

**REQUEST FOR PROPOSAL  
RFP #6568**

**CONSULTANT TO THE TASK FORCE ON WORK  
REFORM FOR MEN**

**Milwaukee County, Wisconsin  
County Board Office of Community Business Development Partners  
July 26, 2010**

**Proposals Due by 4:00 p.m. Central Standard Time  
August 18, 2010**

**Mr. Joseph Czarnecki  
County Clerk  
Courthouse, Room 105  
901 North Ninth Street  
Milwaukee, WI 53233**

**Please Label Proposals with Firm's Name, Address, Telephone Number, Name of Contact Person and Date of Submission. The Title is "Milwaukee County Board Request for Proposal for Consultant to the "Task Force on Work Reform for Men RFP #6568".**

## **I. INTRODUCTION**

You are invited to submit a proposal to perform a variety of duties related to re-entry and transitional support services for men of color in the Milwaukee community, with particular emphasis on those who have been inmates in the Wisconsin Department of Corrections or Federal correctional system. The selected firm will perform duties as directed by the Work Reform Task Force, with oversight provided by the County Board Office of Community Business Development Partners. Monitoring of the deliverables of the contract is the responsibility of the Work Reform Task Force.

All proposals shall be submitted in accordance with all requirements and specifications included in the Request for Proposals.

Vendors are responsible for all costs incurred related to the specific services outlined in the proposal submitted, except as specifically noted in this request. The selected vendor will be required to sign a "Professional Services Contract". A draft contract is included as **Attachment C**.

## **II. BACKGROUND INFORMATION**

The unemployment situation in Milwaukee County is growing increasingly gloomy during this economic downturn. However, for African-American and Hispanic men of color living in Milwaukee County, especially those leaving incarceration, the unemployment rate is dire and threatens the stability, health, and well-being of families in minority communities. The following statistics underscore why the efforts of the Task Force on Work Reform for Men is needed:

- The incarceration rate for African-Americans in Wisconsin is more than 10 times the rate for whites, higher than any other state. African-Americans make up only 5.7% of Wisconsin's total population but account for 38.8% of the State's incarcerated population.
- The poverty rate for African-American and Hispanic males in Milwaukee County is four times the rate of white males.
- As a catalyst to building strong families and economic growth, more emphasis must be placed on males as heads of households in order to become productive tax-paying citizens within Milwaukee County.

## **III. SCOPE OF SERVICES**

The Task Force on Work Reform for Men has identified the following essential program elements required to meet its organizational objectives.

- Address the importance of collaborating with federal, state and local agencies or community/faith based organizations by building coalitions and partnerships with various funding sources
- Identify and foster linkages to assist and support men of color and men re-entering after incarceration with employment opportunities. The goal is to secure employment, compensated job training, and/or short duration work or job training to a total of 140 men (35 each quarter) over the duration of the contract. This goal should include:
  - Assessment of previous employment history, career interests, reading and analytical skills, workplace behaviors and job skills competencies. Information acquired from assessment will be used to determine support service referrals, identify education and/or training gaps, and provide appropriate employment leads.
  - Case management from initial assessment, to employment plan development, employment plan counseling and 120 days of post employment retention support. For men re-entering society from incarceration, additional support services such as obtaining identification documents, driver license recovery, AODA and mental health referrals will be arranged.
  - Job Readiness Training includes providing career readiness and success training in soft skill development (such as interviewing, resume development, conflict resolution, customer service skills, and workplace expectations) as well as pre-vocational training where appropriate.
  - Transportation, child care and housing support services should be provided in a comprehensive manner to mitigate common barriers to work attendance.
  - Post employment retention services
- Promote public safety and reunite parents, children and families by linking with agencies that can provide individualized support for healthy life choices.
- Seek out and develop continued funding that may be available from other private, government, and institutional sources to ensure continued support of the objectives outlined above.

#### **IV. CONTRACT TERM**

The contract term will cover a one (1) year period from October 1, 2010 to September 30, 2010, although these dates are tentative. The contract may be renewed beyond the initial funding period based on the availability of Milwaukee County budget resources and/or securing funding from other public or private sources.

**V. PROPOSED TIME TABLE**

<b>RFP Milestones</b>	<b>Proposed Completion Dates</b>
<b>RFP issue date</b>	<b>July 23, 2010</b>
<b>Mandatory Pre-Proposal meeting</b>	<b>August 10, 2010</b>
<b>Written Proposals due date</b>	<b>August 17, 2010</b>
<b>Evaluation Period</b>	<b>Week of August 23, 2010</b>
<b>Notice of Intent to Award Contract</b>	<b>Week of August 30, 2010</b>
<b>Contract Start Date (tentative)</b>	<b>October 1, 2010</b>

**VI. VENDOR SELECTION CRITERIA**

The vendor will be evaluated by a committee of individuals with knowledge of the proposal requirements and familiarity with the goals and objectives of the Task Force on Work Reform for Men. The evaluation may include an interview with top scoring finalists. An award, however, may be made without an interview.

The evaluation and selection of a vendor will be made based on the following criteria:

- A. Background Information and Qualifications of the vendor/staff on the type of work required for contract.
- B. Level of previous experience in working with the targeted population providing the types of services required by the RFP.
- C. Proposed approach to providing the services delineated in the scope of work, including a description of collaborative partnerships and how coordinated services will be provided.
- D. Reasonableness of fees and/or compensation to provide services, not-to-exceed \$125,000. Include an estimate of total hours, the estimated out-of-pocket costs and the resulting all inclusive maximum fees. Include the hourly rates to be charged for each staff member.
- E. Disadvantaged Business Enterprise (DBE) Involvement. Vendors must commit to subcontract 17% of the contract amount to a DBE vendor certified by Milwaukee County and/or the Wisconsin Unified Certification Program (WIUCP).

**VII. COUNTY RESERVATION**

The County reserves the right to reject any and all proposals or to waive any informalities in any proposal which will be at the sole judgment of Milwaukee County, and also reserves the right not to make an award.

At any time, from time to time, whenever the County deems appropriate, the County may, upon written notice, make a reasonable alteration, change, modification, addition,

and/or deletion to any term, condition, criteria, requirement, time frame, and/or other specification of the Request for Proposal and/or aspect related thereto.

### **VIII. PREPARATION OF PROPOSAL**

Proposal should include all requested information as outlined in the “Vendor Selection Criteria” section and be prepared in sufficient detail to evaluate the vendor’s understanding of the scope of the project. The proposal must contain:

- Client references including business name, business location, contact name, telephone numbers, and approach used to achieve deliverables.
- Explanation of fees/compensation that illustrates that the vendor can accomplish the objectives.
- **Attachment A:** “Commitment to Subcontract with DBE Firms,” filled out and attached to proposal or;
- **Attachment B:** “Certificate of Good Faith Efforts” form, filled out and attached to proposal, if unable to commit to DBE goal.
- **Attachment D:** “Equal Employment Opportunity Certificate for Milwaukee County Contracts” form, filled out and attached to proposal.

### **FAILURE TO PREPARE PROPOSALS IN REQUESTED FORMAT WILL BE CONSIDERED REASON FOR REJECTION.**

Six (6) copies of the proposal must be received no later than 4:00 p.m., CST, August 17, 2010 in a sealed envelope at the offices of Mr. Joseph Czarnecki, Milwaukee County Clerk. Envelopes should be clearly marked as follows:

**“Milwaukee County Board Proposal for Consultant to the “Task Force on Work Reform for Men, RFP #6568”.**

### **VIV. NONDISCRIMINATION AND EQUAL OPPORTUNITY PROVISIONS REQUIRED BY GENERAL ORDINANCES OF MILWAUKEE COUNTY**

In the performance of work under this Agreement, the Vendor shall not discriminate against any employee or applicant for employment because of race, color, national origin, age, sex, or handicap, which shall include, but is not limited to the following:

Employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeships. Vendor will post in conspicuous places, available for employees and applicants for employment, notices to be provided by the County, setting forth the provisions of the nondiscriminatory clause.

Consultant agrees to strive to implement the principles of equal employment opportunities through an effective Affirmative Action Program. The program shall have as its objective to increase the utilization of women, minorities and handicapped persons, and other protected groups at all levels of employment in all divisions of the Vendor's work force, where these groups may have been previously underutilized and underrepresented. Consultant also agrees that in the event of any dispute as to compliance with the foretasted requirements, it shall be its responsibility to show that it has met all such requirements.

When a violation of the nondiscrimination, equal opportunity or Affirmative Action provisions of this section has been determined by County, Vendor shall immediately be informed of the violation and directed to take all action necessary to halt the violation, as well as such action as may be necessary to correct, if possible, any injustice to any person adversely affected by the violation, and immediately take steps to prevent further violations.

If, after notice of a violation to Vendor, further violations of this section are committed during the term of the Agreement, County may terminate the Agreement without liability for the uncompleted portion or any materials or services purchased or paid for by the Vendor for use in completing the Agreement, but in either event, Vendor shall be ineligible to bid on any future Agreements let by Milwaukee County.

## **X. DBE PARTICIPATION**

The Milwaukee County Board supports the County's goal of 17% disadvantaged business enterprise (DBE) participation of the total contract award for all professional services contracts. Vendors should submit the "Commitment to Subcontract with DBE Firms" form or a "Certificate of Good Faith Efforts" form with a DBE Utilization Plan in their proposal that includes, but is not limited to, the following information:

1. Name(s) of DBE(s) firm(s) being considered for utilization.
2. Description of services that will be provided by the DBE(s).
3. Percentage of the work assigned to the DBE(s). Also, include dollar amount.

For a list of certified DBEs, contact the Milwaukee County Board Office of Community Business Development Partners at (414) 278-5248.

## **XI. RIGHT TO AUDIT**

Vendor shall permit the authorized representative of Milwaukee County, after reasonable notice, to inspect and audit all data and records of the Vendor related to carrying out this contract for a period of up to three years after completion of the Contract.

## **XII. PROPOSAL SUBMISSION**

All proposals shall be submitted in accordance with the requirements and specifications included in the RFP. Proposals submitted for the services requested by Milwaukee County should be complete and clearly worded and must convey all of the information requested in this RFP.

Within each section of the proposals, RFP items should be addressed in the order in which they appear in the RFP. Questions must be submitted in writing or by email to [cbdp@milwenty.com](mailto:cbdp@milwenty.com) no later than 3:00 p.m. Friday, August 11, 2010. Responses to written and email questions will be posted on the CBDP web page. You may also submit written questions to:

Freida Webb, Director  
County Board Office of Community  
Business Development Partners  
2711 West Wells, 8<sup>th</sup> Floor, Room 830  
Milwaukee, WI 53208  
414-278-4803

**ATTACHMENT A – PROVISIONS GOVERNING GOOD FAITH EFFORTS AND  
COMMITMENT TO SUBCONTRACT WITH DBE FIRMS FORM**

**ATTACHMENT B – CERTIFICATE OF GOOD FAITH EFFORT**

**ATTACHMENT C – SAMPLE CONTRACT**

**ATTACHMENT D – EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATE  
FOR MILWAUKEE COUNTY CONTRACTS**

# COMMITMENT TO SUBCONTRACT WITH *DBE* FIRMS

PROJECT No.: \_\_\_\_\_ PROJECT TITLE: \_\_\_\_\_

TOTAL CONTRACT AMOUNT (\*) \$ \_\_\_\_\_

DBE Goal: \_\_\_\_\_ (\*)

Subcontract Agreements with DBE firm(s) MUST be submitted Within Seven (7) Days from Receipt of Notice to Proceed

A	V	Name of DBE (***) Firm(s)	Scope of Work Detailed Description	Subcontract Amount	% of Total Contract

(If using more DBE firms, include them in separate notarized form)

Total \$ Amount of DBE \_\_\_\_\_ Total % \_\_\_\_\_

I certify that the identified services and costs were quoted by the DBE firm(s). If awarded this contract, our firm \_\_\_\_\_ (Phone No. \_\_\_\_\_) intends to enter into subcontract agreements with the DBE firm(s) listed for the services specified. The information on this form is true and accurate to the best of my knowledge. I further understand that falsification, fraudulent statement or misrepresentation will result in appropriate sanctions under applicable Local, State or Federal laws.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Print/Type Name of Authorized Representative

\_\_\_\_\_  
Date

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

State of \_\_\_\_\_, My Commission expires \_\_\_\_\_.

