

**OFFICIAL NOTICE #57648**  
**Temporary Services for Payroll Processing of**  
**City's Summer Youth Internship Program**

The Department of City Development (DCD), is requesting proposals (RFP) from qualified Temporary Staffing Agencies (the "Agency") to provide temporary services for Payroll Processing of City of Milwaukee's Summer Youth Internship Program

**The RFP can be found on DCD's web site at the following link:**

<http://city.milwaukee.gov/Projects/RequestsforProposals.htm>

Questions regarding this RFP should be addressed to Scott Stange in writing via email at: [sstang@milwaukee.gov](mailto:sstang@milwaukee.gov) . Deadline for questions regarding the RFP are due by, **January 28, 2016**. Any additional information and/or clarification(s) regarding this RFP will be posted on the above referenced website in the form of an addendum to this RFP by **January 29, 2016**.

**Proposals are due February 5, 2016, by 11:00 a.m.**

**January 6, 2016**

TABLE OF CONTENTS:

Cover Sheet and Table of Contents.....	Page 1
RFP Document .....	Pages 2-6
General RFP Requirements.....	Pages 7-9
Attachments	
A. Job Descriptions: Intern and Team Leader .....	Page 10
B. Cost Proposal.....	Page 11
<b><u>(must be completed and attached to your proposal)</u></b>	
C. References.....	Page 12
<b><u>(must be completed and attached to your proposal)</u></b>	
D. SBE Information Form A .....	Page 13
<b><u>(must be completed and attached to your proposal)</u></b>	
E. Non-Debarment Form .....	Page 14
<b><u>(must be completed and attached to your proposal)</u></b>	
F. Designation of Confidential and Proprietary Information Form .....	Page 15

**CITY OF MILWAUKEE**  
**DEPARTMENT OF CITY DEVELOPMENT**  
**809 N. Broadway**  
**Milwaukee, Wisconsin 53202**

## I. Background –

The City of Milwaukee has developed a Summer Youth Internship Program (SYIP) for Milwaukee. The intern must be enrolled in high school for the 2015-2016 school year. The SYIP Program Coordinator may have up to 180 individuals (“Interns”) to be placed in City departments. (See “intern” job description as Attachment A).

The SYIP **will** secure approximately 6 Team Leaders to oversee the student interns and work as liaison between the interns and City department contacts. There will be approximately 25 interns assigned to a Leader. The Team Leaders and Program Coordinator will address attendance, transportation, and other employment readiness issues.

**Each Team Leader will work with the Agency and City department contacts to approve weekly time worked for their selected interns for payroll processing.** Pay for interns to be credited to a debit card once/week.

All internships are for **eight** weeks, starting on **June 17** and ending **August 12**. Each intern will be paid \$8.25 per hour and will work 20 hours per week.

## II. Scope of Services

Agency is required to perform the following functions throughout the duration of the Summer Youth Internship Program:

- **Collaborate in the hiring** of approximately 180 part-time student interns for the 8-week program in the summer of 2016. The intern will be between the ages of 16 to 19 years old as of June 1, 2016. Names of individuals to be hired will be provided by the Department of City Development’s (DCD) Human Resources Officer.
- **Collaborate in the hiring** of approximately 6 part-time Team Leaders for 9 weeks for approximately 215 hours each in the summer of 2016. Team Leaders are paid \$14.93 per hour. The Team Leaders will be selected by the DCD Human Resources Officer and the Program Coordinator.
- **Collaborate in the hiring** of the Program Coordinator part-time for a maximum of 25 hours a week during the 8-weeks while the youth are in session and an additional 35 hours for pre and post youth work but no more than 235 hours over the course of the season. The Program Coordinator is paid \$21.00 per hour. Program Coordinator is selected by the DCD Human Resources Officer.
- **Provide intake sessions, orientation and programming for new employees –**
  - Agency to provide for the location and staff/volunteers necessary to assist DCD with interviewing applicants between April 4-15, 2016
  - Agency to provide for the location to run up to 3 orientation sessions with new intern hires the week of May 9, 2016, to obtain employment documentation, i.e., work permits, identification, social security cards and/or other materials required by the Agency, introduce time reporting requirements, introduce debit card direct deposit system, etc. Employment will begin June 17, 2016.
  - If requested, Agency to provide an education session for the youth interns at an Education Day College fair.
- **Provide customary insurance** to cover interns during the duration of SYIP.
- **Accept time reporting and approval online.** Provide training and information to employees, SYIP team leaders and designees regarding use of time reporting and approval system.
- **Pay all hires with the use of electronic direct deposit debit cards.** Debit card should be provided with no monthly service charge to employee.

