

COUNTY OF MILWAUKEE
INTER-OFFICE COMMUNICATION

Date: December 27, 2019

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 retroactive authorization to execute a 2020 Professional Service Contract with Wisconsin Community Services for provision of Day Reporting Center services from January 1, 2020, through December 31, 2020, and requesting a waiver of Section 56.30 (8) and (9) of the Milwaukee County Code of General Ordinances, to pay for services rendered prior to execution of the Contract.

Issue

Wisconsin Community Services (WCS) was awarded by RFP #98150015 a contract to manage the Day Reporting Center (DRC) for three years (2016-2018), plus two optional years (2019 & 2020). The current renewal option with the Wisconsin Community Services (WCS) to manage the Day Reporting Center (DRC) expires on December 31, 2019. The final, one-year optional extension (2020) was approved by the Board in File No. 15-719. However, Corporation Counsel indicates there has been material changes to the contract due to the move to a new facility in 2019, requiring clear contract change language and retroactive authorization; the lease and communication services were separated from the contract with WCS. Therefore, a new contract for 2020 has been drafted.

Discussion

In 2019, the Day Reporting Center was moved to a new building managed by Heartland Housing LLC. Prior to that, WCS was providing the space, and the County was leasing from WCS. With the move, the contract with WCS was reduced by the lease amount, plus estimated utility and communication services costs – from \$881,203 to \$784,463 in 2019 and from \$892,359 to \$794,244 in 2020. The County will pay the lease and building utilities directly to Heartland Housing under the new lease arrangement. The County will also pay WCS separately for communications in order to keep the services in their name to assist with the reporting of and communications on repairs and other technical concerns that need addressed. An RFP is planned for a 1/1/21 start date, so an equipment buyout is also being requested, so the County may continue operating the center without disruption in the event a new vendor is awarded the DRC contract.

Fiscal Effect

The end date of the contract will remain December 31, 2020. The contract amount of \$794,244 was authorized in the 2020 Adopted Budget. The other changes were also budgeted in the 2020 Adopted budget, so there is no budget impact. However, the communications budget and equipment budget will be paid to WCS, so an increase from \$794,244 to \$841,400 in their contract is being requested.

A fiscal note form is attached.

Recommendation

The approval of this contract, along with a waiver of Section 56.30 (8) and (9) of the Milwaukee County Code of General Ordinance, will allow WCS to be correctly paid for managing the DRC from January 1, 2020 to December 31, 2020.

I am respectfully requesting that this item be placed on the agenda for the appropriate committee(s) as an action item.

Respectfully Submitted,



Michael Hafemann, Superintendent
Milwaukee County House of Correction

cc: Supervisor James "Luigi" Schmitt, Chair, Finance and Audit Committee
Willie Johnson, Jr., Co-Chair, Finance and Audit Committee
Raisa Koltun, Chief of Staff, Office of the County Executive
Scott Manske, CPA, Milwaukee County Comptroller
Teig Whaley-Smith, Director, Department of Administrative Services
Joseph Lamers, Director, Office of Performance, Strategy, and Budget, Department of Administrative Services
Stephen Cady, Research and Policy Director, Office of the Comptroller
Shanin Brown, Committee Coordinator, Office of the County Clerk
Janelle Jensen, Legislative Services Division Manager, Office of the County Clerk