Broadband Technology Opportunities Program
Public Computer Centers Program – Sustainable Adoption Program

Submitted Date: 6/25/2010 10:43:47 AM	**Easygrants ID: 6822**
Funding Opportunity: Public Computer Centers	**Applicant Organization:** MILWAUKEE, CITY OF
Task: Submit Due Diligence - PCC Applications	**Applicant Name:** Ms. Nancy Anne Olson

Uploads

The following pages contain the following uploads provided by the applicant:

Upload Name
Round 2 PCC Due Diligence Documentation
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KPMG

KPMG LLP
777 East Wisconsin Avenue
Milwaukee, WI 53202

Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

The Honorable Members
of the Common Council
of the City of Milwaukee:

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the primary government of the City of Milwaukee, Wisconsin (the City) as of and for the year ended December 31, 2008, and have issued our report thereon dated July 30, 2009. Our report indicated that the financial statements do not include financial data for the City's legally separate component units. U.S. generally accepted accounting principles require the financial data for those component units to be reported with the financial data of the City's primary government unless the City also issues financial statements for the financial reporting entity that include the financial data for its component units. The City has not issued such reporting entity financial statements. Accordingly, our report included a paragraph stating that the financial statements do not present fairly, in conformity with U.S. generally accepted accounting principles, the financial position of the aggregate discretely presented component units of the City of Milwaukee, Wisconsin, as of December 31, 2008, or the changes in financial position thereof for the year then ended. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control over Financial Reporting

In planning and performing our audit, we considered the City's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over financial reporting.

A deficiency in internal control over financial reporting exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control over financial reporting, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above. However, we identified a deficiency in internal control over financial reporting that we consider to be a significant deficiency that is described in the accompanying schedule of findings and questioned costs as finding 2008-1. A significant deficiency is a deficiency, or combination of deficiencies, in internal control over financial reporting that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's basic financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain matters that we have reported to management of the City in a separate letter dated July 30, 2009.

The City's response to the finding identified in our audit is described in the accompanying schedule of findings and questioned costs. We did not audit the City's response and, accordingly, we express no opinion on it.

This report is intended solely for the information and use of the Common Council of the City, City management, the State of Wisconsin, federal awarding agencies, and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

KPMG LLP

July 30, 2009

KPMG LLP
777 East Wisconsin Avenue
Milwaukee, WI 53202

Independent Auditors' Report on Compliance and Internal Control over Compliance Applicable to Each Major Federal and State Award Program and on the Schedules of Expenditures of Federal and State Awards

The Honorable Members
of the Common Council
of the City of Milwaukee:

Compliance

We have audited the compliance of the City of Milwaukee (a municipality incorporated under the laws of the State of Wisconsin) (the City) with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement and the State of Wisconsin State Single Audit Guidelines*, issued by the Wisconsin Department of Administration, that are applicable to each of its major federal and state award programs for the year ended December 31, 2008. The City's major federal and state award programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal and state award programs is the responsibility of the City's management. Our responsibility is to express an opinion on the City's compliance based on our audit.

The City's basic financial statements include the operations of the Housing Authority of the City, the Redevelopment Authority of the City, the Neighborhood Improvement Development Corporation, and the Milwaukee Economic Development Corporation, component units of the City, however, they are not included in the schedule of expenditures of federal, state, and other awards during the year ended December 31, 2008. Our audit, described below, did not include the operations of the component units listed above because the component units have separate audits performed in accordance with OMB Circular A-133.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*; and the provisions of the State of Wisconsin *State Single Audit Guidelines*. Those standards, OMB Circular A-133, and the State of Wisconsin *State Single Audit Guidelines* require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal or state award program occurred. An audit includes examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the City's compliance with those requirements.

As described in findings 2008-2 and 2008-3 in the accompanying schedule of findings and questioned costs, the City did not comply with requirements regarding allowability and eligibility that are applicable to its federal Lead Hazard Reduction Demonstration Grants programs.

In our opinion, except for the noncompliance described in the preceding paragraph, the City of Milwaukee complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal and state award programs for the year ended December 31, 2008. The results of our auditing procedures also disclosed another instance of noncompliance with those requirements which is required to be reported in accordance with OMB Circular A-133 and which is described in the accompanying schedule of findings and questioned costs as finding 2008-4.

Internal Control over Compliance

The management of the City is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts, and grants applicable to federal and state programs. In planning and performing our audit, we considered the City's internal control over compliance with requirements that could have a direct and material effect on a major federal or state program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over compliance.

Our consideration of internal control over compliance was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in the City's internal control that might be significant deficiencies or material weaknesses as defined below. However, as discussed below, we identified certain deficiencies in internal control over compliance that we consider to be significant deficiencies and material weaknesses.

A control deficiency in an entity's internal control over compliance exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect noncompliance with a type of compliance requirement of a federal or state program on a timely basis. A significant deficiency is a control deficiency, or a combination of control deficiencies, that adversely affects the entity's ability to administer a federal or state program such that there is more than a remote likelihood that noncompliance with a type of compliance requirement of a federal or state program that is more than inconsequential will not be prevented or detected by the entity's internal control. We consider the deficiencies in internal control over compliance described in the accompanying schedule of findings and questioned costs as findings 2008-2, 2008-3, and 2008-4 to be significant deficiencies.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that material noncompliance with a type of compliance requirement of a federal or state program will not be prevented or detected by the entity's internal control. We considered findings 2008-2, 2008-3, and 2008-4 described in the accompanying schedule of findings and questioned costs to be material weaknesses.

Schedules of Expenditures of Federal and State Awards

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Controller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the primary government of the City of Milwaukee, Wisconsin (the City) as of and for the year ended December 31, 2008, and have issued our report thereon dated July 30, 2009. Our report indicated that the financial statements do not include financial data for the City's legally separate component units.

U.S. generally accepted accounting principles require the financial data for those component units to be reported with the financial data of the City's primary government unless the City also issues financial statements for the financial reporting entity that include the financial data for its component units. The City has not issued such reporting entity financial statements. Accordingly, our report included a paragraph stating that the financial statements do not present fairly, in conformity with U.S. generally accepted accounting principles, the financial position of the aggregate discretely presented component units of the City of Milwaukee, Wisconsin, as of December 31, 2008, or the changes in financial position thereof for the year then ended. Our audit was performed for the purpose of forming an opinion on the basic financial statements of the primary government of the City of Milwaukee taken as a whole. The accompanying schedules of expenditures of federal and state awards are presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133 and the State of Wisconsin State Single Audit Guidelines and are not a required part of the basic financial statements. These schedules are the responsibility of City management. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

The City's responses to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs. We did not audit the City's responses, and accordingly, we express no opinion on them.

This report is intended solely for the information and use of the Common Council of the City, City management, the State of Wisconsin, federal and state awarding agencies, and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

KPMG LLP

September 30, 2009, except the schedule of
expenditures of federal and state awards as
to which the date is July 30, 2009

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

CITY OF MILWAUKEE

Schedule of Findings and Questioned Costs

Year ended December 31, 2008

(1) Summary of Auditors' Results

Financial Statements

A. Type of auditors' report issued on the basic financial statements: **Unqualified opinions**

B. Internal control over financial reporting:

- Material weaknesses identified? **No**
- Significant deficiencies identified that are not considered to be material weaknesses? **Yes**

C. Noncompliance material to basic financial statements noted? **No**

Federal and State Awards

D. Internal control over major programs:

- Material weaknesses identified? **Yes**
- Significant deficiencies identified that are not considered to be material weaknesses? **None reported.**

E. Type of auditors' report issued on compliance for major programs: **Qualified for Lead Hazard Reduction Demonstration Grants; Unqualified for all other programs.**

F. Any audit findings that are required to be reported in accordance with Section 0.510 of OMB Circular No. A-133? **Yes**

(Continued)

G. Identification of major federal and state programs:

Federal:	
U.S. Department of Housing and Urban Development:	
Community Development Block Grant	14.218
Home Investment Partnerships Program	14.239
Lead Hazard Reduction Demonstration Grant Program	14.905
U.S. Department of Homeland Security:	
Homeland Security Cluster	97.067
State:	
WI Department of Natural Resources:	
Municipal Pier Dockage	370.573
WI Department of Health and Family Services:	
Breast and Cervical Cancer Awareness Program	435.119
WI Department of Workforce Development:	
Summer Youth Employment Program	445.118
WI Department of Justice:	
Neighborhood Safety Initiative Program	455.214
WI Department of Military Affairs:	
Federal Emergency Management Agency	465.305
WI Office of Justice Assistance:	
Beat Patrol Program	505.603

H. Dollar threshold used to distinguish between type A and type B Federal programs: **$1,488,985**

I. Auditee qualified as low-risk auditee under Section 0.530 of OMB Circular A-133? **No**

(2) Findings Related to the Basic Financial Statements Reported in Accordance with *Government Auditing Standards*

Finding 2008-1 – Program Change Management

The City of Milwaukee Information Policies and Standards require the program change requests to have documented business management approval. Prior to October 1, 2008, iNovah and Tax Collection System change requests did not have documented business management approval on file. These approvals are crucial to help ensure the test results are satisfactory and appropriate approvals are given prior to the program's migration to the production environment.

We recommend that IT and business management take measures to reinforce that all IT and business management approvals be obtained, documented, and retained for all change requests.

Management's Response

On October 17, 2008, draft change documentation forms were placed in use by the City and KPMG LLP also recommended that a database be created to track systems changes. The City Treasurer's Office, working with ITMD, began development of the database that same day and fully implemented its use on December 30, 2008. All iNovah and Tax Collection System change requests now have documented business management approval on file and are tracked in the recommended database.

(3) Findings and Questioned Costs Relating to Federal and State Awards

Finding 2008-2 – Eligibility and Allowable Costs

Program Name: Lead Hazard Reduction Demonstration Grant Program

CFDA Number: 14.905

Award Numbers, Amounts and Expenditures:

CFDA Number	Award number		Award amount	2008 Expenditures
14.905	WILHD0152-06	$	3,900,000	1,240,051
14.905	WILHD0011-03		2,726,147	50
	Total 14.905			$ 1,240,101

Requirement

According to Section 1011(a) of the Residential Lead-Based Paint Hazard Reduction Act of 1992, for lead-based paint hazard reduction grants made to assist rental housing, at least 50 percent of the units must be occupied by or made available to families with incomes at or below 50 percent of the area median income level. The remaining units shall be occupied by or made available to families with incomes at or below 80 percent of the area median income level. Additionally, the Housing and Urban Development Notice of Funding Authority requires grantees to document the income eligibility of the renter and owner occupants of properties to be assisted with the lead hazard reduction grants. OMB Circular A-102 (the Common Rule) requires nonfederal entities receiving federal awards establish and maintain internal control designed to reasonably ensure compliance with federal laws, regulations, and program compliance requirements. Effective internal controls should include procedures in place to verify income levels of the families renting the housing units to ensure the rental housing is eligible for the lead hazard reduction grants.

Condition

The City did not verify income of the occupants of rental units. Rather, the City obtained a certification statement from the owner that the tenants met the income eligibility requirements. During the year ended December 31, 2008, the following amounts were expended for lead abatement in rental units:

CFDA Number	Total expenditures	Expenditures for abatement in rental units
14.905	$ 1,240,101	442,219

(Continued)

Cause

Management indicated the owners of rental property are often unable to obtain documentation of a tenant's income.

Questioned Costs

$442,219

Effect

Without obtaining evidence of income to verify eligibility, the City may be awarding funding to ineligible beneficiaries, which are unallowable costs.

Recommendation

We recommend the City implement procedures to verify the income eligibility in accordance with the Federal regulations.

Management's Response

The City has implemented procedures to ensure full compliance with this requirement. In June 2008 the City created and is currently utilizing a form that captures demographic information such as the size of the household and the family's income. This information is then reviewed by managers within the CLPPP [Childhood Lead Poisoning Prevention Program] to verify income eligibility.

This type of documentation is consistent with discussions between HUD and MHD with reference to upcoming policy guidance. In May of 2009 HUD issued a Draft Income Verification Policy Guidance that outlines HUD's expectations on how to verify tenant's income, which includes a self disclosure by tenants. Once this draft policy guidance is made final, MHD will adjust the form as necessary. It is anticipated that the finding will be fully resolved in the next audit.

Finding 2008-3 – Eligibility and Allowable Costs

Program Name: Lead Hazard Reduction Demonstration Grant Program

CFDA Number: 14.905

Award Numbers, Amounts and Expenditures:

CFDA Number	Award number		Award amount		2008 expenditures
14.905	WILHD0152-06	$	3,900,000		1,240,051
14.905	WILHD0011-03		2,726,147		50
	Total 14.905			$	1,240,101

Requirement

According to 24 CFR 35.1320, the City is required to perform full risk assessments and lead-based paint inspections of properties considered for assistance under the HUD lead hazard control and lead hazard reduction demonstration grant funds. Additionally, 24 CFR.1340 requires grantees to perform full clearance inspections and document such inspections in a report following the completion of all lead hazard control work. A complete risk assessment report must be placed in the project file and must be provided to the property owner. OMB Circular A-102 (the Common Rule) requires nonfederal entities receiving federal awards establish and maintain internal control designed to reasonably ensure compliance with federal laws, regulations, and program compliance requirements. Effective internal controls should include procedures in place to ensure required risk assessments and inspections are performed and documented in the project files.

Condition

The City has not been performing full risk assessments or lead based paint inspections in properties which are assisted with HUD lead hazard control and lead hazard reduction demonstration grant funds. Rather, the City conducted limited dust wipes of window troughs to identify the presence of a lead hazard in a property, and has presumed that deteriorated paint conditions in older properties are lead-based paint, and that all windows in such properties are coated with lead based paint. Additionally, the City did not complete full clearance inspection reports and retain such reports in the project files.

(Continued)

Cause

The City has been a recipient of the grant funds since the program inception. Management indicated the requirements for the risk assessments and lead paint inspections had changed since the program inception, and they were unaware of these changes. Management further indicated the full clearance inspection reports were not prepared due to the demands on the time of the City risk inspectors.

Questioned Costs

Cannot be determined.

Effect

Without performing complete risk assessments and inspections in accordance with the Federal regulations, the City may be removing lead-based paint in properties that are not eligible to receive funding under the Federal programs, resulting in unallowable costs. Without completing required full clearance inspection reports and retaining such reports in the project files, the City cannot be assured that the required final inspections were performed and all lead was removed from the properties.

Recommendation

We recommend the City implement procedures to ensure risk assessments and inspections of properties receiving HUD lead hazard control and lead hazard reduction demonstration grant funding are performed and properly documented in the project files in accordance with the Federal regulations.

Management's Response

The City is now in full compliance with the requirements. The City has worked with HUD to ensure that complete lead paint inspections and lead risk assessments occur on all properties receiving HUD funding as well as the completion of a formal closeout report. MHD had a draft lead paint inspections and lead risk assessment report completed and in use from July 2008 and after further clarification and direction from HUD, MHD implemented a final lead paint inspection and lead risk assessment report in September of 2008. Clearance reports were also being provided to HUD enrollees during the time frame of July 2008 and on, with several minor changes at the request of HUD. Since September of 2008 project files should now contain a lead paint inspection and lead risk assessment report and effective January 1, 2009 upon completion a clearance report for each project will be kept in the project files.

(Continued)

Finding 2008-4 – Suspension and Debarment

Program Names: Home Investment Partnerships Program
Community Development Block Grant
Homeland Security Cluster
Lead Hazard Reduction Demonstration Grant Program

CFDA Numbers: 14.239
14.218
97.067
14.905

Award Numbers, Amounts and Expenditures:

CFDA Number	Award Number	Award amount	2008 expenditures
14.239	M-08-MC-55-0204	$ 6,505,000	$ 2,663,193
14.239	M-07-MC-55-0204	6,517,740	4,642,230
	Total 14.239		$ 7,305,423
14.218	B-08-MC-55-0006	35,538,074	$ 17,236,406
	B-07-MC-55-0006	N/A	170,000
	B-08-MN-55-0006	9,197,465	2,933
	Total 14.218		$ 17,409,339
97.067	HS18G3255 & HS183179	426,500	$ 578
97.067	2006-BZ-01-2422	189,000	189,000
97.067	2007-HS-18I-2997	131,955	8,062
97.067	2006-HS-18-2290	303,070	97,555
97.067	2005-HS-17-2985	300,000	299,965
97.067	2007-HS-20-3223	250,400	72,030
97.067	VARIOUS	710,000	64,993
97.067	2006-HS-20-2024	232,330	95,071
97.067	VARIOUS	853,428	11,184
97.067	VARIOUS	1,657,728	1,415,037
97.067	HS-05-UI-0536	11,350	5,837
97.067	VARIOUS	975,000	271
97.067	TWO CONTRACTS	793,855	11,559
97.067	VARIOUS	1,783,820	435,704
97.067	HS182340 & HS18G2343	893,869	795,851
	Total 97.067		$ 3,502,697
14.905	WILHD0152-06	3,900,000	$ 1,240,051
14.905	WILHD0011-03	2,726,147	50
	Total 14.905		$ 1,240,101

(Continued)

Requirement

According to 24 CFR 85.35 and 28 CFR 66.35, grantees and subgrantees must not make any award or permit any award (subgrant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension." According to the *OMB Circular A-133 Compliance Supplement* dated March, 2008, the City must verify that grantees or subgrantees are not suspended or debarred by checking the "Excluded Parties List System" (EPLS) maintained by the General Services Administration, collecting a certification from an entity, or adding a clause or condition to the covered transaction with that entity. The A-102 Common Rule requires nonfederal entities receiving federal awards establish and maintain internal control designed to reasonably ensure compliance with federal laws, regulations, and program compliance requirements. Effective internal controls should include procedures in place to ensure the required certifications for covered contracts and subawards are received, documented, and not made with a debarred or suspended party

Condition

The vendor contracts and the subrecipient agreements did not contain the suspension and debarment certification. Additionally, we noted the City did not retain evidence to document that they performed a verification check with the EPLS maintained by the General Services Administration. Following is the amount of payments made to vendors and subrecipients for each program:

CFDA Number	Payments made to vendors	Payments made to subrecipients
14.239	$ 1,279,905	4,494,026
14.218	430,150	8,041,021
97.067	2,486,764	—
14.905	38,790	—

Cause

Management indicated they thought the language in the vendor contracts and subrecipient agreements was sufficient for the required certification.

Questioned Costs

None

Effect

Without obtaining the required certifications or perform verification procedures with the EPLS, the City could award Federal funds to subrecipients or contract with vendors that are suspended or debarred from participation in Federal assistance programs.

Recommendation

We recommend the City implement procedures to ensure the required suspension and debarment certifications are obtained from all vendors and subrecipients.

Management's Response

The City's vendor contracts and subrecipient agreements address the suspension and debarment compliance requirements of OMB Circular A-102. The City thought that the language in the agreements was sufficient to comply with the requirements. Consequently, certifications were not obtained from vendors and subrecipients.

Once the issue was brought to the City's attention, the City immediately requested and is obtaining certifications for current covered contracts and subawards with instructions that vendors verify information on the "Excluded Parties List System (EPLS). The City will implement procedures to ensure that the required certifications are obtained from vendors and subrecipient in the future. Also, if verification check of the EPLS is used as an alternative, the City will maintain the necessary documentation.

CORRECTIVE ACTION PLAN

2008-01

Contact person: Jim Klajbor

Corrective Action: On October 17, 2008, draft change documentation forms were placed in use by the City and KPMG also recommended that a database be created to track systems changes. The City Treasurer's Office, working with ITMD, began development of the database that same day and fully implemented its use on December 30, 2008. All iNovah and Tax Collection System change requests now have documented business management approval on file and are tracked in the recommended database.

Date of completion: December 2008

Office of the City Treasurer

CORRECTIVE ACTION PLAN

2008-02

Contact person: Yvette Rowe

Corrective Action: The City has implemented procedures to ensure full compliance with this requirement. In June 2008 the City created and is currently utilizing a form that captures demographic information such as the size of the household and the family's income. This information is then reviewed by managers within the CLPPP [Childhood Lead Poisoning Prevention Program] to verify income eligibility.

This type of documentation is consistent with discussions between HUD and MHD with reference to upcoming policy guidance. In May of 2009 HUD issued a Draft Income Verification Policy Guidance that outlines HUD's expectations on how to verify tenant's income, which includes a self disclosure by tenants. Once this draft policy guidance is made final, MHD will adjust the form as necessary. It is anticipated that the finding will be fully resolved in the next audit."

Date of completion: June 2008

Milwaukee Health Department

CORRECTIVE ACTION PLAN

2008-03

Contact person: Yvette Rowe

Corrective Action: The City is now in full compliance with the requirements. The City has worked with HUD to ensure that complete lead paint inspections and lead risk assessments occur on all properties receiving HUD funding as well as the completion of a formal closeout report. MHD had a draft lead paint inspections and lead risk assessment report completed and in use from July 2008 and after further clarification and direction from HUD, MHD implemented a final lead paint inspection and lead risk assessment report in September of 2008. Clearance reports were also being provided to HUD enrollees during the time frame of July 2008 and on, with several minor changes at the request of HUD. Since September of 2008 project files should now contain a lead paint inspection and lead risk assessment report and effective January 1, 2009 upon completion a clearance report for each project will be kept in the project files.

Date of completion: September 2008

Milwaukee Health Department

CORRECTIVE ACTION PLAN

2008-04

Contact person: Claudia Orugbani

Corrective Action: The City's vendor contracts and subrecipient agreements address the suspension and debarment compliance requirements of OMB Circular A-102. The City thought that the language in the agreements was sufficient to comply with the requirements. Consequently, certifications were not obtained from vendors and subrecipients.

Once the issue was brought to the City's attention, the City immediately requested and is obtaining certifications for current covered contracts and subawards with instructions that vendors verify information on the "Excluded Parties List System (EPLS). The City will implement procedures to ensure that the required certifications are obtained from vendors and subrecipient in the future. Also, if verification check of the EPLS is used as an alternative, the City will maintain the necessary documentation.

Date of completion: On going

Office of the Comptroller

MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

March 10, 2010

To Whom It May Concern:

I am writing to express the commitment of the Milwaukee Public Library for our City's application for Public Computer Center funding through the Broadband Technology Opportunities Program, part of the American Recovery and Reinvestment Act.

As a partner to this grant, the Library will implement a far-reaching laptop computer and training program to increase access to technology in 6 low-income communities. Each branch libraries that serves these areas will be outfitted with 40 new laptop computers capable of accessing the Internet through our existing wireless network and will hire a full-time Computer Trainer who will offer hands-on training, classroom training, and opportunities for individual support and instruction.

Currently, there is an average of 27 desktop computers at each library to serve communities ranging from 35,000 and 75,000 residents. One library has just 17 computers. To adequately serve these communities and to help close the digital divide in our city, access to computers must be expanded. This program will increase the average number of computers in these libraries to 67, a 150% increase.

The Milwaukee Public Library has served as an educational resource to its residents and the surrounding metropolitan area since 1878. It is a trusted institution that provides books, magazines, music, film, and other information in a variety of formats. Increasingly, information is provided electronically, making computer use and searching skills more important than ever.

Starting in 1999, the Library has helped to develop these skills through the purchase of public desktop computers, Internet services, and the services of part-time trainers. Computer labs have been added to some libraries. While computer equipment is paid through our annual equipment budget, this budget has decreased in recent years due to declines in city funding. And while computer training has been possible due to generous private donations that allow us to hire trainers, we have recently learned that one of our major donors will end its support after the current year due to a restructuring of their goals.

