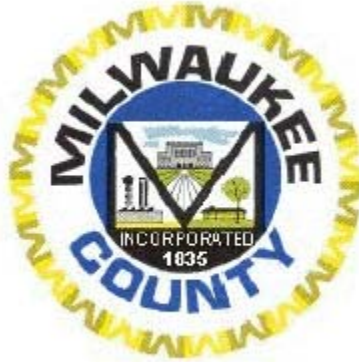


# **-Request for Proposal-**

## **Analysis of Fair Labor Standards Act Status and Compensation for Non-Represented Employee Classifications**

**Milwaukee County Official Notice Number 6454**



**Milwaukee County, Wisconsin  
Department of Administrative Services**

**June 19, 2009**

Proposals Due by July 17, 2009 at 3:00 PM Central Standard Time

**Please Label Proposals with Firm's Name and Address and "Proposal for  
FLSA/Compensation Consultant"**

**MILWAUKEE COUNTY  
DEPARTMENT OF ADMINISTRATIVE SERVICES**

**REQUEST FOR PROPOSALS (RFP)**

**ANALYSIS OF FAIR LABOR STANDARDS ACT STATUS AND COMPENSATION FOR  
NON-REPRESENTED EMPLOYEE CLASSIFICATIONS**

**INTRODUCTION**

The Milwaukee County Department of Administrative Services (DAS) is seeking proposals from qualified persons or organizations to provide consulting services regarding Fair Labor Standards Act determination and compensation analysis under a Professional Service Agreement.

**PROPOSAL SUBMISSION AND TIMEFRAME**

Responses to this request, in the form of one original signed proposal and four copies, must be received by 3:00 PM, Friday, July 17, 2009. Forward the original and copies of the proposal to:

Joseph Czarnezki, County Clerk  
Milwaukee County Clerk's Office  
901 N 9<sup>th</sup> Street, Room 105  
Milwaukee, WI 53233

The County Department of Administrative Services will hold a pre-bid conference for all interested contractors at 10:00 AM on Monday, June 29. The pre-bid conference will be held in the Conference Room of Suite 308 in the County Courthouse, 901 N 9<sup>th</sup> Street, Milwaukee, Wisconsin, 53233.

Milwaukee County reserves the right to reject any or all proposals and to take new proposals, or take such other course of action as County deems appropriate at County's sole discretion. The County reserves the right to negotiate for the modification of any proposal with its selected Contractor.

The County reserves the right to reject any Contractor which in the County's opinion does not have adequate qualifications. The County reserves the right to waive minor irregularities and formalities.

**DESCRIPTION OF PROFESSIONAL SERVICES REQUIRED**

**Background**

Milwaukee County Civil Service system includes 546 non-represented classifications. Out of a total Milwaukee County workforce of 5,757, there are 915 non-represented employees. Overtime provisions for these employees are set in Milwaukee Code Section 17.16. Section 17.16 differs from the provisions of the Fair Labor Standards Act (FLSA) in the following ways:

- Non-represented employees that are **exempt** from the FLSA, receive either straight time or time and a half in overtime (depending on pay range) for all hours worked in excess of forty

hours in a week. Employees that are deemed exempt from the FLSA that earn below a certain pay grade are also granted overtime (time and a half) for all hours worked in excess of eight hours a day.

- Non-represented employees who hold positions that are **non-exempt** (covered by the FLSA) receive time and one half for all hours worked in excess of eight hours in a day or forty hours in a week regardless of their pay range.

The County Board of Supervisors is considering an ordinance amendment to eliminate the payment of overtime for **exempt** employees consistent with the FLSA. The ordinance would also eliminate overtime pay for hours worked in excess of eight hours per day for **non-exempt** employees.

The County's Human Resources Department has made preliminary determinations of FLSA status for all classifications. Given the proposed statutory change, a review of FLSA status for all non-represented classifications is warranted.

