

COUNTY OF MILWAUKEE
DEPARTMENT OF HUMAN RESOURCES
INTER-OFFICE COMMUNICATION

DATE : January 10, 2014

To : Chairwoman Marina Dimitrijevic, County Board of Supervisors 

FROM : Matthew Hanchek, Director of Benefits – Department of Human Resources

SUBJECT: **Report from the Director of Benefits, Department of Human Resources, requesting waiver of MGCO 56.30 (9) to authorize payment of Dependent Eligibility Audit Services to Buck Consultants.**

Policy

Section 56.30(9) of the Milwaukee County Ordinances states that no work shall be performed by any professional service contractor until a written contract has been executed and signed by all appropriate officials.

Issue/Background

The 2011 operating budget directed the Employee Benefits Division release an RFP for an external administrator to conduct dependent eligibility audits on the County's behalf. The RFP followed the procedures outlined in chapter 56.30, and a contract award for Buck Consultants was approved by the County Board, with work to begin in 2012.

While properly approved by the County Board, the executed contract failed to include the required signatures under 56.30(9). Rather than risk improper medical enrollments, I allowed the contracted audits to continue while attempting to address this issue through contract amendment.

The amendment is complete, and all of required endorsements from the Community Business Development Partners, Risk Management, and Corporation Counsel are in place. However, executing the amendments and obtaining these endorsements took longer than anticipated. As a result, an invoice for \$12,843.00 of audit services was incurred prior to completion. While funds are in place to pay this invoice, the Comptroller's office must have approval from the County Board to waive 56.30(9) to allow payment.

Requested Board Action

The Director of Benefits, Department of Human Resources requests that 56.30(9) be waived, and payment of \$12,843.00 to Buck Consultants for dependent audit services rendered while correcting the execution of the Board-approved contract.