

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 Wisconsin Community Services, Inc. (WCS) to Operate the Day Reporting Center (DRC) for Milwaukee County

Issue

The current contract for DRC Services expires on December 31, 2015. The current vendor is Wisconsin Community Services, Inc. (WCS).

An RFP was issued on August 24, 2015, the pre-proposal meeting and site visit was held on August 27, 2015, and the responses were due September 25, 2015 by 3:00 PM CDT. The format of the RFP and specifications were authored by staff of the HOC with assistance from the County's DAS Procurement Division. The RFP was advertised in accordance to Milwaukee County General Ordinances.

Discussion

A total of two proposals were received, and an evaluation panel familiar with programming services required at the DRC performed independent evaluations of the proposals based on specific criteria stated in the RFP. As a result of this evaluation, Wisconsin Community Services received the highest score.

Wisconsin Community Services will also be providing space for the DRC for an additional cost of about \$115,000 per year. The Wisconsin Community Services-provided space is required because the building where the Milwaukee County DRC currently is located has been sold, and the County was informed that the lease would not be renewed.

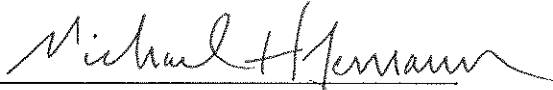
If this contract is approved, Wisconsin Community Services will manage the DRC. The total cost of the programming and space rental averages about \$888,000 per year.

Recommendation

Based on the results of the panel's evaluation, I am recommending that a contract with Wisconsin Community Services, Inc. be approved by the Board of Supervisors for three (3) years with two (2), one (1) year extensions. A fiscal note form is also 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