



# MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1  
SPARTA, WISCONSIN 54656  
PHONE 608-269-8705  
FAX 608-269-8747  
www.co.monroe.wi.us

## AMENDED NOTICE OF MEETING

COMMITTEE: **ADMINISTRATION & PERSONNEL COMMITTEE**

TIME: 9:00 a.m.  
PLACE: Monroe County Justice Center  
Monroe County Board Assembly Room

\*Please use the South Side/Oak Street Entrance\*

112 S. Court Street  
Sparta, WI 54656

DATE: **Tuesday, March 12, 2019**

### SUBJECT MATTER TO BE CONSIDERED

1. Call to order/Roll call
2. Next Month's Meeting Date/Time
3. Minutes approval – February 19, 2019
4. Economic Development Coordinator Report
5. Request for Line Item Transfer(s) – Discussion/Action
  - a. Register of Deeds
  - b. Land Records
6. Maintenance Department Report
7. Child Support
  - a. Director Report
  - b. Child Support Legislative Report
8. GIS Server Replacement RFP Approval – Discussion/Action
9. Information Systems
  - a. Director Report
  - b. IT Website Demo - Discussion
10. Personnel
  - a. Director Report
  - b. Voluntary Benefits Adjustment – Discussion/Action
11. County Clerk Notice of Budgetary Adjustment – Discussion/Action
12. County Administrator Report
13. Next Month's Agenda Items
14. CLOSED SESSION per WI Statutes 19.85(1)(C), considering employment promotion compensations or performance evaluation data of any public employee which the governmental body has jurisdiction or exercises responsibility - Conduct Interviews for the Monroe County Treasurer – Discussion/Action

**ADMINISTRATION & PERSONNEL MEETING  
March 12, 2019 Agenda**

15. CLOSED SESSION per WI Statutes 19.85(1)(C), considering employment promotion compensations or performance evaluation data of any public employee which the governmental body has jurisdiction or exercises responsibility – to complete County Administrator's Performance Evaluation – Discussion/Action
16. Adjournment

Pete Peterson, Committee Chair  
Date notices mailed: March 8, 2019

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.



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**ADMINISTRATION & PERSONNEL MEETING  
March 12, 2019 Agenda**

15. Adjournment

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Pete Peterson, Committee Chair  
Date notices mailed: March 7, 2019

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.

Administration & Personnel Committee  
February 19, 2019

Present: Pete Peterson, Sharon Folcey, Cedric Schnitzler, Mary Von Ruden

Absent: Mark Halverson

Others: Jim Bialecki, Ed Smudde, John Mehtala, Steve Peterson, Hannah Olsen, Annette Erickson, Lisa Hanson

The meeting was called to order in the Monroe County Board Assembly Room at 9:00 a.m. by Chair Pete Peterson.

- Next Month's Meeting Date/Time – The next meeting is Tuesday, March 12, 2019 at 9:00 a.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by M. Von Ruden second by S. Folcey to approve the 01/08/19 minutes. Carried 4-0.
- Steve Peterson provided the monthly Economic Development Coordinator Report. Discussion regarding the development Economic Support Corporation within Monroe County.
- Request for Line Item Transfer – Ed Smudde presents need for transfer due to clearing up the final numbers for 2018 in the amount of \$12,000. – Motion by M. Von Ruden second by S. Folcey to approve the Line Item Transfer for the Personnel Department, carried on a 4-0 vote.
- Notice of Information Systems Budget Adjustment - Motion by M. Von Ruden second by S. Folcey to approve budget adjustment. John Mehtala explained the 2019 budget adjustment in the amount of \$8,150.00 to carry over remaining training funds. Discussion. Carried 4-0.
- Notice of Information Systems Budget Adjustment –  
Motion to remove the language amend the statement to delete the additional \$40,000 of Axon and Squad Car project in October by C. Schnitzler, second by S. Folcey carried on 4-0 vote.  
  