[SEAL]

\* Exclude all allowances

\*\* These may include any firms certified as DBEs by the State of Wisconsin UCP prior to the bid due date.

FOR CBDP USE ONLY: (A) \$ \_\_\_\_\_  
(V) \$ \_\_\_\_\_

Total % \_\_\_\_\_

CBDP APPROVAL:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



MILWAUKEE COUNTY
COMMUNITY BUSINESS DEVELOPMENT PARTNERS (CBDP) OFFICE

CERTIFICATE OF GOOD FAITH EFFORTS

The intent of this certification is to document the good faith efforts implemented by the contract bidder/respondent in soliciting and utilizing DBE firms to meet DBE participation requirements.

Failure to implement "good faith" efforts to the satisfaction of Milwaukee County could result in the rejection of the proposal.

I, \_\_\_\_\_, do hereby acknowledge that I am the \_\_\_\_\_ of \_\_\_\_\_, who has been identified as a bidder/respondent on the following Milwaukee County Project:

Table with 5 columns: Project No., Project Title, Total Contract Amount, DBE Percentage Goal, DBE Percentage Pledged.

Provide a brief summary on why you believe your firm is unable to meet the DBE participation goals on this project (Attach additional pages if necessary.)

Empty table for providing a summary on why the firm is unable to meet DBE participation goals.

I hereby certify that I have utilized comprehensive "good faith" efforts to solicit and utilize DBE firms to meet the DBE participation requirements of this contract proposal, as demonstrated by my responses to the following questions:

A. Identifying Subcontract Work Items

Bidder/respondent are encouraged to select portions of work to be subcontracted in a manner which will increase the likelihood of meeting DBE goals. In selecting work to be subcontracted, bidder/respondent will consider, where appropriate, breaking down contracts into economically feasible units to facilitate DBE participation.

- 1. Which portion(s) or section(s) of the contract proposal, in terms of the nature of work, were selected to be subcontracted to DBE firms (or broken down into economically feasible units to facilitate DBE participation)?

Empty table for providing answers to question 1 regarding subcontracted work items.

B. Notifying DBE Firms of Contracting Opportunities

2. In the table below, indicate which firms received written notification of work items to be subcontracted. In the appropriate space, also indicate when firms received subsequent telephone solicitations. Please attach additional page(s) so that all companies contacted are listed. (Attach photocopies of all written solicitations to DBE firms to this certificate.)

<b>Company Contacted</b>	<b>Date of Written Notification</b>	<b>DBE (Yes/No)</b>	<b>Date of Follow-up Telephone Call</b>

3. Identify publications in which announcements or notifications were placed and published, if any. (Attach copies of proof of each announcement or notification.)

<b>Published Announcement/Publication (please describe)</b>	<b>Date</b>

4. Identify DBE associations or organizations that received written notifications, including dates of all notifications. Provide name of person and date of follow-up call. If no follow-up calls made, explain why not. (Attach copies of letters sent as proof of notification.)

<b>DBE Association/Organization</b>	<b>Date of Notification</b>	<b>Contact Person</b>	<b>Date of Follow-Up Call</b>

5. Were the services of the Milwaukee County’s Community Business Development Partners (CBDP) Office used to assist in the recruitment of DBE firms?

Yes \_\_\_\_\_ No \_\_\_\_\_

Contact was made by:            telephone \_\_\_\_\_ written correspondence \_\_\_\_\_

Date contacted:            \_\_\_\_\_ Person Contacted: \_\_\_\_\_

**C. Providing DBEs With Assistance**

6. Explain any efforts undertaken to provide DBE firms with adequate information about project scope of work and requirements of the contract:


7. Describe any efforts undertaken to assist interested DBE firms in obtaining lines of credit or insurance required by Milwaukee County or the contractor:


8. Describe any other efforts initiated to provide special assistance to DBE firms interested in participating in the project.


**D. Soliciting Proposal/Quotes From Interested DBE Firms**

Bidder/respondent must solicit proposal/quotes in good faith with interested DBE firms. Quotes, proposals, and bids from interested DBE firms must not be rejected by contractors without sound justification.

9. Indicate in the table below which DBE firms submitted quotes on the contract proposal. Also, provide a brief explanation of why any of these DBE project quotes were rejected. Please attach additional pages(s) if necessary.

Name/Address/Contact Person of DBE Firm	Work Quoted and Explanation for Rejecting Quotes

10. Other comments you want Milwaukee County to consider:

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**NOTE:** The information requested as set forth above is the minimum information required by Milwaukee County's Community Business Development Partners (CBDP) Office and CBDP may request the Contractor to submit information on certain other actions taken to secure DBE participation in an effort to meet the goals.

AFFIDAVIT

STATE OF WISCONSIN )

) ss

COUNTY OF \_\_\_\_\_ )

The undersigned, having been first duly sworn, says that the information given in the above certificate is true and correct to the best of his/her knowledge and belief.

Signed: \_\_\_\_\_

Authorized Representative

Subscribed and sworn to before me:

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_, 20 \_\_\_\_.



County hereby agrees to make available, without charge to Contractor, office space and (list other items such as office furniture, office equipment and photocopying) needed by Contractor for the performance of its services agreed to within this Contract.

4. DATES OF PERFORMANCE

Contractor shall begin work within \_\_\_\_\_ days after execution of this Contract, which work shall be completed on or before \_\_\_\_\_, 20\_\_.

5. COMPENSATION

Contractor shall be compensated for work performed on an hourly basis at the billing rates listed in section 2 of this Contract. Any out-of-pocket expenses shall not exceed \$\_\_\_\_\_. The total compensation to Contractor for services performed under the Contract shall not exceed \$\_\_\_\_\_ unless agreed to by County in writing. State Prompt Pay Law, Section 66.285, does not apply to this Contract. As a matter of practice, the County attempts to pay all invoices in 30 days. If no disputes arise, and the invoice has not been paid 60 days after it was received by the County, the contractor may file a claim for \_\_\_\_\_% (annual rate) on amounts not paid after the 60th day. \_\_\_\_\_percent (%) of each billing will be retained by County, and paid upon Contractor's satisfactory completion of all terms of the Contract.

6. BILLING

Contractor shall provide County with monthly billings, which shall include, but not be limited to, the following:

- A. Name of employee
- B. Dates and hours worked
- C. General task performed
- D. Detail of out-of-pocket expenses, indicating their purpose such as telephone, travel, hotel, graphic reproduction, postage, etc., for these expenditures provided for in the Contract.

7. REPORTS (Optional)

Contractor shall provide written progress reports to County on a (weekly, biweekly, monthly, quarterly basis). At the completion of the Contract, Contractor shall provide (number) copies of the final report. This Contract provides for Contractor to make (number) oral presentations concerning the final report at times selected by County.

8. OWNERSHIP OF DATA

Upon completion of the work or upon termination of the Contract, it is understood that all completed or partially completed data, drawings, records, computations, survey information, and all other material that Contractor has collected or prepared in carrying out this Contract shall be provided to and become the exclusive property of the County. Therefore, any reports, information and data, given to or prepared or assembled by Contractor under this Contract shall not be made available to any individual or organization by Contractor without the prior written approval of County.

No reports or documents produced in whole or in part under this Contract shall be the subject of an application for copyright by or on behalf of the Contractor.

9. AUDIT AND INSPECTION OF RECORDS

Contractor shall permit the authorized representatives of County, after reasonable notice, to inspect and audit all data and records of Contractor related to carrying out this Contract for a period up to three years after completion of the Contract. The prime consultant must obtain prior written Milwaukee County approval for all subconsultants and/or associates to be used in performing its contractual obligations. There must be a written contractual agreement between the prime consultant and its County approved subconsultant and/or associates which binds the subconsultant to the same audit contract terms and conditions as the prime consultant.

10. AFFIRMATIVE ACTION

The contractor assures that it will undertake an affirmative action program as required by 14 CFR Part 152, Subpart E, to insure that no person shall on the grounds of race, creed, color, national origin, or sex be excluded from participating in any employment activities covered in 14 CFR Part 152, Subpart E. The Contractor assures that no person shall be excluded on these grounds from participating in or receiving the services or benefits of any program or activity covered by this subpart. The Contractor assures that it will require that its covered suborganizations provide assurances to the Contractor that they similarly will undertake affirmative action programs and that they will require assurances from their suborganizations, as recrate by 14 CFR Part 152, Subpart E, to the same effect.

11. DISADVANTAGED BUSINESS ENTERPRISE

The Contractor shall comply with Milwaukee County Ordinance 42 and CFR 49 part 23 and 26, which have an overall goal of seventeen percent (17%) participation of certified disadvantaged business enterprise (DBE's) or airport concession disadvantaged business enterprise (ACDBE) on professional service contracts. In accordance with this, the contractor shall ensure that DBE's or ACDBE's have the maximum opportunity to participate in this project. The specific goal for this project is \_\_\_Percent (\_\_\_%). Failure to carry out the requirements of this provision shall constitute a breach of contract and may result in termination of this contract by Milwaukee County or other such remedy as

the County deems appropriate. The Contractor shall maintain records and document its performance under this item.

12. NON-DISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION PROGRAMS

In the performance of work under this Contract, Contractor shall not discriminate against any employee or applicant for employment because of race, color, national origin, age, sex, or handicap, which shall include, but not be limited to, the following:

Employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeships. Contractor will post in conspicuous places, available for employees and applicants for employment, notices to be provided by County, setting forth the provisions of the non-discriminatory clause.

Contractor agrees to strive to implement the principles of equal employment opportunity through an effective Affirmative Action program, and has so indicated on the certificate attached hereto as Exhibit A and made a part of this Contract. The program shall have as its objective to increase the utilization of women, minorities and handicapped persons, and other protected groups, at all levels of employment, in all divisions of Contractor's work force, where these groups may have been previously under-utilized and under-represented. Contractor also agrees that in the event of any dispute as to compliance with the aforesaid requirements, it shall be its responsibility to show that it has met all such requirements.

When a violation of the non-discrimination, equal opportunity or Affirmative Action provisions of this section has been determined by County, Contractor shall immediately be informed of the violation and directed to take all action necessary to halt the violation, as well as such action as may be necessary to correct, if possible, any injustice to any person adversely affected by the violation, and immediately take steps to prevent further violations.