814 W. Wisconsin Avenue, Milwaukee, WI 53233 | (414) 286-3020 | Fax (414) 286-2794 | www.mpl.org

In the libraries targeted for the laptop program, the demand for computers and training is high. There are currently160 public internet computers and in 2009 they were used 215,562 hours, or 1,347 hours per computer. These libraries hosted 287 computer classes with 2,375 attending, and 104 job labs with 382.

Funding of the City of Milwaukee's application will ensure that training not only continues, but expands. Demand for training has been steady since its inception and we do not foresee a decline in the next 5 years or more. Laptop computers and full-time on-site trainers will immediately expand access to technology and provide opportunities for young people and adults alike.

We propose expanding access to these training programs and to computer access through the use of laptop computers rather than desktops. Similar programs have been successfully implemented in the Miami-Dade and New Orleans Public Library Systems. These systems have provided valuable information that will help us get our program up and running quickly and efficiently. Laptops are preferred by younger users and will allow the Library to expand access without expensive capital costs.

The staff in our Technology Department and our public services staff in the targeted libraries are enthusiastic and prepared to implement this project. As director, I am fully committed to providing our match by allocating in-kind and cash resources to ensure its success.

I hope you will look favorably upon our request so more Milwaukee residents can gain the skills they need to be competitive in both school and work. Public Libraries play a role in this and with the help of the Public Computer Centers program many more people will benefit.

Sincerely,

Paula A. Kiely

Paula A. Kiely
Milwaukee Public Library Director

City of Milwaukee Historical Financials

	2009*
Revenues	1,259,269,000
Expenditures	1,217,995,000
Net Assets	909,249,000
Changes in Net Assets	41,274,000

* Unaudited

FORM CD-511
(REV 1-05)

U.S. DEPARTMENT OF COMMERCE

CERTIFICATION REGARDING LOBBYING

Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 15 CFR Part 28, "New Restrictions on Lobbying." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Commerce determines to award the covered transaction, grant, or cooperative agreement.

LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 15 CFR Part 28, for persons entering into a grant, cooperative agreement or contract over $100,000 or a loan or loan guarantee over $150,000 as defined at 15 CFR Part 28, Sections 28.105 and 28.110, the applicant certifies that to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in conncection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying." in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure occurring on or before October 23, 1996, and of not less than $11,000 and not more than $110,000 for each such failure occurring after October 23, 1996.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

In any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure occurring on or before October 23, 1996, and of not less than $11,000 and not more than $110,000 for each such failure occurring after October 23, 1996.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification.

NAME OF APPLICANT	AWARD NUMBER AND/OR PROJECT NAME
City of Milwaukee-ITMD	Connecting Milwaukee Communities
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE Darlene Hayes, Associate Director, City of Milwaukee - CDGA	
SIGNATURE Darlene Hayes	DATE 5-25-10

FORM CD-512
(REV 12-04)

U.S. DEPARTMENT OF COMMERCE

CERTIFICATION REGARDING LOBBYING
LOWER TIER COVERED TRANSACTIONS

Applicants should review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 15 CFR Part 28, "New Restrictions on Lobbying."

LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 15 CFR Part 28, for persons entering into a grant, cooperative agreement or contract over $100,000 or a loan or loan guarantee over $150,000 as defined at 15 CFR Part 28, Sections 28.105 and 28.110, the applicant certifies that to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in conncection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying." in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure occurring on or before October 23, 1996, and of not less than $11,000 and not more than $110,000 for each such failure occurring after October 23, 1996.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

In any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure occurring on or before October 23, 1996, and of not less than $11,000 and not more than $110,000 for each such failure occurring after October 23, 1996.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification.

NAME OF APPLICANT	AWARD NUMBER AND/OR PROJECT NAME
City of Milwaukee - ITMD	Connecting Milwaukee Communities
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
Darlene Hayes, Associate Director, City of Milwaukee - CDGA	
SIGNATURE	DATE
Darlene Hayes	5-25-10

TABLE OF CONTENTS

PURCHASING AT A GLANCE

"IT'S IN YOUR HANDS"

PROCUREMENT METHOD	WHEN TO USE	PROCUREMENT REQUIREMENTS
Petty Cash	For commodities and services valued **under $100**.	Solicitation of quotes is at the discretion of the user Department. No other documentation required by Procurement Services.
Procurement Card	For commodities and services valued under **$5,000** (**excluding** inventory items, vendor contract items, and personal service contracts – **See below**).	Items must be purchased utilizing the City's *Valued Supplier List* **with an emphasis on EBE participation.** The list can be viewed on Procurement Services website under the Procard link.
PeopleSoft Voucher	For commodities valued under $500 from vendors not on the *Procard Valued Supplier List* or services valued under $2000 (**excluding** personal service contracts. **See below.)**	One or more quotes (written recommended) at the discretion of the User Department **with an emphasis on EBE participation.**

"WE ARE IN IT TOGETHER"

PROCUREMENT METHOD	WHEN TO USE	PROCUREMENT REQUIREMENTS
PeopleSoft Requisition	For purchases **over $500 when the Procard cannot be used (excluding** personal service contracts – **See below).**	Department must enter a *Peoplesoft* requisition. Procurement Services will conduct an informal bid/rfp (for purchases between $10,001 and $30,000) or a formal bid/rfp (for purchases over $30,000). If the purchase being requested is a sole or single source, or a request for RFP, the Department must send a separate fully completed *Exception to Bidding* form.
PeopleSoft Requisition with Required Forms listed in the Procurement Requirements Box	For **all** personal service contracts with **an individual person** (not a company) for **any dollar amount.**	Department must submit the following required forms: **Exception to Bidding Form** **Quote for Services form (signed by contractor)** **Summary of Experience Form** **Professional Services Contract Questionnaire** **Slavery Disclosure Affidavit & W-9 (if new vendor)** Procurement Services will create a PO or service contract.
PeopleSoft Requisition with Jumpstart Form	For commodities between $501 and $10,000 and services between $2,000 and $10,000 **when the Procard cannot be used**. (See Personal Service Contracts Section above.)	Department must enter a *PeopleSoft* requisition plus a completed *Jumpstart* form for commodities (optional) and a *Quote for Services* form for services. Forms should have valid pricing, delivery dates or contract term, and a binding **signature** from the selected vendor Procurement Services will create a purchase order or VC with the selected vendor.
FOR ALL EMERGENCY PURCHASES PeopleSoft Requisition	**Immediately upon recognition of an emergency, please contact (when possible) the City Purchasing Director for handling instructions. After obtaining Purchasing approval, a confirming requisition will be necessary to include a note in the Line Comments with the name and date of approval from Purchasing, and a note that is is a "comfirming requisition" to avoid a duplicate order..**	

Emergency Situation is defined as a situation that threatens life, health, safety or the continuation of work.

Failure to plan for timely requisition submittal does not constitute a "rush" for Procurement Services Section.

Helpful Purchasing Hints and Guidelines

Procard: Purchases must only be from Valued Suppliers and within designated cardholder limits. The Valued Supplier list and recruitment forms are posted on our web site on the Procard page or on MINT*. Remind your Procard suppliers that the City is tax exempt and our tax exempt number is A-245518. A tax exemption certificate can be obtained from our office. The monthly cycle begins on the 7th of the month.

Jumpstart Form: Fax quote form used by departments or purchasing personnel to obtain quotes for goods and services valued up to $10,000. Departments are encouraged to solicit EBE vendors. Jumpstart form can be found on MINT**

Informal Bids (Estimate 30 days processing time): For purchases with an estimated dollar value between $10,001 and $30,000. Bids are posted on our web site on the Bids Pending page, are not advertised, not sealed, not opened publicly and are awarded by the Purchasing Agent to the lowest responsible and responsive bidder complying with the bid specifications.

Formal Bids (Estimate 60-90 days processing time): For purchases over $30,000, which are advertised, sealed and opened at a public bid opening. A formal written contract is required for formal bids after award by the City Purchasing Director.

Requests for Proposals (Estimate 90-120 days processing time): Used when price is not the only factor to be used in determining the award of a contract. This is an exception to the bid process, therefore, an Exception to Bidding form must be submitted. Evaluation criteria for award will be established such as experience of firm, experience of personnel assigned to project, approach to project, completeness of proposal and ability of proposer to meet the City's needs, etc.

Posting of Bids: All bids and RFPs are posted on our web site on the Bids Pending page.

Posting of Bid Tabulations and Bid Awards: All bid tabulations and awards are posted on our web site on the Bid Tabulations/Awards page.

Vendor Contracts: (f/k/a blanket contracts) Established for repetitive commodity or services purchases for either formal (over $30,000) or informal (between $15, 000 and $30,000). These contracts are typically bid for a three-year period. When initiating a requisition for a vendor contract, the quantity entered on the requisition is **1** (one) and unit of measure is **VEN** (for Commodity or Service). The description should begin with "VC FOR (noun)…. " or "VSC FOR (service)…."
Account 419101; fund 0001; and your Dept ID are the only entries required in the Distribution fields.

Service Contracts: When requesting a service contract, a determination needs to be made regarding whether to initiate a vendor contract requisition (unencumbered) or a regular pre-encumbered service requisition. If the service contract is for multiple years or if it contains multiple payments (i.e. quarterly, monthly, etc.) or if the compensation of the contract is based on a variable rate (meter clicks, time and materials, etc), process a vendor contract requisition (unencumbered). If these conditions are not met, please process as a regular pre-encumbered service requisition.

Sole Source Requests: A sole source exists when there are **no other known sources of supply** for a particular commodity or service. A PeopleSoft requisition must be entered and a Request for Exception to Bidding form* must be submitted.

Amendments: A change to a formal contract (over $30,000) results in an amendment to the contract. A change to an informal contract requires a change order. Either change requires the completion of a Request for Amendment Form* and a PeopleSoft requisition. Departments will receive a signed copy of the amendment or signed change order to an informal vendor contract.

*Path on MINT for PSS forms: Administrative Resources > Procurement Services > Procurement-Forms

GLOSSARY OF PURCHASING TERMS

FORMAL BIDS (Estimate 60-90 days processing time): For purchases over $30,000, which are advertised, sealed and opened at a public bid opening. A formal written contract is required for these bids after award by the City Purchasing Director.

INFORMAL BIDS (Estimate 30 days processing time): For purchases with an estimated dollar value between $10,001 and $30,000. These bids are unadvertised, unsealed and awarded by the City Purchasing Director to the lowest responsible and responsive bidder complying with the bid specifications.

JUMPSTART: Fax quote form used by departments or purchasing personnel to obtain quotes for goods and services valued under $10,000, which cannot be purchased using the Procard.

NO SUBSTITUTE: A "no substitute" designation on a requisition with an item description is justified when that item is additional equipment which must be identical to or compatible with existing equipment or when a certain part number is absolutely necessary to repair existing equipment. It does not constitute an exception to the bid process**.**

OR EQUAL: A requisition item that is not classified by the requesting department as one of the designations as "no substitute" or single/sole source will be bid as an "or equal".

PROCARD: A MasterCard issued to selected and trained city employees to be used to charge authorized purchases under $5,000, excluding inventory items and items that are on a vendor contract.

PURCHASING APPEALS BOARD: Comprised of the Mayor, Commissioner of Public Works, Common Council President, Chair of Common Council Committee of Finance and Personnel, Director of Administration, City Comptroller and two city employees, one appointed by the Mayor and one by the Common Council President. The City Purchasing Director is the Secretary. Board hears specification and bid award recommendation appeals.

REQUEST FOR PROPOSAL (RFP – Estimate 90-120 days processing time from date RFP is issued.): Used when price is not the only factor to be used in determining the award of a contract. Evaluation criteria for award will be established and weighted, such as experience of firm, experience of personnel assigned to the project, approach to the project, completeness of proposal, ability of proposer to meet the City's needs, etc.

SINGLE SOURCE: A single source is one vendor who is selected for a specific reason(s) as the desired provider for a specific commodity or service - i.e. capable of fulfilling the total requirements, knowledge of product or service from prior experience, etc. A single source requisition must be accompanied by a Request for Exception to Bidding form.

SOLE SOURCE: A sole source exists when there are no other known sources of supply for a particular commodity or service. A sole source requisition must be accompanied by a Request for Exception to Bidding form.

VENDOR CONTRACT: Formerly known as blanket contract and now located in FMIS under the Procurement Contracts link under the Purchasing menu, can be either informal (under $30,000) or formal (over $30,000) for repetitive purchases over a specified period of time. These contracts are typically set up for a three-year period either for one user department or as a City Wide contract for all city departments.

SLAVERY DISCLOSURE REQUIREMENTS

INTRODUCTION

Effective 12/28/05, the City of Milwaukee adopted an ordinance relative to the disclosure of participation in or profits derived from slavery by contractors. All contractors awarded a contract on behalf of the City of Milwaukee, whether or not subject to a competitive bid, shall complete an affidavit prior to entering into the contract verifying that the contractor has searched any and all records of the company and or any predecessor company regarding records of investments or profits from slavery or slaveholder insurance policies during the slavery era. The names of any enslaved persons or slaveholders described in those records must be disclosed in the affidavit.

DEPARTMENT RESPONSIBILITY

Departments who have independent contracting authority or make purchases of any kind, including Procard purchases, must verify that the company has a Slavery Disclosure affidavit on file or must request one from the vendor in accordance with this ordinance **BEFORE** the transaction is completed. Payment may be withheld if an affidavit is not on file.

Departments must forward all completed affidavits to the Procurement Services Section to be logged and permanently filed.

The Slavery Disclosure Affidavit of Compliance form can be found on the Procurement Services website on the Forms page.

The form is also posted on MINT under Administrative Resources, Procurement Services, Forms.

PROCUREMENT SERVICES RESPONSIBILITY

The Procurement Services Section has been charged with being the repository of all completed affidavits.

An alphabetical listing of all companies who have submitted an affidavit will be posted on the Procurement Services website at:

http://www.city.milwaukee.gov/display/router.asp?docid=327

The Slavery Affidavit Log is also posted on MINT under Administrative Resources, Procurement Services page.

EMERGING BUSINESS ENTERPRISE REQUIREMENTS

In accordance with Chapter 360 of the Milwaukee Code of Ordinances, each contracting department, and all other operating departments when contracting based upon authority therefrom, shall utilize City certified emerging business enterprises (EBE's)for 18% of the total dollars, through prime contracts or subcontracts, annually expended. The following table represents the EBE requirements on the various types of procurements contracted by the Procurement Services Section and the appropriate EBE analysis forms to be used.

TYPE OF PROCUREMENT	EBE REQUIREMENT	OTHER COMMENTS
Procard	User Departments should reference on-line listing of Valued Suppliers to determine if EBE vendor can provide quote.	Reference Valued Suppliers listing on MINT.
Jumpstart	If quote provided by Department is not from EBE, PA forwards req and quote to EBE Analyst to determine if lower quote can be obtained from EBE vendor.	Reference form: EBESMALLDOLLARPURCHASEANALYSIS906
Informal bid	Draft bid forwarded to EBE Analyst by PA for 100% EBE participation analysis.	Reference form: EBEBIDANALYSIS906
Formal bid	Draft bid forwarded to EBE Analyst by PA for appropriate EBE participation determination.	Reference form: EBEBIDANALYSIS906
Exception to bid	Req and Exception to Bid form forwarded by PA to EBE Analyst for appropriate EBE participation determination.	Reference form: EBEETBANALYSIS906
Contract amendment	Req forwarded by PA to EBE Analyst with current EBE requirement for Analyst review of compliance by prime contractor.	Reference form: EBECONTRACTAMENDMENTANALYSIS906

Note: Forms referenced are included in the following pages.

CITY OF MILWAUKEE – DEPARTMENT OF ADMINISTRATION
EMERGING BUSINESS ENTERPRISE PROGRAM
EBE PARTICIPATION ANALYSIS FORM

SMALL DOLLAR PURCHASE

USER DEPARTMENT

Department ________________________________ Contact Person: ______________________ Date: __________

Phone: ____________________________________ Requisition # ________________

Estimated Dollar Value $______________

COMMODITY, SERVICE AND/OR PROJECT DESCRIPTION:

PURCHASING AGENT SIGNATURE:

EBE PROGRAM

Please Solicit Quote from ____ Fax # ______________________

No EBE quotes necessary (check applicable box):

Single/Sole source contract ☐ Confirming requisition ☐ No Certified EBE in this industry ☐

Other ☐

____
(BUSINESS ANALYST'S SIGNATURE)

____
DATE

CITY OF MILWAUKEE - DEPARTMENT OF ADMINISTRATION
EMERGING BUSINESS ENTERPRISE PROGRAM
BID ANALYSIS FORM

DOA – BUSINESS OPERATIONS DIVISION

Date: __________

Department: ____________________________Contact Person:_______________ Phone:_________

Department or Business Operations Divisions suggested EBE Participation: ________%

Requisition # ___________Bid/RFP # ____________________Estimated Dollar Amount $ ____________

COMMODITY AND/OR SERVICE DESCRIPTION:____

____

PURCHASING AGENT: ____ PHONE: ____________

EBE PROGRAM

Emerging Business Enterprise requirements to Bid or RFP: ________%. If none, please explain:

____

____

BID RECOMMENDATION FOR EBE PARTICIPATION: APPROVAL ( ) DENIAL ( )

BUSINESS ANALYST'S SIGNATURE:___________________________DATE:

DID BIDDER COMPLY WITH EBE PARTICIPATION? ( ) YES ( ) NO ( ) N/A

IF EBE PARTICIPATION ATTACH ALL EBE FORMS TO BID AND/OR RFP.

BUSINESS OPERATIONS DIVISION and EBEP

IF MODIFICATIONS TO THE BIDDER'S LIST OF SUBCONTRACTORS DURING THE TERM OF THE CONTRACT, PLEASE LIST THE NEW INFORMATION BELOW:

NAME OF EBE FIRM	% OF BID	PRODUCT OR SERVICE	AMOUNT

ATTACH EITHER A NEW FORM A and/or LETTER REQUESTING THE CHANGE.

MODIFICATIONS APPROVED BY: ____EBEP
BUSINESS ANALYST DATE

____
PURCHASING AGENT DATE:

CITY OF MILWAUKEE - DEPARTMENT OF ADMINISTRATION
EMERGING BUSINESS ENTERPRISE PROGRAM
EBE PARTICPATION ANALYSIS FORM

Exception to Bid Procurements/Projects

USER DEPARTMENT

Date: __________

Department: ______________________________Contact Person:_____________ Phone:_________

User Department suggested EBE Participation: ________%

Requisition (if applicable) # _______________________________Estimated Dollar Value $ _______________

COMMODITY, SERVICE AND/OR PROJECT DESCRIPTION:

____

DEPARTMENT HEAD SIGNATURE: _________________________Date: _________________________

EBE PROGRAM

Emerging Business Enterprise percentage requirements: ________%. If none, please explain:

____

____

BUSINESS ANALYST'S SIGNATURE:____________________________DATE:

CONTRACTING DEPARTMENT and EBEP

IF MODIFICATIONS TO SUBCONTRACTORS ARE NECESSARY DURING THE TERM OF THE CONTRACT, PLEASE LIST THE NEW INFORMATION BELOW:

NAME OF NEW EBE FIRM	% OF CONTRACT	PRODUCT, SERVICE, or PROJECT	AMOUNT

ATTACH EITHER A NEW FORM A and/or LETTER REQUESTING THE CHANGE.

MODIFICATIONS APPROVED BY: ____EBEP
BUSINESS ANALYST DATE

____
Department Contact Person DATE:

CITY OF MILWAUKEE - DEPARTMENT OF ADMINISTRATION
EMERGING BUSINESS ENTERPRISE PROGRAM
EBE PARTICPATION ANALYSIS FORM

Contract Amendment Analysis

PROCUREMENT SERVICES SECTION

Date: __________

Department: _____________________________Contact Person:________________ Phone:__________

Contract # _______________Dollar Value $ ______________ EBE Contract Requirement: _________%

COMMODITY, SERVICE AND/OR PROJECT DESCRIPTION:

Amendment requested summary:

PURCHASING AGENT SIGNATURE: ___________________________ Date: _______________________

EBE PROGRAM

Analysis of EBE participation to date:

BUSINESS ANALYST'S SIGNATURE:____________________________DATE: ____________________

CONTRACTING DEPARTMENT and EBEP

IF MODIFICATIONS TO SUBCONTRACTORS ARE NECESSARY DURING THE TERM OF THE CONTRACT, PLEASE LIST THE NEW INFORMATION BELOW:

NAME OF NEW EBE FIRM	% OF CONTRACT	PRODUCT, SERVICE, or PROJECT	AMOUNT

ATTACH EITHER A NEW FORM A and/or LETTER REQUESTING THE CHANGE.

MODIFICATIONS APPROVED BY: ____EBEP
BUSINESS ANALYST DATE

INSURANCE REQUIREMENTS

INTRODUCTION

Vendors are required to provide evidence of insurance coverage for most service contracts, which involve an installation or work being performed at a City owned facility, and some commodity contracts for equipment, which involve the installation of accessories or additional equipment on a City owned vehicle. In addition, a notarized Affidavit of No Interest form must be completed and signed by the insurance agent who issued the Certificate of Insurance and submitted with the Certificate of Insurance.

INSURANCE COVERAGE REQUIREMENTS

What are the different types of insurance coverage?

- Comprehensive General Liability
- Workers Compensation and Employers' Liability
- Automobile Liability
- Excess Liability
- Garage Liability Garage Keeper's Liability
- Professional Liability **($1,000,000.00 for Errors and Omissions)**
- Banker's Blanket Bond
- Employee Dishonesty
- Product Liability
- Pollution

Who sets the limits for insurance coverage?

Excess**/**Umbrella liability coverage is normally not required for service and commodity contracts. Vendors sometimes provide Excess/Umbrella liability coverage to supplement their coverage for General and Automobile liability coverage.

User departments normally include and/or set the limits for Excess/Umbrella liability, General liability, Pollution liability and Professional liability coverage for certain types of service contracts due to their complexity of the project and/or exposure of the City.

Comprehensive General, Automobile and Professional Liability insurance limits are set by the City Attorney's office based on the nature of the contract.

Workers Compensation and Employers' Liability coverage is statutory.

Garage Liability coverage only applies to equipment being assembled, and the insurance coverage must be equal to the equipment value.

NOTE: The requirements for **standard** insurance coverage can be found on the Procurement Services Section web site under the Forms and Insurance Requirements links.

APPROVAL OF THE INSURANCE CERTIFICATE AND AFFIDAVIT

The **original** Certificate of Insurance and Affidavit of No Interest shall be approved by the Purchasing Agent prior to the commencement of any work under the contract.

LIVING WAGE REQUIREMENTS

City of Milwaukee Code of Ordinances 310-13 establishes a living wage requirement for persons employed in the performance of certain service contracts for the City of Milwaukee. This ordinance also requires the City Clerk to annually adjust the minimum hourly wage amount based on the most recent poverty guideline for a family of three as set by the United States Department of Health and Human Services. Effective March 1, 2008, the living wage requirement is $8.46 per hour.

The Procurement Services Section reviews each procurement request it receives to determine if the Living Wage Requirement should apply to the contract.

ETHICAL PURCHASING OF APPAREL AND TEXTILES

City of Milwaukee Code of ordinances 310-17 requires that all contracts over $5,000 for the purchase, rental, laundering and dry cleaning of apparel, entrance mats and linens comply with manufacturing standards specified in the ordinance.