Motion by M. Von Ruden second by S. Folcey to approve budget adjustment. John Mehtala explained the 2019 budget adjustment in the amount of \$18,022.10 to carry over remaining MyEvolv funds. Discussion. Carried 4-0.
- John Mehtala provided the monthly Information Systems Report. Discussed the Justice Center projects and Doors, Courtroom Technology, Video Surveillance, Phone Systems, and UW Extension move.
- John Mehtala provided a description of what would be available to the County with examples of other counties using a system. \$7,500 would be estimated cost, \$4,500 per year, for licensing and maintenance. Requested to be put on next month's agenda.
- Ed Smudde provided the monthly Personnel Director's Report. Ed presented the results of an employee engagement survey.
- Personnel Policy Manual Changes – E. Smudde summarizes that the ID card system will be switched from Emergency Management to the Personnel Department. Motion to approve resolution by C. Schnitzler, second by S. Folcey, and approved by 4-0 vote.
- Early Retiree Insurance, Eligibility to remain in the Health Insurance Group – E. Smudde discussed the current situation and who was eligible as retirees per our insurance plan. No further action.
- C.N.A. Education – E. Smudde discussed other options available for those looking for CNA certification.
- Process of Filling the County Treasurer Position Midterm – A. Erickson recommended appointment of the current Deputy in the Treasurer's Department. Committee decided that interviewing the recommended candidate will take place at the March 12, 2019 Admin and Personnel Committee Meeting within a closed session.
- CLOSED SESSION – Not needed.

- Jim Bialecki provided the Monthly Administrators Report.
- Countywide Cell Phone Provider Contract – L. Hanson presented the County Contract and policy was circulated to committee members.
- Items for next month's agenda – IT Website Demo – Discussion, County Administrator Evaluation, Steve Peterson Economic Development Report, IS Director Report, Maintenance Dept. Report.

Cedric – Left meeting at 11:15 a.m.

- Motion by S. Folcey second by M. Von Ruden to adjourn meeting at 11:22 a.m. Carried 3-0.

Ed Smudde, Personnel Director  
Recorder

## REQUEST FOR LINE ITEM TRANSFER

**Date:** 3/5/2019  
**Department:** Register of Deeds  
**Amount:** \$ 10,800.00  
**Budget Year Amended:** 2019

**From Account**

| Org                   | Object | Project | Account Name        | Current Budget | Transfer Amount     | YTD Expenditures | New Budget   |
|-----------------------|--------|---------|---------------------|----------------|---------------------|------------------|--------------|
| 11710000              | 521415 |         | COMPUTER OPERATIONS | \$ 42,600.00   | \$ 10,800.00        | \$ 3,850.00      | \$ 31,800.00 |
|                       |        |         |                     |                |                     |                  | \$ -         |
|                       |        |         |                     |                |                     |                  | \$ -         |
|                       |        |         |                     |                |                     |                  | \$ -         |
| <b>Total Transfer</b> |        |         |                     |                | <b>\$ 10,800.00</b> |                  |              |

**To Account**

| Org                   | Object | Project | Account Name     | Current Budget | Transfer Amount     | YTD Expenditures | New Budget   |
|-----------------------|--------|---------|------------------|----------------|---------------------|------------------|--------------|
| 11710000              | 521355 |         | LAREDO USAGE FEE | \$ -           | \$ 10,800.00        | \$ -             | \$ 10,800.00 |
|                       |        |         |                  |                |                     |                  | \$ -         |
|                       |        |         |                  |                |                     |                  | \$ -         |
|                       |        |         |                  |                |                     |                  | \$ -         |
| <b>Total Transfer</b> |        |         |                  |                | <b>\$ 10,800.00</b> |                  |              |

**Explanation for Transfer:** In 2019, the Register of Deeds office is using the new recording/document search software from Vendor Fidlar Technologies. Customers are able to use the search feature of the software remotely. Based on the search package that each customer signs up for, the County Register of Deeds Office receives a usage fee. A portion of the total usage fee that Monroe County Register of Deeds is charging will be turned over to Fidar Technologies as a user fee. The new account "11710000 521355 Laredo Usage Fee" is being asked to be created in the budget for this user fee that the Register of Deeds pays to Fidar each month.

The expense account charges are being split off of the Technology & Equipment account 11710000 521415 which was budgeted at \$42,600. Of that amount, \$21,600 was budgeted for Fidar Recording System: Avid Bastion (Hosting/Storage of Documents & Data Offsite) That amount was based on the estimated size of the data repository for real estate indexing data and images. After the conversion was completed, the repository was found to be smaller than what was originally estimated due to having duplicate sets of images on the server (redacted and unredacted) which were being used by the old system. It was found that \$10,600 was a more accurate figure rather than the \$21,400 for hosting services for 2019.