If, after notice of a violation to Contractor, further violations of this section are committed during the term of the Contract, County may terminate the Contract without liability for the uncompleted portion or any materials or services purchased or paid for by the Contractor for use in completing the Contract, or it may permit Contractor to complete the Contract, but, in either event, Contractor shall be ineligible to bid on any future contracts let by County.

13. INDEMNITY

The Consultant agrees to the fullest extent permitted by law, to indemnify, defend and hold harmless, the County, and its agents, officers and employees, from and against all loss or expense including costs and attorney's fees by reason of liability for damages including suits at law or in equity, caused by any wrongful, intentional, or negligent act or omission of the Consultant, or its (their) agents which may arise out of or are connected with the activities covered by this agreement.

14. INSURANCE

Contractor understands and agrees that financial responsibility for claims or damages to any person, or to Contractor's employees and agents, shall rest with the Contractor. Contractor may effect and maintain any insurance coverage, including, but not limited to, Worker's Compensation, Employers Liability and General, Contractual, Professional and Automobile Liability, to support such financial obligations. The indemnification obligation, however, shall not be reduced in any way by existence or non-existence, limitation, amount or type of damages, compensation or benefits payable under Worker's Compensation laws or other insurance provisions.

Evidence of Worker's Compensation and General and Automobile Liability insurance shall be given the County by a certificate naming the County as an additional insured on general and automobile coverages and affording a thirty (30) day written notice of cancellation, non-renewal, or known material change for the duration of this Contract.

The Consultant shall purchase and maintain policies of insurance and proof of financial responsibility to cover costs as may arise from claims of tort, statutes, and benefits under Workers' Compensation laws, as respects damage to persons or property and third parties in such coverages and amounts as required and approved by the County Director of Risk Management and Insurance. Acceptable proof of such coverages shall be furnished to the Director of Risk Management and Insurance prior to services commenced under this agreement.

The Consultant shall provide evidence of the following coverages and minimum amounts.

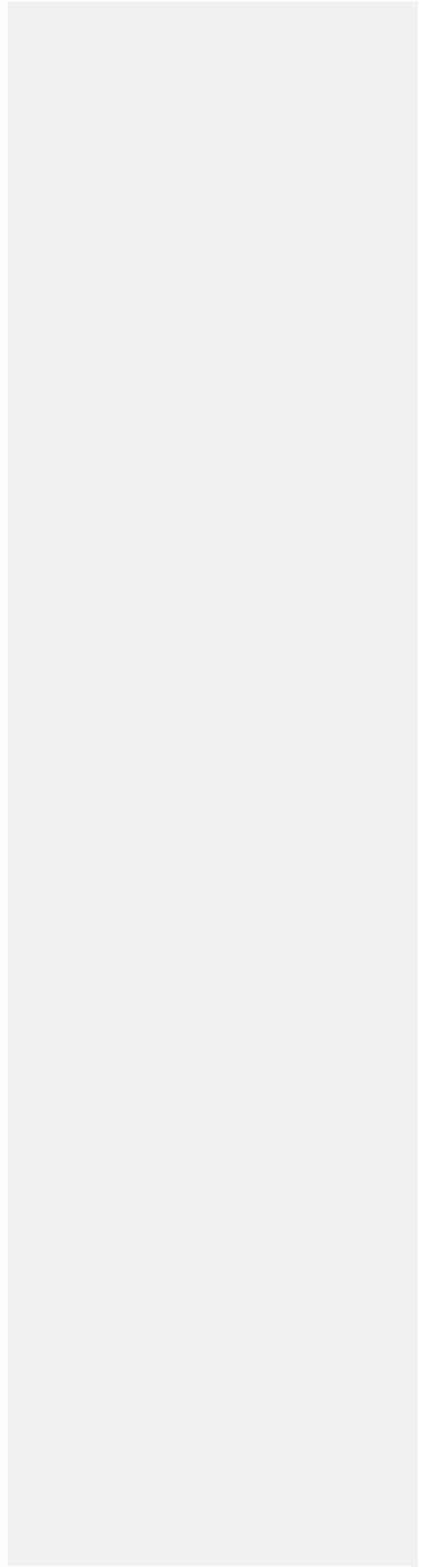
<b>Type of Coverage</b>		<b>Minimum Limits</b>	
<b>Wisconsin Workers' Compensation</b>		Statutory	
<b>Employer's</b>		<b>Liability</b>	
\$100,000/\$500,000/\$100,000			
<b>Commercial Or Comprehensive General Liability</b>			
Occurrence	General Aggregate	\$1,000,000	Per
	Bodily Injury & Property Damage	\$1,000,000 Aggregate	
	Personal Injury	\$1,000,000 Per Person	
Occurrence	Contractual Liability	\$1,000,000	Per
	Fire Legal Liability	\$50,000 Per Occurrence	
<b>Professional Liability</b>			
Occurrence	Errors & Omissions	\$1,000,000	Per
	Refer to paragraph A2 for additional conditions		
<b>Automobile Liability</b>			
<b>Accident</b>	Bodily Injury & Property	<del>\$1,000,000</del>	<b>Per</b>
	Damage All Autos-Owned, non-owned		

**Comment [MC1]:** Previously \$500,000. 10/5/06 Judy Litscher indicated that the \$ amount should be \$1,000,000. Connie Arnold

Requirements and/or hired  
Uninsured Motorists

Per

Wisconsin



**MILWAUKEE COUNTY, AS ITS INTERESTS MAY APPEAR, SHALL BE NAMED AS AN ADDITIONAL INSURED FOR GENERAL, AUTOMOBILE, GARAGE KEEPERS LEGAL AND ENVIRONMENTAL IMPAIRMENT LIABILITY, AS RESPECTS THE SERVICES PROVIDED IN THIS AGREEMENT. DISCLOSURE MUST BE MADE OF ANY NON STANDARD OR RESTRICTIVE ADDITIONAL INSURED ENDORSEMENT, AND ANY USE OF NON STANDARD OR RESTRICTIVE ADDITIONAL INSURED ENDORSEMENT WILL NOT BE ACCEPTABLE, A THIRTY (30) DAY WRITTEN NOTICE OF CANCELLATION, NON-RENEWAL, OR MATERIAL CHANGE SHALL BE AFFORDED TO THE COUNTY.**

The insurance specified above shall be placed with an AA+ rated carrier per Best's Rating Guide approved to do business in the State of Wisconsin. Any deviations or waiver of required coverages or minimums shall be submitted in writing and approved by the County Director of Risk Management and Insurance as a condition of this agreement. Waivers may be granted when surplus lines and specialty carriers are used.

A Certificate of Insurance shall be submitted for review to the COUNTY for each successive period of coverage for the duration of this agreement.

**A.1. Compliance with Governmental Requirements**

The Consultant shall evidence satisfactory compliance for Unemployment Compensation and Social Security reporting as required by Federal and State laws.

**A.2. Professional Liability - Additional Provisions**

The Consultant agrees to provide additional information on their professional liability coverages as respects policy type, i.e., errors & omissions for consultants, architects, and/or engineers, etc.; applicable retention levels; coverage form, i.e., claims-made, occurrence; discovery clause conditions, and effective retroactive and expiration dates, to the County Director of Risk Management and Insurance as may be requested to obtain approval of coverages as respects this section.

It is understood and agreed that coverages which apply to the services inherent in this agreement will be extended for two (2) years after completion of all work contemplated in this project if coverage is written on a claims-made basis.

The Consultant shall certify and make available loss information from any Insurer as to any claims filed or pending against any and all professional liability coverages in effect for the past five (5) years, if requested.

The Consultant shall certify to inform the Owner of any claims filed for errors and omissions that may be covered under professional coverages pursuant to the work within ten (10) days of notice of the occurrence or claim filing, whichever is sooner.

Deviations and waivers may be requested in writing based on market conditions to the County Director of Risk Management and Insurance. Approval shall be given in writing of any acceptable deviation or waiver to the Consultant prior to the Consultant effecting

any change in conditions as contained in this section. Waivers shall not be unduly withheld nor denied without consultation with the Consultant.

It is understood and agreed that the Consultant will obtain information on the professional liability coverages of all sub-consultants and/or sub-contractors in the same form as specified above for review of the Owner.

***NOTE: Professional liability will be required for Architectural and Engineering design and supervision. If the principal consulting firm is not eligible for this coverage, the principal consulting firm shall disclose the sub-consultant who will perform the Architectural and Engineering design work and evidence the existence of professional liability coverages for such sub-consultants as respects this section.***

***For Medical-Dental, Clinical, HMO, etc., please contact the Director of Risk Management for insurance requirements.***

15. TERMINATION BY CONTRACTOR

Contractor may, at its option, terminate this Contract upon the failure of the County to pay any amount which may become due hereunder for a period of forty-five (45) days following submission of appropriate billing and supporting documentation. Upon said termination, Contractor shall be paid the compensation due for all services rendered through the date of termination including any retainage.

16. TERMINATION BY COUNTY FOR VIOLATIONS BY CONTRACTOR

If Contractor fails to fulfill its obligations under this Contract in a timely or proper manner, or violates any of its provisions, County shall thereupon have the right to terminate it by giving thirty (30) days' written notice of termination of contract, specifying the alleged violations and effective date of termination. It shall not be terminated if, upon receipt of the notice, Contractor promptly cures the alleged violation prior to the end of the thirty (30) day period. In the event of termination, the County will only be liable for services rendered through the date of termination and not for the uncompleted portion, or for any materials or services purchased or paid for by Contractor for use in completing the Contract.

17. UNRESTRICTED RIGHT OF TERMINATION BY COUNTY

County further reserves the right to terminate this Contract at any time for any reason by giving Contractor thirty (30) days' written notice by Certified Mail of such termination. In the event of said termination, Contractor shall reduce its activities hereunder as mutually agreed to, upon receipt of said notice. Upon said termination, Contractor shall be paid for all services rendered through the date of termination. This section also applies should the Milwaukee County Board of Supervisors fail to appropriate additional monies required for the completion of the Contract.

18. INDEPENDENT CONTRACTOR

Nothing contained in this Contract shall constitute or be construed to create a partnership or joint venture between County or its successors or assigns and Contractor or its successors or assigns. In entering into this Contract, and in acting in compliance herewith, Contractor is at all times acting and performing as an independent contractor, duly authorized to perform the acts required of it hereunder.

19. SUBCONTRACTS

Assignment of any portion of the work by subcontract must have the prior written approval of County.

20. ASSIGNMENT LIMITATION

This Contract shall be binding upon and inure to the benefit of the parties and their successors and assigns; provided, however, that neither party shall assign its obligations hereunder without the prior written consent of the other.

21. PROHIBITED PRACTICES

- A. Contractor, during the period of this Agreement, shall not hire, retain or utilize for compensation any member, officer, or employee of County, or any person who, to the knowledge of Contractor, has a conflict of interest.
- B. Contractor hereby attests that it is familiar with Milwaukee County's Code of Ethics which states, in part, "No person may offer to give to any County officer or employee or his immediate family, and no County officer, or employee or his immediate family, may solicit or receive anything of value pursuant to an understanding that such officer's or employee's vote, official actions or judgment would be influenced thereby."