- **Provide Background checks for any new team leaders/program coordinator**
- **Provide weekly electronic time approval reconciliation reports to the DCD Human Resources Officer.**
- **Maintain ongoing contact** with Program Coordinator and the DCD Human Resources Officer throughout the period of the contract.

### III. Project Requirements

#### A. Schedule

- Provide for the location and staff necessary to assist DCD with interviewing applicants between April 4-15, 2016.
- Provide up to three orientation sessions for new hires the week of May 9, 2016, or a mutually agreeable time before June 1, 2016.

#### B. Coordination

Agency account manager will work with the DCD Human Resources Officer and the Summer Youth Intern Program Coordinator.

#### C. Services to be provided

Agency is to provide services listed above under Section II, Scope of Work.

#### D. Payment to agency

Agency will bill the City based on weekly payrolls. The City will have 30 days to pay.

#### E. Insurance - Current evidence of insurance as follows:

<u>Coverage</u>	<u>Amounts</u>
Workers' Compensation	Statutory Limit
Comprehensive General Liability	BI \$500,000 per occurrence \$1,000,000 aggregate PD \$500,000 per occurrence
Automobile Liability	BI \$500,000 per person \$1,000,000 per occurrence PD \$500,000 per occurrence

The City of Milwaukee reserves the right to request additional clarifying information from prospective Agencies over and above that included in the proposal submissions.

The Agency shall provide the City of Milwaukee with Certificates of Insurance evidencing the above referenced coverage. The insurance carrier must be licensed to do business in the State of Wisconsin. The City of Milwaukee shall be named as an additional insured with respect to liability coverage, except for the Professional Liability. Failure to provide the insurance required shall permit the City of Milwaukee to terminate a Contract. The City of Milwaukee, as additional insureds, shall be provided with at least 30 days written notice of cancellation, non-renewal or material limitation of coverage of any and all

insurance policies required by this contract/ for any reason, including non-payment of premium. This should be accomplished through the addition of an endorsement to the policies providing Earlier Notice of Cancellation or Non-Renewal. Such endorsement must contain the following stipulation:

[Insurance Company] will mail notice of cancellation (including for non-payment of premium), non-renewal or material limitation of coverage to the organization shown in the schedule above. [Insurance Company] will mail the notice at least 30 days before the effective date of our action.

## **F. Contract Format**

A fixed price contract will be entered into between the Department of City Development, the City of Milwaukee, and the selected Agency based upon the scope of work defined and cost estimate for one year, with the option to extend the contract for two (2) additional one (1) year terms permitted by mutual agreement between DCD and the Agency. This does not preclude the negotiation of additional or reduced services and contract amounts prior to the initiation of work.

## **IV. Proposal Submission Requirements and Selection Procedures**

### **A. Proposal Contents**

Agencies responding to this RFP must provide the following information in their proposals. Brevity is encouraged. Failure to comply with these requirements may be cause for the proposal to be considered non-responsive.

#### **1. Title Page**

The title page should include "**Request for Proposal #57648, Department of City Development, Payroll Processing for Summer Youth Internship Program,**" and the name of the firm, address, telephone number, name of contact person, e-mail address, FAX number, and date.

#### **2. Letter of Transmittal**

The letter of transmittal should concisely state the Agency's understanding of the work to be performed. The names of those authorized to make representations on behalf of the Agency, their titles, addresses, and phone numbers must be included.