Department Head Approval

Deb Manat

Governing Committee Approval

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 If <= \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval:

\_\_\_\_\_

Date

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on :

\_\_\_\_\_

Date

## REQUEST FOR LINE ITEM TRANSFER

**Date:** March 8, 2019  
**Department:** Land Records  
**Amount:** \$ 103.00  
**Budget Year Amended:** 2018

**From Account**

| Org                   | Object | Project | Account Name     | Current Budget | Transfer Amount | YTD Expenditures | New Budget |
|-----------------------|--------|---------|------------------|----------------|-----------------|------------------|------------|
| 11750000              | 534310 |         | Mapping Supplies | \$ 715.00      | \$ 103.00       | \$ 69.98         | \$ 612.00  |
|                       |        |         |                  |                |                 |                  | \$ -       |
|                       |        |         |                  |                |                 |                  | \$ -       |
|                       |        |         |                  |                |                 |                  | \$ -       |
|                       |        |         |                  |                |                 |                  | \$ -       |
|                       |        |         |                  |                |                 |                  | \$ -       |
| <b>Total Transfer</b> |        |         |                  |                | \$ 103.00       |                  |            |

**To Account**

| Org                   | Object | Project | Account Name     | Current Budget | Transfer Amount | YTD Expenditures | New Budget   |
|-----------------------|--------|---------|------------------|----------------|-----------------|------------------|--------------|
| 11750000              | 511000 |         | Salaries         | \$ 58,030.00   | \$ 89.00        | \$ 58,118.89     | \$ 58,119.00 |
| 11750000              | 515005 |         | Retirement       | \$ 3,887.00    | \$ 4.00         | \$ 3,890.21      | \$ 3,891.00  |
| 11750000              | 515010 |         | Social Security  | \$ 3,596.00    | \$ 6.00         | \$ 3,601.97      | \$ 3,602.00  |
| 11750000              | 515020 |         | Health Insurance | \$ 493.00      | \$ 4.00         | \$ 496.15        | \$ 497.00    |
|                       |        |         |                  |                |                 |                  | \$ -         |
|                       |        |         |                  |                |                 |                  | \$ -         |
| <b>Total Transfer</b> |        |         |                  |                | \$ 103.00       |                  |              |

**Explanation for Transfer:** Salaries went over budget by \$103 in 2018. Savings in mapping supplies can cover this overage.

Department Head Approval \_\_\_\_\_

Governing Committee Approval \_\_\_\_\_

**If <= \$500:**  
Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: \_\_\_\_\_ \_\_\_\_\_ Date

**If > \$500:**  
Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : \_\_\_\_\_ \_\_\_\_\_ Date



## General Project Description

Monroe County is accepting proposals for consulting services, server replacement, migration, configuration, and implementation of ArcGIS Server Advanced (Windows) 10.5.

Monroe County's current server is running ArcGIS Server Basic (Windows) 10.1. Monroe County budgeted for new equipment, upgrades, training, and services in 2019 and seek to upgrade to 10.5 which will be compatible with our new Dispatch Software by Zuercher which is scheduled to be fully implemented and live beginning in October 2019.

## Scope of Work

Monroe County has five departments that maintain data on the ArcGIS Server, Forestry, Sanitation & Zoning, Land Information, Treasurer's Office and Land Conservation at this time. We have six current users but others may join in the future. We will also need our Dispatch Office to be connected. We currently have data that is exported to Applied Data Consultants for our WebGuideXtreme site on a weekly basis and the plan is to continue doing so.

A preliminary scope of work for the migration includes:

- 1) Backup all databases, data, and web services;
- 2) Un-install the current ArcGIS Server version software, applications, and services;
- 3) Upgrade Microsoft SQL server;
- 4) Install ArcGIS 10.5 software, applications, and services;
- 5) Configure ArcGIS Server;
- 6) Configure Microsoft SQL server;
- 7) Restore Microsoft SQL databases;
- 8) Restore/Upgrade services;
- 9) Test to ensure all functionality has been achieved/restored and is working.

Respondents may suggest adjustments to this preliminary scope of work. The respondent will carry out the scope of work shadowed by the Monroe County GIS Specialist. The Monroe County Information Systems staff will ensure that the selected respondent is provided administrative level, remote access to all servers involved. IS will provide server names and credentials necessary for configuration of the software. The Monroe County GIS Specialist will update software on the local PCs for users.

Monroe County is a tax exempt entity. Include shipping/delivery fees if applicable. Delivery shall be made within 30 days of vendor's receipt of order.