### **Scope of Services**

A consultant contract is required to review and update existing FLSA recommendations for 546 non-represented classifications (see Attachment A for a listing of non-represented classifications and current FLSA designations). The first priority for analysis should be the 253 non-represented classifications that are currently designated as covered by the FLSA. The Consultant's response should include a description of proposed methodology and a work plan summary. The work plan must address the following tasks:

1. Review of job titles and available position descriptions and classification specifications (the County does not have supporting documentation for all classifications).
2. For those classifications that are immediately identifiable, the Consultant shall indicate the correct FLSA status. If a position is determined to be either not covered or exempt from FLSA, the Consultant shall also note the type of exemption or that the position is not covered.
3. For classifications that require more in-depth study, the Consultant must provide a justification of the FLSA recommendation including a description of the analysis. In developing the justification, the Consultant may need to meet with Human Resources staff or departmental managers. In some cases, the Consultant may recommend changes to job specifications in order to comply with FLSA.
4. The consultant study on FLSA must include a review of internal consistency. This review must include classifications that are related through a "career ladder" (for example Accountant 1, Accountant 2, etc.) as well as consideration of comparable classifications, including similar classifications that are represented by a bargaining unit.
5. In addition to FLSA analysis, the Consultant must provide a review of compensation for all non-represented classifications. The compensation review should include a comparison with comparable positions both internal and external to the County. The Consultant must recommend appropriate pay ranges for those classifications included in the study.

## **QUALIFICATIONS AND EXPERIENCE**

The successful bidder must:

- a) Have a minimum of three years experience in human resources consulting including classification and compensation analysis, and
- b) Have proven expertise in FLSA analysis.
- c) Have proven expertise in compensation analysis.
- d) Have access to compensation data necessary for an analysis of comparable positions.

## **INDEMNITY**

Contractor 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 Contractor, or its (their) agents which may arise out of or are connected with the activities covered by this agreement.

Contractor shall indemnify and save County harmless from any award of damages and costs against County for any action based on U.S. patent or copyright infringement regarding computer programs involved in the performance of the tasks and services covered by this Agreement.

## **SUBCONTRACTING**

Assignment of any portion of the work by subcontract must have the prior written approval of County. There must be a written contractual agreement between the prime Contractor and its County-approved sub-contractors and/or associates which binds the sub-contractor(s) to the same terms and conditions as the prime Contractor.

## **CONFIDENTIALITY AND OWNERSHIP OF INTELLECTUAL PROPERTY**

The Contractor agrees to abide by all confidentiality requirements imposed by state, federal and local laws and ordinances. The Contractor agrees to comply with any other requirements that might be developed by the County to insure the confidentiality of proprietary data. Contractor also agrees that it will surrender to Milwaukee County within 14 days of any termination of this agreement, for any reason, all programs and tables from a variety of sources.

The Contractor agrees that all programs, tables, manuscripts, databases, electronic or paper correspondence, e-mails and any other data or materials developed under the terms of the agreement are and shall be considered the sole property of the County; Contractor agrees that it will surrender to Milwaukee County any and all such material with 14 days of any termination, for any reason, of this agreement. Contractor agrees that it will not release or share such information in any manner without the expressed, written consent of the County.

## **INSURANCE**

Contractor and sub-contractor (as applicable) agrees to evidence and maintain proof of financial responsibility to cover costs as may arise from claims of tort, statutes and benefits under Workers'

Compensation laws and/or vicarious liability arising from employees. Such evidence shall include insurance coverage for Worker's Compensation claims as required by the State of Wisconsin, including Employer's Liability and insurance covering General, Professional and Automobile Liability coverage in the following minimum amounts:

<b>Type of Coverage</b>	<b>Minimum Limit</b>
<b><u>Wisconsin Workers' Compensation</u></b> or Proof of all States Coverage	Statutory
<b><u>Employers' Liability</u></b>	\$100,000/\$500,000/\$100,000
United States Longshoreman and Harbor Workers Compensation Act Coverage	If required by law
<b><u>Commercial General Liability</u></b>	
Bodily Injury & Property Damage (Incl. Personal Injury, Fire, Legal Contractual & Products/Completed Operations)	\$1,000,000 - Per Occurrence  \$1,000,000 - General Aggregate
<b><u>Automobile Liability</u></b>	
Bodily Injury & Property Damage All Autos - Owned, Non-Owned and/or Hired Uninsured Motorists	\$1,000,000 Per Accident  Per Wisconsin Requirements
<b><u>Professional Liability</u></b>	\$1,000,000 per occurrence \$1,000,000 aggregate