#### **3. Cost Estimate**

The Agency must complete and submit with proposal the Cost Proposal (Attachment B) that will include rates that the firm will charge DCD during the duration of the contract. The successful Agency will be expected to honor the prices identified in this RFP for the duration of the contract, unless modified by mutual agreement in writing.

#### **4. Documentation of Past Experience and Qualifications**

The Agency must provide information about the Agency's experience in working on similar projects. Information should include project summaries; descriptions of the firm/individual's involvement in the projects; the dates the work was performed, whether the office proposed for this contract was the servicing office; whether key persons assigned to these projects are still with the firm and available to work on this project; and detail the ability to provide for the intake sessions, orientation and programming for new employees.

## 5. Staffing

The Agency must identify of the specific people/person who would manage this project and a description of their experience and qualifications.

If the Agency proposes to use subcontractors for this project, subcontractors must be identified. Provide the following information about proposed subcontractors: Company name, name of contact, title of contact, telephone number. All subcontractors must be approved by the City of Milwaukee.

## 6. References

Provide two references from clients that have used Agency services within the past 12 months (see Attachment C). Provide the following information for each reference: Contact name, title, telephone number, e-mail address, the most recent date client has used Agency's services, and a letter of recommendation.

## 7. Small Business Enterprise (SBE) Participation

The goal for this contract is at least 18% Small Business Enterprises (SBE) participation. Agency should note if they are certified SBE or intend to use a SBE sub-contractors for any of the work, it is expected that the Agency work with the City's Office of Small Business Development to include SBE firms to the fullest extent possible. More information about the SBE Program may be found at:

<http://city.milwaukee.gov/osbd>

Proposers must complete and submit with their proposal Form A, as referenced in the Table of Contents (Attachment D).

## V. SELECTION OF AGENCY

City staff will evaluate proposals. City staff will assign points to each proposal using the following criteria:

- Qualifications, experience, and success with similar types and size projects (a maximum of 35 points)
- Total contract price/cost proposal (a maximum of 35 points)
- Ability to facilitate the programming needs of DCD above and beyond the payroll services (a maximum of 20 points);
- SBE Participation (a maximum of 10 points)

## VI. SUBMISSION REQUIREMENTS AND DEADLINE

All questions and communication regarding this RFP process and scope of services should be submitted in writing (See #1 of General RFP Requirements) to Scott Stange. Questions must be sent in writing **no later than January 28, 2016**. Questions initiated after **January 28, 2016** will not be considered. Any additional information, clarification and answers to the questions submitted by the deadline date will be posted on the Internet on the website referred to below in the form of an addendum to this RFP by **January 29, 2016**:

<http://city.milwaukee.gov/Projects/RequestsforProposals.htm>

Proponents will be responsible for keeping abreast of the addenda as they are posted. All such addenda shall become a part of the RFP, and all Proponents shall be bound by such, whether or not received by the Proponent

**One (1) original and three (3) copies** of the proposal should be submitted to DCD's Bid Desk no later than **11:00 a.m., February 5, 2016**. The proposals must be submitted **along with the required Cost Proposal, References, Non-Debarment Form, and SBE Form A.** Late submissions will not be accepted.

Proposals should be mailed or delivered to:

**Bid Desk  
Department of City Development  
809 N. Broadway, 2<sup>nd</sup> floor  
Milwaukee, WI 53202-3617**

Proposal to be clearly marked: **Official Notice #57648 – Payroll Processing for Summer Youth Internship Program**

**\*\*\* Please note:** For proposals submitted by courier delivery service (e.g. UPS®, FedEx®, etc.), the building at the address above **does not open until 8:00 a.m.** Instructions to delivery drivers should be explicit in regard to that **time** as well as the above noted address of the bid desk. Without such instructions, a package may not be delivered on-time to the correct location within the City complex.

## **VII. General RFP Requirements**

### **1. Interpretations of RFP**

Any requests for interpretation should be submitted in writing to Scott Stange, Contract Compliance Officer, 809 North Broadway, MILWAUKEE, WI 53202, or submitted by email to [sstang@milwaukee.gov](mailto:sstang@milwaukee.gov). No oral interpretations will be made to any Agency as to the meaning of the RFP requirements. All interpretations will be posted and answered on the Internet. If you received your RFP from the Internet you will be responsible for keeping abreast of the addenda as they come in. All such addenda shall become a part of the RFP, and all Agencies shall be bound by such, whether or not received by the Agency.