#### Technical Training

Administrative training focused on daily support and administration must be provided. These internal resources will then lead and train other team members. Provide a description of vendor's training offerings prior to cut-over of any initial deployment, including but not limited to:

- Installation
- Setup
- Configuration
- Commissioning
- Operation
- System Maintenance

#### ArcGIS Server Hardware

Monroe County currently has an aged server being used for our ESRI products. The existing server specifications, model, and age can be furnished by a request to the Monroe County IT Department. Our new server will need to meet suggested specifications to handle running the latest ESRI software and meet our needs into the foreseeable future. The location of the new ESRI server is yet to be determined but the building the existing server is located within is being decommissioned.

#### Workers Compensation Insurance

Offeror shall obtain and maintain throughout the duration of this contract statutory Worker's Compensation Insurance for all of its employees employed at the site or while working on this project. In case any work is sublet offeror shall require the subcontractor similarly to provide statutory Worker's Compensation Insurance for all of the latter's employees, unless such employees are covered by protection afforded by offeror.

#### General Liability, Professional Liability and Property Damage Insurance

Offeror shall secure and maintain in force throughout the duration of this contract such General Liability, Professional Liability and Property Damage Insurance as shall protect him/her and any subcontractor performing work covered by this contract from claims for damages for personal injuries including accidental death, as well as from claims for property damage, which may arise from operations under this contract, whether such operations be by offeror, or by any subcontractor or by anyone directly or indirectly employed by either of them; and the amount of such insurance shall be as follows:

- Comprehensive General Liability, \$2,000,000 per occurrence and in aggregate for Bodily Injury and Property Damage.
- Professional Liability Coverage, \$ 2,000,000 per occurrence and in aggregate.
- Automobile Liability, \$2,000,000 per occurrence and in aggregate for Bodily Injury and Property Damage.
- Excess Liability Coverage, \$1,000,000 over the General Liability and Automobile Liability Coverage's.
- If aircraft are used in conjunction with this project, \$ 2,000,000 per occurrence and in aggregate for bodily injury and property damage.

#### Proof of Insurance

The offeror shall furnish the Monroe County Purchasing Coordinator with a Certificate of Insurance countersigned by a Wisconsin Resident Agent or Authorized Representative of the insurer indicating that the offeror meets the insurance requirements identified above.

The Certificates of Insurance shall include a provision prohibiting cancellation of said policies except upon (30) days prior written notice to the Monroe County Purchasing Coordinator and specify the name of the contract or project covered.

The Certificate of Insurance shall be delivered to the owner, with a copy of the Certificate of Insurance to be delivered to the Monroe County Purchasing Coordinator for approval prior to the execution of this contract.

The Certificates shall name Monroe County as an additional insured and describe the contract by name and or identification number in the "Description of Operations" section of the form.

Upon renewal of the required insurance, and annually thereafter, the County shall receive a new Certificate of Insurance for three years after the completion of the project.

## Legal Requirements

**Termination of Contract:** Monroe County may, at its convenience, terminate this contract at any time by sending a certified letter to the proposer indicating the desired termination. If the contract is terminated by Monroe County as provided herein, the offeror shall be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services of the offeror covered by this contract, unless payments of compensation have previously been made.

**Change Orders:** The scope of the services to be performed under this contract may be amended or supplemented by mutual written agreement between the parties to the contract. This amendatory provision shall not operate to prevent Monroe County from exercising its reserved right to establish reasonable time schedules of and for any of the work or services to be performed by the offeror hereunder, nor to cancel any of the services not performed at the time notice is given to the offeror of the cancellation of such services or portion of the work to be performed here under.

**Gratuities and Kickbacks:** It shall be unethical for any person to offer, give, or agree to give any elected official, employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer for employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or a purchase request, influencing the contents of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceedings or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or contract, subcontract, or any solicitation or proposal therefore.

It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or a higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract, or order.

Non-appropriation of Funds: Notwithstanding anything contained in this contract to the contrary, no Event of Default shall be deemed to have occurred under this contract if adequate funds are not appropriated during a subsequent fiscal period during the term of this contract so as to enable Monroe County to meet its obligations hereunder, and at least thirty (30) days written notice of the non-appropriation is given to offeror.

Hold Harmless: Offeror hereby agrees to release, indemnify, defend, and hold harmless Monroe County, their officials, officers, employees and agents from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions/or causes of action of any type or nature whatsoever, including actual and reasonable attorney's fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the performance of contractor, its officers, officials, employees, agents, or assigns. Monroe County does not waive, and specifically reserves, it's right to assert any and all affirmative defenses and limitations of liability as specifically set forth in Wisconsin Statutes, Chapter 893 and related statutes.

