

**County of Milwaukee**  
Interoffice Communication  
Amended

DATE: November 29, 2019

TO: Sup. Theodore Lipscomb, Sr., Chairman, Milwaukee County Board of Supervisors

FROM: Holly Davis, Executive Director, Department on Aging

RE: Request for authorization to execute 2019 program and service contracts for supportive social services and community programs serving Milwaukee County seniors age 60 or older

I respectfully request that the attached resolution be scheduled for consideration by the Committee on Finance, Personnel and Audit at its meeting on December 6, 2018.

The accompanying resolution authorizes the Executive Director, Department on Aging, to execute 2019 program and service contracts totaling \$300,000 or more with vendors recommended by the Milwaukee County Commission on Aging for the purposes and amounts set forth in the resolution. The Department contracts for a variety of supportive social services and community programs designed to sustain the independence and well-being of Milwaukee County seniors age 60 or older.

County Board Resolution File No. 98-197 authorizes this department to recommend the renewal of an existing contract without a Request for Proposal (RFP) when based upon (1) satisfactory performance by the service provider and (2) continued funding within the Department's adopted budget. The resolution requires that programs be awarded through an open and competitive RFP at least once every three years. Under provisions of File No. 98-197, and to create a reasonable balance, the Department on Aging puts some programs out for RFP every year, some every two years, and the remainder once every three years. Any contract continued beyond one year is contingent upon satisfactory performance from the service provider. Regardless of whether the contract recommendation comes from an RFP or administrative review, the vendor must submit a complete proposal to assure both sides agree on budget, scope of service, staffing, and other requirements.

One contract in the attached resolution involves an award to the same vendor operating the same program as in 2018. In 2018, the value of each contract was greater than \$100,000, but less than \$300,000. Specifically, the 2018 contract with Interfaith Older Adult Programs, Inc., now UNISON, Inc., to provide coordination of neighborhood services with a contract amount of \$271,232, is receiving a one year extension and is considered to have an aggregate value of greater than \$300,000 and requires County Board approval.

Three contract award recommendations in the attached resolution are based upon open and competitive solicitations. Proposals were reviewed by a scoring panel organized through DAS-Procurement. The scoring panels included a member of the

Commission on Aging Service Delivery Committee. The Commission on Aging reviewed and approved the panel's recommendations at its November 9<sup>th</sup> and 16<sup>th</sup> meetings to award the following 2019 contracts: (1) Programs in Two County-Owned Senior Centers totaling \$450,000 to Serving Older Adults of Southeastern Wisconsin (2) Programs in Three County-Owned Senior Centers totaling \$672,867 to UNISON (3) Specialized Transportation for the Elderly totaling \$1,410,460 to Able Access Transportation. This is a change in vendors from 2018 and (4) Meal Site Supervision totaling \$360,000 to UNISON, Inc.

Four contract award recommendations are based upon satisfactory performance by the vendor during 2018 and with sufficient funds included in the Adopted Budget for 2019. The programs and service providers involved include (1) Programs in United Community Center Senior Centers totaling \$373,189 to United Community Center Inc. (2) Benefit Specialist/Legal Services totaling \$376,714. to Legal Action of Milwaukee (3) Case Management and Delivery Services for Home Delivered Meals totaling \$1,162,903 to Goodwill Industries of Southeastern Wisconsin, Inc. and (4) Family Caregiver Support and Alzheimer's Direct Services totaling \$571,249 to UNISON.

If you have any questions about the resolution or the report, please call me at 289-6876.

A handwritten signature in black ink, appearing to read "Holly Davis". The signature is fluid and cursive, with a large loop at the end.

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Holly Davis, Executive Director  
Milwaukee County Department on Aging

cc: County Executive Chris Abele  
Raisa Koltun (email only)  
Kelly Bablitch  
Lisa Wozny  
Stephen Cady  
Janelle Jensen  
Mary Proctor Brown  
Jill Klecha  
Beth Monrial Zatarski  
Jon Janowski  
Ayame Metzger  
Samta Bhatnagar