The Procurement Services Section reviews each procurement request it receives to determine if the Ethical Purchasing Requirement should apply to the contract.

ETHICAL PURCHASING OF NON-APPAREL PURCHASES

(NON-POVERTY WAGE REQUIREMENT FOR BID AWARDS OVER $30,000)

Effective January 8, 2008, the Milwaukee Code of Ordinances Section 310-17 requires all contractors awarded a contract for non-apparel items in excess of $30,000 on behalf of the City of Milwaukee as a result of a competitive bid to pay non-poverty wages to their workers and to complete an affidavit prior to entering into the contract verifying compliance with this requirement.

The City Clerk is directed to calculate the hourly non-poverty wage amount based upon provisions of the ordinance and adjust it annually each March 1st.

The Ethical Purchasing affidavit of compliance and the hourly non-poverty wage table are posted on the Procurement Services web page found at: http://www.city.milwaukee.gov/display/router.asp?docid=327.

Contracts for purchases of non-apparel items in excess of $30,000 shall not be entered into by the City unless the bidder affirms on the bid that he or she is familiar with the requirements of the ordinance and submits a notarized affidavit of compliance. .

The Purchasing Director may waive the requirement if all bidders to a contract are deemed ineligible; or when the commodity is necessary to respond to an emergency that endangers the public health and safety and no contractor who complies with the requirements of this sections is immediately capable of responding to the emergency; or none of the suppliers/vendors can comply with the requirements of Ordinance 310-17.

The Business Operations Division-Procurement Services Section is responsible for monitoring and enforcing the provision of this ordinance. All affidavits will be kept in the contract file and made available for public inspection upon request.

PURCHASING WITH PEOPLESOFT©

PeopleSoft© is the software application used by the City of Milwaukee for its city wide financial management information system (FMIS). The system consists of various modules including: General Ledger, Accounts Payables, Accounts Receivables, Expenses, Asset Management, Purchasing and Inventory, Cost Management and Cash Management.

PEOPLESOFT© PURCHASING USER INSTRUCTIONS

The Procurement Services Section is responsible for developing written instructions and providing training for all city wide users responsible for requisition and direct purchase order entry.

These instructions can be downloaded and printed from the MINT by clicking on the FMIS/HRMS link then click the Documentation/Forms > Purchasing link. All the helpful purchasing related documents for use of the PeopleSoft© Purchasing module will be posted there.

Paper copies of purchase orders will no longer be provided to the user departments. All purchase orders can be viewed on line. Instructions are available on the MINT as indicated in the paragraph above.

Watch for new user FMIS training classes offered by Employee Relations and posted on MINT under the Employee Resources link. Register through your departmental training coordinator for any of the classes listed.

WHO TO CONTACT FOR HELP

Type of PeopleSoft© Question	Who to Contact
Requisition Entry	Mary Ellen Voelz, Ext. 3507
Vendor Contract	Purchasing Agent responsible for the contract
Accounts Payable	Comptroller's Office
Vendor Maintenance, Creation, Approval	Comptroller's Office; email APVEND
Inventory	DPW, John Huff, Ext. 5120
Direct PO	Email Request through MINT
Voucher	Email Request through MINT
Software Related Issues	Email Request through MINT

ADVANTAGES OF PEOPLESOFT©

1. First City system that interfaces with all its financial systems.
2. Information is at your fingertips on your desktop.
3. Information is shared by users city wide.
4. Promotes a "paperless" environment.
5. No delays in delivery of on-line requisitions vs. paper requisitions.

REQUISITION INFORMATION

What is a requisition?

A requisition is an on-line request (entered in PeopleSoft) from a user department authorizing the Procurement Services Section to place an order for specific materials, supplies, equipment or services needed to conduct normal City business operations. The requisition must be approved and have a valid budget check before it can be assigned to a Purchasing Agent. ***Reference the various documents for*** "Creating a Requisition" ***– i.e., regular pre-encumbered requisition, vendor contract requisition and inventory requisition - available on the MINT under FMIS Instructions, Documentation/Forms, Purchasing link.***

When is a requisition required?

A requisition is required for **any purchase over $500** when the Procard **cannot** be used – such as for inventory items, or products and services covered under an existing vendor contract.

A vendor contract requisition is required to establish a new vendor contract or to amend an existing vendor contract.

What are the different types of requisitions?

1. Commodity/Service Requisition is **pre-encumbered** for a one-time purchase resulting in a purchase order (one-time payment).

2. Vendor Contract Requisition (Commodity or Service) is **not pre-encumbered with department funds (use account number 419101)** and results in a vendor contract (f/k/a blanket contract) for multiple purchases over a specified time period (usually three years) or for a service to be performed over a specified period of time and paid on a periodic basis.

Note: Unit of Measure is always 1 VEN for all vendor contract requisitions for either a commodity or service. Use Account 419101, Fund 0001 and the Dept ID only.

What information is required on a requisition?

1. Detailed description or specification of the item(s) to be procured or services to be provided.
2. Desired delivery date of product; or period of time the commodity/service is required.
3. Desired quantity and unit of measure to be purchased (except for VC reqs use 1 VEN always).
4. Best estimated dollar value for the requested product or service.
5. Bill to address (Dept ID) where the vendor should mail the invoice (enter in Line Comments).
6. Last supplier name, purchase order/vendor contract number, contract or bid number (if product/service was previously purchased) for the purchasing agent to reference.

What are the various dollar breakpoints and procurement methods used when a requisition is submitted? *(Check the Purchasing At a Glance document found on MINT: Administrative Resources > Procurement Services > Procurement- Forms page.)*

- **Under $10,000** – Jumpstart Form should be used to obtain a written quote for commodities from one vendor. For services, the Quote for Services form can be used for this purpose. The quote can be obtained by either the user department or Purchasing Agent. The Jumpstart quote should be forwarded via interoffice mail to the Procurement Services Section. Allow 30 days processing time from the date the approved requisition is assigned by the City Purchasing Director to a Purchasing Agent. ***Reference the Jumpstart section for more details.***

- **Between $10,001 to $30,000** – Informal bid is prepared by Procurement Services Section and posted on the web page for interested bidders to download, complete and return. All vendors who registered for E-Notify for the particular bid category will receive an email notification when the bid has been posted. Allow 30 days processing time from the date the approved requisition is assigned by the City Purchasing Director to a Purchasing Agent. ***Reference the Informal Bid section for more details***.

- **Over $30,001 that results in a Formal Bid** – A formal bid is prepared, advertised and posted on the Procurement Services Section web site for interested bidders to download, complete and return. All vendors who registered for E-Notify for the particular bid category will receive an email notification when the bid has been posted. Allow at least 60 to 90 days processing time for formal bids from the date the approved requisition is assigned by the City Purchasing Director to a Purchasing Agent. ***Reference the Formal Bid section for more details.***

- **Over $30,001 that results in a Request for Proposal (RFP)** - A Request for Proposal (RFP) is prepared, advertised and posted on the Procurement Services Section web site for interested proposers to download, complete and return. All proposers who registered for E-Notify for the particular RFP category will receive an email notification when the RFP has been posted. A pre-proposal meeting may be held to address any of the potential proposers' questions. The Evaluation Committee reviews and rates all proposals submitted and makes an award recommendation. The award is made by the City Purchasing Director. A formal contract is negotiated, formulated and executed. A purchase order or vendor contract is issued once the contract is signed. Allow at least 90 to 120 days processing time from the date the approved requisition is assigned by the City Purchasing Director to a Purchasing Agent**.** ***Reference the Request for Proposal section for more details***.

- **Single/Sole Source or Piggyback requests under $30,000 -** Research is conducted at the discretion of the assigned Purchasing Agent; a written quote is obtained from the vendor; vendor contract or purchase order is issued by the Purchasing Agent. Allow at least 30 days processing time from the date the approved requisition is assigned by the City Purchasing Director to a Purchasing Agent. ***Reference the Exception to Bid Process section for more details.***

- **Single/Sole Source or Piggyback requests over $30,001 –** Research is conducted at the discretion of the assigned Purchasing Agent; a written quote is obtained from the vendor; award is made by the City Purchasing Director; formal contract is formulated and routed for the authorizing signatures of the contractor and authorizing city officials; purchase order or vendor contract is generated in PeopleSoft. Allow at least 30 to 45 days processing time from the date the approved requisition is assigned by the City Purchasing Director to a Purchasing Agent. ***Reference the Exception to the Bid Process section for more details.***

PURCHASING DO'S AND DON'TS

CATEGORIES	DO'S	DON'TS
Requisition Description Field	Do enter a **very brief** description beginning with a **noun** or VC (vendor contract) or VSC (vendor service contract) and continue the detailed description in the **Line Comments**. (Exception is inventory item descriptions that default from system setup.)	Don't enter a lengthy detailed description in the escription field - use **Line Comments** field to enter a full and complete description for the requested item(s)..
Requisition Suggested Vendor	For Jumpstart or Exception to Bid requests, do enter the suggested vendor name and ID number in the **Line Comments**.	**Don't enter a Vendor ID number** in the field on the Line Details panel. Don't enter suggested vendors when a bid is required. E-Notify is used.
Line Comments for Internal Notes	Do enter a bill to address (Dept ID); previous or current PO/Contract/ Bid number; Vendor name and ID, if known, for jumpstarts, Exception to Bid requests or personal service contracts; if documentation was forwarded via interoffice mail (i.e., Jumpstart, Exception to Bid, Specification, etc.), any other information Procurement Services needs to know about the purchase.	Don't enter this information in any other fields on the requisition. Don't uncheck the Send to Vendor box. The Purchasing Agent assigned to the requisition will uncheck the Send to Vendor box for comment(s) not needed for the bid or PO. Don't list suggested vendors for bids; only vendors registered for E-Notify will be notified.
Requisition for Vendor Contract or Vendor Service Contract.	Do use "**1 VEN"** (Qty & UOM) for both. Do include the term of the contract. Do use Account **419101**, Fund **0001**, your **Dept ID** only in the Distributions.	Don't use any other chartfield string than Account 419101, Fund 0001 and your Dept ID. Don't use Unit of Measure other than **VEN** for vendor contracts and vendor service contracts.
Purchases under $500	Do issue a standard voucher or use Procard. Do check the Slavery Disclosure Affidavit log or request the affidavit from vendor.	Don't create a requisition.
Release Against a Vendor Contract	Do create a Direct PO. Do click the **Contract** tab and enter the vendor contract number. Do reference the PO number in the voucher for each order placed against a vendor contract. **IMPORTANT:** Must enter the vendor contract number in the **Line Details – Contract tab** to track expenditures against the vendor contract.	Don't create a voucher without referencing the Direct PO number when paying for items on a vendor contract.
Exception to Bid Form for purchases over $10,000	Do submit the most recent form available on MINT under Administrative Resources > Procurement Services > Forms. Do complete **all sections** and provide all information requested. Do include the vendor's name and ID. Do have Department Head sign the form. Do submit a requisition.	Don't submit the ETB form for purchases under $10,000. Don't sign and enter into an agreement with a contractor or let the contractor start on a project **before** a contract is awarded by DOA-Procurement Services Section and fully executed by the **proper authorizing** city officials.
Accounting and Voucher Information	Do call the Comptroller's Office with questions on accounting information. Do send a request on MINT for voucher issues..	Don't call Procurement Services Section for accounting or voucher related issues.

PROCARD PROGRAM

INTRODUCTION

The Procard Program was originally designed in 1996 and implemented in 1997 as an efficient means for purchasing low dollar value items (under $2,000) previously purchased with petty cash, non-inventory items, and non-equipment funded items. The Procard single transaction dollar limit was later raised to $5,000. In addition, approval was granted in 2005 to use the Procard for the purchase of equipment-funded items (6800 accounts). A pilot was launched in early 2008 with DPW-Fleet Services to use a "Declining Balance" Procard for purchases against one of their vendor contracts for filters, which may be expanded to other vendor contracts in the future.

RESPONSIBILITIES

Department Responsibilities:

Each Department/Division Head is responsible for:

- ► Selecting cardholders who have been delegated small dollar purchasing authority.
- ► Recommending transaction and cycle limits.
- ► Assigning the appropriate Approving Officials for cardholders.
- ► Verifying expenditures.

These duties may be delegated to a designated Departmental Procard Manager who would also be responsible for the following:

- ► Completing and submitting the required paperwork associated with charge card assignments
- ► Identifying Approving Officials for cardholders (supervisor who reviews and approves purchases)
- ► Registration of new applicants for Procard Training*
- ► Card security issues
- ► Distribution of bi-weekly statements
- ► Reporting transaction and cycle dollar limit changes
- ► Reporting changes of Approving Officials
- ► Reporting cardholder personnel changes as they occur – i.e., retirement, transfer, long term leave due to illness, maternity, military service, suspension, or permanent departure from employment, etc.
- ► Collecting cards from departing employees

**** To register for training, call the Procard Coordinator at Ext. 2394.***

Cardholder Responsibilities:

- Attend **mandatory** Procard training.
- Call to activate credit card when received.
- Purchase only from registered Procard Valued Suppliers listed on the Procurement Services web site or recruit new Procard Valued Suppliers. (Click the Procard Valued Suppliers link to access a listing by vendor name or commodity name.)
- Purchase from certified EBE vendors whenever possible. The EBE directory is available on the Emerging Business Enterprise Program page by clicking on the EBE Directory Business by Vendor or EBE Directory Business by Industry.
- Stay within assigned spending limits; do not split charges.
- Must not share account number with anyone or use another cardholder's card for purchases.
- Make only authorized Procard purchases (See list of Unacceptable Purchases on page 7).
- Complete and submit a Procard Payment Record (PCPR) envelope for the appropriate cycle that includes each transaction made with a corresponding receipt.
- **Pay** the bi-weekly statement **in full** for all transactions listed.

- File a dispute form with the bank **only after all attempts** with the vendor for a credit have failed. The bank will credit your account during the dispute resolution process.
- **Pay for the disputed transaction** as it appears on the statement; **do not take a credit**.
- Watch for the credit to appear for the disputed item(s) on a subsequent statement.
- Require that a sales receipt from the vendor be faxed or sent directly to you – the cardholder.
- If Wisconsin sales tax appears on your statement, you must pay it and obtain a credit from the vendor. Watch for the credit to appear on your next statement. The City **does not pay Wisconsin Sales tax or Federal tax.** You may have to pay other states' sales taxes.
- Report lost or stolen cards **immediately** upon discovery to JPMorgan Chase Bank, phone 1-800-848-2813; complete **a Lost/Stolen Card Notification Form** and fax to the Procard Administrator.
- Complete a **Cardholder Dispute Form** for reasons stated in the form and fax immediately to JPMorgan Chase Bank at fax number 847-931-8861. Fax a copy to Procard Coordinator at Fax 5976 and to the Departmental Procard Manager. Submit the original with your Procard statement to the Comptroller's Office.
- Complete an **Affidavit of Procard Receipt** form if a receipt is not available to submit with the statement. *See note below.
- Complete an **Affidavit of Procard Purchase** form if the transaction appears on the statement but the goods and receipt have not yet been received. *See note below.

  ***Note: Forward a copy of the affidavit form to the Procurement Services Section. When the original receipt is obtained, forward the receipt with a copy of the affidavit form to the Comptroller's Office.**

Procard Valued Supplier Responsibilities:

- Complete and return the following forms in order to be registered as a Procard Supplier:

  1. Supplier Procard Commitment Form
  2. Procard Valued Supplier Information Survey
  3. W-9 Form (Request for Taxpayer Identification and Certification)
  4. Slavery Disclosure Affidavit (effective 2/8/06)

  Note: You can direct the vendor to download the forms from our web site by going to the City's main page at **http://www.milwaukee.gov**, click on **Departments** link at the top of the page, scroll down to the Business & Development section, click on Procurement Services (Purchasing) link, then click on the **Forms** link.

- Provide a detailed sales receipt for each transaction, fax preferred, to the cardholder.
- Not charge Wisconsin sales tax or Federal Excise tax. (The City's Federal Tax Exempt Number is A-245518; Wisconsin State Sales & Use Tax Exempt number is ES 44381.)
- Out of state vendors may charge sales tax, which will have to be paid.

PROCARD PAYMENT SCHEDULE

The Procard payment cycle is a two week cycle that coincides with the City's pay periods. The Payment Schedule is posted on **MINT** under Administrative Resources > Procurement Services page.

The monthly Bank cycle, which affects the monthly cardholder limits, runs from the 7th of the month through the 6th of the month.

PROCARD FORMS

The various Procard forms are available on MINT under Administrative Resources > Procurement Services > Procurement- Forms page:

1. **Cardholder Account Form** – To be completed and forwarded to the Procard Coordinator for:
   - New cardholder applicants
   - Changes to existing cardholders' file (name change, transaction limits, Approving Official, etc.)
   - To delete a cardholder (contact Procard Coordinator regarding destruction of the MasterCard)

2. **Dispute Form** –Complete and fax to JPMorgan Chase Bank at 847-931-8861 and fax to the Procard Coordinator at 286-5976.

3. **Lost/Stolen Card Notification Form** – Complete and fax to Procard Coordinator at 286-5976. **Notify the bank IMMEDIATELY upon discovery of the lost of stolen card.**

4. **Affidavit of Procard Receipt Form** – complete if a **receipt is not available** and submit with statement. Forward a copy to Procurement Services Section. When original receipt is obtained, forward receipt with copy of affidavit form to the Comptroller's Office.

5. **Affidavit of Procard Purchase Form** – complete if a **transaction appears on the statement but the goods and receipt have not yet been received**. Forward a copy to Procurement Services Section. When original receipt is obtained, forward receipt with copy of affidavit form to the Comptroller's Office.

The Vendor Procard recruitment forms (four are required) can be found on MINT and on the Procurement Services website on the Forms page.

ADVANTAGES OF PROCARD

- Simple, easy, efficient and effective means to obtain the required goods or services at time of need.
- Reduction in paperwork and processing time associated with requisitions and the bid process.
- Reduction in petty cash transactions and reimbursements.
- No prior approval required from the City's purchasing staff.
- One bi-weekly payment vs. multiple individual supplier payments.
- Annual rebate received from JPMorgan Chase Bank based on dollar volume of transactions.

UNACCEPTABLE PROCARD PURCHASES

- Alcoholic beverages (at liquor/grocery stores, bars, cocktail lounges, restaurants, etc.)
- Ambulance services
- Cable services (Time Warner Cable, AT&T, etc,)
- Cash advances
- Chemicals
- Communications (i.e. cellular phone service, etc.)
- Drug screening tests, Police ordered medical tests for prisoners
- Flowers
- Gasoline and oil
- Hotels/Motels
- Jewelry
- Meals, restaurants, food
- Memberships, dues, subscriptions
- Rental agreements
- Temporary employment services
- Transportation (i.e., ground, air, water), travel agencies, airline tickets
- Tuition reimbursement registrations
- Vehicle washes or rentals
- Inventory items
- Commodity/service currently available under a vendor contract

Contact the Procard Program Coordinator at Ext. 2394 with any questions or concerns regarding the Procard Program.

JUMPSTART PROCEDURES

INTRODUCTION

The Jumpstart quote form may be used as a means to solicit a quote from a selected vendor for purchases valued **under $10,000** which cannot be made using the Procard, such as inventory items and items covered under an existing vendor contract.

The Jumpstart quote form contains the City's payment terms and a statement that the pricing must be quoted FOB destination and must include shipping costs (City does not pay freight). This form can be downloaded from the Procurement Services Section website on the Forms page, or from MINT. On MINT go to Administrative Resources > Procurement Services > Procurement - Forms link.

REQUIREMENTS

http://www.milwaukee.gov/display/router.asp?docid=1389

An approved PeopleSoft requisition is required with a jumpstart quote form in order to create a purchase order.

The user department may fax the quote form directly to the selected vendor and forward the form to the Procurement Services Section for review and issuance of a purchase order; or the Purchasing Agent assigned to the requisition can solicit the quote from the suggested vendor and then issue a purchase order. However, the Procurement Services Section does reserve the right to solicit more than one quote when it is determined to be in the best interest of the City.

The jumpstart quote form must include a signature from the vendor in order to be considered a binding valid quote. Reference the Jumpstart quote form for all other required information.

When using the jumpstart quote form, it is encouraged to select vendors on a rotating basis to promote competition and fairness. Also, when selecting a vendor consideration must be given whenever possible to participation by a certified Emerging Business Enterprise (EBE) vendor. An alphabetical listing of certified EBE vendors is posted on the Emergency Business Enterprise Program web page under the EBE Business Directory link. A search on this page can also be done by industry code description.

ADVANTAGES OF JUMPSTART

- Increased efficiency in obtaining the necessary goods and services.
- Improved processing time (approximately two weeks) by eliminating the competitive bid process.
- Reduction in administrative costs and associated with the informal bid process.
- Department can determine the vendor to purchase from.

INFORMAL BID PROCEDURES

INTRODUCTION

Informal bids are conducted for purchases valued between $10,001 and $30,000. Informal bids are not advertised or publicly opened. The informal bids are posted on the Procurement Services web site at the bottom of the Bids Pending page for bidders to download, complete and return. Vendors who registered for E-Notify for the bid category will receive an email notice when the bid is posted to the Bids Pending page. The bids are usually closed seven (7) days after posting. Award is made by the Purchasing Agent to the lowest responsible and responsive bidder complying with the bid specifications and/or drawings.

Note: The solicitation period would be adjusted according to special circumstances at the discretion of the Purchasing Agent. If the bid included written specifications, the bid opening date would allow sufficient time for filing of a specification appeal. Specification appeals must be filed at least five days prior to the bid opening date.

The informal bid terms and conditions are not posted with the bids. They are posted separately on our web site under the Bidder's Information link for the vendors to download and/or review.

REQUIREMENTS OF INFORMAL BIDS

The user department must submit an approved PeopleSoft requisition to the Procurement Services Section, which must include the following information:

- A detailed description for each line item, including a brand name, model and part number, etc..
- Whether or not the brand name or part number can be bid out as a department approved equal.
- If requesting a "No Substitute", proper justification must be provided in the Line Comments section.
- Specification number(s) and/or drawing number(s) referenced for each line item, if applicable.
  - Provide specifications via email attachment or hard copy.
  - Provide sufficient number of copies of the drawing(s).
- Anticipated delivery date or delivery schedule.
- Last purchase order/vendor contract number and expiration date, bid number or requisition number in the Line Comments.
- Any other pertinent information for the purchasing agent in the Line or Header Comments.
- Ship To and Bill to information.

REMEMBER: WE BUY YOUR WORDS!

ADDENDUM TO BIDS

Any change to a bid that is necessary after it has been posted to the Bids Pending page will require an addendum to the bid. In some cases, this may result in delaying the bid opening. The user department should notify the Purchasing Agent responsible for the bid as soon as possible after discovering the required change.

INFORMAL BID EVALUATION AND AWARD

The user department may be consulted to evaluate informal bids received prior to award by the Purchasing Agent in cases where the vendor quoted a different brand name or quantity other than what was requested, or if the price quoted is either much higher or lower than the requisition estimate. Written detailed justification from the user department is required if the low bid is not acceptable.

Bid tabulations and awards for informal bids are posted on the Procurement Services web site since mid-2003, which provides easy access to past purchases and pricing. They are posted by year of the bid in bid number order on the Bid Tabulations/Awards page

ADVANTAGES OF INFORMAL BIDS

- Promotes competitive pricing.
- Quick turn around time for bid solicitation and response.
- Award is made by the Purchasing Agent.
- Purchase order can be issued immediately after award.