Americans with Disabilities Act Compliance: In connection with performance of work under this contract, offeror agrees that no qualified individual with a disability, as defined by the Americans with Disabilities Act, shall, by reason of such disability, be excluded from participation and the benefits of services, programs, or activities, including employment, or be subjected to discrimination. The offeror is specifically notified that it is subject to all employment requirements listed under Title I of the Americans with Disabilities Act by virtue of its contract with Monroe County, a public entity. The offeror is specifically notified that it is subject to federal requirements to assure participation and access to public facilities, programs, and activities under Title II of the Americans with Disabilities Act by virtue of its contract with Monroe County, a public entity. These requirements mandate separate or special programs or reasonable modification of existing programs, services, and activities without surcharge to disabled individuals as long as safety is not compromised. The offeror shall provide a similar notice to its subcontractors.

Dispute Resolution: If a dispute related to this agreement arises, all parties shall attempt to resolve the dispute through direct discussions and negotiations. If the parties cannot resolve the dispute and if all parties agree, it may be submitted to either mediation or arbitration. If the matter is arbitrated, the procedures of Chapter 788 of the Wisconsin Statutes or any successor statute shall be followed. If the parties cannot agree to either mediation or arbitration, any party may commence an

action in any court of competent jurisdiction. If a lawsuit is commenced, the parties agree that the dispute shall be submitted to alternate dispute resolution pursuant to §802.12, Wis. Stats., or any successor statute.

Unless otherwise provided in this contract, the parties shall continue to perform according to the terms and conditions of the contract during the pendency of any litigation or other dispute resolution proceeding.

The parties further agree that all parties necessary to the resolution of a dispute (as the concept of necessary parties is contained in Chapter 803, Wisconsin Statutes, or its successor chapter) shall be joined in the same litigation or other dispute resolution proceeding. This language relating to dispute resolution shall be included in all contracts pertaining to this project so as to provide for expedient dispute resolution.

Non-Debarment Clause: Contractor hereby certifies that neither it nor any of its principal officers or officials has ever been suspended or debarred, for any reason whatsoever, from doing business or entering into contractual relationships with any governmental entity. Contractor further agrees and certifies that this clause shall be included in any subcontract of this contract.

Statement of Compliance: Vendor has carefully reviewed Monroe County's required contract language, as set forth in the Request for Proposal/Bid pertaining to termination of contract, change orders, gratuities and kickbacks, non-appropriation of funds, hold harmless/indemnification, ADA compliance, insurance requirements/proof of insurance, dispute resolutions, non-debarment, and is in full compliance with all statements and requirements. This contract language is incorporated herein by specific reference as if set forth in full. Any statements set forth in this contract document that conflict with Monroe County's contract language are superseded by Monroe County's required contract language.

## Terms and Conditions

- The County reserves the right to accept or reject any or all proposals or portions thereof without stated cause.
- The County reserves the right to re-issue any requests for proposals.
- Upon the selection of a finalist vendor, the County by its proper officials, employees, or agents shall attempt to negotiate and reach a final agreement with this vendor. If the County, for any reason, is unable to reach a final agreement with this vendor; the County reserves the right to reject such vendor and negotiate a final agreement with the

vendor who has the next most viable proposal. The County may also elect to reject all proposals and re-issue a request for proposal.

- Clarification of proposals: The County reserves the right to obtain clarification of any point in a vendor's proposal or obtain additional information.
- The County is not bound to accept the proposal with the lowest cost, but may accept the proposal that demonstrates the best ability to meet the needs of the County.
- The County reserves the right to waive any formalities, defects, or irregularities in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the County.
- The County reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the vendor.
- The Vendor agrees to the fullest extent permitted by law, to indemnify, defend and hold harmless, the Purchaser, and its agents, officers and employees, from and against all loss or expense including costs and attorney 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 Vendor, or its (their) agents and / or sub-contractors which may arise out of or connected with activities covered by this contract.
- The selected vendor shall not subcontract or assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the County.
- No reports, information, or data given to or prepared by the firm under contract shall be made available to any individual or organization by the firm without the prior written approval of the County.
- Should the selected vendor merge or be purchased by another individual or firm contract continuation would be at the County's option.

#### Support, Warranty, and Maintenance Provisions

- a. Are there any conditions with which Monroe County must comply to receive customer support (other than staying current on annual maintenance payments)? If so, please describe.
- b. How will the proposer compensate Monroe County for failures of the vendor to meet obligated response times for system errors?
- c. Provide in this section a copy of the proposer's standard warranty.
- d. Will the proposed system include a minimum first year warranty commencing at final acceptance?
- e. Will the proposer agree to cover expenses to repairs made under warranty, including parts, software, labor, travel

expenses, meals, lodging and any other costs associated with the repair?