### **2. Receipt of Proposals**

Proposals received prior to the time of opening will be secure. The officer whose duty it is to open them will decide when the specified time has arrived, and no proposal received thereafter will be considered. No responsibility will be attached to an officer for the premature opening of a proposal not properly addressed and identified.

Agencies are cautioned to allow ample time for transmittal of proposals by mail or otherwise. Agencies should secure correct information relative to the probable time of arrival and distribution of mail at the place where proposals are to be forwarded.

### **3. Withdrawal of Proposals**

Proposals may be withdrawn on written request dispatched by the Agency in time for delivery in the normal course of business prior to the time fixed for closing. Negligence on the part of the Agency in preparing a proposal for offer to DCD confers no right of withdrawal or modification of the proposal after such proposal has been opened. In case of withdrawal of a proposal by a Agency, the Agency will be disqualified thereby from submitting a second proposal on the contract at hand. See Section 66.0901(5), Wisconsin Statutes.

### **4. Rejection of Proposals**

DCD reserves the right to reject the proposal of any Agency who has previously failed to perform properly or to complete on time contracts of a similar nature, who is not in a position to perform the contract, or who has habitually and without just cause neglected the payment of bills or otherwise disregarded his obligations to subcontractors or employees.

### **5. Award of Contract**

DCD Staff will evaluate proposals. All proposals will be evaluated against the evaluation factors stated in this RFP. While the Contract Management Team intends to select a Agency based on the proposals received, the Contract Management Team may invite the highest ranked firm/individual(s) to participate in an interview. If one or more interviews are to be scheduled, a letter will be sent to the firm/individual(s) that is/are selected to participate, and this/these firm/individual(s) may be asked to provide more specific written information about their qualifications, methodology, and costs. Firms/individuals participating in the interviews must send the project manager and staff who will work on this project.

After the contract is awarded, all of the firms who submitted a proposal will receive a written acknowledgment of their proposals. DCD will not reimburse firms for any expenses associated with the submission of proposals or participation in the interviews.

## **6. Contract Payments**

DCD and the Agency will agree on a performance and payment schedule. The Agency will submit to DCD invoices itemizing the services performed and cost incurred since the last request for payment. Payment will be made after review of the Agency's work product and upon acceptance by DCD of the services performed.

## **7. Termination of Contract for Cause (Non-Negotiable)**

If, through any cause, the Agency shall fail to fulfill in a timely and proper manner his obligations under this contract or if the Agency shall violate any of the covenants, agreements or stipulations of this contract, DCD shall thereupon have the right to terminate this contract by giving written notice to the Agency of such termination and specifying the effective date thereof, at least five work days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, reports, or other material related to the services prepared by the Agency under this contract shall, at the option of the DCD, become the property of DCD. Notwithstanding the above, the Agency shall not be relieved of liability to DCD for damages sustained by DCD by virtue of any breach of the contract by the Agency.

## **8. Sales Tax (Non-Negotiable)**

Pursuant to Section 77.54(9a) of the Wisconsin State Statutes, the City of Milwaukee is exempt from Wisconsin Use and Sales Tax. Agencies, therefore, shall not add State of Wisconsin sales tax or use tax to their proposals, but shall include in their lump sum proposals only the taxes they will be required to pay directly as a consumer, when obtaining materials, etc. to fulfill the contract requirements should they be the selected Agency. Agencies are, however, responsible for determining the impact of the State of Wisconsin's Sale and Use Tax on their proposal.

## **9. Request for Proposal**

This RFP is not an offer to buy and must not be assumed as such. However, in the event a proposal results in contractual negotiations, the Agency has the option to not convey and/or sell if compliance with any mandated clause or provision is undesirable or impossible.

No information will be available to any Agency regarding the status of his response. However, DCD reserves the right to enter into discussion with Agencies for purposes of clarification or further information.

