

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: November 13, 2023

To: Marcelia Nicholson, Chairwoman, Milwaukee County Board of Supervisors

From: Shakita LaGrant-McClain, Director, Department of Health and Human Services

Subject: A report from the Director, Department of Health and Human Services, requesting authorization to enter into 2024 purchase of service contracts for case management within Housing Services

File Type: Action Report

REQUEST

DHHS is requesting authorization to enter into 2024 purchase of service contracts for programs which are in the final stages of a Request for Proposals (RFP) process within Housing Services.

POLICY

Per Wisconsin Statutes, the Director of the Department of Health and Human Services is requesting authorization to execute these contracts consistent with Milwaukee County procurement standards.

Procurement Process

DHHS follows the competitive bidding/Request for Proposals (RFP) requirements of its state and federal funding sources. With rare exception, all purchase of services undergoes an RFP every four years with professional services generally being bid in less than four years. In the event of contractor performance issues, some programs may be bid before the four years have elapsed.

The DHHS RFP process begins with the release of an “Interested Parties” notice. An “Interested Parties” notice will be emailed to entities registered to receive notice of DHHS RFPs on the E-notify website used by both the City of Milwaukee and Milwaukee Public Schools. The RFPs are also widely advertised through media announcements in the Daily Reporter newspaper, Blue Book, Spanish Journal, Neighborhood News as well as social media platforms like Facebook, and Twitter.

DHHS has made strides to improve its RFP materials to include diversity and inclusion initiatives as well as attract organizations with both diverse leadership and service provider staff. Further, proposal review panels have been increased to five members, the majority of which are community (non-County employee) members. DHHS has taken efforts to increase

our pool of community reviewers.

After initial scoring is completed, review panelists gather in a consensus meeting to discuss the proposals and adjust their scoring if needed. The final scores are then tallied, and the contract award recommendation is made to the DHHS Director.

Wisconsin State Statutes:	59.52(31)
Milwaukee County General Ordinances	Ch. 32.40

BACKGROUND

The Department is requesting approval to purchase services with the agencies listed below for the identified service and contract amounts for the time period specified below each program. The information that follows describes, by program area, the services to be purchased and the 2024 recommended contract amounts:

Supportive Housing Case Management – My Home

- Community Advocates, Inc.

Service	Provider	2023 Contract	2024 Proposed	2023/2024 Change
Supportive Housing Case Management – My Home	Community Advocates	\$190,913	\$190,913	\$0

- Guest House of Milwaukee, Inc.

Service	Provider	2023 Contract	2024 Proposed	2023/2024 Change
Supportive Housing Case Management – My Home	Guest House of Milwaukee, Inc.	\$130,913	\$130,913	\$0

Community Advocates and the Guest House of Milwaukee provide homeless case management services for individuals enrolled in Milwaukee County’s Continuum of Care Rent Assistance program. Milwaukee County receives rental assistance from the U.S. Department of Housing and Urban Development (HUD). It is a HUD requirement that Milwaukee County ensures that clients receive permanent case management in Continuum of Care Rent Assistance. The term of these contracts is from January 1, 2024 through December 31, 2024.

Supportive Housing Case Management

Housing Services administers case management contracts that support Milwaukee County’s Plan to End Chronic Homelessness that began in July 2015. These case management contracts provide wraparound case management services for men, women, and families that experience homelessness. This program is currently in the final stages of the RFP process. To ensure continuity of services, the listed contractors will continue to operate from January 1, 2024 through March 31, 2024. Once permanent contractors are selected, Housing Services will submit a contract recommendation for approval by the Milwaukee County Board for the remainder of the 2024 fiscal year.

Service	Provider	2023 Contract	2024 Proposed (3 months)	2023/2024 Change
Supportive Housing Case Management	Pathfinders	\$60,000	\$14,750	(\$45,250)
	Hope House	\$60,000	\$14,750	(\$45,250)
	Salvation Army	\$56,875	\$14,750	(\$42,125)
	Guest House of Milwaukee	\$114,000	\$29,500	(\$84,500)
	Sirona Recovery	\$56,250	\$0	(\$56,250)
	Subtotal	\$347,125	\$73,750	(\$273,375)

ALIGNMENT TO STRATEGIC PLAN

This action item aligns with strategic plan objectives 2A (Determine what, where, and how we deliver services to advance health equity and 3A (Invest “upstream to address root causes of health disparities).

RECOMMENDATION

It is recommended that the Milwaukee County Board of Supervisors authorize the Director, Department of Health and Human Services, or her designee, to execute purchase of service contracts for the services identified in the accompanying resolution at a total cost of \$395,576.

FISCAL EFFECT

There is no fiscal effect as the costs for these contracts is included in the 2024 Adopted Budget.

TERMS

The term of the contracts in this report are from January 1, 2024 through December 31, 2024 for the Supportive Housing Case Management – My Home program and January 1, 2024 – March 31, 2024 for the Supportive Housing Case Management program.

VIRTUAL MEETING INVITES

Shakita LaGrant-McClain, DHHS Director
James Mathy, Housing Administrator

PREPARED BY:

James Mathy, Housing Administrator, Department of Health and Human Services

APPROVED BY:

Shakita LaGrant-McClain

Shakita LaGrant-McClain, Director, Department of Health and Human Services

ATTACHMENTS:

None

cc: County Executive David Crowley
Sup. Liz Sumner, Chair, Finance Committee
Mary Jo Meyers, Chief of Staff, County Executive's Office
Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors
Janelle M. Jensen, Legislative Services Division Manager, Office of the County
Steve Cady, Research Director, Comptroller's Office
Lottie Maxwell-Mitchell, Senior Budget and Management Analyst, DAS