22. NOTICES

Notices to County provided for in this Contract shall be sufficient if sent by Certified or Registered mail, postage prepaid, addressed to (name and address), and notices to Contractor shall be sufficient if sent by Certified or Registered mail, postage prepaid, to (name and address), or to such other respective addresses as the parties may designate to each other in writing from time to

23. MISCELLANEOUS

This Agreement shall be interpreted and enforced under the laws and jurisdiction of the State of Wisconsin. This Agreement constitutes the entire understanding between the parties and is not subject to amendment unless agreed upon in writing by both parties hereto. Contractor acknowledges and agrees that it will perform its obligations hereunder in compliance with all applicable state, local or federal law, rules, regulations and orders.

24. AUTHORIZATION.

The County has executed this Contract pursuant to action taken by its Board of Supervisors on \_\_\_\_\_, Resolution File No. \_\_\_\_\_ .

IN WITNESS WHEREOF, the parties hereto have executed this Contract on the day, month and year first above written.

WITNESS: MILWAUKEE COUNTY

\_\_\_\_\_

Date

By

WITNESS: CONTRACTOR

\_\_\_\_\_

Date

By

Approved as to appropriate use  
Risk Manager:  
of a professional service  
contract, form and independent  
contractor status by Corporation  
Counsel.

Reviewed by County's

\_\_\_\_\_

By Corporation Counsel  
Date

Date

By Risk Manager

Approved with regards to County Ordinance  
Chapter 42

\_\_\_\_\_

By Community Business Development Partners  
Date

EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATE  
FOR MILWAUKEE COUNTY CONTRACTS

In accordance with Section 56.17 of the Milwaukee County General Ordinances and Title 41 of the Code of Federal Regulations, Chapter 60, SELLER or SUCCESSFUL BIDDER or CONTRACTOR or LESSEE or (Other-specify) \_\_\_\_\_ (Hence forth referred to as VENDOR) certifies to MILWAUKEE COUNTY as to the following and agrees that the terms of this certificate are hereby incorporated by reference into any contract awarded.

Non-Discrimination

VENDOR certifies that it will not discriminate against any employee or applicant for employment because of race, color, national origin, age, sex or disability which includes but is not limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship.

VENDOR will post in conspicuous places, available to its employees, notices to be provided by the County setting forth the provisions of the non-discriminatory clause.

A violation of this provision shall be sufficient cause for the County to terminate the contract without liability for the uncompleted portion or for any materials or services purchased or paid for by the contractor for use in completing the contract.

Affirmative Action Program

VENDOR certifies that it will strive to implement the principles of equal employment opportunity through an effective affirmative action program, which shall have as its objective to increase the utilization of women, minorities, and persons with disabilities and other protected groups, at all levels of employment in all divisions of the seller's work force, where these groups may have been previously under-utilized and under-represented.

Non-Segregated Facilities

VENDOR certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained.

Subcontractors

VENDOR certifies that it has obtained or will obtain certifications regarding non-discrimination, affirmative action program and nonsegregated facilities from proposed subcontractors that are directly related to any contracts with Milwaukee County, if any, prior to the award of any subcontracts, and that it will retain such certifications in its files.

Reporting Requirements

Where applicable, VENDOR certifies that it will comply with all reporting requirements and procedures in Title Code 41 Code of Federal Regulations, Chapter 60.

Affirmative Action Plan

VENDOR certifies that, if it has 50 or more employees, it has filed or will develop and submit (within 120 days of contract award) for each of its establishments a written affirmative action plan. Current Affirmative Action plans, if required, must be filed with ANY one of the following: The Office of Federal Contract Compliance Programs or the State of Wisconsin, or the Milwaukee County Department of Audit, Milwaukee County-City Campus, 9th Floor, 2711 W. Wells Street, Milwaukee, Wisconsin, 53208. If a current plan has been filed, indicate where filed \_\_\_\_\_ and the year covered \_\_\_\_\_. Please provide proof of your AA plan approval.

VENDOR will also require its lower-tier subcontractors who have 50 or more employees to establish similar written affirmative action plans.

Employees

VENDOR certifies that it has \_\_\_\_\_ employees in the Standard Metropolitan Statistical Area (Counties of Milwaukee, Waukesha, Ozaukee and Washington) and \_\_\_\_\_ employees in total.  
(No. of employees) (Total No. of employees)

Compliance

VENDOR certifies that it is not currently in receipt of any outstanding letters of deficiencies, show cause, probable cause, or other notification of noncompliance with EEO regulations.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ by:

Firm Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_

WARNING: An unsigned form shall be considered as a negative response.

BY \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Please Print Name Here)

\_\_\_\_\_  
(Title)

**ADDENDUM #1**

**CHANGES TO REQUEST FOR  
PROPOSAL  
RFP #6568**

**“CONSULTANT TO THE TASK FORCE ON  
WORK REFORM FOR MEN”**

**Milwaukee County, Wisconsin  
County Board Office of Community business Development  
Partners  
Pre-Proposal Meeting  
August 10, 2010  
2:00 p.m.**

**While there were no changes to the Scope of Services, Contract Term, Selection Criteria or other proposal requirements, several minor corrections and/or additions were made as follows:**

- 1) Cover Page Due Date Change: From August 18, 2010 to August 17, 2010.
- 2) Attachment B: Included the 'Provisions Governing Good Faith Efforts.'
- 3) Page 5, Attachment C: Added 'Sample Professional Service Contract.'

**ADDENDUM #2**

**CHANGES TO REQUEST FOR  
PROPOSAL  
RFP #6568**

**“CONSULTANT TO THE TASK FORCE ON  
WORK REFORM FOR MEN”**

**Milwaukee County, Wisconsin  
County Board Office of Community business Development  
Partners  
Pre-Proposal Meeting  
August 10, 2010  
2:00 p.m.**

**The following changes were identified at the Pre-proposal Meeting, Tuesday, August 10, 2010 at 2:00 pm; City Campus, Room 349 as follows:**

1. Page 3, 1<sup>st</sup> Paragraph, IV. Contract Term - Amended to read:

“The contract term will cover a one (1) year period from October 1, 2010 to September 30, 2011, although these dates are tentative. The contract may be renewed beyond the initial funding period based on the availability of Milwaukee County budget resources and/or securing funding from other public or private sources.”

2. Page 7, 2<sup>nd</sup> Paragraph, XII. Proposal Submission – Amended to read:

“Within each section of the proposals, RFP items should be addressed in the order in which they appear in the RFP. Questions must be submitted in writing or by email to [cbdp@milwcnty.com](mailto:cbdp@milwcnty.com) no later than 3:00 pm, Wednesday, August 11, 2010. Responses to written and email questions, and those raised at the Pre-Proposal Meeting will be posted on the CBDP web page. You may also submit written questions to:

Freida Webb, Director  
County Board Office of Community  
Business Development Partners  
2711 West Wells, 8<sup>th</sup> Floor, Room 830  
Milwaukee, WI 53208  
414-278-4803

The following questions were raised and answered at the Pre-Proposal Meeting:

*a) Is there a 10% limit to administrative costs? Should we provide a budget or just a billing rate?*

No limit has been established for administrative costs. Proposers are expected to provide a detailed budget that includes all program costs.

*b) How hard and fast are the deliverables listed under the Scope of Services on page 3?*

Proposer's are expected to provide detailed information relative to how they will provide the services listed including the types of services, the number of clients to be served, partnering relationships, in-kind services, etc.

*c) Can the Proposal Response be submitted electronically?*

No; page 5 of the RFP requires that six (6) hard copies be submitted to the Milwaukee County Clerk's office by 4:00 pm on August 17, 2010 in a sealed envelope.

*d) Since the Pre-Proposal meeting was a 'mandatory' meeting, does a failure to attend disqualify a firm from bidding?*

Yes.

*e) Is there a limit to the number of pages for the response to the RFP?*

No limit.

*f) Is the previous vendor's proposal available for review?*

Yes; the successful vendor's proposal is attached to this Addenda.

*g) Is there a list of attendees from the Pre-Proposal Meeting?*

Yes; the list of attendees Sign-in sheet is attached to this Addenda.

*h) Did the previous vendor exceed the amount budgeted for this contract?*

No; there is a not to exceed budget of \$125,000

Professional Services Contract for  
“Consultant to the Task Force on Work Reform for  
Men”

Vendor: Wisconsin Community Services, Inc.  
3732 W. Wisconsin Avenue, Room 200  
Milwaukee, WI 53208

Awarded: July 1,2009

This Professional Services Contract between Milwaukee County, a Wisconsin municipal body corporate (hereinafter called "County"), represented by Freida Webb, Director, Office of Community Business Development Partners (hereinafter called CBDP) and Wisconsin Community Services (WCS) (hereinafter called "Contractor") is entered into on July 6, 2009.

1. SCOPE OF SERVICES

Contractor shall specifically perform all of the tasks and achieve the objectives set forth in its proposal, dated May 15, 2009, which is attached hereto as **Exhibit A** and incorporated herein by reference, and the County Request for Proposal "Scope of Services" section, dated April 21, 2009, which is attached hereto as **Exhibit B** and also incorporated herein by reference. If there is a variance between the Contractor's proposal and the County's request for proposal, the latter shall be controlling, unless otherwise provided for in writing.

2. STAFFING

Contractor shall provide, at its own expense, all personnel required in performing the services under this Contract. Such personnel shall not be the employees of, or have any other contractual relationship with, the County.

3. DATES OF PERFORMANCE

Contractor shall begin work within five (5) days after all parties execute this Contract, which work shall be completed on or before July 6, 2010.

4. COMPENSATION

The total compensation to Contractor for services performed under the Contract shall not exceed \$125,000.00 unless agreed to by County in writing. State Prompt Pay Law, Section 66.285, does not apply to this Contract. As a matter of practice, the County attempts to pay all invoices in 30 days, if no disputes arise, and upon Contractor's satisfactory completion of all terms of the Contract.

5. BILLING

Contractor shall provide County with monthly billings, which shall include, but not be limited to, the following:

- A. Name of employee
- B. Dates and hours worked
- C. A description of tasks performed during the month including the number of clients served and monthly milestones achieved.

6. REPORTS

Contractor shall provide written progress reports to County on a quarterly basis summarizing the tasks performed during the quarter including milestones, in relation to the scope of services of this contract. In addition, a quarterly DBE Utilization Report (**Exhibit C**) shall be provided to the Office of Community Business Development Partners (CBDP) detailing the level of DBE participation committed versus the level achieved to date. At the completion of the Contract, Contractor shall provide a final report to the Task Force on Work Reform for Men and the CBDP office.

7. OWNERSHIP OF DATA

Upon completion of the work or upon termination of the Contract, it is understood that all completed or partially completed data, drawings, records, computations, survey information, and all other material that Contractor has collected or prepared in carrying out this Contract shall be provided to and become the exclusive property of the County. Therefore, any reports, information and data, given to or prepared or assembled by Contractor under this Contract shall not be made available to any individual or organization by Contractor without the prior written approval of County.

No reports or documents produced in whole or in part under this Contract shall be the subject of an application for copyright by or on behalf of the Contractor.

8. AUDIT AND INSPECTION OF RECORDS

Contractor shall permit the authorized representatives of County, after reasonable notice, to inspect and audit all data and records of Contractor related to carrying out this Contract for a period up to three years after completion of the Contract. The prime consultant must obtain prior written Milwaukee County approval for all subconsultants and/or associates to be used in performing its contractual obligations. There must be a written contractual agreement between the prime consultant and its County approved subconsultant and/or associates which binds the subconsultant to the same audit contract terms and conditions as the prime consultant.

