



DIVISION OF  
COMMUNITY RISK REDUCTION

JASON SCHAAK  
ASSISTANT CHIEF

CITY of WEST ALLIS  
FIRE DEPARTMENT

October 15, 2024

Mayor Devine, Common Council Members

City of West Allis

**Subject:** Sole Source Justification for Contracting Community Medical Services of West Allis for Peer Support Services

I am writing to formally request approval for a sole source contract for the provision of peer support services. After thorough consideration and analysis of our options, it has become clear that contracting with Community Medical Services (CMS) is in the best interest of our program.

**Justification for Sole Source Contracting:**

1. **Specialized Expertise:** CMS possesses unique qualifications and experience in substance use recovery support that is not readily available in the market. They are the only organization in the area that allows their lived experience peer counselor employees to work in the field alongside community paramedics. Their background in lived experience peer counseling sets them apart as a leading provider in this field.
2. **Established Relationships:** CMS has been providing peer support services to the Fire Department since 2020 and has been a valued member of our community paramedic team. The specialist has already established rapport and trust with our client base, which is crucial for effective peer support. This continuity of care can significantly enhance the outcomes of our program.
3. **Time Sensitivity:** Given the urgent need for these services, and the short service window of the grant under which they will be funded, a competitive procurement process would delay the commencement of support, potentially jeopardizing the progress of our clients.
4. **Budget Considerations:** The proposed contract aligns with our grant budget constraints, offering a cost-effective solution without compromising quality.

In light of these points, I strongly believe that contracting with CMS is the most prudent course of action. I respectfully request your approval to move forward with this sole-source contract.

Thank you for considering this request. I am available to discuss this matter further if needed.

Respectfully,

A handwritten signature in black ink, appearing to read "Jason M. Schaak". The signature is fluid and cursive, with the first name being the most prominent.

Jason M. Schaak  
Assistant Chief, Division of Community Risk Reduction  
City of West Allis Fire Department