**MILWAUKEE COUNTY, AS ITS INTERESTS MAY APPEAR, SHALL BE NAMED AS AN ADDITIONAL INSURED FOR GENERAL, AUTOMOBILE, GARAGE KEEPERS LEGAL AND ENVIRONMENTAL IMPAIRMENT LIABILITY, AND BE AFFORDED A THIRTY DAY (30) WRITTEN NOTICE CANCELLATION OR NON-RENEWAL. 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 CERTIFICATE INDICATING THE ABOVE COVERAGES SHALL BE SUBMITTED FOR REVIEW AND APPROVAL BY COUNTY FOR THE DURATION OF THIS AGREEMENT.**

Coverages shall be placed with an insurance company approved by the State of Wisconsin and rated "A" per Best's Key Rating Guide. Additional information as to policy form, retroactive date, discovery provisions and applicable retentions, shall be submitted to County, if requested, to obtain approval of insurance requirements. Any deviations, including use of purchasing groups, risk retention groups, etc., or requests for waiver from the above requirements shall be submitted in writing to the County for approval prior to the commencement of activities under this Agreement.

**NON-DISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION PROGRAMS**

In accordance with Section 56.17 of the General Ordinances of Milwaukee County, adopted by the Milwaukee County Board of Supervisors on March 11, 1969, the following provisions shall apply:

In the performance of work under this contract, Contractor shall not discriminate against any employee or applicant for employment because of race, religion, 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 the County setting forth the provisions of the nondiscrimination 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 Attachment B. The program 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 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 foretasted requirements, it shall be its responsibility to show that it has met all such requirements.

When a violation of the 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 shall have sufficient cause 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, 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.

No contract by or on behalf of Milwaukee County shall be let to any party whose name appears on the list of ineligible contractors maintained by the Equal Opportunities Division of the State of Wisconsin.

### **DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION**

#### 1) General

The successful consultant/service provider shall comply with 49 CFR Part 26 and Chapter 42 of the Milwaukee County Ordinances, which requires Good Faith Efforts (GFE) to achieve participation of certified Disadvantaged Business Enterprise (DBE) firms on all US DOT and Milwaukee County funded professional service contracts. In accordance with this Milwaukee County policy and US DOT requirements, the consultant/service provider shall ensure that DBEs have an opportunity to participate in this project/contract. (Refer to Section 2 for the specific DBE participation requirements and contract goal). (The term "DBE" means small business concerns known as Disadvantaged Business Enterprise (DBE) firms owned at least 51% by socially and economically disadvantaged individuals, and certified by Milwaukee County under 49 CFR Part 26).

The Community Business Development Partners (CBDP) of the Milwaukee County Board of Supervisors is authorized to make the determination that consultant/service provider has made a good faith effort (GFE) to achieve the required DBE participation by doing the following:

- a) Shows evidence that it has met the DBE participation by submitting a complete Commitment to Subcontract to DBE Firms (DBD-014PS) form (Attachment C-1); or
- b) Documents that it made good faith efforts to meet the DBE participation goal, even though it did not succeed in achieving it. In this case, the consultant/service provider must submit the Certificate of Good Faith Efforts (DBD-001PS) form (Attachment C-2) and all relevant documentation to the CBDP Office for its GFE determination within three (3) working days of notification of being the successful proposer.

The efforts employed by the consultant/service provider should be those that one could reasonably expect a consultant/service provider to take if the consultant/service provider were actively and aggressively trying to obtain DBE participation sufficient to meet the DBE contract goal. Mere pro forma efforts are not good faith efforts to meet the DBE contract requirements. (49 CFR § 26.53 and Appendix A to 49 CFR Part 26 provides guidance regarding GFE). Also refer to Milwaukee County DBE Provisions governing GFE attached to this document (Attachment C-3).

In the event CBDP determines that the consultant/service provider has failed to meet the GFE requirements, consultant/service provider is entitled to appeal this determination. The provisions of 49 CFR § 26.53(d) apply to such an appeal. A request for administrative reconsideration must be sent within three (3) calendar days of receiving written notice from the CBDP of the failure to meet the GFE requirement. The request should be sent to:

CBDP Division  
City Campus, Room 800  
2711 West Wells Street  
Milwaukee, WI 53208

Prime consultant/service provider must submit with its proposal, the Sub-consultant Information Sheet (DBD-002PS) form (Attachment C-4).

The consultant/service provider shall prepare and submit accurate and timely forms and reports on DBE utilization to the CBDP Office. These shall include, but not be limited to, Milwaukee County DBE Utilization Plan, DBE Utilization Reports, and Sub-Consultant Information Sheet as directed. Failure to submit forms and reports as prescribed herein will result in disqualification of proposal, delay in payments, or other sanctions deemed appropriate by the County, including those listed under Section (I)(F).