9. AFFIRMATIVE ACTION

The contractor assures that it will undertake an affirmative action program as required by 14 CFR Part 152, Subpart E, to insure that no person shall on the grounds of race, creed, color, national origin, or sex be excluded from participating in any employment activities covered in 14 CFR Part 152, Subpart E. The Contractor assures that no person shall be excluded on these grounds from participating in or receiving the services or benefits of any program or activity covered by this subpart. The Contractor assures that it will require that its covered suborganizations provide assurances to the Contractor that they similarly will undertake affirmative action programs and that they will require assurances from their suborganizations, as recreated by 14 CFR Part 152, Subpart E, to the same effect.

10. DISADVANTAGED BUSINESS ENTERPRISE

The Contractor shall comply with Milwaukee County Ordinance 42 and CFR 49 part 23 and 26, which have an overall goal of seventeen percent (17%) participation of certified disadvantaged business enterprise (DBE's) or airport concession disadvantaged business enterprise (ACDBE) on professional service contracts. In accordance with this, the contractor shall ensure that DBE's or ACDBE's have the maximum opportunity to participate in this project. The specific goal for this project is Percent (17%).

11. NON-DISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION PROGRAMS

In the performance of work under this Contract, Contractor shall not discriminate against any employee or applicant for employment because of race, color, national origin, age, sex, or handicap, which shall include, but not be limited to, the following:

Employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeships. Contractor will post in conspicuous places, available for employees and applicants for employment, notices to be provided by County, setting forth the provisions of the non-discriminatory clause.

Contractor agrees to strive to implement the principles of equal employment opportunity through an effective Affirmative Action program, and has so indicated on the certificate attached hereto as Exhibit A and made a part of this Contract. The program shall have as its objective to increase the utilization of women, minorities and handicapped persons, and other protected groups, at all levels of employment, in all divisions of Contractor's work force, where these groups may have been previously under-utilized and under-represented. Contractor also agrees that in the event of any dispute as to compliance with the aforesaid requirements, it shall be its responsibility to show that it has met all such requirements.

When a violation of the non-discrimination, equal opportunity or Affirmative Action provisions of this section has been determined by County, Contractor shall immediately be informed of the violation and directed to take all action necessary to halt the violation, as well as such action as may be necessary to correct, if possible, any injustice to any person adversely affected by the violation, and immediately take steps to prevent further violations.

If, after notice of a violation to Contractor, further violations of this section are committed during the term of the Contract, County may terminate the Contract without liability for the uncompleted portion or any materials or services purchased or paid for by the Contractor for use in completing the Contract, or it may permit Contractor to complete the Contract, but, in either event, Contractor shall be ineligible to bid on any future contracts let by County.

12. INDEMNITY

The Consultant agrees to the fullest extent permitted by law, to indemnify, defend and hold harmless, the County, and its agents, officers and employees, from and against all loss or expense including costs and attorney's fees by reason of liability for damages

including suits at law or in equity, caused by any wrongful, intentional, or negligent act or omission of the Consultant, or its (their) agents which may arise out of or are connected with the activities covered by this agreement.

13. INSURANCE

Contractor understands and agrees that financial responsibility for claims or damages to any person, or to Contractor's employees and agents, shall rest with the Contractor. Contractor will effect and maintain any insurance coverage, including, but not limited to, Worker's Compensation, Employers Liability and General, Contractual, Professional and Automobile Liability, to support such financial obligations. The indemnification obligation, however, shall not be reduced in any way by existence or non-existence, limitation, amount or type of damages, compensation or benefits payable under Worker's Compensation laws or other insurance provisions.

Evidence of Worker's Compensation and General, Professional and Automobile Liability insurance shall be given the County by a certificate, prior to service being commenced, naming the County as an additional insured on general and automobile coverages and affording a thirty (30) day written notice of cancellation, non-renewal, or known material change for the duration of this Contract.

The Consultant shall purchase and maintain policies of insurance and proof of financial responsibility to cover costs as may arise from claims of tort, statutes, and benefits under Workers' Compensation laws, as respects damage to persons or property and third parties in such coverages and amounts as required and approved by the County Director of Risk Management and provide evidence of the following coverages and minimum amounts:

<b>Type of Coverage</b>	<b>Minimum Limits</b>
<b>Wisconsin Workers' Compensation</b>	Statutory
<b>Employer's Liability</b>	\$100,000/\$500,000/\$100,000
<b>Commercial Or Comprehensive General Liability</b>	
General Aggregate	\$1,000,000 Per Occ.
Bodily Injury & Property Damage	\$1,000,000 Aggregate
Personal Injury	\$1,000,000 Per Person
Contractual Liability	\$1,000,000 Per Occ.
Fire Legal Liability	\$50,000 Per Occ.
<b>Professional Liability</b>	
Errors & Omissions	\$1,000,000 Per Occ.
Refer to paragraph A2 for additional conditions	
<b>Automobile Liability</b>	
Bodily Injury & Property Damage	\$1,000,000 PerAcc.
All Autos-Owned, non-owned and/or hired	

**MILWAUKEE COUNTY, AS ITS INTERESTS MAY APPEAR, SHALL BE NAMED AS AN ADDITIONAL INSURED FOR GENERAL, AUTOMOBILE, GARAGE KEEPERS LEGAL AND ENVIRONMENTAL IMPAIRMENT LIABILITY, AS RESPECTS THE SERVICES PROVIDED IN THIS AGREEMENT. DISCLOSURE MUST BE MADE OF ANY NON STANDARD OR RESTRICTIVE ADDITIONAL INSURED ENDORSEMENT, AND ANY USE OF NON STANDARD OR RESTRICTIVE ADDITIONAL INSURED ENDORSEMENT WILL NOT BE ACCEPTABLE, A THIRTY (30) DAY WRITTEN NOTICE OF CANCELLATION, NON-RENEWAL, OR MATERIAL CHANGE SHALL BE AFFORDED TO THE COUNTY.**

The insurance specified above shall be placed with an AA+ rated carrier per Best's Rating Guide approved to do business in the State of Wisconsin. Any deviations or waiver of required coverages or minimums shall be submitted in writing and approved by the County Director of Risk Management and Insurance as a condition of this agreement. Waivers may be granted when surplus lines and specialty carriers are used.

#### **A.1. Compliance with Governmental Requirements**

The Consultant shall evidence satisfactory compliance for Unemployment Compensation and Social Security reporting as required by Federal and State laws.

#### **A.2. Professional Liability - Additional Provisions**

The Consultant agrees to provide additional information on their professional liability coverages as respects policy type, i.e., errors & omissions for consultants, architects, and/or engineers, etc.; applicable retention levels; coverage form, i.e., claims-made, occurrence; discovery clause conditions, and effective retroactive and expiration dates, to the County Director of Risk Management and Insurance as may be requested to obtain approval of coverages as respects this section.

It is understood and agreed that coverages which apply to the services inherent in this agreement will be extended for two (2) years after completion of all work contemplated in this project if coverage is written on a claims-made basis.

The Consultant shall certify and make available loss information from any Insurer as to any claims filed or pending against any and all professional liability coverages in effect for the past five (5) years, if requested.

The Consultant shall certify to inform the Owner of any claims filed for errors and omissions that may be covered under professional coverages pursuant to the work within ten (10) days of notice of the occurrence or claim filing, whichever is sooner.

Deviations and waivers may be requested in writing based on market conditions to the County Director of Risk Management and Insurance. Approval shall be given in writing of any acceptable deviation or waiver to the Consultant prior to the Consultant effecting any change in conditions as contained in this section. Waivers shall not be unduly withheld nor denied without consultation with the Consultant.

It is understood and agreed that the Consultant will obtain information on the professional liability coverages of all sub-consultants and/or sub-contractors in the same form as specified above for review of the Owner.

14. TERMINATION BY CONTRACTOR

Contractor may, at its option, terminate this Contract upon the failure of the County to pay any amount which may become due hereunder for a period of forty-five (45) days following submission of appropriate billing and supporting documentation. Upon said termination, Contractor shall be paid the compensation due for all services rendered through the date of termination including any retainage.

15. TERMINATION BY COUNTY FOR VIOLATIONS BY CONTRACTOR

If Contractor fails to fulfill its obligations under this Contract in a timely or proper manner, or violates any of its provisions, County shall thereupon have the right to terminate it by giving thirty (30) days' written notice of termination of contract, specifying the alleged violations and effective date of termination. It shall not be terminated if, upon receipt of the notice, Contractor promptly cures the alleged violation prior to the end of the thirty (30) day period. In the event of termination, the County will only be liable for services rendered through the date of termination and not for the uncompleted portion, or for any materials or services purchased or paid for by Contractor for use in completing the Contract.

16. UNRESTRICTED RIGHT OF TERMINATION BY COUNTY

County further reserves the right to terminate this Contract at any time for any reason by giving Contractor thirty (30) days' written notice by Certified Mail of such termination. In the event of said termination, Contractor shall reduce its activities hereunder as mutually agreed to, upon receipt of said notice. Upon said termination, Contractor shall be paid for all services rendered through the date of termination. This section also applies should the Milwaukee County Board of Supervisors fail to appropriate additional monies required for the completion of the Contract.

17. INDEPENDENT CONTRACTOR

Nothing contained in this Contract shall constitute or be construed to create a partnership or joint venture between County or its successors or assigns and Contractor or its successors or assigns. In entering into this Contract, and in acting in compliance herewith, Contractor is at all times acting and performing as an independent contractor, duly authorized to perform the acts required of it hereunder.

18. SUBCONTRACTS

Assignment of any portion of the work by subcontract must have the prior written approval of County.

19. ASSIGNMENT LIMITATION

This Contract shall be binding upon and inure to the benefit of the parties and their successors and assigns; provided, however, that neither party shall assign its obligations hereunder without the prior written consent of the other.

20. PROHIBITED PRACTICES

- A. Contractor, during the period of this Agreement, shall not hire, retain or utilize for compensation any member, officer, or employee of County, or any person who, to the knowledge of Contractor, has a conflict of interest.
- B. Contractor hereby attests that it is familiar with Milwaukee County's Code of Ethics which states, in part, "No person may offer to give to any County officer or employee or his immediate family, and no County officer, or employee or his immediate family, may solicit or receive anything of value pursuant to an understanding that such officer's or employee's vote, official actions or judgment would be influenced thereby."

21. NOTICES

Notices to County provided for in this Contract shall be sufficient if sent by Certified or Registered mail, postage prepaid, addressed to Freida Webb, CDBP Director; Milwaukee County Office of Community Business Development Partners; 2711 West Wells Street, 8<sup>th</sup> Floor, Room 830; Milwaukee, WI 53208, and notices to Contractor shall be sufficient if sent by Certified or Registered mail, postage prepaid, to Gregory Williams, Assistant Executive Director; Wisconsin Community Services; 3732 West Wisconsin Avenue; Milwaukee, WI 53208, or to such other respective addresses as the parties may designate to each other in writing from time to time.

22. MISCELLANEOUS

This Agreement shall be interpreted and enforced under the laws and jurisdiction of the State of Wisconsin. This Agreement constitutes the entire understanding between the parties and is not subject to amendment unless agreed upon in writing by both parties hereto. Contractor acknowledges and agrees that it will perform its obligations hereunder in compliance with all applicable state, local or federal law, rules, regulations and orders.

