

**MILWAUKEE COUNTY**  
**Inter-Office Memorandum**

**DATE:** March 22, 2019

**TO:** Sup. Theodore Lipscomb, Sr., Chairman, Milwaukee County Board of Supervisors

**FROM:** Mary Jo Meyers, Director, and Department of Health and Human Services  
*Prepared by Shakita LaGrant, Associate Director of Integration, Disabilities Services Division*

**SUBJECT:** **Report from the Director, Department of Health and Human Services, requesting retroactive authorization to amend a 2019 Disabilities Services Division purchase of service contract with Broadscope Disability Services**

**Issue**

The Director, Department of Health and Human Services (DHHS), is requesting retroactive authorization for DHHS to amend a 2019 purchase of service contract for the employment options and supported living options programs for 2019.

**Background and Rationale**

Recommended contract allocations described in this report will allow DSD to provide support services to adults with disabilities in Milwaukee County during 2019.

**Employment Options**

The Employment Initiative serves the population of individual's ages 14-24 with a disability. The initiative aims to support individuals and their families in becoming educated about employment options, build capacity in the workforce, improve soft skills and assist individuals in securing and maintaining employment.

Agencies must be able to support all three components of service as well as work in partnership with other contracted agencies to produce an annual Employment Resource Expo.

Component 1: Education and Outreach

Component 2: Supportive Services

Component 3: Employment Services

In early 2019, DSD revised the employment options program and issued a Request for Proposals (RFP) for the program. To ensure no interruption in services during the RFP process, DSD recommended a six-month contract with the current provider, Broadscope Disability Services, Inc., for \$32,118 as part of File No. 18-876 approved in December 2018.

As a result of the RFP process, DSD is recommending an amendment to the existing contract with Broadscope for \$100,000 starting April 1 to December 31, 2019. This will enable Broadscope to serve additional individuals for the remainder of the year.

Supportive Living Options

Broadscope is also recommended to provide Supportive Living Options (SLO) services for \$50,000. The SLO program provides daily living skills training and community living assistance to individuals with disabilities. These services provide a critical support to certain individuals with significant disabilities who live independently in the community. In addition to Broadscope, St. Charles Youth and Family Services will be providing SLO in 2019 under a contract for \$50,000. Because this is the only contract DSD executed with St. Charles for 2019 and it's less than \$100,000, the contract does not require County Board approval.

Pending approval of the amendment, the contract with Broadscope will reflect a total amount of \$393,213 which includes an allocation of \$211,095 for respite services and \$32,118 for Employment Options previously approved in December 2018 under File No. 18-876. Therefore, the overall contract amount will exceed \$300,000 requiring County Board approval.

Recommendation

It is recommended that the Milwaukee County Board of Supervisors authorize the Director, DHHS, or her designee, to retroactively amend the 2019 purchase of service contract with Broadscope Disability Services starting April 1, 2019 to December 31, 2019 per the table below and specified in the accompanying resolution.

The amendment to the contract of \$150,000 is identified below:

Service	Provider	January 1 to December 31, 2019 (File 18-876)	January 1 to June 30, 2019 (File 18-876)	April 1 to December 31, 2019 Amendment	Contract Total
Employment	Broadscope Disability Services		\$32,118	\$100,000	\$132,118
Supported Living Options	Broadscope Disability Services	\$0		\$50,000	\$50,000
Respite	Broadscope Disability Services	\$211,095		\$0	\$211,095
	<b>Subtotal</b>	<b>\$211,095</b>	<b>\$32,118</b>	<b>\$150,000</b>	<b>\$393,213</b>

Fiscal Effect

The additional funding of \$150,000 is included in the 2019 DHHS Budget. A fiscal note form is attached.



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Mary Jo Meyers, Director  
Department of Health and Human Services

cc: County Executive Chris Abele  
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