FORMAL BID PROCEDURES

INTRODUCTION

Formal bids are conducted for purchases valued over $30,000. These bids are advertised in the City's official newspaper for at least two days preceding the bid opening date. All formal bids are opened at a public bid opening where vendor names and prices are read and recorded. Allow at least 60 to 90 days for processing a requisition that requires a formal bid.

REQUIREMENTS OF FORMAL BIDS

The user department must submit an approved PeopleSoft requisition to the Procurement Services Section, which must include the following information:

- A detailed description for each line item, including a brand name, model and part number.
- Whether or not the brand name or part number can be bid out as a department approved equal.
- If requesting a "No Substitute", provide proper justification in the Activities panel.
- Specification number(s) and/or drawing number(s) referenced for each line item, if applicable.
  - Provide specifications via email attachment or hard copy.
  - Provide sufficient number of copies of the drawing(s).
- Delivery requirements or lead time details; if for a vendor contract, include the length of the contract.
- Suggested vendor(s) to be solicited, current vendor, last purchase order/vendor contract number, bid number, or requisition number in the Activities panel.
- Any other pertinent information for the purchasing agent in the Activities panel.

REMEMBER: WE BUY YOUR WORDS!

USING THE INTERNET

All formal bids, specifications and other related bid documents are posted on the DOA-Procurement Services web site on the Bids Pending page for vendors to download, complete and return. Vendors who have registered for E-Notify are emailed a notice when the bid is posted. The responsibility lies with the bidders to follow through to download and print the bids and any attachments.

The formal bid terms and conditions are also posted separately on our web site under the Bidder's Information link for the vendors to review prior to their bid submittal.

ADDENDUM TO BIDS

If a change is required to a bid once it is posted, the user department should notify the Purchasing Agent responsible for the bid as soon as possible after the discovery is made. An addendum to the bid will be issued and posted on our web site. If possible, the request should be submitted at least seven (7) days prior to the posted bid opening date to allow the bidders sufficient time to make the changes to their bid. Submission of a request for an addendum less than seven (7) days prior to the bid opening date may result in a delay of the bid opening date.

It is the bidder's responsibility to check the web site for any addenda to bids and to download, sign and return them prior to bid opening.

BID TABULATION, EVALUATION AND AWARD

The formal bid responses are tabulated shortly after bid opening. The formal bid tabulations are posted on our web site under the Bid Tabulations/Awards link. The purchasing agent evaluates all bids submitted for compliance and completes the award recommendation form letter to the user department.

> Note: Bid awards should always be made to the low complying responsible bidder(s), who meets all the criteria as specified in the award statement and who is able to perform in accordance with the terms and conditions of the bid.

The formal bid folder and award recommendation letter may then be sent to the user department for their review and evaluation.

If after review the user department concurs with the purchasing agent's award recommendation, the department representative must sign off on the recommendation form letter. However, if the user department does not agree with the award recommendation, written detailed justification must be provided for their award recommendation.

The award recommendation letter and the bid folder must be returned to the Procurement Services Section in a timely manner. The purchasing agent will then prepare an award recommendation for consideration by the City Purchasing Director.

If more than one bid is received, all bidders are sent a finding notice advising them of the award recommendation with instructions for filing an award recommendation appeal. If an appeal is filed, the Purchasing Appeals Board will hold a hearing prior to the execution of a contract.

VENDOR CONTRACT PROCEDURES

INTRODUCTION

A vendor contract (formerly known as blanket contract) is an agreement to purchase goods or services at a fixed price over a specific period of time (usually three years). However, if a shorter-term vendor contract is required, the Procurement Services Section will work with the department to evaluate their needs. Note: The name changed to Procurement Contracts in FMIS v.8.8 implemented in late 2005.

A vendor contract can be formulated for a specific City department or as a city wide contract for any City department to place orders against. A vendor contract can be either informal (under $30,000) or formal (over $30,000). However, if the estimated dollar volume is less than $15,000 for a three-year period, the department may be instructed to use alternate procurement methods to obtain the goods or services required.

VENDOR CONTRACT PROCESS

How Are Vendor Contracts Initiated?

A department initiates a vendor contract by entering a vendor contract requisition in PeopleSoft, which must include the following information:

- Complete description of the item(s) required on the contract (size, color, weight, suggested brand name and model number, etc.).
- Specification number, if applicable.
- The period the contract is needed – i.e., 1 year, 2 years with optional extension, 3 years, etc,
- The estimated dollar amount for the term of the contract and/or estimated quantities.
- Delivery location(s) and times the deliveries will be accepted.
- A realistic delivery time expected from the vendor.
- Any special conditions, such as where a vendor must be located and why; multiple delivery locations (provide addresses), etc.
- Current or previous vendor contract number, vendor name, vendor ID, expiration date, previous bid (if applicable).
- Bill to address (Dept ID is acceptable).

NOTE: If the vendor contract is to be established for multiple catalog items, on the requisition include a sample of five to ten most often purchased items to be listed on the bid for price comparison purposes.

AWARD OF VENDOR CONTRACTS

Informal vendor contracts (under $30,000) are awarded by the Purchasing Agent. A vendor contract is issued and mailed to the vendor and a vendor contract is created in PeopleSoft. The department will receive a copy of the informal vendor contract via interoffice mail.

Formal vendor contracts (over $30,000) are treated like other formal commodity bids. After bid tabulation, the purchasing agent reviews the bid for bid compliance and prepares an award recommendation letter. The award recommendation letter and bids are then sent to the requesting department for their review and evaluation for product compliance. After return to the Procurement Services Section, the award recommendation is submitted to the Purchasing Director for approval. A finding letter is sent to all responsive complying vendors. If an appeal is filed, the Purchasing Appeals Board will hold an appeal hearing prior to contract execution. The department will receive a copy of the fully executed formal contract via interoffice mail.

When a city wide vendor contract is issued, the departments will receive an email from the contract secretary with the details of the vendor contract. A complete listing of city wide vendor contracts (blankets) can be found on the MINT under Administrative Resources, Procurement Services, City Wide Blankets link.

VENDOR CONTRACT MONITORING

Expiration

It is the department's responsibility to monitor the expiration dates of their vendor contracts. The Procurement Services Section distributes quarterly reports to departments notifying them of vendor contracts that are about to expire, but the report is provided as a courtesy and may not be all inclusive of all vendor contracts. It is the department's responsibility to send a requisition to the Procurement Services Section if they want the contract re-bid at least 30 days prior to expiration for informals (under $30,000) and at least 90 days prior to expiration for formals (Over $30,000). There are currently over 500 vendor contracts in place throughout the City whose expiration dates are staggered throughout the year to avoid all expirations occurring on December 31st of the calendar year.

Expenditures:

It is the department's responsibility to monitor the expenditures against their vendor contracts. A quarterly report is sent by the Procurement Services Section to departments notifying them of any vendor contracts that are 75% or more complete (expended). If the department requires additional funds added to the vendor contract total, the department must submit a requisition **and** a Request for Amendment Form to the Procurement Services Division **before** the expenditure limit is reached. (Click the link to access the on-line form.) The requisition must include the vendor contract number, vendor name, amount being added, current contract amount, new contract amount with the increase, and a brief explanation as to why this increase is being requested.

Vendor Performance / Contract Compliance Monitoring:

Once a vendor contract is executed, contract monitoring is needed to ensure that the City receives the goods and services contracted for and to determine satisfaction with a contract. It is the department's responsibility to document, in writing, all instances of contract non-compliance by a vendor. The Contract Compliance form may be used as a tool for your documentation. This is a one-page form that can be completed on-line and returned electronically via e-mail to the appropriate purchasing agent and is available on MINT under City Functions & Forms, Purchasing, Forms link. Failure by a department to take prompt action to notify the vendor and/or Procurement Services Section may create a "constructive" change to the terms of the contract. Inaction by a department is approving the vendor's behavior.

Among the important reasons for properly documenting vendor performance are: considering award of future bids; considering debarment or suspension of vendors; use as evidence in court cases; to justify a claim for liquidated damages; to justify contract cancellation; to justify withholding payment until performance is completed; and to use in processing warranty claims. The Procurement Services Section may not disqualify any vendor without a properly documented performance file.

Contract compliance evaluation for all vendor contracts use the following structure:

1. An e-mail is sent to the requestor listed on the department's requisition at the time the contract is mailed to the vendor. This e-mail will instruct the user department on how to use the form and when the contract compliance form is to be returned to the Procurement Services Section.
2. The Procurement Services Section will follow-up with the department if this form is not returned by the appropriate date.
3. The Procurement Services Section will follow-up with the vendor if problems are reported on this compliance form. An overall rating of:
   - ► 1-2: Requires follow-up with the vendor
   - ► 3-5: No follow-up required

This overall rating also determines the due date of the next contract compliance form. If the rating is a 1 or 2, follow-up will be conducted in 3 months. If 3 or above, follow-up will be conducted in 6 months to 1 year depending upon contract length and the Purchasing Agent's discretion.

PLACING ORDERS AGAINST A VENDOR CONTRACT

Once a vendor contract is in place, the department can place orders against the vendor contract by calling the vendor's contact person. When placing the order, the caller must give the vendor the following information:

- Proper vendor contract number
- Item(s) and quantity being ordered
- Ship to location
- Caller’s name and telephone number with an identifying number (i.e., dept number, pension number, etc,.)

The caller placing the order should record the date of order and the promised delivery date from the vendor and follow up with the vendor if order is not received as promised by the vendor.

If the department wishes to pick up items against a vendor contract, the person picking up the material must have a City ID or a valid State of Wisconsin driver's license for the vendor to properly identify the person as a City of Milwaukee employee.

PAYMENT AGAINST A VENDOR CONTRACT

After receipt of the goods and an invoice, the department must issue a **direct purchase order and a PO voucher** in PeopleSoft as payment against a vendor contract. The direct purchase order tracks the expenditures against the vendor contract in the system. (Refer to PeopleSoft instructions for these entries.)

UNAUTHORIZED PURCHASES AGAINST A VENDOR CONTRACT

Orders must not be placed to exceed the dollar limits of the vendor contract.

Orders must not be placed against an expired vendor contract.

Only items identified on the vendor contract may be purchased against a vendor contract. Employees making purchases on a vendor contract contrary to such may make themselves personally liable for the cost of those items.

Equipment (including calculators, furniture, filing cabinets, etc.), unless specifically listed in the vendor contract, must not be procured using vendor contracts.

See next page for Advantages of Vendor Contracts.

ADVANTAGES OF VENDOR CONTRACTS

Reduction in administrative costs

A vendor contract may be established for a specific item that has a history of high volume repetitive purchases. Examples would be: office supplies, paper, janitorial supplies, etc. By purchasing these items using a vendor contract, the department does not need to enter repetitive requisitions and the Procurement Services Section does not need to issue a bid each time these items need to be purchased.

Better pricing

By allowing the City to bid in volume, vendors are usually able to quote a more competitive price than if the purchase was being made on a one-time basis at a lower quantity.

Quicker delivery time

Vendor contracts are bid using a pre-determined delivery time based upon the type of commodity. The department, based upon their needs, usually determines this delivery time.

Reduction in inventory

Because of the pre-determined delivery time, vendors may be required to stock items in order to meet the delivery time as stated in the contract.

Price protection

Prices must remain firm for a set period of time specified in the quote. According to the City's escalator clause, bid prices must be held for one-year after which an escalator can be invoked. Increases are based on product cost only and documentation of the price increase is required from the supplier. This request must be made 60 days in advance of the effective date of the increase. Prices can only escalate 10% over the firm bid price over the life of the contract. Likewise, any de-escalation in price shall be passed on to the City and vendors are obligated to treat price decreases as equally as price increases during the tenure of the contract. The escalator clause applies to most commodity vendor contracts. There are exceptions only when market conditions dictate a revised escalator for a particular commodity.

SERVICE CONTRACTS

INTRODUCTION

Service contracts may be requested for professional, artistic or experimental services, as well as general services such as janitorial and security services. There are several purchase options available for the acquisition of services.

PROCUREMENT METHODS

For services valued under $30,000, the informal bid process may be used to acquire the services. Allow at least 30 days processing time. *Reference the section on Informal Bid Procedures.*

For services valued over $30,000, the formal bid process may be used to acquire services. Allow at least 60 to 90 days processing time*.* *Reference the section on Formal Bid Procedures.*

The Request for Proposal (RFP) process may be used to acquire services when price is not the only factor used to determine the contract award. Evaluation criteria would be established and weighted, such as experience of firm, experience of personnel assigned to the project, approach to project, reporting methods, training, completeness of proposal, ability to meet the City's needs, etc. The RFP process is an exception to the bid process, which would require the submittal of the Request for Exception to Bidding form and approval to proceed. Allow at least 90 to 120 days processing time*.* *Reference the section on Request for Proposal Procedures.*

"REGULAR" SERVICE CONTRACT vs. "VENDOR" SERVICE CONTRACT"

A "regular" service contract would be initiated with a **pre-encumbered** requisition for a specified period of time for which a purchase order would be issued for a one-time payment.

A "vendor" service contract (f/k/a blanket service contract) would be for a service that would be in effect for multiple years, or would result in multiple payments (quarterly or monthly), or would be based on a variable rate (meter clicks, time and materials, etc.). The requisition submitted **would not be pre-encumbered** with department funds. *Refer to the section on Vendor Contract Procedures and the FMIS instructions for requisition entry available on MINT.*

PERSONAL SERVICE CONTRACTS

INTRODUCTION

Many City departments engage in the practice of hiring individuals and former City employees as consultants. While former City employees are prohibited by the City's Ethics Code from representing, for compensation purposes, persons before city departments, commissions, or boards related to his/her former position for a period of 12 months after employment ends, there is no exclusion against contracting for services with a former employee.

Effective October 15, 2005, all personal service contracts, including but not limited to former City employees, regardless of the dollar amount, must come through the Procurement Services Section. An audit by the Comptroller's Office was conducted to determine if contracts with former City employees met Internal Revenue Service (IRS) guidelines for the applicability of payroll taxes. The result of the audit has shown a need for more consistency in the personal service contracting area in order to protect the City from incurring liability.

PROCUREMENT METHOD AND FORMS

Prior to contracting for personal services, whether or not it is with a former City employee, for any dollar amount, the following documents must be submitted to the Procurement Services Section:

1. A PeopleSoft Requisition
2. An Exception to Bid Form
3. A Quote for Services Form, **including a signature from the consultant**
4. Summary of Experience Form
5. A Professional Services Contract questionnaire
6. Slavery Disclosure Affidavit
7. W-9 form, if vendor does not have a Vendor ID in FMIS

The department is responsible for having the above forms completed prior to submitting them to the Procurement Services Section and prior to allowing the contractor to begin work.

All forms and the questionnaire can be found on the MINT under Administrative Resources, Procurement Services, Procurement Forms.

After submission of all required documents, the Procurement Services Section will consult with the Comptroller's Office to assure that the consultant is properly classified for payroll tax purposes.

EMPLOYEE REQUIREMENTS

Workers are generally considered employees if they:

- must comply with employer's instructions about the work;
- receive training from or at the direction of the employer;
- provide services that are integrated into the business;
- provide services that must be rendered personally;
- hire, supervise and pay assistants for the employer;
- have a continuing working relationship with the employer;
- must follow set hours of work;
- work full-time for an employer;
- must do their work on the employer's premises;
- must do their work in a sequence set by the employer;
- must submit regular reports to the employer;
- receive payments of regular amounts at set intervals;
- receive payments for business and/or traveling expenses;

- ► lack a major investment in resources for providing services;
- ► cannot make a profit or suffer a loss from the services;
- ► work for one employer at a time;
- ► do not offer their services to the general public;
- ► can be fired by the employer, or
- ► may quit work anytime without incurring liability

CONTRACT COMPLETION AND DISTRIBUTION

The Procurement Services Section will be responsible for completing the contract for personal services. A completed copy of the personal service contract will be sent to the contractor, the department, and the Comptroller's Office to support invoices. City departments should retain a copy of the service contract in their files.

Departments should be sure that all contractor invoices identify specific services rendered and should be signed with a department approving official's signature to certify the work was performed in accordance with the contract. Incomplete or inaccurate invoices could result in delayed or erroneous payments.

ADVANTAGES

- Standardization of the personal service contracting process and service contract form, including but not limited to former City employees
- Protects the City from incurring liability
- Assures compliance with the Internal Revenue Service (IRS) guidelines for the applicability of payroll taxes
- Eliminates the possibility of penalty by IRS for noncompliance with the payroll tax guidelines

SPECIFICATIONS

INTRODUCTION

Specifications are to be developed by the user departments after conducting market research for a commodity or by describing the specific details of a required service. All specifications are to be created in Microsoft Word and sent as an email attachment to the purchasing agent or the procurement specialist assigned to the requisition.

SPECIFICATION DEVELOPMENT

Commodity Specifications

Commodity specifications should include the minimum features and/or performance requirements for the commodity to be purchased. Typical requirements should include size, weight, voltage, type of metal, color, horse power, capacity, applicable standards, drawings, brand name and model number, etc. If the commodity to be purchased is identified by a brand name and model number, it may be competitively bid by adding "or equal" to the description.

Service Specifications / Scope of Services

Service specifications/scope of services should describe in detail the minimum requirements for the service that is to be provided for the user department. Typical requirements should include a description of the service to be performed, the time of performance, the location where the service will be performed, specific contractor responsibilities, hours of operation or number of days including shifts, vendor capabilities, insurance, response time to a call for service, need for loaner equipment, etc.

UPDATING EXISTING SPECIFICATIONS

Existing specifications may need to be updated as a result of changes in the market, model, requirements, and/or features of a specific commodity or service or as a result of changes to the Milwaukee Code of Ordinances.

The user department must contact the appropriate purchasing agent or procurement specialist prior to updating an existing specification to insure that updates are made to the most current version of the existing specification and to verify whether or not the specification exists in electronic format.

If the specification is available in electronic format, the specification can be sent to the requester as an email attachment. If not, the specification can be sent to the requestor via interoffice mail or fax.

All specification updates are to be made in Microsoft Word. The revised specification should be sent as an email attachment to the purchasing agent or the procurement specialist assigned to the requisition.

SPECIFICATION APPEALS

User departments are required to develop specifications that can be competitively bid. Specifications containing features and/or requirements that are restrictive to only one brand or vendor can be appealed. The user department will be required to defend the requirements of a restrictive specification if an appeal is filed. Specification appeals must be filed at least five working days prior to the bid opening date. The Purchasing Appeals Board hears all specification appeals.

FORMAL CONTRACTS AND AMENDMENTS

INTRODUCTION

All purchases where the cost exceeds $30,000 shall be purchased by formal written contract and awarded by the Purchasing Director. A fully executed formal contract requires the signatures of the contractor, City Purchasing Director and the Comptroller. A purchase order or vendor contract will be issued once the contract is fully signed. The user department will receive a copy of the fully executed contract.

TYPES OF CONTRACTS

- **Commodity Contract** - for the procurement of goods, supplies, materials and equipment at a fixed price with a specified delivery date resulting from award of a formal bid or exception to bid request.

- **Service Contract** - for the procurement of a service, i.e., maintenance of software and hardware, consulting services, etc., at a fixed price for a specified period of time resulting from award of a formal bid, RFP, or exception to bid request. Includes Personal Service Contracts.

- **Vendor Contract (Commodity or Service)** – for the procurement of a commodity or service over a specified period of time at specified prices with an estimated contract value resulting from award of a formal bid, RFP, or exception to bid request.

- **City-wide Vendor Contract** (**Commodity or Service) –** for the procurement of a commodity or service over a specified period of time at a specified price with an estimated contract value established for all city departments to purchase from resulting from award of a formal bid, RFP, or exception to bid request.

CONTRACT DISTRIBUTION

Copies of a fully executed formal contract are distributed to:

- Contractor
- Requesting Department
- Comptroller

Original contract is filed in DOA-Business Operations Division – Procurement Services Section.

Note: Copies of signed purchase orders are not distributed to departments, as they are available for viewing in FMIS.

CONTRACT AMENDMENT REQUIREMENTS

A change to an existing formal contract requires an amendment to the contract. **A contract cannot be extended after the expiration date.** The Request for Contract Amendment Form must be completed with the requested change(s) by the user department and sent to the Procurement Services Section along with a PeopleSoft requisition. The request must clearly specify the change(s) requested, the reason for the requested change(s), the dollar value of the amendment (or indicate no increase) and the requisition number. The amendment form can be downloaded from our forms link on MINT.

Note: A requisition is required for <u>all</u> contract amendments as the department's written authority to proceed with the contract amendment or change order to the purchase order.

The requisition amount should be $1.00 only if:

- **The amendment does not require an increase to the vendor contract total. OR**
- **The amendment is for a contract with an associated purchase order (encumbered) and the PO is still open and can be increased. . Include the amendment/change order total in the line comments of the requisition.**

*Refer to the document titled **Requirements for Vendor Contract Requisitions**, which is posted on MINT under the FMIS/HRMS link, Documentation/Forms, Purchasing link.*

- **Price change requested by the vendor** (increase or decrease) must be sent to Procurement Services in writing from the vendor **<u>at least 60 days prior to the effective date</u>** and must include a letter of verification from the supplier and/or published price sheets. Price shall be based on product cost only and not to exceed 10% of the firm bid price during the contract term. Price changes must be approved by the Procurement Services Section and require an amendment to a formal contract or a change order to an informal vendor contract.

AMENDMENT PROCESSING

Once the required documentation for an amendment is received in Procurement Services Section, the Purchasing Agent will evaluate the request, prepare the contract amendment, and transmit it to the contractor for signature.

When the signed contract amendment is returned by the contractor, it is then routed for the authorizing signatures of the City Purchasing Director and the Comptroller. (Allow approximately one week processing time from the return of the signed amendment from the contractor.)

DISTRIBUTION OF AMENDMENT COPIES

Copies of the fully executed contract amendment are distributed to:

- Vendor
- Requesting Department
- Comptroller
- Original amendment is filed in the DOA-Procurement Services Section contract file.

Note: Copies of purchase orders and change orders are not distributed to the departments, as they are available for viewing in FMIS.

EXCEPTION TO THE BID PROCESS

INTRODUCTION

The exemption from the competitive bid process for the purchase of goods and services is permitted only when the goods or services to be purchased are impossible or impractical to procure through competitive procurement.

REQUIREMENTS

All requests for exception to the bid process must provide appropriate documentation and justification for making the request. A Request for Exception to Bidding form must be fully and accurately completed and signed by the Department Head or appropriate designee. This form should be used to support your request and must be submitted with an approved requisition. The form can be downloaded MINT under Administrative Resources, Procurement Services, Forms link

Clearly state the specific information and details which leads to the conclusion that only the supplier requested is acceptable. Provide specific information such as market research conducted (i.e., request for information), including the number of vendors considered for this procurement, and why they did not meet the needs of the department. If the vendor has specific insight from previous knowledge of the service or commodity being requested, you must state why a competitive process should not be conducted to determine if this firm remains the best qualified to provide the commodity or service required. Additionally, a summary of how the previous contract was procured and the dollar value of the previous contract should also be included. If the time of performance for the requested contract is to be retroactive to a date prior to the submission of request for Procurement Services Section's approval, please indicate why the services have already commenced. **If adequate documentation is not provided, then a non-competitive purchase may not be allowed.**

The Procurement Services Section requires justification to the exception bidding process each time that a commodity/service is purchased. Do not assume that because you have requested a commodity/service as an exception to the bid process in the past that the Request for Exception to Bidding form and proper justification is not required when requested for purchase again. A revised Request for Exception to Bidding form may also be required for contract extensions to substantiate that this is still a valid sole/single source request. Departments should not expect priority treatment of exception to bid requests.