24. AUTHORIZATION

The County has executed this Contract pursuant to action taken by its Board of Supervisors on May 21, 2009, Resolution File No. 09F22.

IN WITNESS WHEREOF, the parties hereto have executed this Contract on the day, month and year first above written.

WITNESS:

MILWAUKEE COUNTY:

*[Signature]* 7/2/09  
By Date

*[Signature]* 7.2.09  
By Date

WITNESS:

CONTRACTOR:

*[Signature]* 7.13.09  
By Date

*[Signature]* 7/13/09  
By Date

Approved as to appropriate use of a professional service contract, form and independent contractor status by Corporation Counsel:

Reviewed by Risk Manager:

*[Signature]* 7-6-09  
Corporation Counsel Date

*[Signature]* 7/9/09  
Risk Manager Date

Approved with regards to County Ordinance Chapter 42:

*[Signature]* 7.2.09  
CBDP Office Date

# EXHIBIT A

REQUEST FOR PROPOSAL  
CONSULTANT TO THE TASK FORCE ON WORK REFORM  
FOR MEN

**REQUEST FOR PROPOSAL**

**CONSULTANT TO THE TASK FORCE ON WORK  
REFORM FOR MEN**

**Milwaukee County, Wisconsin  
County Board Office of Community Business Development Partners  
April 21, 2009**

**Proposals Due by 4:00 p.m. Central Standard Time  
May 12, 2009**

**Mr. Joseph Czarnezki  
County Clerk  
Courthouse, Room 105  
901 North Ninth Street  
Milwaukee, WI 53233**

**Please Label Proposals with Firm's Name, Address, Telephone Number, Name of Contact Person and Date of Submission. The Title is "Milwaukee County Board Request for Proposal for Consultant to the "Task Force on Work Reform for Men".**

## **I. INTRODUCTION**

You are invited to submit a proposal to perform a variety of duties related to re-entry and transitional support services for men of color in the Milwaukee community, with particular emphasis on those who have been inmates in the Wisconsin Department of Corrections or Federal correctional system. The selected firm will perform duties as directed by the Work Reform Task Force, with oversight provided by the County Board Office of Community Business Development Partners. Monitoring of the deliverables of the contract is the responsibility of the Work Reform Task Force.

All proposals shall be submitted in accordance with all requirements and specifications included in the Request for Proposals.

Vendors are responsible for all costs incurred related to the specific services outlined in the proposal submitted, except as specifically noted in this request. The selected vendor will be required to sign a "Professional Services Contract". A draft contract is included as **Attachment C**.

## **II. BACKGROUND INFORMATION**

The unemployment situation in Milwaukee County is growing increasingly gloomy during this economic downturn. However, for African-American and Hispanic men of color living in Milwaukee County, especially those leaving incarceration, the unemployment rate is dire and threatens the stability, health, and well-being of families in minority communities. The following statistics underscore why the efforts of the Task Force on Work Reform for Men is needed:

- The incarceration rate for African-Americans in Wisconsin is more than 10 times the rate for whites, higher than any other state. African-Americans make up only 5.7% of Wisconsin's total population but account for 38.8% of the State's incarcerated population.
- The poverty rate for African-American and Hispanic males in Milwaukee County is four times the rate of white males.
- As a catalyst to building strong families and economic growth, more emphasis must be placed on males as heads of households in order to become productive tax-paying citizens within Milwaukee County.

## **III. SCOPE OF SERVICES**

The Task Force on Work Reform for Men has identified the following essential program elements required to meet its organizational objectives.

- Address the importance of collaborating with federal, state and local agencies or community/faith based organizations by building coalitions and partnerships with various funding sources

- Identify and foster linkages to assist and support men of color and men re-entering after incarceration with employment opportunities. The goal is to secure employment, compensated job training, and/or short duration work or job training to a total of 140 men (35 each quarter) over the duration of the contract. This goal should include:
  - Assessment of previous employment history, career interests, reading and analytical skills, workplace behaviors and job skills competencies. Information acquired from assessment will be used to determine support service referrals, identify education and/or training gaps, and provide appropriate employment leads.
  - Case management from initial assessment, to employment plan development, employment plan counseling and 120 days of post employment retention support. For men re-entering society from incarceration, additional support services such as obtaining identification documents, driver license recovery, AODA and mental health referrals will be arranged.
  - Job Readiness Training includes providing career readiness and success training in soft skill development (such as interviewing, resume development, conflict resolution, customer service skills, and workplace expectations) as well as pre-vocational training where appropriate.
  - Transportation, child care and housing support services should be provided in a comprehensive manner to mitigate common barriers to work attendance.
  - Post employment retention services
- Promote public safety and reunite parents, children and families by linking with agencies that can provide individualized support for healthy life choices.
- Seek out and develop continued funding that may be available from other private, government, and institutional sources to ensure continued support of the objectives outlined above.

#### **IV. CONTRACT TERM**

The contract term will cover the period from June 1, 2009 to May 31, 2010. The contract may be renewed beyond the initial funding period based on the availability of Milwaukee County budget resources and/or securing funding from other public or private sources.

## **V. VENDOR SELECTION CRITERIA**

The vendor will be evaluated by a committee of individuals with knowledge of the proposal requirements and familiarity with the goals and objectives of the Task Force on Work Reform for Men. The evaluation may include an interview with top scoring finalists. An award, however, may be made without an interview.

The evaluation and selection of a vendor will be made based on the following criteria:

- A. Background Information and Qualifications of the vendor/staff on the type of work required for contract.
- B. Level of previous experience in working with the targeted population providing the types of services required by the RFP.
- C. Proposed approach to providing the services delineated in the scope of work, including a description of collaborative partnerships and how coordinated services will be provided.
- D. Reasonableness of fees and/or compensation to provide services, not-to-exceed \$125,000. Include an estimate of total hours, the estimated out-of-pocket costs and the resulting all inclusive maximum fees. Include the hourly rates to be charged for each staff member.
- E. Disadvantaged Business Enterprise (DBE) Involvement. Vendors must commit to subcontract 17% of the contract amount to a DBE vendor certified by Milwaukee County and/or the Wisconsin Unified Certification Program (WIUCP).

## **VI. COUNTY RESERVATION**

The County reserves the right to reject any and all proposals or to waive any informalities in any proposal which will be at the sole judgment of Milwaukee County, and also reserves the right not to make an award.

At any time, from time to time, whenever the County deems appropriate, the County may, upon written notice, make a reasonable alteration, change, modification, addition, and/or deletion to any term, condition, criteria, requirement, time frame, and/or other specification of the Request for Proposal and/or aspect related thereto.

## **VII. PREPARATION OF PROPOSAL**

Proposal should include all requested information as outlined in the "Vendor Selection Criteria" section and be prepared in sufficient detail to evaluate the vendor's understanding of the scope of the project. The proposal must contain:

- Client references including business name, business location, contact name, telephone numbers, and approach used to achieve deliverables.
- Explanation of fees/compensation that illustrates that the vendor can accomplish the objectives.

- **Attachment A:** "Commitment to Subcontract with DBE Firms," filled out and attached to proposal or;
- **Attachment B:** "Certificate of Good Faith Efforts" form, filled out and attached to proposal, if unable to commit to DBE goal.
- **Attachment D:** "Equal Employment Opportunity Certificate for Milwaukee County Contracts" form, filled out and attached to proposal.

**FAILURE TO PREPARE PROPOSALS IN REQUESTED FORMAT WILL BE CONSIDERED REASON FOR REJECTION.**

Six (6) copies of the proposal must be received no later than 4:00 p.m., CST, May 8, 2009 in a sealed envelope at the offices of Mr. Joseph Czarnezki, Milwaukee County Clerk. Envelopes should be clearly marked as follows:

**"Milwaukee County Board Proposal for Consultant to the "Task Force on Work Reform for Men".**

**VIII. NONDISCRIMINATION AND EQUAL OPPORTUNITY PROVISIONS REQUIRED BY GENERAL ORDINANCES OF MILWAUKEE COUNTY**

In the performance of work under this Agreement, the Vendor shall not discriminate against any employee or applicant for employment because of race, color, national origin, age, sex, or handicap, which shall include, but is not limited to the following:

Employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeships. Vendor will post in conspicuous places, available for employees and applicants for employment, notices to be provided by the County, setting forth the provisions of the nondiscriminatory clause.

Consultant agrees to strive to implement the principles of equal employment opportunities through an effective Affirmative Action Program. The program shall have as its objective to increase the utilization of women, minorities and handicapped persons, and other protected groups at all levels of employment in all divisions of the Vendor's work force, where these groups may have been previously underutilized and underrepresented. Consultant also agrees that in the event of any dispute as to compliance with the foretasted requirements, it shall be its responsibility to show that it has met all such requirements.

When a violation of the nondiscrimination, equal opportunity or Affirmative Action provisions of this section has been determined by County, Vendor shall immediately be informed of the violation and directed to take all action necessary to halt the violation, as well as such action as may be necessary to correct, if possible, any injustice to any person

adversely affected by the violation, and immediately take steps to prevent further violations.

If, after notice of a violation to Vendor, further violations of this section are committed during the term of the Agreement, County may terminate the Agreement without liability for the uncompleted portion or any materials or services purchased or paid for by the Vendor for use in completing the Agreement, but in either event, Vendor shall be ineligible to bid on any future Agreements let by Milwaukee County.

#### **IX. DBE PARTICIPATION**

The Milwaukee County Board supports the County's goal of 17% disadvantaged business enterprise (DBE) participation of the total contract award for all professional services contracts. Vendors should submit the "Commitment to Subcontract with DBE Firms" form or a "Certificate of Good Faith Efforts" form with a DBE Utilization Plan in their proposal that includes, but is not limited to, the following information:

1. Name(s) of DBE(s) firm(s) being considered for utilization.
2. Description of services that will be provided by the DBE(s).
3. Percentage of the work assigned to the DBE(s). Also, include dollar amount.

For a list of certified DBEs, contact the Milwaukee County Board Office of Community Business Development Partners at (414) 278-5248.

#### **X. RIGHT TO AUDIT**

Vendor shall permit the authorized representative of Milwaukee County, after reasonable notice, to inspect and audit all data and records of the Vendor related to carrying out this contract for a period of up to three years after completion of the Contract.

#### **XI. PROPOSAL SUBMISSION**

All proposals shall be submitted in accordance with the requirements and specifications included in the RFP. Proposals submitted for the services requested by Milwaukee County should be complete and clearly worded and must convey all of the information requested in this RFP.

Within each section of the proposals, RFP items should be addressed in the order in which they appear in the RFP. Questions must be submitted in writing or by email no later than 3:00 p.m. Friday, May 1, 2009. Submit questions to:

Freida Webb, Director  
County Board Office of Community  
Business Development Partners  
2711 West Wells, 8<sup>th</sup> Floor, Room 830  
Milwaukee, WI 53208

or [fwebb@milwcnty.com](mailto:fwebb@milwcnty.com)  
414-278-4803

# EXHIBIT B

WCS RESPONSE TO PROPOSAL  
CONSULTANT TO THE TASK FORCE ON WORK REFORM  
FOR MEN

## I. INTRODUCTION

**Wisconsin Community Services (WCS)** along with the **Department of Correction's Community Corrections Employment Program (CCEP)** will utilize evidence based practices and their combined experience to address the great needs of the highest disparity of unemployed African American men - and other men of color in the City of Milwaukee. The Task Force on Work Reform is a grassroots initiative organized under the leadership of Milwaukee County to provide employment program coordination and employment services to 140 Milwaukee County adult-minority males in the community, whom are returning from incarceration or whom have been incarcerated, as well as, most in need of assistance in removing employment barriers.

