

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 4/28/16

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: Report from the Chief Information Officer, Information Management Services Division (DAS-IMSD), on a professional service contract under \$300,000 with Northwoods Software for the branding, redesign and rebuild of Milwaukee County's internet and intranet. (WO632 – Milwaukee County Internet/Intranet Redesign Rebuild)

FISCAL EFFECT:

- | | |
|--|--|
| <input checked="" type="checkbox"/> No Direct County Fiscal Impact | <input type="checkbox"/> Increase Capital Expenditures |
| <input checked="" type="checkbox"/> Existing Staff Time Required | <input type="checkbox"/> Decrease Capital Expenditures |
| <input type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues |
| <input type="checkbox"/> Absorbed Within Agency's Budget | <input type="checkbox"/> Decrease Capital Revenues |
| <input type="checkbox"/> Not Absorbed Within Agency's Budget | |
| <input type="checkbox"/> Decrease Operating Expenditures | <input type="checkbox"/> Use of contingent funds |
| <input type="checkbox"/> Increase Operating Revenues | |
| <input type="checkbox"/> Decrease Operating Revenues | |

Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure		
	Revenue		
	Net Cost		
Capital Improvement Budget	Expenditure		
	Revenue		
	Net Cost		

DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated.¹ If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

¹ If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

² Community Business Development Partners' review is required on all professional service and public work construction contracts.

- A. The approval of the requested action will allow IMSD to contract with Northwoods Software for the branding, redesign and rebuild of Milwaukee County's internet and intranet. This action will result in a capital cost of \$194,155 to Northwoods Software for efforts involved in the rebranding and rebuilding of the internet/intranet as a managed service provider. The project will also consist of project management, security optimization, and 20% contingency allocation for a total project cost of \$450,000. As the discovery phase of the project concludes, there may be additional functionality or services identified thus a 20% contingency was accounted for in the overall project cost. The Milwaukee County Internet/Intranet Redesign - Rebuild will be funded through the capital project WO632.
- B. IMSD has appropriated funds in 2016 to plan, design, and implement a solution for this rebranding and rebuilding effort.
- C. IMSD has appropriated funds in 2016 for the implementation of this rebranding and rebuilding effort. The project is expected to be completed within eight (8) months from kick-off.
- D. IMSD has used vendor proposals to estimate the transition costs associated with this project. Additionally, the on-going cost estimate is based on the current state footprint (number of servers and storage resources) of Milwaukee County's infrastructure environment.

Department/Prepared By IMSD/Laurie Panella, CIO

Authorized Signature  _____

Did DAS-Fiscal Staff Review? Yes No

Did CDBP Review?² Yes No Not Required