All requests for the exception to the bid process in excess of $30,000 must be evaluated by the assigned Purchasing Agent and approved by the Purchasing Director.

All requests for the exception to the bid process under $30,000 are evaluated and approved by the Purchasing Agent assigned to the requisition.

PIGGYBACK PURCHASE PROCEDURES

INTRODUCTION

If a competitive bid was conducted by another governmental agency for a particular commodity or service, which included terms and conditions that would allow other local governmental agencies to take advantage of the pricing, the City can piggyback off the resulting contract. The State of Wisconsin and the University of Wisconsin-Madison are examples of contracts where piggybacking may be allowed.

These contracts are often awarded to vendors as distributors for a certain commodity by manufacturer or brand (i.e., Computers-IBM, Dell, Gateway brands; Copiers-Canon, Toshiba, Xerox; Tires-Goodyear, Firestone, Michelin; Vehicles-Ford, GMC, Chrysler; Furniture-American Seating, GF; etc.). The State of Wisconsin and the University of Wisconsin post their contracts on the Internet. However, access to their site requires a login and password. This access and research would be the responsibility of the Purchasing Agents.

For any City Wide Vendor Contract that was established by piggybacking off a State or UW contract, the departments can simply place an order directly with the vendor without prior approval of the Procurement Services Section. When placing an order against a vendor contract, you must give the vendor the vendor contract number to be used for invoicing. A Direct PO and PO Voucher would be required to process any order against a vendor contract.

PIGGYBACK REQUIREMENTS

It is the responsibility of the Procurement Services Section staff to determine the best method to be used for any purchase, i.e., piggyback or bid, etc. Research will be conducted by staff to determine whether a contract already exists for the desired commodity or service which allows the City to piggyback.

As with any purchase over $500, the department must:

1. Enter a requisition in PeopleSoft with a full detailed description of the commodity or service to be procured, including the brand name, model number, color, etc., and reason for no substitute.
2. If known, cite the possibility of a "piggyback off State or UW-Madison Contract" and include the contract number and vendor name.
3. Forward any price quotes obtained from the vendor(s) to the Procurement Services Section referencing the requisition number.

The Purchasing Agent assigned to the requisition will:

1. Verify the contract number to be piggybacked cited on the requisition.
2. Confirm that the City would be allowed to piggyback off the contract.
3. Confirm that the manufacturer and vendor cited on requisition are listed for the contract to be piggybacked.
4. Obtain price quotes if necessary.

The Purchasing Agent would also print the contract cover page and any contract pages containing information pertinent to the contract (pricing, delivery, payment, etc.) and incorporate this information into the City's contract.

NOTE: On occasion, a department may determine the need to purchase additional unit(s) of a commodity that was recently bid by the City of Milwaukee. In this case, if sufficient funding is available, the Purchasing Agent who was responsible for the bid should be contacted to inquire if it would be possible to piggyback off that bid for the additional purchase. An Exception to Bid form may be required in this instance.

DISADVANTAGES OF PIGGYBACKING

1. The City's terms and condition may differ from other agencies and, therefore, vendors are often reluctant to sign the City's contract.
2. Time of performance does not always coincide with the City's contract terms (i.e., State has 1 year contract with renewals vs. City's 3 year contracts)
3. Often contract renewals and rebids are not done in a timely manner by the various agencies causing a time lapse between expiration and renewal dates.
4. The City might obtain better pricing from conducting its own bid vs. State pricing because of geographic delivery concerns and delivery requirements.
5. The item specifications on the contract may differ from the City's specifications.

ADVANTAGES OF PIGGYBACKING

1. Higher discount based on volume of purchases.
2. Improved processing time by eliminating the bid process.
3. Reduction in administrative costs associated with the bid process.
4. Department can determine the vendor to purchase from.

SUMMARY

Just because a State contract exists for a particular commodity or service does not necessarily mean that the City of Milwaukee can automatically piggyback off that contract. The Procurement Services Section does appreciate the inclusion of any information the user department may have obtained as a result of their market research on the piggybacking possibility. However, it is the ultimate responsibility of the Procurement Services Section to determine the appropriate purchasing method, to obtain the best pricing possible, and to ensure the purchase is made in the best interest of the City.

REQUEST FOR PROPOSAL PROCEDURES

INTRODUCTION

The Request for Proposal (hereinafter "RFP) process may be considered when price is not the only factor used to determine the contract award. Evaluation criteria would be established and weighted, such as experience of firm, experience of personnel assigned to the project, approach to project, reporting methods, training, completeness of proposal, ability to meet the City's needs, etc. The RFP process is considered an exception to the bid process and, therefore, a Request for Exception to Bidding form is required. The City Purchasing Director must approve the request to conduct the RFP process.

Formal RFP's are advertised in the City's official newspaper at least two days prior to the opening date. All formal RFP's are opened publicly. Allow a minimum of 90 to 120 days for processing a requisition that requires an RFP. Depending on the complexity of the RFP's scope of work, evaluation of RFP's by the committee, award recommendation, and contract negotiations, the processing time may be extended past the normal 120 days.

REQUEST FOR PROPOSAL REQUIREMENTS

The following must be submitted to the Procurement Services Section:

- Request for Exception to Bidding form
- Approved PeopleSoft requisition to include the following information
    - A detailed description of what is to be purchased.
    - Suggested vendor(s) to be solicited entered in the Line Comments, or provide a hard copy listing.
    - Any other pertinent information for the purchasing agent in the Line Comments.
- Scope of work and any related documents providing details for the purchase. (See attached Guidelines for RFP Scope of Work)

USING THE INTERNET

All RFP's, the scope of work and any attachments are posted on the Procurement Services web site under the Bids Pending link. Potential proposers who have registered for E-Notify will receive an email notification when the RFP documents are posted and available to download from our web site. The web posting would include the details of a pre-proposal conference, if required.

ADDENDUM TO RFP

If a change is required to a RFP once it is posted, the user department should notify the Purchasing Agent responsible for the RFP as soon as possible after the discovery is made. An addendum to the RFP will be issued and posted on our web site and proposers who have registered for E-Notify will receive an email notification when the addendum is posted. If possible, the request should be submitted at least seven (7) days prior to the posted bid opening date to allow the proposers sufficient time to make the changes to their proposal. Submission of a request for an addendum less than seven (7) days prior to the RFP opening date may result in a delay of the opening date.

It is the proposer's responsibility to check the web site for any addenda and to download, sign and return them prior to the opening date.

RFP EVALUATION AND AWARD

The proposals received are reviewed by an evaluation committee. At the first meeting of the evaluation committee, the members will be provided with the guidelines and responsibilities found in the document titled, "Responsibilities of RFP Evaluation Committee Members". The document must be signed and will be kept as part of the RFP file. (The document can be found at the end of this section.)

The evaluation committee will meet as a whole (all members must be present), but its members will individually review and score the proposals based on the evaluation criteria and the assigned weights.

Once the evaluation committee completes its review of the proposals received, the purchasing agent tabulates the scores. A letter of award recommendation to the highest ranked proposer is prepared by the evaluation committee. The purchasing agent will then prepare an award recommendation for review and approval by the Purchasing Director. There is no appeal process for a RFP.

GUIDELINES FOR RFP SCOPE OF WORK

The Scope of Work for a Request for Proposal (RFP) should contain the following minimum requirements:

- Cover Page
- Table of contents
- Summary of project, including size and scope of project
- Overview of Department and current environment
- Narrative of general goals and objectives of the project
- Overview of RFP
- Mandatory requirements (if any)
- RFP definitions if abbreviations are used
- Complete statement of work detailing the description of the physical or functional characteristics, or the nature of a supply or service that is being requested. Included in the statement of work should be the deliverables, preferred development methodology and approach (if any), performance expectations, training requirements, progress reporting requirements, and inspection, acceptance and quality assurance issues.
- Statement that "the City accepts no responsibility for any costs incurred by the proposer in either responding to this RFP, benchmark testing, oral interviews, etc. and that all costs are the sole responsibility of the proposer".
- Statement listing any plans, reports, statistics, space, personnel, equipment, or other City provided items that will be made available to the contractor throughout the project.
- Statement that if the contractor requires additional equipment, and/or items to meet and/or implement the requirements of this proposal, this must be included in the contractor's proposal.
- Proposed schedule of events, such as, the following:

    - Date proposal will be let
    - Date for receiving questions prior to the pre-proposal conference, if required
    - Date for pre-proposal conference, if required
    - Proposal due date

    And tentative dates for:

    - Evaluation team meeting
    - Site visits, if required
    - Contract execution
    - Commencement of work
    - Installation schedule, if multiple deliverables are to be installed or a completion date for the entire project.

- Information about addenda and how changes to the RFP will be addressed
- Minimum proposer qualifications, if required

- Use of subcontractors, if required
- Experience requirements for the proposers (usually based on number of similar installations of similar equipment or service that the proposer has provided and references).
- Proposal requirements (how the proposal should be structured)
- Proposal format (how you want the proposers to respond)
- Number of proposal copies required (bound and/or unbound)
- Pricing and schedule format
- Statement on proposer financial stability requirements
- Guaranty and warranty requirements
- Delivery performance (if required)
- Proposal effective period
- Evaluation criteria and other pertinent details (Cost to be at least 25%)
- Information on benchmark testing
- Selection and rejection of proposals statement
- Contract award information

DO'S AND DON'T WHEN DEVELOPING THE SCOPE OF WORK

- Do use the word, "shall," to describe a command or mandatory requirement
- Do use the words, "should" or "may," to describe an advisory or optional requirement
- Do be specific and detailed in presenting mandatory requirements
- Do state a requirement or fact once and avoid duplication
- Do submit the scope of work to the Procurement Services Section as an email attachment created in word
- Don't present something as mandatory if it is really only optional
- Don't write a scope of work that restricts response to a single proposer
- Don't place proposal administrative or contractual terms in the scope of work portion of the proposal

See next page for the form that evaluation committee members must read and sign.

RESPONSIBILITIES OF RFP EVALUATION COMMITTEE MEMBERS

Thank you for participating in the evaluation committee for this Request for Proposals (RFP). To protect the integrity of this formal solicitation and the evaluation process, it is essential that each participant understand and abide by the following responsibilities.

Adherence to these requirements will help assure the effectiveness of the evaluation team as a whole, and it will protect the overall interest of the City of Milwaukee and the vendors in the award of this RFP.

1. Fairness and Integrity. It is the responsibility of every member of the evaluation panel to collectively ensure that the evaluation is conducted in an impartial, objective and professional manner, and that the same level of effort is extended to the evaluation of all vendors' proposals.

2. Understanding of the Project. Your success as an effective member of the team depends on your comprehensive understanding of the project, and your familiarity with the requirements and specifications contained in the RFP. Please review the RFP thoroughly prior to beginning your evaluation of vendor proposals.

3. Attendance. Attendance of all committee members at all scheduled meetings is crucial to the quality of the evaluation process. Without all representatives present, meetings are not effective, as not all opinions can be shared in a group setting. Therefore, committee members must attend all meetings of the committee, including interviews with the proposers if conducted, and must agree to participate in any off-site visits, if scheduled.

Additionally, committee members must not discuss the evaluation with one another unless all members are present.

4. Confidentiality. To preserve the integrity of the evaluation process, the following rules of confidentiality must be observed:

   a. Committee members must not communicate with others outside of the evaluation committee on the nature or content of the written proposals, product demonstrations, interviews, evaluation proceedings, deliberations of the evaluation panel, or individual opinions about the proposers or the project.
   b. The names or number of proposers/firms who have submitted proposals must also be held in confidence.
   c. Some panel members may need to communicate the details of their involvement with their supervisor, department head, or other superior(s) from time to time; however, it is imperative that the panel member convey the importance of confidentiality to those individuals.
   d. Committee members must not communicate with proposers about this project outside of any scheduled and sanctioned evaluation activity.

5. Conflicts of Interest. You may not participate as a member of this committee if you have, or a member of your immediate family has, a financial interest pertaining to this procurement.

You must agree that if you currently have, or later discover, a conflict of interest which meets theses criteria, you will declare the circumstances immediately to the City Purchasing Director and remove yourself from the committee.

I understand and agree to adhere to the above guidelines or proposal evaluations. I do not currently have a Conflict of Interest which would prevent my participation in this process.

Signature: ______________________________ Date: ____________________

Printed Name: ______________________________ Phone: ____________________

Department: ______________________________

PURCHASING APPEALS BOARD

INTRODUCTION

In 2003, the Central Board of Purchases was abolished and the Purchasing Appeals Board was established to hear specification and bid award appeals. The Purchasing Appeals Board is composed of the Mayor, the Commissioner of Public Works, the Chair of the Common Council Committee on Finance and Personnel, the Director of the Department of Administration, the City Comptroller, the President of the Common Council, and two city employees, one each appointed by the Mayor and the President of the Common Council, in accordance with Chapter 16-02 of the Milwaukee Code of Ordinances. The Mayor and Common Council President shall make their respective city employee member appointments within 60 days after assuming office or within 60 days after a vacancy occurs in such board position, whichever is later.

Board members, with the exception of the two city employee members, may designate alternates in writing by filing with the office of the city clerk. Such alternates may represent their respective principal members and exercise all powers of principal members when such members are unable to attend board meetings.

Five members shall constitute a quorum. A majority vote of the Board shall be required to grant or deny an appeal.

The City Purchasing Director shall be the Secretary of the Board.

SPECIFICATION AND AWARD APPEALS

Appeals involving purchases estimated to exceed $30,000 on specifications established by the City Purchasing Director must be filed five days prior to the bid opening date in accordance with City ordinances.

Appeals to award recommendations made by the City Purchasing Director involving purchases which exceed $30,000 for which bids were advertised must be filed in accordance with City ordinances and by the date specified in the finding letter sent to all complying responsive bidders.

Appeals involving purchases under $30,000 may be heard by the Purchasing Appeals Board.

All appeals shall be heard and determined by the Purchasing Appeals Board.

APPEAL MEETINGS

The Board shall schedule a meeting as soon as practicable after an appeal has been filed with the City Purchasing Director in accordance with City ordinances. The Secretary shall notify all members of meetings and forward an agenda of the matters to be considered at least 24 hours in advance. The Board shall comply with all laws regarding open meetings and public records.

PETTY CASH PROCEDURES

INTRODUCTION

The use of the Procard is strongly encouraged to conduct any small dollar purchases under $100 whenever feasible instead of petty cash. Petty cash funds can be used to acquire items of small dollar value under $100 on an emergency basis, for a sole source purchase, or when such a purchase would be in the best interest of the City. Examples of such purchases are local market purchases of supplies and materials, specialized books, services, fees, shipping costs, registration fees, parking, postage, telephone calls, or repair services not covered by vendor contracts or when the Procard is not acceptable. The department head assumes full responsibility for the proper use of the petty cash fund.

ESTABLISHED SUB-FUNDS

Most departments have an established petty cash sub-fund on record. The Procurement Services Section maintains a complete listing of the established sub-funds by department, name of individual responsible for maintaining the fund (custodian) and alternate (if applicable), location of the fund, and amount of the fund. The amount should be based on the approximate sum of two month's estimated petty cash expenditures. The departments will be surveyed by the Procurement Services Section bi-annually for this information to ensure that the records remain current and up-to-date.

If a department does not have an established petty cash sub-fund, they may use the centralized petty cash fund maintained by the Procurement Services Section or establish a sub-fund of their own.

TO ESTABLISH A SUB-FUND

To establish a petty cash sub-fund, a written request signed by the department head must be submitted to the Procurement Services Section. The letter must include the following information:

- name of individual responsible for maintaining the fund (custodian)
- name of alternate (if applicable)
- location of the fund
- amount of the fund

Upon receipt of the department's request, the Procurement Services Section will send a letter to the department authorizing the establishment of a petty cash sub-fund. Note: The department head assumes full responsibility for the proper use of the fund.

CHANGES TO AN ESTABLISHED SUB-FUND

A request for a change in petty cash fund authorization requires the completion of a Petty Cash Sub-Fund Signature Authorization form. This form is available in electronic format on MINT under Administrative Resources, Procurement Services (Purchasing) Forms link. The form can be completed on-line, printed, signed by the authorizing persons and forwarded to the Procurement Services Section Petty Cash Custodian.

TO OBTAIN PETTY CASH

When petty cash is to be drawn from the department's petty cash sub-fund, the Department's Petty Cash Custodian will require the requester to complete a Petty Cash Sub-Voucher Form CBP-146.

When petty cash is to be drawn from the centralized petty cash fund maintained by the Procurement Services Section, a Petty Cash Sub-Voucher Form CBP-146 will be given to the requester to complete and return to the Procurement Services' Petty Cash Custodian to document the cash disbursement.

This sub-voucher form is available from the Document Services Section (f/k/a Milwaukee Printing & Records). Each Petty Cash Custodian maintains a supply of these forms, which are numbered consecutively and audited by the Comptroller's Office.

PETTY CASH REIMBURSEMENT

For a cash advance transaction, the Petty Cash Custodian would:

- Provide requester the money and a Petty Cash Sub-Voucher.
- Keep the department copy of the sub-voucher until transaction is completed.
- Instruct requester to give vendor his copy at time of transaction for proof of tax exemption.
- Have requester return the completed sub-voucher with the sales receipt.
- File the department's copy in their petty cash file as documentation of the transaction.

Note: For an after-the-purchase transaction reimbursement, the Petty Cash Custodian would attach the receipt to the white copy of the sub-voucher and retain until replenishment of the petty cash fund is needed.

The City does not pay WI state sales tax.
Do not include the tax amount for reimbursement.

REPLENISHMENT AND PAYMENT

The Petty Cash Custodian would replenish the petty fund after every 20-40 transactions or once every two months, or as needed. All petty cash funds are to be **replenished during or at the end of December** so that charges are properly made to the year in which they were expended.

A Petty Cash Sub-Fund Reimbursement Request form must be completed and submitted to the Comptroller's Office. A copy should be kept for the department's file. The request form must list each transaction separately and include a receipt for each transaction. This is an Excel form available on MINT under Administrative Resources > Procurement Services > Procurement- Forms link. **Note: The first time you access this on-line form, a pop-up screen "Unknown File Type" will appear. Click on "Pick App" and OK, which will take you to a Warning – Security hazard screen. Change to "Open it" and then click OK. When you have completed the document, save to your own Excel directory for future use.**

A PeopleSoft standard voucher must be processed and submitted with the detailed request form and accompanying receipts to the Comptroller's Office. Any discrepancies or omissions discovered by the Comptroller's Office will result in the paperwork being returned to the department for correction.

A check will be issued by the Comptroller's Office to the Petty Cash Custodian who submitted the request for reimbursement. Please allow at least three to four weeks processing time.

IMPORTANT NOTE

It is the responsibility of the department to update the (vendor) names of the petty cash custodians in PeopleSoft.

PETTY CASH ADVANTAGE

- Allows for immediate payment of small dollar expenditures when Procard is not accepted.

RETURN GOODS AND CREDIT AUTHORIZATION

INTRODUCTION

If received goods are damaged, unacceptable or not what the user department ordered, the user department must contact the vendor for their procedures for the return of the goods. The user department would complete a Return Goods and Credit Authorization form (RGCA) and send it along with the returned goods.

This form is an on-line electronic form that can be downloaded from MINT under Administrative Resources, Procurement Services, Forms link.

DISPOSAL OF TRADE-IN EQUIPMENT

If a vendor will accept used equipment for a trade-in credit towards the purchase of new equipment, the Purchasing Agent responsible for the purchase of the new equipment will complete a Return Goods and Credit Authorization form and forward it to the user department. The trade-in credit will be reflected in the purchase order total.

The user department will be responsible for scheduling the pickup of the used trade-in equipment with the vendor. At the time of pickup, the authorized department representative and the vendor would sign the prepared Return Goods and Credit Authorization form. Refer to the form for the proper distribution of copies.

E-NOTIFY VENDOR REGISTRATION

USING THE INTERNET

Starting in 2004, all vendors who wish to do business with the City of Milwaukee are required to register for E-Notify, the City's electronic vendor notification system. They may register for e-mail notification of City of Milwaukee bids by category by going to the City's main page and clicking on the Change E-Notify Subscriptions link. A valid email address is all that is needed for a vendor to register. A password will be sent to a registered vendor's email account and then the vendor can sign in and select the appropriate bid categories to receive notification when they become available on our web site under the Bids Pending link for downloading. Once a vendor chooses the appropriate commodity and/or service categories, they can just sit back and wait for bid notices to come directly to them via email. Encourage vendors to select "All Other Commodities" and "All Other Services" as all bids are sent to either one or both of these bid categories to try to reach as many E-Notify registered vendors as possible.

If a vendor had been previously registered as a bidder with the City of Milwaukee, the vendor will still have to register for E-Notify to continue to receive bid notices via email. Bid notices will no longer be mailed or faxed to vendors.

That's it! No more paper forms to complete! No more faxing or mailing of forms! It's all electronic!

MATERIALS MANAGEMENT

INTRODUCTION

The Procurement Services Section is responsible for the disposal of the City's surplus, obsolete or scrap materials and equipment. Means of disposal may include sealed bid, trade-in, on-site auction, on–line auction or outright sale. Procurement Services staff will determine which method of disposal will be in the best interest of the City in accordance with Chapter 310-29 of the Code of Ordinances and which will generate the most revenue.

REQUIREMENTS FOR DISPOSAL

When a department declares goods to be obsolete, surplus or scrap materials and wishes to have them removed, a **Request for Disposal of Scrap, Surplus or Obsolete Materials or Equipment form** must be completed. This is an electronic form posted on MINT found under Administrative Resources > Procurement Services > Procurement - Forms. The form can be completed on-line, printed and faxed to the Procurement Services Section to the attention of Richard Bunke at Fax number 286-5976.

Upon receipt of the form by Richard Bunke, a call will be made to the contact person named on the form to schedule an appointment to inspect and evaluate the materials for removal. **The completed form and proper arrangements must be made prior to the removal of any surplus or scrap materials**.

TRADE-IN OF REPLACEMENT EQUIPMENT

When a new piece of equipment is being requisitioned to replace an existing older piece of equipment, the requisitioning department must complete a **Replacement Equipment Information form.** This form is an electronic form posted on MINT found under Administrative Resources, Procurement Services, Procurement Forms.

The form can be completed on-line, printed and submitted to the Procurement Services Section. The form will be forwarded to the purchasing agent assigned to the requisition for the replacement equipment. The purchasing agent will determine the proper method of disposition of the used equipment – i.e., trade-in, auction or declared scrap - and forward the form to Richard Bunke.

If the vendor supplying the new equipment will accept the used equipment for a trade-in credit towards the purchase of the new equipment, the Purchasing Agent responsible for the purchase of the new equipment will complete a Return Goods and Credit Authorization form. The trade-in amount will be deducted from the purchase order total. The Return Goods and Credit Authorization form will be forwarded to the requester named on the requisition. The user department will be responsible for scheduling the pickup of the used trade-in equipment with the vendor.