**WCS Mission** – WCS advocates for justice and community safety, providing innovative opportunities for individuals to overcome adversity.

Founded in 1912, the WCS commitment to work reform for men of color is evidenced by a successful 33-year history of service delivery to the target population and its continued role in providing job training, placement and retention to offenders and ex-offenders annually, ranging from those in the community, at the Criminal Justice Resource Center (CJRC), Minimum Secure Detention Facility (MSDF), Correctional Center Facility South (CCFS), WCS federal and state halfway houses and Project Safe Neighborhoods.

**The Department of Corrections Community Corrections Program (CCEP)** is designed to bridge the gap from prison to the community by and through Work Experience, On The Job Training, Training Opportunities for Placement Program (TOPP), Work Opportunity Tax Credits (WOTC), Bonding, and assistance in our One Stop Shop Resource Center.

The mission and objectives of the Community Corrections Employment Program are to:

- Re-orientate or re-integrate individuals immediately upon release from prison to the world of work and acquisition of basic work skills.
- Provide job performance evaluation and counseling to offenders to meet employer's expectations in regular employment, work with offenders in finding permanent jobs through development of good work habits.
- Assist in providing family support while the offender is making payment for court ordered obligations, and to help him/her to earn necessary living expenses during the stressful period of release and re entry.

The Community Corrections Employment Program can be a very important part of the long term goals of the offender and community in which we all work.

## II. BACKGROUND INFORMATION

The WCS commitment to Job Training and Retention for the target population is evidenced by a successful 33-year history of service delivery to the target population. Each year, the WCS Employment Program (a multi-site program) serves the following numbers of formerly incarcerated persons employment related programming:

Facility/Program	Annual Number Served
Correctional Center Facility South (CCFS)	300
Half-way Houses (Federal and State)	500
WCS Jobs Program	100
Project Safe Neighborhood Anti-Gang Initiative	100
Community Justice Resource Center	175

WCS has successfully provided job placement services to formerly incarcerated individuals for 28 years, placing approximately 2,000 persons into jobs within the past five years, earning an average wage of over \$8.00 an hour with the top salary rate being \$32.00 per hour. For the past eight years, the County has contracted with WCS to provide recruiting, screening, and assessment services to inmates at the facility in Franklin. WCS has also had a job seeking and job placement skills contract with the County for the past 28 years. WCS has provided literacy classes and high-quality, hands-on training to incarcerated men and women in all of the following areas:

- Welding
- Concrete/asphalt laborer
- Lead abatement
- Industrial/construction prep
- Food service
- Material handling/forklift
- Printing
- Roofing
- Laundry
- Horticulture

WCS has been very successful at placing the graduates of the training programs. In addition to placement and increased income, test results indicate that vocational knowledge of the graduates increased by an average of 95 per cent, with academic performance improving an average of 1.5 grade levels.

Last year through the United Way funded Community Reintegration Program WCS served 773 individuals of color (692 of these were African American) with removal of employment barriers and job search and placement services. Of the 970 individuals served, 84% of them were men. In addition, 95% of the clients served were from the Community Enterprise Zones, Milwaukee's poorest zip codes. Additionally, through the United Way's Employment Initiative funding, the WCS World of Work program provided intensive, employment-based re-entry services to 100 adults beginning during their incarceration. Of the individuals served 92% were members of an ethnic minority (84% were African-American) and 90 – 100% were from neighborhoods in the Milwaukee Community Enterprise Zone.

## The Task Force on Work Reform for Men of Color Program

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In addition, 91% of these participants were male and 100% were living below the poverty level. In the 2007-2008 funding year, WCS succeeded in placing 58 individuals (70% of job-search participants) in sustainable employment and assisting 127 individuals to enroll and complete advance training, acquire transferable skills and/or further enhance soft skills. In the first six months of the 2008-2009 funding year, WCS has placed 9 individuals (31% of job-search participants) in sustainable employment and assisted 51 individuals to enroll and complete advanced training, acquire transferable skills and/or further enhance soft skills.

### III. SCOPE OF SERVICES

WCS will adhere to the following essential program elements required to meet program objectives.

- a. Address the importance of collaborating with federal, state and local agencies or community/faith based organizations by building coalitions and partnerships with various funding sources

The challenges of addressing the problem of minority male unemployment in Milwaukee is deeply rooted and cannot be solved in a vacuum. WCS and CCEP understand the significance of working with all sectors of the community to enhance relationships, broaden employer networks and identify resources to secure funding in order to sustain employment activities and efforts to reduce joblessness amongst the target population. The foundation to our program is collaborative alliances, linking-pin relationships with the Bureau of Prisons (BOP), Community Corrections/Pre-Release Centers, halfway houses and Community Corrections Employment (CCEP), community organizations, training providers, and employers. We built the model on existing community services whenever possible. We have pulled together employment and training opportunities with Eaton Asphalt, a DBE and with the Martin Luther King Economic Development Corporation to insure that the business of identifying work opportunities have the greatest chance of being formed. We will strive to achieve the following as we enhance our current services and partnerships: (See Attached Partnership Chart)

- I. Build a comprehensive system approach to employment (pre-sentence interview > to release), targeting four components
  - A. Ex-offender assessment: identify skill sets matching ex-offender:
    - (1) aptitude,
    - (2) interests and
    - (3) job-readiness to meaningful employment.
  - B. Job-readiness training: gain meaningful employment within thirty (30) days of training:
    1. GED standards
    2. Apprenticeship programs
    3. Mock job fairs through BOP
    4. Community resources for job specific training
    5. Community resources where to refer ex-offenders that trains ex-offenders to complete applications and practice interviews

## The Task Force on Work Reform for Men of Color Program

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II. Build system through collaborative stakeholder partnerships, using all existing resources:

- A. Identify all community resources.
- B. Identify and educate past, current, and potential employers.
- C. Identify funding/grant/benefit resources.
- D. Identify all deficiencies, gaps, deterrents to model imperatives/goals.

III. Identify implementation methods/steps for a comprehensive employment system.

WCS and CCEP work with CBO's, Faith Based organizations and federal, state and local government and employers across southeastern Wisconsin to improve minority male representation within the workforce. We are in the process of creating a databank of minority male job-seekers; and, creating a re-entry Web site as a clearinghouse to improve the coordination and development of employment programs/services and linkages to employers dealing with diversity and prisoner-re-entry. CCEP will be co-located at two WCS employment services sites (1115 S. 7<sup>th</sup> St. & 3732 W. Wis. Ave.) as well as providing services from their DOC Port Washington Rd. site. Project Return, the New Hope Project, New Concept Self-Development Center, W-2 sites, the MAWIB, Milw. Urban League, and other community based employment programs will be used.

This type of system is essential to assist ex-offenders in preparing for the most critical steps in the job search and planning process. This collaboration will serve as the catalyst for multidisciplinary employment and training programs where staff will serve as brokers for the coordination and delivery of programs and services to meet the educational, vocational and employment needs of each individual served from the target population.

b. Identify and foster linkages to assist and support men of color and men re-entering after incarceration with employment opportunities. The goal is to secure employment, compensated job training, and/or short duration work or job training to a total of 140 men (35 each quarter) over the duration of the contract.

The Assistant Executive Director of WCS, Gregory Williams and Terrance Evans CCEP, Director will jointly coordinate project activities. Two case managers will be hired (one CCEP and one WCS) to case manage the direct services of the individuals enrolled in the program.

Mr. Williams holds a master's degree in education and has over 25 years of administrative experience involving employment and training programs for the target population. He is an active member in the community through activities such as Alpha Phi Alpha Fraternity, Inc., founder and past member 100 Black Men of Milwaukee and board member of the National Association for the Mentally Ill (NAMI), member of the Task Force on Work Reform for Men of Color, the International Community Corrections Association, the Correctional Education Association and the YMCA Black Achiever's.

## The Task Force on Work Reform for Men of Color Program

Mr. Evans has been the CCEP Director for Milwaukee for the last three years and holds both a bachelor's and master's degree. He brings over 15 years of experience managing and providing employment and training services to low-income and minority males. He is a licensed social worker, and member of the Wisconsin Correctional Association.

The case managers must have experience in conducting an initial assessment of strengths and problem areas, the completion of an Individual Development Plan (IDP) for each participant, ability to communicate effectively with the client and others, capacity and knowledge to make referrals for a variety of training and education programs, referrals for human services, provide individual counselling, and participate in joint program planning activities. They will be hired through aggressive outreach through local minority media outlets such as Radio AM 1290, AM 860, FM 98.3, FM 106.9, JOBING.Com and the Milwaukee County Journal.

There will be continues intensive efforts to work with correctional centers or jails to enhance employment for men of color by building on partners' strengths and working together to place responsibility in the hands of local service providers represented by CBO's, government and faith-based groups to address the needs of enrolled individuals. WCS has been in the forefront of forging partnerships to enhance re-entry services and the employment pipeline for minority males to include the following relationships:

<ul style="list-style-type: none"> <li>• <b>Partners for Success</b></li> </ul>	Coordinated 30+ agencies collaborating to provide (2-4) annual job/resource fairs, on-site employment applications, interviews, training, DL Recovery and legal services to 400plus inmates at the former House of Corrections
<ul style="list-style-type: none"> <li>• <b>Task Force of Work Reform Men of Color</b></li> </ul>	On-going and active member involved in the community forums, job fairs, meetings and other Task Force activities
<ul style="list-style-type: none"> <li>• <b>WIRED Re-entry Strategic Plan</b></li> </ul>	Funded by DOL, WCS developed a Re-entry Strategic Plan for a workforce pipeline for individuals re-entering Milwaukee, Racine, Kenosha and Waukesha Counties from Incarceration involving over 35 agencies including corrections, Federal Bureau of Prisons, CBO's, faith-based organizations, government and for profit agencies.
<ul style="list-style-type: none"> <li>• <b>Skills Training Pilot Project</b></li> </ul>	Funded by MAWIB WCS coordinated a DWD/DOC collaborative to provide employment/training services to 100 released via multiple service providers for probation and parole clients
<ul style="list-style-type: none"> <li>• <b>SDC's Bridge of Hope-Antiracism Committee</b></li> </ul>	On-going and active participation involving multiple providers to focus on a strategy for black male joblessness and decreasing the employment disparity
<ul style="list-style-type: none"> <li>• <b>Milwaukee Mental Health Task Force Criminal Justice Summit</b></li> </ul>	Active member in a coalition to plan change; improve jail information on mental health services and support diversions and substantially increase community connections to minority males on community probation/parole and ES supervision
<ul style="list-style-type: none"> <li>• <b>City of Milwaukee Men's Health Task Force</b></li> </ul>	Active member involved in a multi-year research project to address public health disparities for African-American men –unemployment is considered the #1 public health risk.
<ul style="list-style-type: none"> <li>• <b>Making Connections Milwaukee</b></li> </ul>	Funded by the Greater Milwaukee Foundation, United Way and the Annie E. Casey Foundation, WCS led a collaborative of 5 agencies to address the employment needs of incarcerated and recently released minority male offenders.