## **10. Miscellaneous**

DCD reserves the right to waive informalities in any proposals, reject any or all proposals in whole or in part, with or without cause, and to accept that proposal which in its judgment best meets its needs. DCD will require an Affidavit of No Interest, which provides that no official or employee of DCD, the Contract Management Team, and/or the City of Milwaukee has or will receive anything of value in connection with the issuance of this contract.

## **11. Equal Employment Opportunity**

The Agency agrees that there will not be discrimination as to race, sex, sexual orientation, religion, color, age, creed, or national origin in regard to obligation, work, and services performed under the terms of any contract ensuing from this RFP. Agency must agree to comply with Executive Order No. 11246, entitled "Equal Employment Opportunity" and as amended by Executive Order No. 11375, as supplemented by the Department of Labor Regulations (41 CFR, Part 60).

**12. Indemnification (Non-Negotiable)**

The Agency agrees that it will indemnify, save and hold harmless DCD and the City of Milwaukee, their officers, employees, or agents, from and against all claims, demands, actions, damages, loss, costs, liabilities, expenses, judgments, and litigation costs, including reasonable attorneys fees, photocopying expenses and expert witness fees, recovered from or asserted against DCD or the City of Milwaukee on account of injury or damage to person or property or breach of contract to the extent that such damage, injury, or breach may be incident to, arising out of, or be caused, either directly or proximately, wholly or in part, by an act or omission, negligence or misconduct on the part of the Agency or any of its agents, servants, employees or subcontractors.

DCD shall tender the defense of any claim or action at law or in equity, arising out of or otherwise related to an act or omission, negligence, misconduct, or breach of contract on the part of the Agency or any of its agents, servants, employees or subcontractors, to the Agency or its insurer and, upon such tender, it shall be the duty of the Agency and its insurer to defend such claim or action without cost or expense to DCD.

**13. Slavery Disclosure (Non-Negotiable)**

The successful Agency will be required to submit an affidavit of compliance of slavery disclosure before a purchase order/contract can be executed (unless you have already done so and it is on file with the Business Operations Division of the City of Milwaukee).

**14. Ethics (Non-Negotiable)**

It is the policy of the Department of City Development, that contracts shall not be awarded to any Agency team that includes individuals who have left City employment within the past 12 months, or individuals who are currently members of any City boards or commissions.

**15. Wisconsin Public Records Law (Non-Negotiable)**

Both parties understand that the City of Milwaukee is bound by the Wisconsin Public Records Law, and as such, all of the terms of this Agreement are subject to and conditioned on the provisions of Wis. Stat. 19.21, *et seq.* The Agency acknowledges that it is obligated to assist DCD in retaining and producing records that are subject to Wisconsin Public Records Law, and that the failure to do so shall constitute a material breach of this Agreement, and that the Agency must defend and hold DCD harmless from liability under that law. Except as otherwise authorized, those records shall be maintained for a period of seven years after receipt of final payment under this Agreement.

**ATTACHMENT A**  
**City of Milwaukee**  
**2016 Summer Youth Internship Program**  
**Office Intern**

**Requesting Department:** DPW

**Division:** Parking Enforcement

**Number of Positions requested:** 1

**Supervisor Information:** Name: Phone Ext:  
Email:

**Back-up supervisor:** Name: Phone Ext:  
**(Required)** Email:

**Location of position:** 123 North 25<sup>th</sup> Street

**Pay Rate:** \$8.25 per hour, 20 hours per week, 8 weeks

**Program Dates and Hours:** Intern will be available the week of **June 17 through August 12.**

Preferred hours:

- Mornings: 8:00 A.M.-12:00 P.M.  OR 8:30 A.M. - 12:30 P.M.  
 Afternoons: 12:30 P.M. - 4:30 P.M.  OR 1:00 P.M - 5:00 P.M.  
 Other: (*specify*) \_\_\_\_\_

**General Responsibilities/Duties:**

data entry, scanning, copying, phones

**Would you consider this work to be:**

- Office/clerical  
 Outdoor/field/light industrial (this includes any kitchen duties or any manual labor)

