

REVISED

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: July 20, 2017

Original Fiscal Note

Substitute Fiscal Note

**SUBJECT:** Passive Review Item from the Chief Information Officer, Information Management Services Division (DAS-IMSD), on a professional service contract amendment with Northwoods Software to increase the total contract value by \$19,880 in order to compensate Northwoods for additional services provided.

**FISCAL EFFECT:**

- No Direct County Fiscal Impact
- Increase Capital Expenditures
- Existing Staff Time Required
- Decrease Capital Expenditures
- Increase Operating Expenditures  
(If checked, check one of two boxes below)
- Increase Capital Revenues
- Absorbed Within Agency's Budget
- Decrease Capital Revenues
- Not Absorbed Within Agency's Budget
- Decrease Operating Expenditures
- Use of contingent funds
- Increase Operating Revenues
- 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.*

	<b>Expenditure or Revenue Category</b>	<b>Current Year</b>	<b>Subsequent Year</b>
<b>Operating Budget</b>	Expenditure		
	Revenue		
	Net Cost		
<b>Capital Improvement Budget</b>	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.**

The approval of the requested action will allow IMSD to compensate Northwoods Software for additional consulting services for the redesign/rebuild of the County's web presence. This action will result in charges to Capital Project WO632. The overall budget for this project was set at \$450,000.00, with \$134,245.00 allocated for contingency. Additional actions have reduced the contingency to approximately \$100,000. The \$19,880.00 amendment to the Northwoods Software PSA will be covered by the remaining contingency funds.

**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.<sup>1</sup> 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.**

The Northwoods Software PSA is valued at a total of \$195,085.00. The additional \$19,880.00 amendment is based upon an estimated work effort for the activation and configuration of the Titan Identity Federation (TIF) module to enable Single Sign-On (SSO) for Milwaukee County's intranet site, as well as an additional contingency for any future change orders that may be required. The total amended value of the contract will not exceed \$214,965.00. Contingency funds in Capital Project WO632 are available to cover this additional cost.

**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.**

**A. Capital Project funds from W0632 were encumbered in 2016 to pay for professional services provided by Northwoods. All services provided to Milwaukee County by**

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<sup>1</sup> 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.

Northwoods Software under the Professional Service Agreement are related to Capital Project WO632: Internet / Intranet Redesign Project. The requested action will result in additional charges to Capital Project WO632. Work performed by Northwoods was contemplated by the 2016 capital project and its budget item. These charges will be paid from Capital Project WO632's remaining contingency fund.

**D. Describe any assumptions or interpretations that were utilized to provide the information on this form.**

IMSD used the vendor's proposed rates and expected project needs to estimate costs related to this project. The information provided on this form is based on the currently defined project scope and on the vendor's proposal. Additional modifications to scope could increase the value of the contract with Northwoods Software.

**Department:** Department of Administrative Services – Information Management Services Division

**Prepared By:** Erin Schaffer, IT Technical Documentation Analyst

**Authorized Signature:**  \_\_\_\_\_

Did DAS-Fiscal Staff Review?  Yes  No  
Did CDPB Staff Review?  Yes  No  Not Required