## The Task Force on Work Reform for Men of Color Program

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The following services will be provided to fulfill the needs of the target program:

Assessments: of previous employment history, career interests, reading and analytical skills, workplace behaviors and job skills competencies. Information acquired from assessment will be used to determine support service referrals, identify education and/or training gaps, and provide appropriate employment leads.

Case Management: from initial assessment, to employment plan development, employment plan counseling and 120 days of post employment retention support.

Job placement in meaningful employment, defined as:

1. Salary of \$8.00 per hour or better
2. Benefits
3. Opportunity for job growth/advancement
4. Job retention: one year plus
5. A Job that the ex-offender values: matches interests and abilities

The Case Managers will schedule case conferences/meetings with service providers and offenders as required, and when possible will include the community Probation Officer as well as the CO assigned and the case manager.

- Meet to review the Case Plan and confirm that this initial meeting has taken place via e-mail to other appropriate contacts such as P.O.s' ;
- Provide ongoing positive reinforcement;
- Enquire how the offender is doing on their Case Plan and provide ongoing encouragement of positive attitude changes;

Job Readiness: Training includes providing career readiness and success training in soft skill development (such as interviewing, resume development, conflict resolution, customer service skills, and workplace expectations) as well as pre-vocational training where appropriate.

Support Services: Additional support services such as obtaining identification documents, driver license recovery, AODA and mental health referrals will be arranged.

Transportation, child care and housing support services should be provided in a comprehensive manner to mitigate common barriers to work attendance.

Post employment retention services

We will promote public safety and reunite parents, children and families by linking with agencies that can provide individualized support for healthy life choices.

The linkage with the business community is a critical component, as today one would be hard-pressed to find a company of any size in our community that does not believe that a diverse workforce is not only a worthy objective, it is good for business at every level.

WCS is a member of the African American Chamber of Commerce and the Metropolitan Association of Commerce, seeking to expand the agency's network with the minority business community to find jobs for minority males. WCS has initiated a pilot with Eaton Asphalt to train and hire eligible referrals from the target population for road construction work and seeks to expand opportunities with Eaton and other potential employers. WCS has also aligned itself with WRTP to provide training slots and placement support and has begun to work with the Wisconsin Committee on Occupational Safety and Health (Wiscosh) to refer potential workers for the Minority Training Program and union jobs.

**Referral Services:** The case managers will coordinate existing community resources to address the needs of formerly incarcerated men of color. Included are referrals to DWD, Division of Vocational Rehabilitation, Job Services, halfway houses, Milwaukee Area Technical College, W-2 agencies, youth-serving agencies, and other community programs. Efforts to coordinate referrals with substance abuse and mental health treatment services of the Milwaukee County Department of Human Services (MCDHS) will be conducted via the Wiser Choice Program and as other resources are made available.

Seek out and develop continued funding that may be available from other private, government, and institutional sources to ensure continued support of the objectives outlined above.

WCS and DOC-CCEP will continue working together to seek out resources in building and maintaining collaborations to effectively service the minority/men of color offender population.

WCS has a solid financial base of support for its employment-based program receiving nearly \$1.2 million in revenue for 2009 through numerous resources including Community Development Block Grant, Milwaukee County, United Way, Annie Casey Foundation in partnership with Project Return, the Greater Milwaukee Foundation, Dollar General Literacy Foundation, and the Helen Bader Foundation. WCS has experienced solid revenue growth, significant growth in operations, and seeks to strengthen and leverage programs into a hub for many local resources.

The Martin Luther King Economic Development Corporation (MLKEDC) has agreed to utilize the collaborative as a source of referrals for a \$600k proposed Office of Community Services (OCS) grant that will provide job training and placement opportunities for formerly incarcerated men of color to work on housing construction projects.

MLKEDC is also partnering with United Housing System manufacturing housing equipment in targeted low-income neighborhoods. The project will recruit and hire participants referred from the Task Force on Work Reform Men of Color Project.

MLKEDC provides technical assistance to Harambee area businesses, develops commercial space for small business development and expansion, develops decent affordable rental and owner occupied housing, and supports other initiatives that strengthen the community.

Other avenues to enhance training and job placement opportunities include the Robert Louis Crymes Memorial Scholarship Fund which was created in 2008 in partnership with (St. Gabriel's COGIC, MATC, LSS, Benedict Center, Proj. Return, Milw. Fire Dept., Running Rebels, etc), offering scholarships to eligible applicants upon leaving incarceration to attend approved vocational training. Mr. Gregory Williams, Assistant ED of WCS, is the chair of the application process. This partnership was developed in the Fall of 2007 and continues to expand educational & training opportunities for ex-offenders. In 2008, seven scholarships were given to formerly incarcerated persons (mostly men of color) throughout Milwaukee to attend MATC.

**ADDEDUM #4  
ALERT RFP DEADLINE EXTENSION**

FOR RFP #6568

**CONSULTANT to the TASK FORCE ON WORK REFORM FOR MEN**

Milwaukee County, Wisconsin  
County Board of Community Business Development Partners  
August 13, 2010

Proposal Due Date 4:00 PM Central Standard Time  
**NEW DUE DATE: August 31, 2010 3:00 P.M.**

**Mr. Joseph Czarnezki  
County Clerk  
Court House, Room 105  
901 N. 9<sup>th</sup> Street  
Milwaukee, WI 53233**

**Please label proposal with Firm's Name, Address, Telephone Number, Name Contact Person and Date of Submission. The title is Milwaukee County Board Request for Proposal for Consultant to the "Task Force on Work Reform for Men #6568"**

**A copy of the RFP can be obtained @  
[www.county.milwaukee.gov/bop](http://www.county.milwaukee.gov/bop) or [www.county.gov/cbdp](http://www.county.gov/cbdp)**

**A Pre Bid Meeting will be held Tuesday August 24, 2010, 2: pm Milwaukee County,  
City Campus 2711 W. Wells Street, Room 349**

**Out come of the Pre Bid Meeting and any questions or clarification must be received  
by 4: pm Aug 24, 2010. The replies will be posted by 1:00 pm Thursday August 26,  
2010**

**Final Proposals are due Tuesday August 31, 2010**

**Freida Webb, Director  
CBDP  
414/278-4803 or 278-4747  
[freida.webb@milwcnty.com](mailto:freida.webb@milwcnty.com)**

**ADDENDUM #5  
FOR RFP #6568**

**“CONSULTANT TO THE TASK FORCE ON WORK REFORM FOR  
MEN”**

Milwaukee County, Wisconsin  
County Board Office of Community Business Development Partners  
August 24, 2010

Proposal Due Date: **August 31, 2010, 3:00 p.m.**

Deliver to: **Mr. Joseph Czarnezki  
County Clerk  
Courthouse, Room 105  
901 North Ninth Street  
Milwaukee, WI 53233**

**Please Label Proposals with Firm’s Name, Address, Telephone Number, Name of Contact Person and Date of Submission. The Title is “Milwaukee County Board Request for Proposal for Consultant to the “Task Force on Work Reform for Men RFP #6568”.**

**The following questions were raised at the second Pre-Proposal Meeting held on Tuesday, August 24, 2010; 2:00 p.m. at City Campus, 2711 W. Wells Street, Milwaukee, Wisconsin:**

***1. Do the proposers' need to complete the sample contract for submission?***

No. Although the "sample contract" is not required upon submission, it is provided to give the successful proposer an idea of what the contract will look like. Notice should be given to the Insurance requirements in Section 14.

***2. Does the vendor selection committee need to see financial statements, audit reports or tax returns?***

No. These documents are not considered a part of the vendor evaluation criteria.

***3. Do proposers' need to be DBE certified?***

No, however if you are not DBE certified, you will need to provide documentation using the DBE forms provided how you will meet the 17% DBE goal. If you are a certified DBE, simply provide a copy of your certification certificate with your proposal submission.

***4. Previously, the Pre-Proposal Meeting was mandatory in order to respond to the RFP. Is this requirement still in effect?***

No. The mandatory Pre-Proposal meeting was deemed not in the County's best interests. Therefore, this requirement no longer applies. The Proposal Due Date was also extended to August 31, 2010.

***5. Is the total contract amount still \$125,000?***

Yes

***6. In what format should the billing to County be and how often should the vendor submit billings?***

The "Sample Contract" attached as an Addendum to the RFP provides detailed instructions on how often and in what format billings to County should be. An itemized bill should be provided to County monthly as detailed in Section 6 Billing of the sample contract.

***7. Who are the Task Force on Work Reform for Men members?***

A list of Task Force members will be provided when the successful vendor has been selected to those in attendance at the Pre-Proposal meeting.

**8. *What is the goal on the number of clients to be served by the successful proposer?***

Section III Scope of Services identifies a goal of serving 140 men over the duration of the contract, or 35 men per quarter either in paid employment, compensated job training, and/or short term work or training.

**9. *Will the Task Force on Work Reform for Men be making client referrals to the successful proposer?***

Possibly however, the Task Force will look to the proposer's response for details on how clients will be identified, and the relationship and partnerships each proposer proposes to utilize to meet the goal of serving 140 clients. Documentation (tracking) of clients served by race and placement results should be identified in the proposer's response.

**10. *Is there a source to provide non-English speaking clients with assistance or services?***

The County does not provide these services to the proposer. The proposer should identify in its response how it will serve this client group. Umos was identified as one possible source for proposers' to consult with.

**11. *If the proposer chooses to subcontract to another firm, how will that be viewed by the Task Force?***

Subcontracting is allowable and may be used to meet the 17% DBE goal.

**12. *Who are the vendors evaluation committee members?***

Section VI Vendor Selection Criteria of the RFP requires that committee members be knowledgeable of the proposal requirements and familiar with the goals and objectives of the Task Force on Work Reform for Men. The committee members have not yet been identified. CBDP staff will not be a part of the evaluation committee.

**13. *Are there specific needs that must be met to ensure the successful vendor is successful in meeting the goals of the RFP?***

The evaluation committee will look for the proposer to identify how it intends to successfully meet the goals identified in the Scope of Services.

**14. *Will the County assist the successful proposer to obtain criminal background information on selected clients?***

No, however there are other sources for such information, e.g. CCAP.

***15. If the successful proposer is unable to place all 140 clients into paid employment, will the vendor fail to meet the requirements of the RFP?***

No. It is expected that the successful proposer will service clients at various stages of job readiness over the duration of the contract.

***16. Is the successful proposer expected to subcontract work to another firm that the proposer otherwise can do itself?***

The County does not require subcontracting. It does expect 17% DBE participation, which is typically obtained through subcontracting. However, if the successful vendor is a certified DBE, it will be considered to have met the 17% DBE goal.

***17. Will a contact list of all attendees at the August 24, 2010 Pre-Proposal meeting be provided?***

Yes. The Sign-in Sheet is attached in this addendum.

***18. Is there a list of DBE firms?***

There is a statewide UCP Directory of DBE firms. A link to the UCP directory can be found on the CBDP web page at [www.county.milwaukee.gov](http://www.county.milwaukee.gov). Click on “Departments “ at the top of the page, click on “Community Business Development Partners”, and click on “Certified Vendor List” where you will see the link. Contact the CBDP office for additional assistance and the navigation instructions will be emailed to you.

