

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

Date: January 6, 2017

To: Theodore Lipscomb, Chair, County Board of Supervisors

From: Steven Kreklow, Director, Office of Performance, Strategy, and Budget


Subject: Request to Create 1.0 FTE IT Contracts Manager in the Department of Administrative Services - Information Management Services Division (DAS-IMSD) (File 17-97)

The Department of Administrative Services - Information Management Services Division (DAS-IMSD) requests to create 1.0 FTE IT Contracts Manager. That position was included in the 2017 Recommended Budget but was not included in the 2017 Adopted Budget.

The IT Contracts Manager position would be responsible for drafting, reviewing, monitoring and administration of Milwaukee County's Information Technology related contracts. This position will reduce legal and technical risk for Milwaukee County through regular reviews of contracts and continuous improvement to the Information Technology contracting process, and improve IMSD's ability to provide technical services by negotiating best terms for our contracts. The incumbent shall monitor contracts for ongoing compliance and value. This role assists the Risk Management Division and Community Business Development Partners by monitoring and tracking contract and insurance certificate renewal dates, insurance documents, DBE participation requirements, and related activities.

The 2017 allocated contingency contains funds for positions that were included in the Recommended Budget but not included in the Adopted Budget. Approval of this request would authorize and direct the Department of Administrative Services to process an administrative fund transfer of approximately \$109,282 from allocated contingency to the Department of Administrative Services - Information Management Services Division (DAS-IMSD).

The Department of Administrative Services - Performance, Strategy and Budget recommends that 1.0 FTE IT Contracts Manager be created in the Department of Administrative Services - Information Management Services Division (DAS-IMSD) and an administrative transfer from allocated contingency be approved.



Steven Kreklow
Director, Office of Performance, Strategy, and Budget