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4 **A RESOLUTION/ORDINANCE**

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6 Amending Chapter 32 – *Department of Administration*, Subchapter II – *Procurement*
7 *Division*, Section 32.40 – *General* of the Milwaukee County General Ordinances
8 (MCGO) to include a disclosure of other governmental contracts in the information
9 required in the requests for proposals (RFPs) process
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11
12 WHEREAS, Chapter 32, Subchapter II, Section 32.40 of the Milwaukee County
13 General Ordinances (MCGO) defines the requests for proposals (RFPs) process and
14 requirements of RFPs utilized in Milwaukee County's procurement processes; and
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16 WHEREAS, RFPs are used in negotiated acquisitions to communicate county
17 requirements to prospective vendors and to solicit proposals from them; and
18

19 WHEREAS, solicitations shall contain the information necessary to enable
20 prospective vendors to prepare proposals properly; and
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22 WHEREAS, including a disclosure of other governmental contracts in RFPs and
23 solicitations would benefit the decision-makers and policymakers by:
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- 25 • giving county departments the opportunity to learn from other jurisdictions and
26 understand their level of satisfaction with a contractor
27 • giving decision-makers a clearer understanding of the contractor's body of
28 work, including whether they have performed services on a similar or greater
29 scale than what Milwaukee County requires
30 • giving the board the opportunity to evaluate whether any past or current
31 contracts present potential conflicts of interest that could adversely affect
32 service quality or otherwise harm Milwaukee County as an institution
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34 WHEREAS, the Committee on Finance, at its meeting of May 21, 2026,
35 recommended adoption of File No. 26-389 (vote 7-0); now, therefore,
36

37 BE IT RESOLVED, the Milwaukee County Board of Supervisors hereby amends
38 Chapter 32 – *Department of Administration*, Subchapter II – *Procurement Division*,
39 Section 32.40 – *General* of the Milwaukee County General Ordinances (MCGO) to
40 include a disclosure of other governmental contracts in the information required in the
41 requests for proposals (RFPs) process by adopting the following:
42

43 **AN ORDINANCE**

44
45 The County Board of Supervisors of the County of Milwaukee does ordain as follows:

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47 **SECTION 1.** Section 32.40 of the Milwaukee County Code of General Ordinances is
48 amended as follows:

49
50 **32.40. - General.**

- 51
52 (1) Requests for proposals (RFPs) are used in negotiated acquisitions to
53 communicate county requirements to prospective vendors and to solicit
54 proposals from them. Solicitations shall contain the information necessary to
55 enable prospective vendors to prepare proposals properly. Solicitation provisions
56 and contract clauses may be incorporated into the solicitations and contracts by
57 reference.
58
59 (2) The procurement director or ~~his or her~~ **their** designee shall furnish identical
60 information concerning a proposed acquisition to all prospective vendors.
61
62 (3) The procurement director or ~~his or her~~ **their** designee shall solicit proposals only
63 when there is a definite intention to award a contract.
64
65 (4) A proposal received in response to an RFP is an offer that can be accepted by
66 the county to create a binding contract.
67
68 (5) Letter RFPs should be as clear and concise as possible, exclude any
69 unnecessary verbiage or notices; and, as a minimum, contain the following:
70 (a) RFP number and date.
71 (b) Name and address of contracting office.
72 (c) Type of contract contemplated.
73 (d) Quantity, description, and required delivery for the item.
74 (e) Applicable certifications and representations.
75 (f) Contract terms and conditions.
76 (g) Offer due date.
77 (h) Other relevant information; e.g., incentives, variations in delivery schedule,
78 any peculiar or different requirements, cost proposal support and different
79 data requirements.
80 **(i) Disclosure of other governmental contracts; Each proposer shall**
81 **identify all current contracts and any contracts held within the**
82 **preceding five (5) years with federal, state, or local governmental**
83 **entities. Such disclosure shall include the name of the governmental**
84 **entity, a general description of the services provided, and the term of**
85 **each contract.**
86

87 (6) Solicitation for services as defined in section 32.20(2) and (17) with an aggregate
88 value in excess of fifty thousand dollars (\$50,000.00) shall be approved by the
89 county board prior to award. Approval shall not be requested until after
90 completion of the protest and appeal process outlined in sections 32.50 and
91 32.51 of this subchapter.
92

93 (7) Notwithstanding any other provisions of this chapter to the contrary, where
94 adequate competition exists, the procurement director or ~~his or her~~ their
95 designee shall have the authority, in any situation where a contract is to be let
96 through the negotiated acquisition process, to reserve such contract exclusively
97 for vendors identified as small business enterprises (SBE) as defined in chapter
98 42 of these ordinances. In such event, the solicitation announcements shall
99 indicate such reservation, citing this subsection as authority therefore.
100 Reservations by the procurement director or ~~his or her~~ their designee may be
101 on a commodity basis or on an individual contract basis.
102

103 **SECTION 2.** The provisions of this Ordinance shall become effective upon passage and
104 publication.
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106 05/21/26
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