**Required knowledge:** (i.e., computers, communication skills, etc)

**Skills and Abilities:** computer, keyboard mouse data entry, communications skills

**Desired qualifications:** follow directions

**RETURN COMPLETED FORM TO: Judith Allen, Resource and Administration Manager**  
**Department of City Development, 809 N. Broadway, 3<sup>rd</sup> fl**  
**or**  
**Judith.allen@milwaukee.gov**

If you have questions or need additional information, please call Judy at 286-6076 or visit the website at [city.milwaukee.gov/syip](http://city.milwaukee.gov/syip)

**City of Milwaukee  
2016 Summer Youth Internship Program  
Field Intern**

**Requesting Department:** DPW

**Division:** Parking Enforcement

**Number of Positions requested:** 1

**Supervisor Information:** Name: Richard Dollhopf Phone Ext: 8365  
Email: Richard.dollhopf@milwaukee.gov

**Back-up supervisor:** Name: Phone Ext:  
**(Required)** Email:

**Location of position:** 123 North 25<sup>th</sup> Street

**Pay Rate:** \$8.25 per hour, 20 hours per week, 8 weeks

**Program Dates and Hours:** Intern will be available the week of **June 17 through August 12.**

Preferred hours:

- Mornings: 8:00 A.M.-12:00 P.M.  OR 8:30 A.M. - 12:30 P.M.  
 Afternoons: 12:30 P.M. - 4:30 P.M.  OR 1:00 P.M - 5:00 P.M.  
 Other: (*specify*) \_\_\_\_\_

**General Responsibilities/Duties:**

deliveries, trash, landscaping, washing cars, cleaning doors

**Would you consider this work to be:**

- Office/clerical  
 Outdoor/field/light industrial (this includes any kitchen duties or any manual labor)

**Required knowledge:** (i.e., computers, communication skills, etc) cleaning procedures, communication skills, desire to learn

**Skills and Abilities:** follow basic directions

**Desired qualifications:**

**RETURN COMPLETED FORM TO: Judith Allen, Resource and Administration Manager  
Department of City Development, 809 N. Broadway, 3<sup>rd</sup> fl  
or  
Judith.allen@milwaukee.gov**

If you have questions or need additional information, please call Judy at 286-6076 or visit the website at [city.milwaukee.gov/syip](http://city.milwaukee.gov/syip)

**TEAM LEADER JOB DESCRIPTION**  
Mayor Barrett's Earn & Learn  
**2016 SUMMER YOUTH INTERNSHIP PROGRAM**  
City of Milwaukee

Job Title: Team Leader

Pay Rate: \$14.93 per hour, 9 weeks, approx. 25 hours per week, with a maximum 215 hours.

Hours: To be determined by assignment with mandatory Fridays: 7:30 a.m. to 12:30 p.m.

Program Dates: **June 24, 2016 through August 16, 2016**

General Responsibilities:

Under the supervision of the Program Coordinator, Team Leaders are responsible for approximately 25-30 high school-aged interns in the Mayor Barrett's Earn & Learn Summer Youth Internship Program (SYIP). Team Leaders work as mentors and educators, guiding youth through their first work experience. This may include driving to various worksites throughout the City of Milwaukee.

Major Duties:

- Work as a liaison between interns and department supervisors, serving as a representative of SYIP.
- Maintain documentation of intern attendance.
- Approve payroll for assigned interns.
- Establish a relationship with parents and interns (i.e., resolve transportation issues, time entry issues, answer questions and concerns).
- Report intern progress to the Program Coordinator, weekly.
- Facilitate weekly team meetings, including discussions about issues of concern to interns.
- Facilitate professional development with interns on Fridays (mandatory).
- Be available for the duration of the summer program.