If the used equipment is declared scrap or is to be sold through auction, Richard Bunke will arrange for pickup of the used equipment with the requesting department.

DISPOSAL OF SCRAP METAL MATERIALS

If a department wishes to dispose of scrap metal materials – i.e. copper, cast iron, steel and aluminum - the department must complete a **Request for Disposal of Scrap, Surplus or Obsolete Materials or Equipment form** and forward it to Richard Bunke of the Procurement Services Section. This form is an electronic form posted on MINT found under Administrative Resources, Procurement Services, Procurement Forms. Upon receipt of the form, Richard Bunke will call the contact person named on the form to schedule a site visit for evaluation of the materials and determination of the method of disposal.

For a one-time pickup of scrap, Richard Bunke will obtain fax quotes from three possible vendors, award to the highest bidder, and coordinate the pickup of scrap materials with the vendor and the department.

For regular pickup of scrap materials over a specified time period, Richard Bunke would conduct a sealed bid, award to the highest bidder, and coordinate the pickup of the scrap materials with the vendor.

RECYCLING OF CITY SURPLUS

Usable city surplus items in good condition are available for redistribution to City departments at no cost. City departments will receive an email from Richard Bunke with details of the available surplus item(s).
To request any of these surplus items, the department must complete a **Requisition for Recycled City Surplus Goods form.** This is an electronic form posted on MINT found under Administrative Resources, Procurement Services, Procurement Forms. The form can be completed on-line, printed and faxed to the Richard Bunke of the Procurement Services Section at Fax number 286-5976.

Upon receipt of the form by Richard Bunke, a call will be made to the contact person named on the form to schedule an appointment to inspect the available surplus goods. Appointments must be made with Richard Bunke at Ext. 2394 or via email at **rbunke@milwaukee.gov** to arrange for pickup or delivery of the goods. A city-wide email will be sent to departments notifying them of the items available for potential recycling. Interested parties should respond to Richard Bunke to arrange for pickup/delivery.

ON-LINE AUCTION

Items eligible for the on-line auction would be any City miscellaneous surplus items determined to be of interest to the public that would generate greater revenue than if sold at an on-site auction, and any items for sale by other municipalities.

These items are posted on the City's Online Auction site found on the City's home page at http://www.city.milwaukee.gov under the View Auction Items for Sale link. The on-line auction bidding instructions are posted on the Procurement Services page under the Online Auction link.

The bid prices will be updated as electronic bids are submitted. The high bidder will be notified that they are the current high bidder and also notified when they are out bid. The on-line auction items are sold to the highest bidder.

If a department wishes to have items posted for sale on the on-line auction web site, contact Richard Bunke at Ext. 2394 or email him at rbunke@milwaukee.gov.

DISPOSAL OF COMPUTER AND ELECTRONIC EQUIPMENT

In August of 2006 as part of the Mayor's "green" initiative, Procurement Services implemented city wide contract E0000006651 with Cascade Asset Management LLC for the retirement and recycling of city-owned computer and electronic equipment. The contract includes a provision for the City to earn rebates up to 50% of the revenue generated from the resale of the computer and electronic equipment or individual parts.

Other services included in the Cascade contract include:

- Pick-up by Cascade staff of equipment from collection sites and inside buildings
- Collection bins and/or pallets for consolidation of items
- Destruction of data from all computers and electronic storage media (disks, CD's hard drives)
- Preparation of equipment for reuse or recycling
- Trucks, semi-trailers and staff to remove the equipment from City premises

Efforts are coordinated by DPW-Operations/Sanitation, Procurement Services and Cascade Asset Management. Departments will be invoiced directly for the recycling services requested from Cascade at a discounted rate of 38.285% from the Cascade price list. Requests for pickup of less than 625 pounds of equipment (equates to 10-15 pieces of equipment depending on size and weight) will be charged a fee of $150.00. DPW will coordinate scheduled pickups of equipment for recycling or disposal from departments located in the City Hall complex to alleviate the processing fee.

Equipment included for recycling under the contract:

Cables and Accessories
Cellular Phones, Mobile Phones and Portable Devices
Computers and Servers
Consumer Electronics, Stereos, Computer Games, TVs
Copiers
Fax Units
Keyboards and Mice
Laptops
Monitors
Multi-Function Units
PDA’s
Power Supply Units
Printers, Scanners

Equipment NOT included for recycling under the contract:

Air Conditioners
Fluorescent Bulbs, Lamps and Ballasts
Humidifiers/Dehumidifiers
Microwaves
Miscellaneous Hazardous Waste
Office Supplies/Furniture
Other Appliances
Refrigerators
Stoves
Washing Machines

VEHICLE & EQUIPMENT AUCTIONS

The City will no longer be scheduling its own live auctions for vehicles and equipment. These items will be sold at various auctions conducted by Auction Associates, Inc. You may visit their web site for details on auctions dates and times at http://www.auctionassociatesinc.com or email them at auction@vbe.com.

Vehicles and equipment that will be sold on the City of Milwaukee's On-Line Auction can be viewed on the City's main page at http://www.milwaukee.gov and by clicking on the View Auction Items for Sale link.

ADVANTAGES OF DISPOSAL OR REDISTRIBUTION OF CITY GOODS

- Generates revenue for the City's General Fund.
- Creates a cost savings for departments by recycling usable City surplus goods.
- Improves turnaround time for goods sold via on-line auction sales.
- Decreases commission fees paid to auctioneer by selling items via the on-line auction.

U.S. Department of Housing and Urban Development
Community Planning and Development
Milwaukee Field Office
310 West Wisconsin Avenue, Suite 1380
Milwaukee, WI 53203-2289
http://www.hud.gov/local/mil/

December 23, 2009

2009 DEC 23 PM 3:00

Mr. W. Martin Morics
Comptroller
City of Milwaukee
Room 404, City Hall
200 E. Wells Street
Milwaukee, WI 53202-3567

Dear Mr. Morics:

SUBJECT: Limited Review of City of Milwaukee's Central Service Cost Allocation Plan and Indirect Cost Proposal for 2010

The U.S. Department of Housing and Urban Development (HUD) has performed a limited review of the subject cost allocation plan and indirect costs proposal. The review was limited to a determination that the plans were complete, prepared consistent with OMB Circular No. A-87, and contained costs and allocation bases which appeared to be reasonable.

The plans may be implemented as prepared. Please be advised that amounts and rates are subject to revision should this be necessary due to subsequent audits or reviews.

Should you have any questions or concerns regarding this matter, please contact John Larsen, Financial Analyst, at 297-3214, ext. 8113.

Sincerely,

Sernorma L. Mitchell, Director
Office of Community Planning and Development, 5ID

U.S. Department of Housing and Urban Development
Community Planning and Development
Milwaukee Field Office
310 West Wisconsin Avenue, Suite 1380
Milwaukee, WI 53203-2289
http://www.hud.gov/local/mil/

December 9, 2008

Mr. W. Martin Morics
Comptroller
City of Milwaukee
Room 404, City Hall
200 E. Wells Street
Milwaukee, WI 53202-3567

Dear Mr. Morics:

SUBJECT: Limited Review of City of Milwaukee's Central Service Cost Allocation Plan and Indirect Cost Proposal for 2008 and 2009

The U.S. Department of Housing and Urban Development (HUD) has performed a limited review of the subject cost allocation plan and indirect costs proposal. The review was limited to a determination that the plans were complete, prepared consistent with OMB Circular No. A-87, and contained costs and allocation bases which appeared to be reasonable.

The plans may be implemented as prepared. Please be advised that amounts and rates are subject to revision should this be necessary due to subsequent audits or reviews.

Should you have any questions or concerns regarding this matter, please contact John Larsen, Financial Analyst, at 297-3214, ext. 8113.

Sincerely,

Sernorma L. Mitchell, Director
Office of Community Planning and Development, 5ID

City of Milwaukee

Office of the Comptroller

W. Martin Morics, C.P.A.
Comptroller

Michael J. Daun
Deputy Comptroller

John M. Egan, C.P.A.
Special Deputy Comptroller

Craig D. Kammholz
Special Deputy Comptroller

December 11, 2008

Ref: Financial Services Division

TO: ALL CITY ORGANIZATIONS, AND DIVISIONS

RE: 2008-2009 OVERHEAD COST RATES

The attached 2008-2009 City overhead cost rates, approved by the U.S. Department of Housing and Urban Development are effective for billings to non-City agencies as of Pay Period 01, 2008 until year 2009 rates are calculated by year end, 2009.

The attached rates are calculated to reflect a minimum percentage of overhead cost required to support each dollar of organization direct cost. Accordingly, the appropriate organization rate should be applied to organization direct costs billed.

Organizations with overhead rates in excess of the City-wide average rate have been adjusted to the "City-wide Average Rate." Those organizations with no rate, either have no related costs recorded or such costs have been allocated for recovery by recipient departments.

If you have any questions regarding these rates, please contact Linda Radmer of my staff at 3104. Thank you for your attention.

Very truly yours,

Michael J. Daun

W. MARTIN MORICS
Comptroller

WMM:LR

Attachment

Ref: Overhead Cost Rates.doc

Room 404, City Hall, 200 East Wells Street, Milwaukee, Wisconsin 53202 - 3566 Phone: (414) 286-3321, Fax: (414) 286-3281

City of Milwaukee, Wisconsin
Indirect Cost Rate Proposal - Multiple Rate Method
2008-2009 Overhead Cost Rates
(Based on 2007 Expenditure Experience)

Summary of Indirect Rates *

Organization	Central Service Cost Rate	Organization Indirect Cost Rate	Total Overhead Cost Rate
0950 Deferred Compensation Admin	4.40%	19.24%	23.64%
0960 Board Of Zoning Appeals	3.95%	20.85%	24.80%
1110 Mayor's Office	12.54%	15.04%	27.58%
1310 Common Council-City Clerk	12.54%	17.67%	30.21%
1320 Municipal Court	12.54%	20.85%	33.39%
1490 City Attorney	11.90%	6.18%	18.08%
1511 DOA-Administration Division	12.54%	8.20%	20.74%
1512 DOA-Budget & Management Div	12.54%	13.02%	25.56%
1513 DOA-Business Operations Div	12.54%	20.25%	32.79%
1514 DOA-Intergovernmental Rel Div	12.54%	20.85%	33.39%
1515 DOA-Info & Tech Mgmt Div	12.54%	4.03%	16.57%
1651 DER-Administration Division	12.54%	14.18%	26.72%
1652 DER-Operations	12.54%	4.94%	17.48%
1654 DER-Employee Benefits Division	3.19%	0.06%	3.25%
1700 Election Commission	12.54%	6.83%	19.37%
1911 DCD-General Mgmt & Policy Dev	7.11%	0.25%	7.36%
1912 DCD-Public Housing Programs	11.63%	0.00%	11.63%
1913 DCD-Community Plan/Dev Serv	12.54%	0.00%	12.54%
2110 Comptroller	4.48%	1.57%	6.05%
2210 City Treasurer	12.54%	4.11%	16.65%
2300 Assessor's Office	12.54%	20.85%	33.39%
3100 Fire and Police Commission	3.46%	20.85%	24.31%
3281 Fire-Firefighting Division	4.40%	20.85%	25.25%
3282 Fire-Supporting Services	12.54%	20.85%	33.39%
3311 Police-Administration/Serv	12.54%	20.85%	33.39%
3312 Police-Operations	11.11%	20.85%	31.96%
3600 Dept of Neighborhood Services	12.54%	18.18%	30.72%
3810 Health Department	12.54%	19.15%	31.69%
4280 Port of Milwaukee	5.85%	20.85%	26.70%
4500 Employes' Retirement System	2.26%	14.69%	16.95%
5140 DPW-Admin Services Division	6.02%	5.80%	11.82%
5231 DPW-Infra-Administration	12.54%	6.84%	19.38%
5233 DPW-Infra-Transportation	7.26%	6.96%	14.22%
5234 DPW-Infra-Construction	5.94%	2.20%	8.14%
5235 DPW-Infra-Field Op-St/Bridges	7.59%	13.36%	20.95%
5237 DPW-Infra-Field Op-Electrical	6.84%	6.73%	13.57%
5238 DPW-Infra-Field Op-Support	0.00%	18.21%	18.21%
5451 DPW-Operations-Admin	12.54%	20.85%	33.39%
5452 DPW-Operations-Fleet Service	12.54%	14.24%	26.78%
5453 DPW-Operations-Fleet Oper/Disp	8.94%	10.33%	19.27%
5455 DPW-Operations-Facilities	6.97%	2.29%	9.26%
5457 DPW-Operations-Sanitation	8.46%	3.17%	11.63%
5458 DPW-Operations-Forestry	11.53%	20.85%	32.38%
6411 DPW-Water Works-Business	12.54%	10.38%	22.92%
6412 DPW-Water Works-Plants	12.54%	1.36%	13.90%
6413 DPW-Water Works-Engineering	12.54%	9.48%	22.02%
6414 DPW-Water Works-Distribution	12.54%	12.61%	25.15%
6415 DPW-Water Works-Water Quality	12.54%	1.15%	13.69%
6416 DPW-Water Works-Plants-South	12.54%	0.49%	13.03%
6610 DPW-Parking	9.61%	20.85%	30.46%
6831 DPW-Sewer Maint-Environmental	11.39%	20.85%	32.24%

City of Milwaukee, Wisconsin
Indirect Cost Rate Proposal - Multiple Rate Method
2008-2009 Overhead Cost Rates
(Based on 2007 Expenditure Experience)

Summary of Indirect Rates *

Organization	Central Service Cost Rate	Organization Indirect Cost Rate	Total Overhead Cost Rate
6832 DPW-Sewer Maint-Underground	10.17%	10.74%	20.91%
8611 Library-Admin Services	12.54%	10.25%	22.79%
8612 Library-Neigh Lib & Ext Serv	12.54%	15.48%	28.02%
8613 Library-Central Library	12.54%	14.93%	27.47%
City Wide Average Rate	12.54%	20.85%	33.39%

* Notes Regarding Indirect Cost Rates
ORG Central Service Cost Rates:
Allocated Central Service Costs divided by ORG direct costs.
ORG Indirect Cost Rates:
ORG indirect costs divided by ORG direct costs.
For further explanation, please contact Linda Radmer @ 3104.

Supplemental Information Requests
Broadband Technology Opportunities Program
Application #6822
Connecting Milwaukee Communities (CMC)
Submitted By: City of Milwaukee

Please respond to the following items regarding your application. You may type your responses below each item. Address relevant budget and PCC-site questions directly in the "Budget Detail" and "PCC Detail" spreadsheets and upload revised versions of these documents through EasyGrants. All responses are due May 27, 2010.

General

1. Please carefully review all of the information provided in your original application. Are you aware of any errors in the information provided or important changes since the application was submitted? ***No, we are not aware of any errors in the information provided.*** If so, please provide revised information.
2. Please ask your Authorized Organizational Representative (AOR) to sign and date the attached Forms CD-511 and CD-512. Please scan the signed copies and upload into EasyGrants.
   Files have been uploaded to easygrants.gov

Partnerships

3. Please correct the entry stating that one of your partners is a Hispanic Serving Institution. An HSI is a college or university.
   The HSI selection in the original grant application was selected in error.
4. Please provide a letter of support for Milwaukee Public Library (Paula Kiely, Director), listed as a partner in Section C, Item 20.
   Files have been uploaded to easygrants.gov
5. Sub-recipients: Please provide more information about your sub-recipients.
   a. How were the sub-recipients selected for the project?
      The sub-recipients which include the:
      - ***Milwaukee Public Library (MPL),***
      - ***the Housing Authority of the City of Milwaukee (HACM),***
      - ***the Milwaukee Area Workforce Investment Board (MAWIB) and,***
      - ***the United Community Center (UCC-Olga Village)***

      became involved in Connecting Milwaukee Communities (CMC) because of their strong history of service to the community-at-large as well as individuals with special needs (elderly, Spanish speaking and disabled). Each CMC partner has the necessary facilities, staff and supportive services in place to rapidly implement the PCC's, the necessary training programs and classes, using the required staff to guide new and/or inexperienced users. In addition, the partners have the capacity and the commitment to sustain the project beyond the grant period.

b. What procedures will you adopt to monitor your sub-recipients' expenditures and performance?

The City of Milwaukee Information and Technology Management Division (ITMD), under the supervision of Nancy Olson, the Chief Information Officer, will monitor the sub recipient activities and the vendor activity through:

- ***Bi-monthly reviews of financial reports (reimbursements will flow through the ITMD unit. Invoices, staffing and contractor costs will be vetted through the ITMD).***
- ***In the first 12 months, Activity Reports will be vetted through ITMD bi- monthly. The frequent reporting will be demanded since the bulk of the implementation will be in the first 12 months of the project. From months 13 through 36, Activity Reports will be due to ITMD on a quarterly schedule.***
- ***The Connecting Milwaukee Communities Partnership (ITMD, UCC, MPL, HACM, MAWIB and Trinidad) will meet bi-monthly throughout the project to discuss project progress, possible implementation barriers, strategies to overcome any actual or potential obstacles and share successful program efforts.***
- ***The City of Milwaukee utilizes a Financial Management Information System (FMIS). A separate account will be established in the system for the CMC, which will track all grant expenditures.***
- ***The CMC will ensure that each Partner uses an internal tracking system that will monitor the purchase of equipment, service installation, supplies staffing and other expenditures associated with CMC activities.***

6. Contractors:

   a. How was the contractor selected for the project?

   The vendor, Trinidad, LLC, has provided services to HACM, is certified as a minority vendor by the City of Milwaukee Emerging Business Enterprise Program and, through the bidding process, offers competitive cost estimates for final project connections.

   b. Does your organization have existing procurement policies? If so, please submit a copy.

   Uploaded in EasyGrants

Match

7. In the budget detail, for each item to which matching funds are applied, please list the organization supplying the matching funds.

   Detailed Budget document was uploaded in EasyGrants.gov. Each line item prefix indicates the organization supplying the matching funds.

8. Please confirm that no federal funds are included in the match, and that the in-kind match does not include expenses funded by federal dollars.

   No federal dollars were used in in-kind match.

9. Does the MPL match include e-rate funds? "Internet service" is mentioned.

   No. Both the Wide Area Network (WAN) and internet service match amounts include ONLY the non E-rate portion.

10. Value of:
    a. "Library materials and books" (listed in the match at $49,500). What specific types of materials are included?
    The Library will use grant support of $16,500 each year (for a total of $49,500 over three years) to acquire books and materials related to employment (resume building books, job skill development – including "soft skills"), literacy (GED preparation guides, English As A Second Language) and computer literacy (materials that support skill development for Excel, Word and other supports for general computer skills).

    b. How will those "library materials and books" provided as match be related to the project?
    The MPL acquisitions system will track expenditures for library materials and books. The circulation system will monitor usage of the items. Library circulation history has already shown that materials related to computer literacy, GED skill development and English as A Second Language are already high interest and high use items. The materials will be on display in, or very near, the laptop distribution point; providing easy and open access. The computer assistants will use and refer to the materials in the training sessions and will recommend them to participants as reference for additional skill development.

Indirect Costs

11. Please submit a copy of an approved NICRA.
    File has been uploaded to easygrants.gov

12. If the grant were awarded, would the Department of Commerce become the largest annual source of federal funding for your organization?
    No. The City of Milwaukee has a long history of receiving, monitoring and expending a wide variety of federal funds. For instance, the City of Milwaukee annually receives between $15 to S20 million of Community Development Block Grant (CDBG) funds. The City of Milwaukee (through its Department of Health) has received $2.5 to $4 million for Lead Abatement; has been awarded over $10 million in COPs funding (for the Milwaukee Police Department) and other Department of Justice Funds for COPs technology, Weed & Seed (Community Capacity Development Office) and other Justice funds for Victim's Assistance. The City of Milwaukee has substantial experience in fiscal management of federal funds. In 2009 and early 2010, the City of Milwaukee has received $22.5 million in formula ARRA HUD funding and almost $33 million in competitive ARRA HUD grants.
13. To which cost items are indirect rates being applied?
    The indirect rate of $162,849 in the budget is the City of Milwaukee in-kind match on the federally supported salaries in this project. The $72,225 indirect charge is for management and administration and represents 3% of the federal share of total direct change.

14. Please provide additional information regarding the rate used for calculating fringe benefits. How is this rate determined and by what city/county/state agency?

The rates applied for fringe benefits are those developed by the City Comptroller and utilized by the City of Milwaukee departments.

Benefits

Outreach

15. Please provide more details regarding your strategy to raise awareness of the proposed program.
    a. Indicate specific outreach tools (e.g. fliers, public service announcements) you will use.
    The CMC will utilize several methods that will both inform and entice target groups to learn more about and participate in, the public computer labs.
    Some of the populations are "captive". Those individuals reside within complexes or buildings that will have PCC's on-site. In the case of HACM and UCC, staff will be present to encourage in-house or affiliated resident or participant use of the PCC's. For those situations, the following methods will be used:
    - ***Resident meetings will be used as a conduit of information regarding the PCC.***
    - ***HACM will use a combination of flyers, mailings, automated phone messages and presentations at regular monthly resident organization meetings in two of the developments (residents are required to attend several meetings each year). In addition, HACM will be able to reach out to the surrounding community as well as connected subsidized housing units (Section 8) to promote the public computer centers as an accessible and available resource.***
    - ***Fliers will be distributed (in both English and Spanish, when necessary) that will promote the PCC. In addition, for those individuals who are site or hearing impaired, interpreters or verbal announcements will be made at all public gatherings.***
    - ***Posters about the PCC will be placed in public areas (in English and Spanish-if necessary).***
    - ***Staff within the units will be charged to promote the PCC in conversations and interactions with residents.***
    - ***Each site will have a staff person who will provide the needed oversight and training to guide residents (including those who have special needs) on PCC equipment orientation as well as facilitate regular skill based programs for participants interested in learning more about specific computer software skills (Internet, Word, Excel, etc.)***
    - ***Staff will also inform residents and community members about, and direct them to, the CMC-BIG resource site. The CMC-BIG site will be the repository of, and provide linkages to, a wide variety of community, city, county and state based resources. The CMC-BIG will be the go-to site for a variety of local informational needs and will be tailored for use by and for the CMC target audience. The CMC-BIG Content Coordinator will be sensitive to the needs of users that have limited English literacy skills. (Though it will be accessible to anyone.)***

For those prospective participants that are not "captive", the CMC will use a variety of media resources to get the message out about the PCC and kiosk resources.

