

COUNTY OF MILWAUKEE  
INTER-OFFICE COMMUNICATION

**Date:** October 1, 2015  
**To:** Milwaukee County Board Chairman Theodore Lipscomb, Sr.,  
**From:** Michael Hafemann, Superintendent, Milwaukee County House of Correction (HOC)  
**Subject:** From the Superintendent, House of Correction, requesting authorization to enter into a contract with ARAMARK Correctional Services (ARAMARK) to provide Inmate Commissary and Accounting services

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**Issue**

The current contract with ARAMARK expired on December 31, 2014; since that time the County and ARAMARK have been operating on a month-to-month basis until the RFP process could be completed.

The RFP was issued on April 16, 2015, the pre-proposal meeting and site visit was held on April 24, 2015, and the responses were due May 15, 2015 by 1:30 PM CDT. The format of the RFP and specifications were authored by staff of the HOC, and MCSO staff participated in the review and scoring. The RFP was advertised in accordance to Milwaukee County General Ordinances.

**Discussion**

A total of three proposals were received, and an evaluation panel familiar with the commissary and accounting processes at the County performed independent evaluations of the proposals based on specific criteria stated in the RFP. As a result of this evaluation, ARAMARK Correctional Services received the highest score in both technical and price.

Inmate commissary service is an important aspect in the correctional field. It allows inmates to purchase items such as snacks and hygiene products.

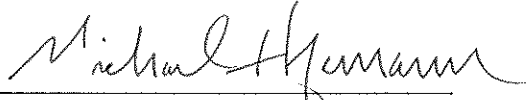
If this contract is approved, ARAMARK will also be providing an inmate accounting system. ARAMARK will be absorbing the cost of the system which is estimated at over \$176,000 in equipment and software, as well as \$36,000/year in annual system maintenance for the HOC alone. At the time this report was written, the exact design for the MCSO had not been decided, so cost savings for the County Jail are not yet known.

**Recommendation**

Based on the results of the panel's evaluation, I am recommending that a contract with ARAMARK Correctional Services be approved by the Board of Supervisors for three years with two, one-year extensions. This is a primarily a revenue contract. A fiscal note form is attached.

I am respectfully requesting that this item be placed on the agendas for the next meetings of Judiciary, Safety and General Services Committee, and/or Finance, Personnel and Audit Committee as an action item.

Respectfully Submitted,



Michael Hafemann, Superintendent  
Milwaukee County House of Correction

cc: Kelly Bablitch, Chief of Staff, County Board  
Supervisor Jim "Luigi" Schmitt, Co-Chair, Committee on Finance, Personnel and Audit  
Supervisor Willie Johnson, JR., Co-Chair, Committee on Finance, Personnel and Audit  
Supervisor Anthony Staskunas, Chairman, Committee Judiciary, Safety & General Service  
Raisa Koltun, Chief of Staff, Office of the County Executive  
Scott Manske, CPA, Milwaukee County Comptroller  
Teig Whaley-Smith, Director, Department of Administrative Services  
Steven Kreklow, Director, Office of Performance, Strategy, and Budget, Department of Administrative Services  
Stephen Cady, Research and Policy Director, Office of the Comptroller  
Erica Hayden, Research & Policy Analyst, Office of the Comptroller  
Shanin Brown, Committee Coordinator, Office of the County Clerk  
Janelle Jensen, Chief Committee Coordinator, Office of the County Clerk