



## Legislation Text

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**File #:** 54755, **Version:** 1

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### Fiscal Note

The proposed resolution authorizes a non-competitive purchase of services contract with Lexipol for implementation and subscription to the Fire Policy and Procedure Manual Review and Updating Service. The 2019 cost of the service is \$71,061; including \$50,250 for implementation and \$20,811 for the 2019 subscription. Lexipol has proposed discounted municipal subscription pricing for additional terms up to five years (\$21,500 in 2020, \$22,200 in 2021, and increasing by no more than 5% ongoing). The Wisconsin Mutual Municipal Insurance Company (WMMIC) will reimburse the City \$13,000 each year to support the subscription service cost. The Fire Department will generate savings in the purchased services major to cover the costs of this contract in 2019.

### Title

Authorizing the Mayor and City Clerk to execute a non-competitive purchase of services contract with Lexipol for implementation and subscription to the Fire Policy and Procedure Manual Review and Updating Service.

### Body

The Madison Fire Department utilizes a Policy and Procedure (P&P) manual and a Standard Operating Guideline (SOG) manual that directs its employees on almost all aspects of their job duties from administrative procedures to emergency response operations. In order for these P&P's and SOG's to be legal, effective and pertinent, it is necessary to update them yearly based on changing laws and changing industry standards. It has been extremely challenging for the Madison Fire Department to effectively track changes in laws, regulations, standards and best practices in order to keep the P&P's and SOG's up-to-date. In consulting with the City Attorney's Office and the City Risk Manager, the Madison Fire Department has concluded that the most economical and efficient manner to conduct a thorough review of all P&P's and SOGs and insure that they are kept up to date is to contract out for this service.

The Madison Fire Department researched and reviewed Lexipol's ability to provide these services as well as whether there are any other company that is able to provide a similar service. Based on the research it was determined that Lexipol is the only company providing the combination of state-specific policies, updates based on legislative and best practice changes, and daily training delivered via a web-based platform.

The Lexipol system is only available via direct purchase, and is not available for purchase from third-party distributors. Lexipol has a team of in-house attorneys who specialize in public safety law and insure that all policies and procedures are in compliance with current law. The Lexipol system combines policy content and training materials delivered through an online platform. This combination of services has been developed in-house by Lexipol staff and is not available through other public or private resources or organizations.

The Lexipol system provides state-specific policy content developed by Lexipol staff and subject matter experts. Including, state-specific Daily Training Bulletins developed by experienced public safety personnel and linked to policy content. Each Daily Training Bulletin includes real-time testing to verify end-user understanding. The Lexipol system also includes state-specific policy updates and client alerts in response to changing state and federal laws and evolving industry best practices.

WHEREAS, the Madison Fire Department utilizes its Policy and Procedure manual and Standard Operating Guideline manual to direct its employees on a wide-range of critical services and processes; and

WHEREAS, these manuals must be constantly reviewed and updated to insure compliance with current federal and state specific laws, current industry standards and current best practices; and

WHEREAS, Lexipol can provide an all-in-one service to review all policies and procedures and insure they are updated as necessary and can further provide legal consultation, content development, web-based training and customizable features specific to the Madison Fire Department needs; and

WHEREAS, Lexipol has proposed a client solution for Fire Policy and Procedure Manual Review and Updating Service at a cost of \$71,061, including implementation (\$50,250) and discounted municipal subscription pricing (\$20,811 for year 1) for additional terms up to five years; and

WHEREAS, The Wisconsin Mutual Municipal Insurance Company (WMMIC) will reimburse the City \$13,000 each year to support the subscription service cost; and

WHEREAS, MGO 4.26 requires the Common Council to approve service contracts exceeding \$50,000 if the contractor was not selected through a full competitive selection process and the Fire Department desires to use Lexipol for the legal and technology reasons explained above; and

WHEREAS, MGO 4.26 also requires a contract for more than three years to be authorized by the Common Council; and this contract has the potential to be renewed for up to five years; and

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Clerk are authorized to sign contract document(s) as needed with Lexipol for the purposes and at the price described above,

BE IT FINALLY RESOLVED, the Fire Chief is authorized to sign annual renewal of the subscription based license for the useful life as long as funding is available in the approved budget.