**Attachment B**

**COST PROPOSAL FOR RFP 57648**

DEPARTMENT OF CITY DEVELOPMENT OF THE CITY OF MILWAUKEE

Temporary Services for Payroll Processing of  
City's Summer Youth Internship Program

Provide unit cost per intern:

- Cost to establish debit card deposit system per intern      \$\_\_\_\_\_
- Provide insurance and payroll services -- provide cost per intern per hour **\$8.25** for:
  - Approximately 90 Field Interns \$\_\_\_\_\_ +
  - Approximately 90 Office Interns \$\_\_\_\_\_ =
  - Total cost billed to City per intern per hour \$\_\_\_\_\_

Provide unit cost per Staff Member:

- Provide insurance and payroll services for the Administrative staff:
  - 6 Team Leaders at \$14.93 per hour \_\_\_\_\_
  - Program Coordinator at \$21.00 per hour \_\_\_\_\_

Identify any other fees associated with provision of services outlined in Section II, Scope of Work:

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## Attachment C

### REFERENCES

\_\_\_\_\_  
COMPANY NAME

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Bidders shall submit with their bid the names of at least two (2) firms for whom they have performed comparable services similar to those required in this Invitation, within the twelve (12) months. This shall include the name of a person to contact, his/her telephone number, project description and amount. Also, attach letter(s) of recommendation.

COMPANY NAME: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Describe Services Rendered: \_\_\_\_\_

\_\_\_\_\_  
Length of Contract: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Describe Services Rendered: \_\_\_\_\_

\_\_\_\_\_  
Length of Contract: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

ATTACHMENT D



CITY OF MILWAUKEE  
OFFICE OF SMALL BUSINESS DEVELOPMENT  
FORM A - CONTRACTOR COMPLIANCE PLAN

This compliance plan must be completed in its entirety by the apparent low bid contractor within three (3) working days after the identification of the "low bidder," regardless of SBE participation or lack thereof.

**I. GENERAL INFORMATION (REQUIRED)**

BID # \_\_\_\_\_ SBE Participation: \_\_\_\_\_% Total Dollar Amount: \$ \_\_\_\_\_

BID Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**II. PRIME CONTRACTOR INFORMATION (REQUIRED)**

Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

City of Milwaukee SBE Certification: \_\_\_\_\_ Yes \_\_\_\_\_ No

**III. ACKNOWLEDGEMENT (REQUIRED)**

I certify that the information included in this Compliance Plan is true and complete to the best of my knowledge. Failure to submit this form and/or meet the specified SBE requirements may render the Bid/RFP unresponsive.

Name of Authorized Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR STAFF USE ONLY**

Reviewed by OSBD Staff: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY OF MILWAUKEE  
OFFICE OF SMALL BUSINESS DEVELOPMENT  
CONTRACTOR COMPLIANCE PLAN**

List all subcontractor information in its entirety. Only SBE firms certified through the City Of Milwaukee Office of Small Business Development will be counted towards specified SBE requirements. Individual subcontractor SBE percentages should equal the overall participation as listed on Page 1. Please visit the OSBD website [www.milwaukee.gov/osbd](http://www.milwaukee.gov/osbd) for a complete list of certified firms.

**IV. SUBCONTRACTOR INFORMATION**

Subcontractor Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Owner/Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Work performed / Materials supplied: \_\_\_\_\_

City of Milwaukee SBE Certification \_\_\_ Yes \_\_\_ No

Please identify the proposed award amount and percentage of the contract the subcontractor will fulfill (if applicable).

Proposed Award: \$ \_\_\_\_\_ Percentage of contract: \_\_\_\_\_%

Subcontractor Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Owner/Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Work performed / Materials supplied: \_\_\_\_\_

City of Milwaukee SBE Certification \_\_\_ Yes \_\_\_ No

Please identify the proposed award amount and percentage of the contract the subcontractor will fulfill (if applicable).

Proposed Award: \$ \_\_\_\_\_ Percentage of contract: \_\_\_\_\_%

**\*PLEASE DUPLICATE AS NEEDED TO PROVIDE ADDITIONAL SUBCONTRACTOR INFORMATION\***

Department of Administration - Business Operations Division  
Office of Small Business Development  
City Hall, Room 606  
200 East Wells Street  
Milwaukee, WI 53202  
Information Line: 414-286-5553 Fax: 286-8752  
[www.milwaukee.gov/osbd](http://www.milwaukee.gov/osbd)

ATTACHMENT E

**Non-Debarment Form**

The undersigned, being duly authorized to act on behalf of \_\_\_\_\_ (the "Contractor"), hereby certifies that neither the Contractor nor any of its principals are debarred, suspended, or proposed for debarment for federal financial assistance (e.g., General Services Administration's List of Parties Excluded from Federal Procurement and Non-Procurement Programs).

