


COUNTY OF MILWAUKEE
DAS-Division of Employee Benefits
INTER-OFFICE COMMUNICATION

DATE: December 30, 2011

TO: Supervisor John Thomas, Chairman, Finance & Audit Committee
Supervisor Joe Sanfelippo, Chairman, Personnel Committee

FROM: Matthew Hanchek, Interim Director – Employee Benefits Division 

SUBJECT: **Informational report from the Interim Director, Employee Benefits Division regarding Dependent Eligibility Audits. No action required.**

In the 2011 operating budget, the Department of Audit and the Employee Benefits Division were tasked with developing the process for an audit of dependent benefits eligibility and releasing an RFP to an external administrator to conduct the audit on the County's behalf.

The Employee Benefits Division published the finalized RFP on Milwaukee County's procurement website on August 26th, 2011. Notice of the RFP ran in the August 27th – August 28th editions of the Journal Sentinel. The RFP follows the procedures outlined in chapter 56.30 of the Milwaukee County code of ordinances, and the successful bidder will be required to comply with the disadvantaged business enterprise (DBE) policy defined in CFR 49 Part 23 and 26 and Chapter 42 of the Milwaukee County Ordinances.

The RFP generated a large number of inquiries, resulting in seven formal bids. A review panel consisting of representatives from the Employee Benefits Division, DAS Fiscal, the Department of Audit, and County Board Staff reviewed all bids, and selected Buck Consulting, Medbill Management, and HMS Employer Solutions as finalists. Due to scheduling conflicts with the holidays, the finalist presentations have been pushed back to January 20th, with the final recommendation to award the contract following shortly after.

The result of the RFP will be reported to the Board during the January Committee Cycle. However, to allow time to include the executable contract, authorization for the contract award and final scope of service will not be requested until the March Board cycle. The audit activities would commence immediately upon approval of the contract.

cc: County Executive Chris Abele
Amber Moreen, Chief of Staff, County Executive's Office
Terry Cooley, Chief of Staff, County Board Chairman
Jerome Heer, Director of Audits
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