



**COMMUNITY BUSINESS DEVELOPMENT PARTNERS  
MILWAUKEE COUNTY**

**DBE Participation Recommendation - Professional Services**

County Contract/Project Manager: \_\_\_\_\_ David P. Ehlinger, CPA \_\_\_\_\_ Date: \_\_\_\_\_ 11/20/12 \_\_\_\_\_  
 Building: \_\_\_\_\_ Courthouse \_\_\_\_\_ Room No.: \_\_\_\_\_ 104-I \_\_\_\_\_ Phone: \_\_\_\_\_ 414-278-4635 \_\_\_\_\_  
 Fund: \_\_\_\_\_ 0001 \_\_\_\_\_ Agency: \_\_\_\_\_ 200 \_\_\_\_\_ Org No. \_\_\_\_\_ 2821 & 2861 \_\_\_\_\_ Project No.: \_\_\_\_\_ n/a \_\_\_\_\_  
 Project Name: \_\_\_\_\_ Guardian ad Litem services \_\_\_\_\_  
 Work/Project Description (Scope): \_\_\_\_\_ Guardian ad Litem services as required by judicial appointment \_\_\_\_\_

Government Funding (State, Federal)? Yes \_\_\_\_\_ No XX If Yes, Type/Dept. \_\_\_\_\_  
 [State or Federal (i.e. UMTA, DOT, FAA, etc.)]

Is Project/Contract: New \_\_\_ Existing \_\_\_ Amendment \_\_\_ Continuing XX Extension \_\_\_ Non-Profit Y/N \_\_\_  
 (If Non-profit, please provide confirmation of Non-Profit Agency)

<u>Estimated Amount</u>	<u>Recommended DBE Participation (*)</u>
\$ <u>1,814,400 (2013)</u>	<u>Zero</u> %

Contracting Opportunities (List SIC/NAICS codes - see DBD-012PS A form) \_\_\_\_\_  

8111	561110	Legal Services
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RFP will be used (Yes/No) \_\_\_ Yes \_\_\_ Advertising Date: \_\_\_\_\_ 7/30/12 \_\_\_\_\_ Proposal Due Date: \_\_\_\_\_ 9/14/12 \_\_\_\_\_  
 County Board Approval \_\_\_ Pending \_\_\_ County Board Committee: \_\_\_\_\_ (a) Finance and (b) Judiciary \_\_\_\_\_

(\*) A Zero (0%) percent total requires a WAIVER. If a Waiver is requested, please provide a detailed explanation, the completed Waiver Request (DBE-07) form, and have the Department/Division Head sign below.

Efficiencies are obtained both in the Clerk of Circuit Court's office as well as by judicial review by having one vendor performing the majority of Guardian ad Litem Services. The Legal Aid Society of Milwaukee is the only local law firm large enough to handle the case volume of the contracted 2,800 cases per year.

John Barrett, Clerk of Circuit Court / Register in Probate  
 Department/Division Administrator

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**(CBDP USE ONLY)** Indicate Determination and Return Copy to Writer

Concur with Recommendation: \_\_\_\_\_, or provide the following goal: 5 %

The contract is exempt from the DBE goal: Yes \_\_\_\_\_ No 4

Approved: \_\_\_\_\_ Date: 11/30/12



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**WAIVER REQUEST FORM**

Completion of this form is required before a request for a DBE waiver can be approved.<sup>1</sup>

Upon completion, please return to DBE Liaison Officer.

Please complete the following information:

**Department Requesting Waiver:** \_\_\_\_\_ **Clerk of Circuit Court**

**Department Contact Person & Phone Number:**

David P. Ehlinger, Fiscal Operations Administrator – Courts, 414-278-4635

**Type of Contract Service (Service being provided & name of vendor/provider):**

Legal Aid Society of Milwaukee

Guardian ad Litem services to represent indigent parties in Milwaukee County court cases as appointed by the Courts.

**Contract Amount and Term:** Each contract year is for 2,800 cases per year. Calendar year 2013 = \$4,814,400, calendar year 2014 = \$1,834,000, and calendar year 2015 = \$1,859,200

**Rationale for Waiver Request (Why you are recommending no DBE participation?):**

Within the Request for Proposal (RFP) process, only two firms submitted a proposal. The Legal Aid Society was the only firm to submit a proposal covering both Family Division and Children's Division cases. Efficiencies are obtained both for the Clerk of Circuit Court's office as well as judicial review by having one vendor performing the majority of Guardian ad Litem services. The Legal Aid Society is the only local organization large enough to handle the case volume.

**Request for additional information:**

**A) What do you recommend directly or indirectly to include DBE participation?**

**B) If DBE participation is not possible, is there a way to improve equal employment opportunities?**

The Legal Aid Society is one of the nation's oldest, continuously operating public interest law firms. One of the goals of the firm, accomplished through this contract, is to provide free legal services to Milwaukee County's most vulnerable residents who are too poor to afford legal counsel. More information can be found on their website, [www.lasmilwaukee.com](http://www.lasmilwaukee.com).

**C) Can DBE participation be included for the contractor in other areas related or unrelated to this project?**

No, the services provided are legal services.

<sup>1</sup> Authority to grant DBE waivers is vested in CBDP, in accordance with Federal regulations, 49 CFR, Part 26, and Milwaukee County Ordinances, Chapters 42.