When evaluating the performance of this contract, Milwaukee County reserves the right to conduct compliance reviews and request, both from the prime consultant/service provider and DBE sub-consultant(s), documentation that would indicate level of compliance. If the consultant/service provider is not in compliance with the specifications, the County will notify the consultant/service provider in writing of the corrective action that will bring the consultant/service provider into compliance. If the consultant/service provider fails or refuses to take corrective action as directed, Milwaukee County may take one or more of the actions listed below:

- a) Terminate or cancel the contract, in whole or in part.
- b) Remove the consultant/service provider from the list of qualified consultant/service providers and refuse to accept future proposals for a period not to exceed three years.
- c) Impose other appropriate sanctions, including withholding any retainage or other contract payments due which are sufficient to cover the unmet portion of the DBE goal, where the failure to meet the goal is the result of a finding by the CBDP Office of consultant/service provider's bad faith.
- d) If the consultant/service provider has completed its contract, and the goal was not met due to an absence of good faith on the part of the consultant/service provider, the parties agree that the proper measure of damages for such non-compliance shall be the dollar amount of the unmet portion of the DBE goal. The County may in such case retain any unpaid contract amounts and retainage otherwise due the consultant/service provider, up to the amount of the unmet goal. If insufficient funds remain in the contract account to compensate the County up to that amount, Milwaukee County may bring suit to recover damages up to the amount of the unmet goal, including interest at the rate of 12% annually, plus the County's costs, expenses, and actual attorneys' fees incurred in the collection action.

## 2. DBE Participation Goal

Each prime consultant/service provider shall utilize DBE Firms to a minimum of 17% DBE of the total contract. DBE participation requirement relative to contract award shall be based upon the approved Milwaukee County Commitment to Subcontract to DBE Firms (DBD-014PS) form. Consultants/service providers receiving additional work on the contract in the form of change orders, addendum, etc. shall be expected to increase DBE participation proportionally.

Consultant/service provider should note that for the purpose of proposal evaluation, only DBEs certified at the time of proposal submission would be counted toward the goal. Consultants/service providers must submit a Commitment to Subcontract to DBE Firms form or a DBE Utilization Plan in their proposal including, but not limited to, the following information (see form DBD-014PS for additional details):

- a) Name(s) of DBE(s) being considered for utilization.
- b) Description of services that will be provided by the DBE(s).
- c) Percentage of the work assigned to the DBE(s). Also, include dollar amount.

For a list of certified DBEs, call the Certification Section at (414) 278-4747. If you need additional assistance in the identification of DBEs, contact the CBDP Office at (414) 278-5248.

A prime consultant/service provider shall count towards the DBE requirement and be credited with one hundred percent (100%) of expenditures to DBE firms, if all of the identified scope of work has a commercially useful function in the actual work of the contract and is performed directly by the listed certified DBE firm. The Director of the CBDP Office through the application of 49 CFR § 26.55(c) will be responsible for the determination and evaluation of whether or not the firm is performing a commercially useful function on this project.

Prime consultant/service provider is required to notify the CBDP Office if their DBE subcontractors will further subcontract out work on this project. Credit will be given based on actual participation by DBEs.

Listing a DBE on the Commitment to Subcontract to DBE Firms form or Plan shall constitute a written representation and commitment that the prime consultant/service provider has communicated and negotiated directly with the DBE firms(s) listed, and that it will use the listed firm(s). If awarded the contract, the prime contractor will enter into a subcontract agreement with the DBE firm(s) listed on the Commitment to Subcontract to DBE Firms form for the work and price set forth thereon. This agreement must be submitted to the CBDP Office within seven (7) days from the Notice to Proceed.

Prime consultant/service provider must maintain DBE participation and performance logs. If the DBE firm(s) cannot perform, or if the prime consultant/service provider has a problem in meeting the DBE goal, or any other problem relative to the DBE goal requirement, the prime contractor shall immediately contact the CBDP Office at (414) 278-5248. If needed, prime contractor must submit a written request for substitution, including the reason for the request and the log. Approval must be obtained prior to making substitutions. Any difference in the cost occasioned by such substitution shall be borne by the prime contractor.