- ***The MPL provides a regular outreach program for all of its events and resources. Included in the outreach is the use of press releases to traditional media; fliers and brochures (English & Spanish); Signage for all PCC areas – including the ARRA Recovery.gov logo; MPL website updates (banner box announcements and NOW@mpl BLOG; Weekly e-mail messages (3,500+ marketing list); MPL's Monthly READER (for Friend's of MPL as well as on-site users and e-mail marketing); school partnerships (Milwaukee Public Schools, parochial schools, pre-schools and daycares); church bulletin messages; social service partnerships (organizations such as IndependenceFirst and Milwaukee Center for Independence -both of which focus on the needs of the disabled population); a broad base of print, television and radio programming – especially those markets that focus on the Spanish speaking and African-American communities; and paid media opportunities. The MPL has the capacity and experience to "get the word out" regarding programs and services associated with the MPL.***
- ***The program will be promoted via Channel 25, which is the City of Milwaukee's informational channel offered by a local cable provider. Channel 25 has a wide viewing audience, making it a perfect venue to promote the PCC's and kiosks associated with the CMC as well as the BIG site.***
- ***The CMC PCC's, kiosks and BIG site will also be promoted through the City of Milwaukee website (www.milwaukee.gov)***
- ***The City of Milwaukee, through its Community Development Grants Administration (CDGA) is able to utilize 17 community organizers who perform outreach at resident thresholds – providing information at and on resident porches. The community organizers (who focus on anti-crime initiatives) have developed a network of block clubs and watches, are affiliated with business investment districts, promote the services and resources of community based organizations as well as number of community service groups in Milwaukee. The community organizers will promote the PCC's, BIG site and kiosks while doing their normal door-to-door canvassing and information gathering. Having a viable and exciting resource, such as a PCC, the BIG site or the kiosks is helpful to the organizers in that it can be a conversation starter when the door is answered.***
- ***Once in place, the Mayor of Milwaukee, Tom Barrett and the Common Council (15 elected Aldermanic representatives) will be part of a media campaign to encourage resident use of the PCC's, kiosks and the BIG site. In addition, the schedules, locations and services of the PCC's and the kiosks will be made available for both paper and e-newsletters that are distributed by Common Council Representatives. The BIG site will be promoted as a 24hour 7 day a week resource.***
- ***The Bridging the Information Gap (BIG) Content Coordinator will present information about the CMC-BIG site at a number of community and neighborhood***

based meetings throughout the life of the grant. At least 12 presentations each year will be facilitated by the CMC-BIG Content Coordinator.

b. How do you plan to reach the targeted populations, specifically the Hispanic and disabled populations? How do you know those strategies will effectively reach the Hispanic and disabled populations?

For those users who are not part of the captive audience, the CMC has a number of resources on hand that will provide a broad base of outreach capabilities. Olga Village at UCC (which is being built in collaboration with HACM), for instance, is part of a four block complex that provides services for the Hispanic community. The complex includes an elementary and alternative high school, arts programs, recreational and educational opportunities for the community-at-large, an Alzheimer's live in and day care program, housing for the elderly, substance abuse programs (both inpatient and outpatient services), as well as affiliations with a number of health clinics. 1,500 people use UCC services each day. Program participants and clients can be recruited through staff contact, or, through the four Spanish radio stations and/or the three Spanish newspapers that are listened to or read each week by the Hispanic population. These news and information outlets are always available to UCC to spread the word about the PCC, the kiosks and the BIG site. The public housing population, by need, has significant representation of disabled residents (physical – including vision, hearing and mobility limitations; and cognitive and psychiatric disabilities). Neighborhoods that surround two HACM units (Hillside and Lapham Park) have very few Spanish –speaking residents. At Hillside:

- ***5% of the Hillside residents identify themselves as Hispanic (with only 1 family that self-reports as Spanish speaking – only).***
- ***4% of the development's population is 62 years and older (with most identifying themselves as disabled).***
- ***11% of those younger than 62 identify themselves as disabled.***

At Lapham Park:

- ***6% of the Lapham Park are Hispanic (with only 2 of the residents self-identifying as sole Spanish speakers).***
- ***Since Lapham Park is identified as a senior development, 75% of the 202 residents have been identified as disabled individuals.***

In addition to normal outreach, PCC, kiosk and BIG site resources will be promoted by SET Ministries and the Westside Healthcare Association (HACM service providers) to ensure that clients served by those agencies will learn about the those valuable resources. SET Ministries is an on-site service provider that assists elderly and disabled residents at Lapham Park in the coordination of various health and social services. At Hillside, the Westside Healthcare Association (a federally-qualified health center) operates a health clinic. Staff within the clinic will be made aware of all CMC.

Outreach materials distributed by HACM, have been, and will continue to be, bi-lingual. And HACM as well as associated partner staff have multiple interactions with elderly, disabled and

Hispanic clients, and will be in a prime position to promote trainings, resources and programs affiliated with the CMC.

c. Provide a detailed project plan and timeline for outreach activities.
   Upon receipt of the grant, the Office of the Mayor, along with the CMC Partners, will hold a press conference about the scope of the CMC. The press conference will be held no more than 60 days after formal notification of the grant.

   HACM plans to initiate outreach through flyers and mailings within 30 days of the award notice. Intensive outreach will continue for the first six months. HACM staff will develop and present an informational session at each residential organizational meeting). Additional outreach will be continued through the life of the project.

   Since some sites will be able to "roll out" services more rapidly than others, the CMC will work together to develop an on-going and contiguous public relations and outreach campaign as each PCC site is staffed and equipped. For instance, some existing sites (such as those in the MPL) may be able to open more quickly than sites that are still under construction or those that require wiring such as Olga Village, Lapham Park and Hillside (HACM facilities). In each case, the CMC partnership will coordinate media announcements, events and initiatives. As each site opens, there will be an open house to invite residents into the buildings to see the PCC/kiosks and sign up for classes and/or training, including the BIG site.
   In the case of the MPL – the outreach plan will be initiated as soon as the award is confirmed and contracted. The MPL's Communications and Marketing Team will prepare materials described in 15a & 15b. In coordination with the MPL Automation team – the roll-out plan will be based on when equipment is received, set-up, branded with MPL computer "skin", installed, tested and ready for public use. Opening day will be promoted for media interviews, photo-video opportunities and staff "buttoned" with phrasing that says, "Ask me about checking out a laptop!"
   The media events will also be coordinated with MAWIB in providing public information about the location and purpose of the job training and job announcement kiosks.

16. Please describe your plans for measuring the success of the proposed outreach activities with respect to the target audience.
    d. What data will you gather to demonstrate success?
    The Milwaukee Public Library will use six measures to evaluate the program: laptop circulation; program attendance; program survey responses; circulation of program-specific library books; library card registration; and library computer assistant daily contacts.

HACM will collect information outputs (number of flyers developed and delivered; number of presentations made at resident meetings), as well as information on the number of residents participating in the PCC programs and trainings. Staff will collect the following:

1. ***Number of training classes offered***
2. ***Number of class participants (including age, ethnicity and status of disability)***
3. ***Number of hours the PCC's are open to the public***
4. ***Number of persons served (unduplicated count)***

e. How will you collect that data, and when will data collection take place?

Laptop circulation in the Milwaukee Public Library will be measured through the library's computer catalog and will be automatically updated in real time. Sample data will be reported for daily contacts and all other data will be recorded and maintained by computer assistants and reported to ITMD on a bi-monthly basis in the Activity Report. At the HACM sites network/support staff will document and collect data.

Training

17. How many people do you expect to participate in your training program(s)? How did you arrive at this estimate?

Expected participation at the MPL is 8,900. Each of the six PCC's will offer a minimum of 28 weeks of computer classes – with each class offered three times per week. There will be a total of 504 classes with 15 slots per class for the CMC and the MPL will have a total of 7,600 available slots for computer training. Based on the past ten year's worth of data, computer sessions fill at a rate of 85-90%. Based on the lower percentage of attendance (85%) the computer classes will accommodate 6,426 participants. There will also be drop-in labs, two times/week throughout the year for a total of 600 drop-in labs per year. Past MPL experience has shown that an average of 4.2 people attends each drop-in lab for a total of 2,520 people for the 600 hours.

At Olga Village, it is estimated that a minimum of 200 individuals will be utilizing the PCC. Within the current senior center facility, five computers are in place, and the signup sheet to access the units is continuously back-logged due to the popularity of the resource. The waiting list for the current units exists, despite the fact that there has been no promotion of the resource. The resident seniors are eager to access computer technology and the Internet.

HACM will hold at least two (2) training classes per week in each PCC (24 classes per calendar quarter). A monthly calendar of class content will be posted and distributed – and classes will be repeated so that participants do not have to attend classes in sequential weekly order – there will be enough flexibility to attend a class or two each month, and still learn every basic skill. HACM's experience is that each training class will have 6-10 participants. Bi-lingual staff will be present when required, to train individuals who have limited English speaking skills.

18. You estimate that each participant would receive 159 hours of training (as stated in Section E, item 58). Please explain further since this is appears to be an unrealistic amount of training per participant.

    At the MPL PCC's the hours of training that each participant receives will vary based on the number of classes and/or drop-in labs attended. Each library class is two hours, with seven parts to a full training (14 hours); the 8,900 total reflects participants that will attend more than one computer access opportunity. Drop-in labs also run for two hours. The Computer Assistant will be available during all trainings and drop-ins to provide guidance, instruction and additional resources during open lab hours.

    HACM's experience is that each training class participant is involved in 4 classes or about 6 hours in total, of training. Once familiar with the PCC and resources, experience has shown that trained residents spend an average of 10-12 hours a month on the computer.

    At UCC-Olga Village, users will be involved in computer and Internet training sessions for a total of eight (8) hours.

19. Please provide greater detail of the training that will be offered to the targeted populations, specifically, the Hispanic and disabled populations.

    f. Will the computer training be conducted in Spanish?

       When necessary – computer training and software will be made available for Spanish speaking residents and PCC users. HACM will offer a full set of introductory computer classes (BIG Basics, computer basics, e-mail basics, internet basics, intro to Microsoft Office, Excel, etc.). There will be classes developed for youth, teens, adults and adults with special needs. HACM will provide a number of employment search related trainings at both its PCC's. Content will include basic on-line job search skill development, resume writing and research needed to get an interview. HACM will also provide PCC time for after-school programming for youth and open computer lab time. Bi-lingual staff will be present when required, to train individuals who have limited English speaking skills.

       All classes and introductory sessions will emphasize the location and use of the CMC-BIG site which will be developed by the CMC. The site will be promoted as the go-to site for local resources and information in both English and Spanish.

       The MPL will provide Spanish speaking classes and programming at the Forest Home Library – which is located in the center of the highest concentration of Spanish speaking residents in the City of Milwaukee. At least 56 computer classes will be conducted in Spanish with a class curriculum in Spanish. At a minimum, 700 users will be able to use PCC services conducted in Spanish at MPL. Drop-in labs at Forest Home will be bi-lingual based, so both Spanish and English speaking users will be able to reap the benefits of the PCC and course curriculum. See http://www.mpl.org/file/computer_classes.htm for a complete list of current computer class offering at MPL locations.

At the Olga Center, located at the United Community Center Complex, the training topics will be conducted in Spanish when necessary and include:

- ***BIG Basics***
- ***Basic computer use***
- ***Internet access and resources***
- ***Access and use of e-mail***
- ***Word programming and the creation of documents.***

As the CMC progresses within the Olga Center, the participants will be surveyed to determine what, if any, additional programs would be helpful and match the needs of the PCC users.

g. How will training for use of the kiosks be conducted?
The resource and job information and job training opportunities kiosks are touch screen technology and are fairly intuitive when used (similar to a gas pump, ATM or informational screen at local retail stores). Each on-site kiosk at the PCC locations (HACM, Olga Village and the Libraries) will be in locations that are fully accessible to residents and visitors, and staff at each site will be available to assist users if needed.

People with Disabilities and the Elderly

20. Please describe in greater detail the accessible technology (equipment and software) to support users with disabilities. Will onsite staff be available to train and help users use the accessible technology?
At HACM, the onsite Neighborhood Network coordinator or the Neighborhood Network Aides will be trained on assistive technology and how to use it. Some equipment is simple (for instance – height adjustable workstations for wheelchairs). Others will require more training – for instance the Dragonfly Naturally Speaking speech recognition software.

At the MPL PCC's, accessible equipment will be made available for use on any library computer. That includes; adjustable keyboards, separate keypads, trackballs, key guards, headphones, and a BigKeys LX Keyboard. Computer Trainers will be available to assist users with the selection and use of necessary tools. The MPL also has a strong association with the Badger Association of the Blind which will offer additional on-site training opportunities for participants that have visual disabilities.

Olga Village is expressly designed to be completely ADA compliant and accessible and welcoming to people with disabilities. The computer center will utilize hardware and software that is particularly well suited to people with disabilities. The computer center will feature 12 stations. All 12 will have large, high resolution monitors, which is particularly important for those with failing or already reduced visual acuity. Of those, 10 will feature 20 inch wide-screen LCD monitors, and the other 2 will utilize Reliant Magni-Flex Video Magnifiers, which feature an advanced auto-focus color camera and a 19" high resolution LCD, customizable magnification ranges from 3x to 50x with full image fidelity, plus an auto adjust feature with brightness control. Four stations will be equipped with BIGtrack trackballs, specially designed for users who

lack the fine motor skills a regular mouse requires. (For a person with arthritis, an ordinary mouse can be difficult to hold and keep the cursor in position whilst you click.) Four stations are to be equipped with "BigKeys LX", which feature 1-inch-square keys on a standard sized keyboard. The specially designed keyboard is for adults who need large keys in order to locate and operate the keys. One station will be equipped with an ADAS Infinity 6030 powered height-adjustable table, which allows for wheelchair accessibility. The user can adjust the height from 27" to 39". All 12 computers in the center will be equipped with Microsoft VX-600 high definition web cameras with built in microphones, allowing users to access video instant messaging services such as Skype or Microsoft Messenger.

21. Please state whether the accessible technology will be available at all PCCs and if not, at which PCCs such accommodations are planned. How many of the libraries will have accessible technology?
    Please see specifics of equipment as answered in question #20 – the MPL will have accessible equipment at all six sites.
22. How did you determine the amount of money you would need to purchase items such as screen readers?
    Costs were determined by list prices presented by vendors approved by and purchasing practices sanctioned by the City of Milwaukee, HACM and the United Community Center.
23. Please describe any special training programs and/or curriculum for users with disabilities.
    Based on consultations with IndependenceFirst, a local disabilities advocacy organization - the CMC intends to offer the opportunity to learn about, and use computer equipment and software prevalent in workplace/educational situations. The goal is to develop a sustained level of experience with common software programs – ensuring that every trained individual will be able to work in mainstream business and educational situations. For individuals with cognitive or learning impediments, the trainers will adjust tutorials to the specific needs of participants, while at the same time – familiarizing individuals with standard computer programs and processes. This increases the capacity of participants to seek out employment and further education.
24. Please provide additional information on services for people with disabilities. In particular, what software will be provided to assist visually or hearing impaired persons?
    The CMC has consulted IndependenceFirst(IF), a local disabilities advocacy organization. IF provides training for people with disabilities and IF has suggested the following equipment: Natural Reader ($50), Software for screen enlargement ($24), 508 Keyboards ($595), and Pocket Talker ($100).
25. How did you estimate the number of expected users per week? What data did you use?
    The number of users expected to be served per week was determined by past experiences at the Milwaukee Public Library, UCC and HACM sites. For example, the Milwaukee Public Library has ten years of data regarding computer usage at the libraries that will be part of the CMC. Based on the total weekly open hours and total available computers, estimates were made based on the current percentage of use at the target libraries. Past use of computers and class participation at the HACM sites was also considered in the estimate.

Is the projection of 140,000 users realistic? (This is the total population of the service area.)
The projection of 140,000 represents the total population in the contiguous census tracts around the six libraries and three housing sites according to the US Census Bureau (2000). The Milwaukee Public Library estimates 270,000 people in their service areas around the six library sites in the CMC project. The recently released Opportunity for All: How the American Public Benefits from Internet Access at U.S. Libraries study shows that 45% of people in two demographic categories—those at or below the poverty level and those with incomes up to twice the poverty level use library computers annually. That would give an estimated 121,800 public library computer users. Given Milwaukee resident use of current public computer resources and the CMC partnership research, the CMC anticipates that the additional equipment will generate 270,000 visits per year – MPL's past computer usage statistics supports this estimate.

26. How will sites determine what type of training to offer, or will all sites provide the same training opportunities?
PCC sites that will be working with disabled individuals will have similar (if not exact) training opportunities. Methods will depend on the type of disability. For instance, a senior in the early stages of Alzheimer's using the Olga Village PCC will have a different level of need as opposed to a participant with a mental disability at the Lapham Park facility. The CMC will work in partnership to determine local best practices for the purpose of sharing appropriate software programs, computer equipment and teaching methods. CMC will expand on programs, teaching methods and materials that have a proven record of performance. The reason why specific partners were chosen for the CMC is because they have the resources and the capacity to expand their successful programs.

Content Development

27. To what extent will you be using existing content (e.g. web sites, reference materials, audio/video information)? Is that content available commercially?
The CMC-BIG site is the package that will tie the various PCC's and Kiosk connections together. The CMC-BIG site will be a repository of existing linkages – but essential information will be made available at the BIG site – in essence becoming a one-stop shop for a wide variety of needed services and information based on Milwaukee's needs. The site will be the information repository choice of the PCC and kiosks – ensuring that all users will be using a common site with reliable information. The BIG site offers users the capacity to find out information from a national site about newly enacted legislation regarding healthcare coverage guidelines – and then offer a local website link to BadgerCare (health care coverage for low-income and indigent individuals and families) - saving the user time and confusion. The BIG site is an essential resource for the PCC users. As the project is implemented, additional resources will be added based on feedback provided by PCC and Kiosk users. The Connecting Milwaukee Communities partnership will be suggesting additional site needs based on feedback from residents.

28. If the content has not yet been developed, who will develop it? Why is it necessary to develop new content instead of using existing content? How much of the budget covers content development?

The CMC-BIG (Bridging the Information Gap) site will be assembled and organized by personnel located within the Information and Technology Management Division of the City of Milwaukee, under the supervision of Nancy Olson, the City of Milwaukee - Chief Information Officer. When possible, existing content will be integrated into the BIG site. As additional information needs are requested due to the experience of the CMC partnership, sites and/or links will be added to BIG. CMC-BIG will be the go-to Milwaukee site for local information and up-to-date service content. Support is being requested to fund one position BIG Content Coordinator within the City of Milwaukee – ITMD for 36 months, totalling $155,310 in salary and $91,322 in fringe benefits. Overhead costs of $35,612 will be in-kind match provided by the City of Milwaukee – ITMD.

29. How will content support training programs?
    BIG Basics will be offered as people are introduced to the PCCs and they enter into the training curriculum. Sample content on the BIG site will include:
    - ***Career counselling***
    - ***Local Milwaukee connections to employment resources***
    - ***Educational and training program offerings (For instance, Goodwill Industries offers Office Management Training for disabled individuals; Interfaith has a program that assists the elderly in job placement; Journey House provides job training programs, English as A Second Language (ESL) and GED programs; or other community based organizations that provide financial literacy and savings planning, job placement, employment retention services and business development training.) Rather than visit numerous sites, CMC-BIG will be the one-stop local resource information stop.***
    - ***Health resources such as low-cost or free clinics that offer dental, vision and other health care services.***
    - ***Linkages to the 211 line, which provides referrals to homeless shelters, alcohol and other drug treatment centers, food pantries, meal sites, clothing banks and other resources.***
    - ***Other quality of life needs such as support groups for individuals that have specific needs (respite care for chronically ill family members, recreational resources for children and teens, weight management, assistance with heating costs, Food Share programs, etc.)***
30. How is the development of the new website directly related to the PCC program?
    BIG will be the local go-to resource for users of the PCC sites and the kiosks. Individuals participating in trainings and internet navigation sessions will become familiar with the BIG site. In addition to being a consistent tool to learn about internet navigation, participants will be able to garner information that is meaningful to them and their families. BIG reflects the CMC's mission to have access to computers, learn about internet technology and information, as well as connecting residents to vital community resources.
31. How many hits does the current website receive?
    In 2009, the City of Milwaukee website (www.milwaukee.gov) received 6.3 million hits.
32. Why is a new web site required? The city has existing web resources as described in the first paragraph, below. The second paragraph describes their proposed new site.
    The City of Milwaukee is a helpful website for purposes affiliated with resources that are connected to government. The Milwaukee.gov site covers information about city services such as

fire, police, investment opportunities (for businesses interested in the area), housing information (HACM or CDBG funds); neighbourhood stabilization programs, crime information and neighbourhood census data. The website is not able to provide information about the specific services of community based agencies or other non-profit programs. The BIG site will truly "CONNECT" Milwaukee communities to a plethora of available resources – and focus on <u>local</u> needs. Since the CMC-BIG site is out of the city government's website domain – it will allow for site content that is more adaptable to the community needs. BIG will be designed in respond to feedback provided via the PCC and kiosk users – with information and suggestions funnelled to the BIG Content Coordinator through the CMC partnership. As such, the BIG site content will be part of every CMC agenda partnership coordination meeting throughout the life of the grant. PCC/kiosk users will shape the BIG site, not only through suggestions, but also by the number of "hits" that occur on each of the site's resource links. BIG is both a learning mechanism for the PCC sites as well as a resource for residents.

"…An environment that provides an opportunity to explore and connect in with the full benefits of broadband access. This includes educational opportunities, job skill development (both soft and hard skills), personal money management skills, access to health care and health reporting information (telemedicine opportunities) and the capacity to view and retrieve information from City of Milwaukee websites (COMPASS, MAP Milwaukee, Milwaukee.gov, etc.)

The development of the CMC-BIG (Bridging the Information Gap) website which will contain elements of information and resources listed above. Providing a real-time, locally based resource website will ensure that residents are able to obtain immediate information about important subjects. Issues may include information about the H1N1 Virus and other flu epidemic information, safety and security issues via a connection with the Milwaukee Police Department

Budget and Sustainability

Budget Reasonableness and Descriptions

33. Please provide narrative detail for all expense items- not just those to be purchased with Federal funds. Please include a justification for all budget items, including why items are needed and how they relate to the goals of the program.
    Updated budget narrative has been uploaded to easygrants.gov

34. Please clarify sub-recipient costs that are included in the Contractual section of the Detailed Budget. Are contracts being written with the providing organizations? They are listed as partners in Section C.
    The partners noted in the budget detail will be contracting out the functions listed. For example, the Milwaukee Public Library will contract a vendor to do the network configuration and wireless network upgrade. This will not be performed by City of Milwaukee staff or CMC staff. The vendor will be contracted according to the City purchasing rules.
35. Please provide additional budget detail for the following budget items:

a. Library books & materials: Please break out and quantify amount of books and materials
The average cost for a library book is $14.50. Each year, the MPL will add about 1,130 books for the match of $16,385 each year- or $49,155 in total over the course of the three year grant period. The books and materials include resume and job skills, GED preparation, ESL, computer skills and software specific programs such as Word and Excel.

b. UCC network cable and installation: Please break out and quantify contract labor and cabling
Out of the $3,000 estimated cost, $1,800 or 60% is associated with labor and $1,200 or 40% is for cables.

c. Laptops and desktops: How did you arrive at the prices listed? Do you plan to purchase these items from a city vendor list? Will any be special needs computers?
Cost estimates for the laptops and other equipment for MPL are derived from vendor listings established by the City of Milwaukee-Procurement and Purchasing Division. The laptop quote is for a Dell Latitude E5400. HACM and UCC will follow their established bidding and purchasing processes, which have been federally approved.

d. Contractor: How did you arrive at the proposed contract rate? For example, were bids solicited, have you previously paid these rates for similar work, or has the contractor previously received these rates for this work?
The contractor supplied the rates/estimates for the work on this project. Previous experience with similar networking projects in other housing sites (Convent Hill) suggests that this estimate is reasonable.

Financial

36. Your organization's audit report had Reportable Conditions and Material Weaknesses. Please explain these findings and describe any actions you have taken to resolve the issues.
Files have been uploaded to easygrants.gov

Historical Performance

37. Please ensure that Revenues and Expenditures for the last three years (2007-2009) have been provided.
Files have been uploaded to easygrants.gov

38. Which organization's historical financials are presented? There appears to be inconsistency between those provided and the applicant's expected financials.
The historical financials presented are for the City of Milwaukee. The City is prepared to provide additional information as needed.

