	RJB	1	Pending 
3 ▶ Verify completeness of documents rec'd	RJB	1	Pending 
4 ▶ Notify Cities / County of additional docs req'd	RAR	1	Pending 
5 Research	BMB	5	Pending 
Project Specific Areas			
Identification of Consolidation / Merger Candidates			
6 ▶ Meetings with local officials, department chiefs, union officials, etc.	EJP	25	Pending 
Analysis of Identified Municipalities			
7 ▶ Create Matrix of the selected Municipality's Police, Fire, Public Safety and EMS departments	MNK	10	Pending 
• Number of Staff			
• Compensation			
• Benefits			
Collective Bargaining Agreements			
8 ▶ Identification of selected Police and Fire labor unions within municipalities	EJP	10	Pending 
9 ▶ Review of selected collective bargaining agreements associated with each union	EJP	20	Pending 
Meetings with Unions / Local Officials			
10 ▶ Meet with union reps / local officials	EJP	15	Pending 
Management			
11 ▶ Assessment of Management in each Municipality's Police and Fire Departments	EJP	10	Pending 
12 ▶ Assessment of the right size management structure	EJP	10	Pending 
Written Reports / Communication to State / Deliverables			
13 ▶ Quarterly Oral Report to State	EJP	15	Pending 
14 ▶ Engagement conclusion report	RAR	40	Pending 
15 Total Estimated Hours		164	
Blended Rate		150	
Estimated Cost		<u>\$ 24,600</u>	