

MEMORANDUM

Date: November 2, 2018

To: Barbara Wyatt Sibley, Chair, Milwaukee County Commission on Aging

From: Ayame Metzger, Program Planning Coordinator, Department on Aging

Subject: Service Delivery Committee Contract Extension Recommendations and Request For Proposal Outcomes

On December 17, 1998, the Milwaukee County Board of Supervisors adopted File No. 98-197 (a) (a) authorizing the Department to recommend the extension of an existing purchase of service contract without a competitive Request for Proposal (RFP) when based upon (1) satisfactory performance of the vendor and (2) sufficient funding within the Department's adopted budget. Consistent with that authorization, the Department recommends contract extensions for some programs, while others are put up for competitive solicitation. Regardless of whether a contract recommendation comes through an RFP process or contract extension, the service provider must submit documentation to assure it will meet all budgetary, service, staffing, and other requirements, including local, state, and federal laws and administrative regulations.

Thirteen programs were offered contract extensions for the 2019 contract year:

1. Alzheimer's Counseling and Community Support Services
2. Employment, Training and Placement Services
3. Programs in United Community Center Senior Center
4. Family Caregiver Support/Alzheimer's Direct Services
5. Telephone Reassurance Services
6. Benefit Specialist/Legal Services Outreach
7. Services to LGBT Elderly
8. Case Management/Delivery Home Delivered Meals
9. After Hours Telephone Coverage to Aging Resource Center
10. Outreach in Public Housing
11. Late Life Counseling
12. Coordination of Neighborhood Services
13. Family Support for Older Adults with Developmental Disabilities

When the contract governing a given program is not recommended for an extension or the Department has not issued an RFP for a particular program within the past three years, that program is subject to a competitive solicitation process. Eight programs went through a competitive solicitation process for the 2019 contract year; they include:

1. Community Outreach and Access Services to South-Asian American Elderly: Socialization, Education, Recreation, Nutrition

2. Community Outreach and Access Services to Southeast Asian American Elderly: Translation and Interpretation
3. Nutrition Site Supervision – Other Sites
4. Nutrition Site Supervision – Senior Centers
5. Services to Asian American Elderly
6. Services to Native American Elderly
7. Specialized Transportation Services for the Elderly
8. Programs in Five County-Owned Senior Centers.

The contracts that have been extended for the 2019 year have been reviewed by Department staff and the Commission on Aging's Service Delivery Committee (SDC). Programs that went out for RFP were reviewed by a panel made up of Department staff and Service Delivery Committee members and were coordinated through Milwaukee County's Department of Administrative Services-Procurement Division.

After the Commission on Aging makes its recommendations about the contracts presented, the contracts go to the Milwaukee County Board of Supervisors and/or County Executive for final authorization. Contract awards that are \$100,000 and above will go before the Board of Supervisors and the County Executive for final approval, while contracts less than \$100,000 will be approved by the County Executive and executed by Department staff.

Below are charts that include program name, contract amount, and program provider by contract type for the 2019 Contracts being presented to the Commission on Aging:

Programs with Contract Extensions

| Program/Service | 2019 Allocation | Vendor |
|---|------------------------|-----------------------------|
| Alzheimer's Counseling and Community Support Services | \$50,000 | Alzheimer's Association |
| Employment, Training, and Placement Services | \$40,500 | UNISON |
| Programs in United Community Center Senior Center | \$373,189 | United Community Center |
| Family Caregiver Support/Alzheimer's Direct Services | \$1,407,161 | UNISON |
| Telephone Reassurance Services | \$13,500 | UNISON |
| Benefit Specialist/Legal Services | \$398,501 | Legal Action of Milwaukee |
| Outreach and Services to LGBT Elderly | \$20,000 | MKE LGBT Community Center |
| Case Management/Delivery Home Delivered Meals | \$1,162,903 | Goodwill of Southeastern WI |
| After Hours Telephone Coverage to Aging Resource Center | \$30,000 | IMPACT 211 |
| Coordination of Neighborhood Services | \$271, 232 | UNISON |
| Family Support Persons with Developmental Disabilities | \$15,075 | Life Navigators |

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| Outreach in Public Housing | \$67,500 | UNISON |
| Late Life Counseling Services | \$33,000 | Jewish Family Services |

Program Contracts Awarded Through RFP Process

| Program/Service | 2019 Allocation | Vendor |
|---|------------------------|---------------------------------------|
| Community Outreach and Access Services to South-Asian American Elderly: Socialization, Education, Recreation, Nutrition | \$93,550 | Milwaukee Christian Center |
| Community Outreach and Access Services to Southeast Asian American Elderly: Translation and Interpretation | \$32,850 | Hmong American Friendship Association |
| Nutrition Site Supervision – Other Sites | \$180,000 | UNISON |
| Nutrition Site Supervision – Senior Centers | \$180,000 | UNISON |
| Services to Asian American Elderly | \$37,500 | Asian Community Center |
| Services to Native American Elderly | \$84,572 | Indian Council for the Elderly |
| Specialized Transportation Services for the Elderly | \$1,392,819 | TBA |
| Programs in Five County-Owned Senior Centers | \$1,122,867 | TBA |