MEMORANDUM

To:	BTOP Program Staff National Telecommunications & Information Administration Department of Commerce
From:	Name of Authorized Organization Representative (AOR): Susan Kenealy Legal Name of Applicant City of Milwaukee EasyGrants ID 6822
Memo Date:	06/24/10
Re:	Revised Response to Question(s) 40 and 44. Included on BTOP Application Originally Submitted on 03/11/10

This memorandum documents our formal submission of a response to Question(s) in our organization's BTOP application (EasyGrants ID 6822), as follows:

Question 40: Project Budget

Project Budget	
Federal Grant Request	2,479,742
Total Match Amount	1,046,760
Total Budget	3,526,502
Match Percent	30%

Question 44: Budget Narrative
Please see the revised response below.

The detailed budget spreadsheet, revised on 06/24/10 and attached to this memorandum, supersedes the budget narrative in Question 44 of the original application.

Other Metrics:

Length of Project: 3 years
People to be Trained per Year: 5,081
Hours of Teacher-Led Training per Year: 40,648

Upgraded Centers: 8
New Centers: 1
Current Workstations: 186
Upgraded Workstations: 15
New Workstations: 270
Total Workstations: 456
Jobs Created: 10
Current Weekly Users: 5,178
Proposed Weekly Users: 12,254
Additional Users Weekly: 7,076
Change in Hours Open to Public: 60
Average Change in Speed at PCCs: 16.7 Mbps
Total MSIs: 0

Budget Narrative

A. Personnel

For the three year period of time personnel costs will be $906,030.
Support will be used to cover the salary costs associated with the BIG (Bridging the Information Gap) site content editor. The editor will be a staff person associated with the City of Milwaukee-Information and Technology Management Division (ITMD) (3 year total = $155,310)
Support will be used to cover the costs of 6 Milwaukee Public Library computer assistants (3 year total =$681,534)
Support will be used to cover half-time salary for one HACM Network Coordinator and four HACM Network Aides (3 yr total=$27,586 and $41,600)
Matching support personnel cost include various positions outline in the budget detail. The following table defines the role and number of hours devoted to this project.

Title	Function Preformed	Hours
Network Manager	Laptop configuration	111
Network Analyst Senior	Laptop support	89
Network Analyst Assistant	Laptop support	140
Librarian	Supervision & training	420
Program Assistant II	Purchasing & inventory control	12
General Accounting Manager	Budget control	14
Area Manager - Branch Libraries	Program oversight & policy development	67
Marketing Director	Marketing & public relations	53
Deputy Director Public Services	Public service impacts/policy oversight	9
Branch Manager	Oversight of on-site program	86
Branch Manager	Oversight of on-site program	88
Branch Manager	Oversight of on-site program	78
Branch Manager	Oversight of on-site program	78
Branch Manager	Oversight of on-site program	78
Branch Manager	Oversight of on-site program	78
Library Services Assistant	Training & support of program	50
Library Services Assistant	Training & support of program	14
Library Services Assistant	Training & support of program	14
Library Services Assistant	Training & support of program	14
Library Services Assistant	Training & support of program	14
Library Services Assistant	Training & support of program	14
Library Director	Administrative support & leadership	13
Personnel Director	Recruitment & hiring	10
Personnel Specialist	Recruitment & hiring	32

B. Fringe Benefits
For the three year period of time, costs for fringe benefits for the ITMD position will be $91,322, costs for the fringe benefits for the Milwaukee Public Library positions will be $431,633 costs for HACM Neighborhood Network Coordinator will be $12,414 for a total of $535,369.
Additional fringe benefits for the match support outlined above is $283,484.

C. Travel – Not Applicable

D. Equipment
$807,709 will be spent on the following:
Milwaukee Public Library - 40 laptops times 6 libraries at a cost of $1,050 per unit. In addition the library will require; storing charging units; wireless access upgrade; and wireless LAN controller.
United Community Center – 12 desktop units at the cost $1200/$1800 per unit. Special needs equipment such as large keyboard and large ball tracking devices increase the cost per unit. Specialized (Spanish) operating systems and software also contribute to the costs of the workstations. Netoworking switch and router, printer and scanner are also included.
HACM – 24 desktop units at the cost of $600 per unit. In addition; furniture, cables, hub, printer and software are included in the budget.
Matching support includes additional desktop PCs that are at the end of their useful life and will be replaced to provide reliable and stable equipment for the patrons of the library. This includes 184 PC's over the 3 year period for 6 different library locations or $117,576, 20 replacement monitors as needed or $7,000, 10 printers or $10,000 and other miscellaneous computer peripherals for a total of $1,000.

E. Supplies – None included.
The library will spend $16,500 per year for the acquisition of books relating to employment (resume books, job skills), literacy (GED preparation books, ESL), and computer literacy (books on specific programs such as Word and Excel and books on general computer skills).

F. Contractual
A total of $145,004 for the following contractual partners: Housing Authority of the City of Milwaukee (HACM) $40,000 Includes 400 hrs for a training contractor El Centro de la Comunidad - (United Community Center) $84,204 for one part time program assistant, network cable installation, training and support services. Trinidad Group LLC - $47,198 for installers and support to implement a Wi-Fi network at Hillside Terrace and Lapham Park Housing developments.
Matching support includes United Community Center $3,000 (estimated at $1,800 in labor and $1,200 in cables), $13,000 for 520 hrs of training and assistance and 80 hrs of setup and support in the first year of the project. Additional matching support is provided in the form of management and supervision by the minority owned business, Trinidad, LLC.

G. Construction – Not Applicable

H. Other – Total $13,404 for: Smart Access Management software for the Library and two years of Internet service for the United Community Center.
Matching support includes Milwaukee Public Library (MPL) internet and WAN service of $23,760 which is the non e-rate portion of the connection paid to TimeWarner Cable and AT&T, MPL facilities costs of $38,400 for 3 years and a total of $30,000 to be used for marketing and printing. Additional matching support is provided from the United Community Center (UCC) for $4,200 which covers the 1st year of Internet service and $12,000 for UCC space rental for 3 years. Further, MAWIB offers $15,840 in space rental and HACM is supporting the project with $36,000 in space rental and $18,000 in scholarships for the Neighborhood Network Center users.

J. Indirect Charges – Management and Administration - $72,226 (Over the three year period of time, the City of Milwaukee will be monitoring contracts, providing financial reports and will be able to respond to audit demands.

K. Total for 3 years = $2,479,742

** Note: no in-kind match includes expenses funded by federal dollars.

OMB Approval No. 4040-0006
Expiration Date 04/30/2008

BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Connecting Milwaukee Communities	11.557	$	$	$	$	$ 0.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total
	(1) BTOP	(2)	(3)	(4)	(5)
a. Personnel	$ 906,030.00	$	$	$	$ 906,030.00
b. Fringe Benefits	535,369.00				535,369.00
c. Travel	0.00				0.00
d. Equipment	807,709.00				807,709.00
e. Supplies	0.00				0.00
f. Contractual	145,004.00				145,004.00
g. Construction	0.00				0.00
h. Other	13,404.00				13,404.00
i. Total Direct Charges (sum of 6a-6h)	2,407,516.00	0.00	0.00	0.00	$ 2,407,516.00
j. Indirect Charges	72,226.00				$ 72,226.00
k. TOTALS (sum of 6i and 6j)	$ 2,479,742.00	$ 0.00	$ 0.00	$ 0.00	$ 2,479,742.00
7. Program Income	$ 0.00	$	$	$	$

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SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. Connecting Milwaukee Communities	$ 787,505.00	$ 23,405.00	$ 73,000.00	$ 883,910.00
9.				0.00
10.				0.00
11.				0.00
12. TOTAL (sum of lines 8-11)	$ 787,505.00	$ 23,405.00	$ 73,000.00	$ 883,910.00

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	$ 1,335,828.00	$ 582,883.00	$ 277,478.00	$ 331,687.00	$ 143,779.00
14. Non-Federal	$ 300,835.00	69,358.00	69,358.00	82,560.00	79,560.00
15. **TOTAL** (sum of lines 13 and 14)	$ 1,636,663.00	$ 652,241.00	$ 346,836.00	$ 414,247.00	$ 223,339.00

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) First	(c)Second	(d) Third	(e) Fourth
16. Connecting Milwaukee Communities	$ 1,335,828.00	$ 494,933.00	$ 576,756.00	$ 0.00
17.				
15.				
19.				
20. **TOTAL** (sum of lines 16 - 19)	$ 1,335,828.00	$ 494,933.00	$ 576,756.00	$ 0.00

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges: 3291426.00	22. Indirect Charges: 235076.00
23. Remarks:	

BTOP Public Computer Center and Sustainable Broadband Adoption
Detailed Budget Template

Easy Grants ID: **6822**
Applicant: City of Milwaukee
Project Title: Connecting Milwaukee Communties (CMC)

SF-424A Object Class Category	General				Detail				
a. Personnel - List position, number of staff, annual salaries, % time spent on project	**Position**	**Federal Support**	**Matching Support**	**Total**	**# of Positions**	**Salary**	**% Time Spent on Project**	**Quarters Employed**	**Total**
	Bridging the Information Gap (BIG) position; location: ITMD, City of Milwaukee; resp.: web content management	$155,310.00		$155,310.00	1	$51,770.00	100%	12.00	$155,310.00
	Library-Training aide positions; location: six project City branch libraries; responsiblities: train users	$681,534.00		$681,534.00	6	$37,863.00	100%	12.00	$681,534.00
	Library-Technical Services Manager; location: MPL Central Library; responsibilities: MPL project oversight		$8,725.00	$8,725.00	1	$96,949.00	3%	12.00	$8,725.00
	Library-Network Manager; location: MPL Central Library; resp.: setup & configure laptops		$12,414.00	$12,414.00	1	$82,763.00	5%	12.00	$12,414.00
	Library-Network Analyst Senior; location: six project City branch libraries; resp.: network & laptop support		$9,041.00	$9,041.00	1	$75,338.00	4%	12.00	$9,041.00
	Library-Network Analyst Assistant; location: six project City branch libraries; resp.: network & laptop support		$12,615.00	$12,615.00	1	$60,070.00	7%	12.00	$12,615.00
	Library-Librarian; location: six project City branch libraries; resp.: supervision & training		$24,498.00	$24,498.00	1	$40,830.00	20%	12.00	$24,498.00
	Library-Program Assistant II; location: MPL Central Library; resp.: purchasing & inventory control		$1,317.00	$1,317.00	1	$43,909.00	1%	12.00	$1,317.00
	Library-General Accounting Manager; location: MPL Central Library; resp.: budget control		$2,248.00	$2,248.00	1	$74,922.00	1%	12.00	$2,248.00
	Library - Area Manager - Branch Libraries; location: six project City branch libraries; resp.: program oversight & policy dev.		$8,044.00	$8,044.00	1	$89,378.00	3%	12.00	$8,044.00
	Library-Marketing Director; location: MPL Central Library; resp. marketing & public relations		$6,779.00	$6,779.00	1	$75,317.00	3%	12.00	$6,779.00
	Library - Branch Manager; location: assigned branch library; resp.: oversight of on-site program		$45,729.00	$45,729.00	6	$63,513.00	4%	12.00	$45,729.00
	Library - Services Assistant; location: assigned branch library; resp.: training & support		$6,857.00	$6,857.00	6	$38,095.00	1%	12.00	$6,857.00
	Library - Director; location: MPL Central Library; resp.: administrative support & leadership		$3,764.00	$3,764.00	1	$125,466.00	1%	12.00	$3,764.00
	Library - Personnel Specialist; location: MPL Central Library; resp.: recruitment & hiring		$2,914.00	$2,914.00	1	$48,568.00	2%	12.00	$2,914.00
	HACM-Neighborhood Network Coordinator	$27,586.00		$27,586.00	1	$55,172.00	50%	4.00	$27,586.00
	HACM-Neighborhood Network Aides	$41,600.00		$41,600.00	4	$20,800.00	50%	4.00	$41,600.00
				$0.00					$0.00
				$0.00					$0.00
Subtotal		**$906,030.00**	**$144,945.00**	**$1,050,975.00**					

b. Fringe Benefits - Include salaries and fringe rate.	**Position**	**Federal Support**	**Matching Support**	**Total**	**# of Positions**	**Salary**	**% Time Spent on Project**	**Quarters Employed**	**Fringe Rate**	**Total**
	DOA-ITMD - Bridging the Information Gap (BIG) position	$91,322.00	$35,613.00	$126,935.00	1	$51,770.00	100%	12.00	81.73%	$126,935.00
	Library - training aide positions	$431,633.00	$188,444.00	$620,077.00	6	$38,833.00	100%	12.00	88.71%	$620,078.00
	Library-Technical Services Manager		$3,577.00	$3,577.00	1	$96,949.00	3%	12.00	41.00%	$3,577.00
	Library-Network Manager		$5,090.00	$5,090.00	1	$82,763.00	5%	12.00	41.00%	$5,090.00
	Library-Network Analyst Senior		$3,707.00	$3,707.00	1	$75,338.00	4%	12.00	41.00%	$3,707.00
	Library-Network Analyst Assistant		$5,172.00	$5,172.00	1	$60,070.00	7%	12.00	41.00%	$5,172.00
	Library - Librarian		$10,044.00	$10,044.00	1	$40,830.00	20%	12.00	41.00%	$10,044.00

	Library-Program Assistant II		$540.00	$540.00	1	$43,909.00	1%	12.00	41.00%	$540.00
	Library-General Accounting Manager		$922.00	$922.00	1	$74,922.00	1%	12.00	41.00%	$922.00
	Library-Area Manager - Branch Libraries		$3,298.00	$3,298.00	1	$89,378.00	3%	12.00	41.00%	$3,298.00
	Library-Marketing Director		$2,779.00	$2,779.00	1	$75,317.00	3%	12.00	41.00%	$2,779.00
	Library-Branch Manager		$18,749.00	$18,749.00	6	$63,513.00	4%	12.00	41.00%	$18,749.00
	Library-Services Assistant		$2,811.00	$2,811.00	6	$38,095.00	1%	12.00	41.00%	$2,811.00
	Library-Director		$1,543.00	$1,543.00	1	$125,466.00	1%	12.00	41.00%	$1,543.00
	Library-Personnel Specialist		$1,195.00	$1,195.00	1	$48,568.00	2%	12.00	41.00%	$1,195.00
	HACM-Neighborhood Network Coordinator	$12,414.00		$12,414.00	1	$55,172.00	50%	4.00	45.00%	$12,414.00
				$0.00						$0.00
				$0.00						$0.00
Subtotal		**$535,369.00**	**$283,484.00**	**$818,853.00**						

c. Travel - For significant costs, include details such as number and purpose of trips, destinations.	**Purpose of Trip**	**Federal Support**	**Matching Support**	**Total**	**# of Trips**	**Cost per Trip**	**Total**
				$0.00			$0.00
				$0.00			$0.00
				$0.00			$0.00
				$0.00			$0.00
Subtotal		**$0.00**	**$0.00**	**$0.00**			

d. Equipment Costs - List equipment with # of units and unit costs. Distinguish between equipment intended for applicant use versus equipment for the end user.	**Equipment Description**	**Federal Support**	**Matching Support**	**Total**	**#Units**	**Unit Cost**	**Total**
Applicant Equipment							
	Library-Cisco Aironet	$60,000.00		$60,000.00	100	$600.00	$60,000.00
	Library-Cisco Wireless LAN controller	$22,000.00		$22,000.00	1	$22,000.00	$22,000.00
	UCC-Cisco network switch	$950.00		$950.00	1	$950.00	$950.00
	UCC-D-Link wireless router	$100.00		$100.00	1	$100.00	$100.00
	Trinidad-Ruckus wireless Zone Director 3000	$40,000.00		$40,000.00	4,000	$10.00	$40,000.00
	Trinidad-Ruckus wireless access points	$180,000.00		$180,000.00	900	$200.00	$180,000.00
				$0.00			$0.00
				$0.00			$0.00
User Equipment							
	Library-Laptops	$252,000.00		$252,000.00	240	$1,050.00	$252,000.00
	Library-Replace current library PCs		$117,576.00	$117,576.00	184	$639.00	$117,576.00
	Library-monitors		$7,000.00	$7,000.00	20	$350.00	$7,000.00
	Library-printers		$10,000.00	$10,000.00	10	$1,000.00	$10,000.00
	Library-computer peripherals		$1,000.00	$1,000.00	5	$200.00	$1,000.00
	Library-Storage and Recharging Units	$14,400.00		$14,400.00	12	$1,200.00	$14,400.00
	UCC-PCs and software	$18,020.00		$18,020.00	10	$1,802.00	$18,020.00
	UCC-special needs PCs and software	$8,654.00		$8,654.00	2	$4,327.00	$8,654.00
	UCC-special needs accessories	$1,060.00		$1,060.00	4	$265.00	$1,060.00
	UCC-network color laser printer	$1,800.00		$1,800.00	1	$1,800.00	$1,800.00
	UCC-high-resolution flatbed scanner	$250.00		$250.00	1	$250.00	$250.00
	UCC-computer desks	$3,325.00		$3,325.00	7	$475.00	$3,325.00
	UCC-computer chairs	$4,200.00		$4,200.00	12	$350.00	$4,200.00
	UCC-adjustable computer workstation	$1,650.00		$1,650.00	1	$1,650.00	$1,650.00
	MAWIB-Kiosk units	$61,040.00		$61,040.00	8	$7,630.00	$61,040.00
	HACM-Table/Chair (Special Needs)	$1,600.00		$1,600.00	2	$800.00	$1,600.00
	HACM-Table/Chair	$13,200.00		$13,200.00	22	$600.00	$13,200.00
	HACM-Workstations	$14,400.00		$14,400.00	24	$600.00	$14,400.00
	HACM-Cables	$3,600.00		$3,600.00	24	$150.00	$3,600.00
	HACM-Hub	$460.00		$460.00	4	$115.00	$460.00
	HACM-UPS	$600.00		$600.00	2	$300.00	$600.00
	HACM-Printer	$2,400.00		$2,400.00	2	$1,200.00	$2,400.00
	HACM-Software	$12,000.00		$12,000.00	24	$500.00	$12,000.00

	HACM-Residential Computers (Used)	$90,000.00		$90,000.00	300	$300.00	$90,000.00
				$0.00			$0.00
				$0.00			$0.00
				$0.00			$0.00
Subtotal		**$807,709.00**	**$135,576.00**	**$943,285.00**			

e. Supplies - List costs associated with materials/printing, curriculum, translations, and other supplies	**Description**	**Federal Support**	**Matching Support**	**Total**	**#Units (If Applicable)**	**Unit Cost (If Applicable)**	**Total**
	Library books & materials (resume and job skills, GED preparation, ESL, computer skills and software specific programs such as Word and Excel)		$49,500.00	$49,500.00	1	$49,500.00	$49,500.00
				$0.00			$0.00
				$0.00			$0.00
				$0.00			$0.00
Subtotal		**$0.00**	**$49,500.00**	**$49,500.00**			

f. Contractual - List contractors with purpose of contract, hourly rate or total fixed rate.	**Contractor**	**Federal Support**	**Matching Support**	**Total**	**# Hours (If Applicable)**	**Hourly Rate (If Applicable)**	**Total Contract**
	Library-network configuration and support	$8,000.00		$8,000.00	80	100	$8,000.00
	Library-wireless network upgrade installation	$12,800.00		$12,800.00	160	$80.00	$12,800.00
	UCC-network cable and installation		$3,000.00	$3,000.00			$0.00
	UCC-training and assistance (year 1)		$13,000.00	$13,000.00	520	$25.00	$13,000.00
	UCC-training and assistance (years 2 & 3)	$26,000.00		$26,000.00	1,040	$25.00	$26,000.00
	UCC-setup and support (year 1)		$3,205.00	$3,205.00	80	$40.06	$3,205.00
	UCC-support (year 2)	$2,524.00		$2,524.00	60	$42.06	$2,524.00
	UCC-support (year 3)	$2,650.00		$2,650.00	60	$44.17	$2,650.00
	UCC-Program Assistant (year 1)	$1,850.00		$1,850.00	104	$17.79	$1,850.00
	UCC-Program Assistant (year 2)	$1,942.00		$1,942.00	104	$18.68	$1,942.00
	UCC-Program Assistant (year 3)	$2,040.00		$2,040.00	104	$19.61	$2,040.00
	Trinidad-Premium support for Ruckus Zone Director	$200.00		$200.00			$0.00
	Trinidad-Wireless installation	$46,998.00		$46,998.00	1,492	$31.50	$46,998.00
	Trinidad-Project management & supervision		$73,000.00	$73,000.00	584	$125.00	$73,000.00
	MATC-Training Contractor	$40,000.00		$40,000.00	400	$100.00	$40,000.00
				$0.00			$0.00
Subtotal		**$145,004.00**	**$92,205.00**	**$237,209.00**			

g. Construction - If applicable, list construction costs	**Description**	**Federal Support**	**Matching Support**	**Total**
				$0.00
				$0.00
				$0.00
				$0.00
Subtotal		**$0.00**	**$0.00**	**$0.00**

h. Other - List costs associated with grant subrecipients as well as other costs not listed above such as rent, technology (website hosting, internet connection), advertising (TV, radio, online), etc.	**Description**	**Federal Support**	**Matching Support**	**Total**	**#Units (If Applicable)**	**Unit Cost (If Applicable)**	**Total**
	Library-Smart Access Management (SAM) software	$5,004.00		$5,004.00	240	$20.85	$5,004.00
	Library-Internet service & network support		$23,760.00	$23,760.00	36	$660.00	$23,760.00
	Library-facilities charges		$38,400.00	$38,400.00	3	$12,800.00	$38,400.00
	Library-marketing & printing		$30,000.00	$30,000.00	1	$30,000.00	$30,000.00
	UCC-Internet service (year 1)		$4,200.00	$4,200.00	12	$350.00	$4,200.00

	UCC-Internet service (years 2 & 3)	$8,400.00		$8,400.00	24	$350.00	$8,400.00
	UCC-space use (year 1)		$4,000.00	$4,000.00	500	$8.00	$4,000.00
	UCC-space use (year 2)		$4,000.00	$4,000.00	500	$8.00	$4,000.00
	UCC-space use (year 3)		$4,000.00	$4,000.00	500	$8.00	$4,000.00
	MAWIB-facility rent		$15,840.00	$15,840.00	8	$1,980.00	$15,840.00
	HACM Rent-Neighborhood Network Center at Hillside Terrace		$18,000.00	$18,000.00	36	$500.00	$18,000.00
	HACM Rent-Neighborhood Network Center at Lapham/Townhomes		$18,000.00	$18,000.00	36	$500.00	$18,000.00
	HACM-scholarships for Neighborhood Network Center users		$18,000.00	$18,000.00	9	$2,000.00	$18,000.00
				$0.00			$0.00
				$0.00			$0.00
Subtotal		**$13,404.00**	**$178,200.00**	**$191,604.00**			

i. Total Direct Charges (sum of a-h)		**$2,407,516.00**	**$883,910.00**	**$3,291,426.00**
j. Indirect Charges		**$72,226.00**	**$162,850.00**	**$235,076.00**
Total Eligible Project Costs		**$2,479,742.00**	**$1,046,760.00**	**$3,526,502.00**
Match Percentage		**29.7%**		

Explanation of Indirect Charges

Additional Budget Notes