DBE Utilization Reports/Payment Applications. DBE Utilization Reports (form DBD-016PS, Attachment C-5) must be submitted with the Payment Applications. These reports must cover the period from the start of the project to the end of the period covered by the payment application being submitted or the period since the last payment application. The reports must be submitted even if no DBE activity took place during the period being reported. The County Project Manager will reject payment applications that are not in compliance with this section.

Final Payment Verification. The prime consultant/service provider must submit the "DBE Subcontractor Payment Certification" form (DBD-018PS, Attachment C-6) and the final DBE Utilization Report along with their Final Payment Application. The County Project Manager will not process the Final Payment Application if these reports are not submitted.

County reserves the right to waive any of these specifications when it is in the best interest of the County and with the concurrence of the CBDP Office.

## **PROPOSAL CONTENTS AND EVALUATION**

The RFP submitted by persons wishing to be considered for a contractual relationship to provide FLSA Consulting must include the information outlined below.

The percentages shown below indicate the level of importance, which will be placed on each section, or area of information during review of the proposals.

**Determination of compliance with the DBE requirements outlined above is made on a pass/fail basis. Milwaukee County "DBE" forms as well as the EEOC form included with this RFP material must be completed, signed and submitted with each proposal.**

### 1) Cover Page

A cover page should accompany each proposal, which identifies the name of the individual who should be contacted if clarification of the proposal's contents is necessary. In addition to the name of

the contact person, the cover page should also include the full address of the person, the telephone number, as well as the Social Security Number of the person or the Federal Identification Number of the business.

- 2) Description of the Consultant's proposed methodology and work plan and overall responsiveness to the requirements of the RFP. (50 points)

The description of the Consultant work plan should address

- Methodology and analysis to determine FLSA status
- Methodology and analysis to determine appropriate compensation levels

- 3) Qualifications and Experience (25 points)

- 4) References (15 points)

- 5) Fee for Services (10 Points)

#### Contents of Proposal

All attachments, additional pages, addenda or explanation supplied by the Contractor in the submission package will be considered as part of the RFP response. The material will be evaluated as part of the Contractor's response to the RFP and will eventually be incorporated as part of the terms and conditions of the successful proposer's contract with Milwaukee County. Failure to enter into a contract with Milwaukee County within 30 days of notification that a proposer is the successful bidder may result in the award of the contract to another bidder.

Attachment A  
Milwaukee County Non-Represented Classifications and Current FLSA Designation

00076200	Accountant 4-Fiscal	Exempt
00004605	Accting Manager	Exempt
00076150	Accting Manager Aging	Exempt
00076270	Accting Manager Airport	Exempt
00076154	Accting Manager CMO - AR	Exempt
00076980	Accting Manager DOA	Exempt
00077100	Accting Manager Sheriffs	Exempt
00076240	Accting Manager Zoo	Exempt
00004430	Accting Supv Mchcp	Exempt
00004490	Accts Payable Supv Fa	Exempt
00010820	Adm Asst 3-Crt Admin NR	Exempt
00078990	Adm Asst 3-Sheriff	Exempt
00036250	Adm Asst 4-Facil Mgmt	Exempt
00045121	Adm Claims Examiner - W C	Exempt
00057600	Adm Coord D/C Enforcmt	Exempt
00086700	Adm Sec 1-Office Asst 1	Exempt
00085291	Adm Sec 2-Exec Sec	Exempt
00086654	Adm Sec 2-Pol Res Anlys	Exempt
00086680	Adm Sec 3-Office Asst 3	Exempt
00086653	Adm Sec 3-Pol Res Anlys-	Exempt
00084765	Adm Sec 4-Support Servs	Exempt
00086651	Adm Sec 5-Pol Res Anlys	Exempt
00088810	Adm Sec Asst Dir I-R	Exempt
00084910	Adm Sec Audit Adm Asst	Exempt
00089870	Adm Sec Audit Comp Mgr	Exempt
00088590	Adm Sec Audit Mgr	Exempt
00086551	Adm Sec Chief Comm Clk 2	Exempt
00088130	Adm Sec Chief Of Staff	Exempt
00084960	Adm Sec Co Bo Fiscal	Exempt
00084793	Adm Sec Dir Of Comm Rel	Exempt
00084789	Adm Sec Exec Pol Adv	Exempt
00084804	Adm Sec Graphic Designe	Exempt
00085460	Adm Sec Lead Auditor	Exempt
00087693	Adm Sec Legislative Asst 2	Exempt
00087694	Adm Sec Legislative Asst 3	Exempt
00085495	Adm Sec Public Inf Mgr	Exempt
00084940	Adm Sec Staff Asst	Exempt
00020235	Airport Engineer	Exempt
00085760	Airport Intern	Exempt
00076770	Airport Mtce Mgr	Exempt
00076780	Airport Oper Mgr	Exempt
00076781	Airport Opers Mgr Landside	Exempt
00010871	Asst Airport Oper Mgr Landside	Exempt
00010870	Asst Airpt Oper Mgr	Exempt
00008720	Asst Chief Depclk Civad	Exempt

