

RESOLUTION NO. 2006-54

RESOLUTION BY THE FINANCE AND HUMAN RESOURCES COMMITTEE APPROVING UPDATES TO THE HUMAN SERVICES DEPARTMENT'S "CONTRACT ADMINISTRATION MANUAL" AND AUTHORIZING MULTI-ONE YEAR AGREEMENTS WITH UP TO TWO ADDITIONAL RENEWAL TERMS SUBJECT TO CORPORATION COUNSEL AND FINANCE DIRECTOR ANNUAL REVIEW

To the Honorable Members of the Racine County Board of Supervisors:

BE IT RESOLVED by the Racine County Board of Supervisors that the changes and updates to the Racine County Human Services Department's "Contract Administration Manual," a copy of which is filed and available at the County Clerk's Office, is authorized and approved.

BE IT FURTHER RESOLVED by the Racine County Board of Supervisors that a policy of as many as two one year renewals on service contracts, subject to Finance Director and Corporation Counsel approval, is authorized and approved.

BE IT FURTHER RESOLVED by the Racine County Board of Supervisors that any two of the County Executive, the County Clerk and/or the County Board Chairman are authorized to execute any contracts, agreements or other documents necessary to carry out the intent of this resolution.

Respectfully submitted,

1st Reading _____

FINANCE AND HUMAN RESOURCES COMMITTEE

2nd Reading _____

BOARD ACTION

Peter L. Hansen, Chairman

Adopted _____

For _____

Against _____

Absent _____

Karen A. Nelson, Vice-Chairman

VOTE REQUIRED: Majority

Thomas Pringle, Secretary

Prepared by: Corporation Counsel

David J. Hazen

Q. A. Shakoor, II

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5 _____
6 Van H. Wanggaard

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9 Pamela Zenner-Richards

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11 **INFORMATION ONLY**
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13 **WHEREAS**, the HSD Contract Administration Manual was last revised in 2001;
14 and

15 **WHEREAS**, the manual is comprised of three sections: Section One-Statutory
16 Requirements, Section Two-Procurement Policy, and Section Three-Contract Policies;
17 and

18 **WHEREAS**, summary of changes recommended to the manual are as follows:

- 19
20 1) In the event that the terms of the contract from the previous year remain the same and it
21 is a non-competitive bid application, the agency need only submit an updated program
22 information sheet (first page of the standard application), updated annual budget and
23 staffing information.
24
25 2) To ensure a sound and competitive procurement of services, each division will bid out
26 their services every three years.
27
28 3) With approval of the County Board, contracts can be extended and/or renewed for up to
29 two years. In order for a contract to be renewed and an extension granted, the agency
30 must be in compliance with submission of insurance, audit, licensing EEO policies, have
31 submitted an annual outcome report for the previous year, and be in compliance with
32 performance objectives. The extension agreement will be signed by two Racine County
33 representatives, the Racine County Board Chairperson, the Human Services Director
34 and a representative of the contracting agency.
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36 4) Approval of Extension to Contract and Modification to Contract Templates.
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