

(ATTACHMENT 1) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

This item initiated by the Administration on behalf of the Office of Board Governance.

OFFICE OF BOARD GOVERNANCE’S RECOMMENDATION

The Office of Board Governance recommends that the Board approve the following professional services contracts:

RFP 967 Authorization to Contract with Hubbard, Wilson, Zelenkova, LLC, for Lobbying Services

The Office of Board Governance is requesting authorization to enter into a contract with Hubbard, Wilson & Zelenkova, LLC for lobbying services. Legislative liaison and lobbying services are specifically related to working and communicating with state and federal officials and regulatory agencies regarding education policy, funding, and other related subjects as identified by the Office of Board Governance’s Legislative Services.

Contractor was chosen pursuant to RFP 967, which closed on December 7, 2017. The contract will run from February 1, 2018 through January 31, 2019 (the “Initial Term”), with two additional one-year options to extend if certain performance metrics incorporated into the contract are met.

The total cost of the contract in the Initial Term will not exceed \$80,000.

Budget Code:

ADT-0-0-OBG-OB-ECTS(Board Governance – Contracted Services).....\$80,000

Hubbard, Wilson, Zelenkova, LLC

PRIME CONTRACTOR INFORMATION

Certified HUB Contractor? No
Total # of Employees 5
Total # of Minorities 0
Total # of Women 3

HUB PARTICIPATION

Required N/A
Proposed N/A
\$ Value N/A

STUDENT ENGAGEMENT

Paid Student Employment Hour Commitment: 200 HOURS/12-mo contract
Student Career Awareness Commitment: 10 HOURS/12-mo contract

RFP 861 Authorization to Extend a Contract with Baker Tilly Virchow Krause, LLP for the Annual Audit of Financial Statements and Accounts

The Office of Board Governance is requesting authorization to extend the contract with Baker Tilly Virchow Krause LLP (“Baker Tilly”) to perform the District’s annual fiscal audit and student membership audit services. Baker Tilly provides State and Board-required audits of the District’s financial records and accounts and audits of membership counts, pursuant to Wis. Stat. § 120.14 and Board Rule 2.06(1)(f).

Baker Tilly, chosen pursuant to RFP 861, has provided these services for the last three fiscal years pursuant to the Contract’s initial three-year term. The original contract provided for two additional one-year terms upon mutual agreement; however, the Office of Board Governance is requesting to extend the contract for one additional two-year term. At this time, it would be inefficient to extend for one single year given the additional resources needed to familiarize a new firm with MPS’s business systems and processes and the

transition from the District's current financial system (IFAS) to the new financial system (Infor). As a committed partner to MPS, Baker Tilly allocated 20% of their bid proposal to HUB participation requirements, exceeding the District's 7% HUB participation requirement.

This contract extension will run from July 1, 2018 through June 30, 2020. The total cost of the contract in these extension years will not exceed \$625,120.

Budget Codes:

SCF-0-0-CTG-DW-EAUS(Special & Contingent Fund – Audit Services).....\$525,120
ADT-0A-1Ax-xx-EAUS(Title I – Audit Services).....\$100,000

Baker Tilly Virchow Krause, LLP

PRIME CONTRACTOR INFORMATION

Certified HUB Contractor? No
Total # of Employees 1705
Total # of Minorities 181
Total # of Women 823

HUB PARTICIPATION

Required 7%
Proposed 20%
\$ Value \$178,800

STUDENT ENGAGEMENT

Paid Student Employment Hour Commitment: 0 HOURS/12-mo contract
Student Career Awareness Commitment: 20 HOURS/12-mo contract