The Contractor further certifies that all potential sub-recipients, contractors, and any and all of their principals are not debarred, suspended or proposed for debarment, and that the Contractor will not enter into any transactions with any sub-recipients, contractors, or any of their principals who are debarred, suspended or proposed for debarment.

The Contractor certifies that throughout the term of this Agreement, neither the Contractor nor any of its principals are, or will be, debarred, suspended, or proposed for debarment for federal financial assistance (e.g., General Services Administration's List of Parties Excluded from Federal Procurement and Non-Procurement Programs), and that the Contractor will not enter into any transactions with any sub-recipients, contractors, or any of their principals who are debarred, suspended or proposed for debarment. The Contractor further certifies that it will verify that no suspended or debarred entities are under contract or participating in activities under this agreement by reviewing the federal general Services Administration's Excluded Parties List System (EPLS) at <http://epls.arnet.gov>."

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION**

Material submitted in response to DCD’s Request for Qualifications No. 57648 includes proprietary and confidential information that qualifies as a trade secret, as provided in Wis. Stats. §§ 19.36(5) & 134.90, or is otherwise material that can be kept confidential under the Wisconsin Public Records Law. As such, the proponent asks that certain pages, as indicated below, of this proposal be treated as confidential material and not released, to the extent allowed by Wisconsin law. Therefore, I am providing the following information with the express understanding that it is being submitted to DCD under a pledge of confidentiality. I would not have submitted this information had DCD not pledged to keep it confidential\* and request that the following pages not be released:

<u>Section</u>	<u>Page</u>	<u>Topic</u>

\*NOTE: Proponents are cautioned that the ENTIRE PROPOSAL WILL NOT FALL WITHIN THE CONFINES OF THE PLEDGE OF CONFIDENTIALITY. PLEASE LIMIT DESIGNATIONS OF CONFIDENTIALITY ONLY TO PROPRIETARY OR TRADE SECRET INFORMATION, OR OTHER LIMITED INFORMATION THAT YOU PROVIDE ONLY UPON RECEIPT OF A PLEDGE OF CONFIDENTIALITY

IN THE EVENT THE DESIGNATION OF CONFIDENTIALITY OF THIS INFORMATION IS CHALLENGED, THE UNDERSIGNED HEREBY AGREES TO PROVIDE LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF CONFIDENTIALITY.

Failure to include this designation in the proposal response may mean that all information provided, as part of the proposal response will be open to examination and copying.

Signature (Authorized Representative)	Telephone Number
Name (Please Print)	Company Name
Title	Date

NOTE: DCD, as custodian of these public records has the obligation, pursuant to the Public Records Law, to determine whether the above information can be kept confidential.

DCD will notify any proponent if a determination is made that the requested information cannot be kept confidential.

PROPRIETARY INFORMATION: Proprietary information submitted in response to this Request for Qualifications will be handled in accordance with applicable DCD procurement regulations. A proponent responding to this proposal should not include any proprietary information as part of its proposal unless the proponent 1) designates the specific information that it maintains is proprietary and the reason(s) for such designation in a separate document to DCD, Purchasing/Contract Services Division and 2) identifies the specific information when it occurs within the proposal.

DCD’s preference is for the proponent to segregate all information designated as confidential into one section of the Request for Qualifications and/or a separate document for easier removal to maintain its confidential status. The response to the proposal should indicate which portion of the requested information is confidential and where this information is located within the response, i.e. under separate cover, in confidential Section No. \_\_\_\_\_, etc. Data contained in the proposal and all documentation becomes the property of the DCD, Purchasing Division.

Generally, proposals are available for public review after the Purchasing/Contract Services Division has awarded and executed a contract.