- f. Will the proposer cover repair costs for work it is unable to perform based upon warranty guidelines?
- g. Include in this section a copy of the proposer's standard maintenance agreement.
- h. What services and products are included the proposer's maintenance program. Address specifically:
  - Customer support provisions
  - Upgrades, updates, enhancements and fixes
  - Training
  - Documentation
  - Professional services
- i. What is the process for delivery and installation of fixes, upgrades, and new releases?
- j. How often does the proposer provide software updates and enhancements?
- k. How are changes to software tested and documented?

These Specifications are to be viewed, in part, as goal oriented versus purely prescriptive in nature. In order to give flexibility and encourage innovation in performance, these specifications principally focus on results and leave the provider(s) to come up with means to achieve those results.

## Proposal Format

Each responding Individual or Entity will provide:

- An introduction outlining their interest in the project.
- Firm Information
- Relevant Experience and Qualifications
- Detailed Narrative of Project Approach.



- Project Schedule...Timeline.
- A description of specific deliverables.
- Detailed cost proposal for the Project. This may be expressed as a fixed price and/or based on hourly rate(s) for assigned personnel and any sub-consultants. Such must include any anticipated reimbursable expenses, and the rate charged for each.
- Any concerns, qualifications, or conditions placed on the proposal.

#### Clarification and Addenda

- Each responding individual or entity must examine all RFP documents and will judge all matters relating to the adequacy and accuracy of such documents.
- Any questions regarding this RFP are to be submitted electronically, via email, to Jeremiah Erickson/GIS Specialist at [jeremiah.erickson@co.monroe.wi.us](mailto:jeremiah.erickson@co.monroe.wi.us) no later than April X<sup>th</sup>, 2019 p.m.
- The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information can be given regarding this RFP.
- Any addenda issued to this RFP will be available for download at: [www.co.monroe.wi.us](http://www.co.monroe.wi.us) It is the responsibility of each responding individual or entity, prior to submitting their proposal, to contact Jeremiah Erickson/GIS Specialist or check at: [www.co.monroe.wi.us](http://www.co.monroe.wi.us) to determine if addenda were issued and to make such addenda a part of their proposal.
- Request for Proposals are due by April X<sup>th</sup>, 2019 by 4:30 p.m. Proposals postmarked by the closing date will be accepted. Late proposals will not be accepted and will be returned, unopened, to the bidder.

This is a hybrid procurement process. Monroe County reserves the ability to negotiate with proponents and the right to accept proposals other than the lowest cost proposal and the right to reject any or all proposals.

# MONROE COUNTY

## Notice of Budgetary Adjustment

### Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: March 8, 2019  
 Department: Monroe County Clerk/Election  
 Amount: \$360.00  
 Budget Year Amended: 2018

Source of Increase / Decrease and affect on Program:  
 (If needed attached separate brief explanation.)

Revenues Received were Smaller than Anticipated in 2018.

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**Revenue Budget Lines Amended:**

| Account #        | Account Name             | Current Budget | Budget Adjustment | Final Budget |
|------------------|--------------------------|----------------|-------------------|--------------|
| 11420000 442000  | Marriage License Revenue | \$ 9,080.00    | \$ (330.00)       | \$ 8,750.00  |
| 11421000 473100  | Election Revenue         | \$ 14,700.00   | \$ (30.00)        | \$ 14,670.00 |
|                  |                          |                |                   | \$ -         |
| Total Adjustment |                          |                | \$ (360.00)       |              |

**Expenditure Budget Lines Amended:**

| Account #        | Account Name     | Current Budget | Budget Adjustment | Final Budget  |
|------------------|------------------|----------------|-------------------|---------------|
| 10010000 539200  | Contingency Fund | \$130,586.98   | \$ (360.00)       | \$ 130,226.98 |
|                  |                  |                |                   | \$ -          |
|                  |                  |                |                   | \$ -          |
|                  |                  |                |                   | \$ -          |
|                  |                  |                |                   | \$ -          |
|                  |                  |                |                   | \$ -          |
| Total Adjustment |                  |                | \$ (360.00)       |               |

Department Head Approval: *Shelley Bond*  
 Date Approved by Committee of Jurisdiction: 03/08/2019

*Following this approval please forward to the County Clerk's Office.*

Date Approved by Finance Committee: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

*Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.*

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_