00079120	Asst Chief Depclk Sradm	Exempt
00062190	Asst Dir Emerg Mgmnt	Exempt
00076750	Asst Dir Fac Mgt Operat	Exempt
00085270	Asst Dir Off Handic	Exempt
00088970	Asst Dir Public Wks And Dev	Exempt
00080083	Asst Fiscal Budget Admin	Exempt
00077460	Asst Hiway Maint Mgr	Exempt
00089520	Asst Hosp Admtr 1	Exempt
00045105	Asst Nursing Dir Sheriff	Exempt
00027581	Auto And Eq Serv Supv DOT	Exempt
00079530	Botanical Gardens Dir	Exempt
00076160	Budget Mgr - Aging	Exempt
00076260	Budget Mgr - DSS	Exempt
00079710	Budget Mgr - Parks	Exempt
00002746	Business Manager	Exempt
00002740	Buss Systms Proj Mgr	Exempt
00087840	Capital Finance Mgr	Exempt
00012243	Capital Finance Plan Anal 3	Exempt
00082000	Chief Dep Clk Cirtcrt	Exempt
00086150	Chief Investigator	Exempt
00008850	Child Supp Prog Coord	Exempt
00011910	Child Supp Supv	Exempt
00083000	Civil Serv Comm Member	Exempt
00080200	Clerk Circuit Crt	Exempt
00041510	Comm Center Mgr	Exempt
00056660	Comm Supp Prog Coord	Exempt
00012268	Contract Manager CMO	Exempt
00056705	Contract Serv Coord Supv	Exempt
00055732	Contract Services Officer	Exempt
00077110	Corr Manager	Exempt
00080400	County Board Chairman	Exempt
00080500	County Brd Supv 1St Vic	Exempt
00080510	County Brd Supv 2Nd Vic	Exempt
00080600	County Brd Supv Member	Exempt
00080700	County Clerk	Exempt
00081800	County Executive	Exempt
00081100	County Treasurer	Exempt
00077070	Criminal Justice Prog Mgr	Exempt
00041860	Curator Rept & Aquar	Exempt
00059210	Dep Corp Counsel	Exempt
00082200	Dep County Clerk	Exempt
00076180	Dep Dir Audits	Exempt
00077280	Dep Fmly Crt Commissnr	Exempt
00041315	Dep Regional Operations Mgr	Exempt
00082400	Dep Register Of Deeds	Exempt
00061710	Dep Sheriff Lt	Exempt
00082500	Deputy Dist Attorney	Exempt
00079020	Detent Home Supt	Exempt
00078160	Dietitian 4-BHD	Exempt

00089800	Dir Dpw And Trnsport	Exempt
00089590	Dir Emergency Mgmt	Exempt
00089075	Dir of Employee Benefit	Exempt
00076070	Dir of Operations	Exempt
00086170	Econ Dev Coord	Exempt
00002010	Election Clk	Exempt
00083500	Election Comm Member	Exempt
00076520	Employmt Relations Mgr	Exempt
00089260	Employmt Staffing Mgr	Exempt
00054865	Ems Program Director	Exempt
00054860	Ems Supv	Exempt
00085580	Engnrng Intern Student	Exempt
00080079	Exdir1-Acuteinptsvdir	Exempt
00080001	Exdir1-Adsecdepchiefstf	Exempt
00080004	Exdir1-Adsec-Dir Dbd	Exempt
00080002	Exdir1-Adsecexecasstcoe	Exempt
00080048	Exdir1-Asst Dir Dept Aging-	Exempt
00080049	Exdir1-Asstdirdeptaging	Exempt
00080056	Exdir1-Bureauadmin Essb	Exempt
00080057	Exdir1-Bureauadmin Fcmb	Exempt
00080072	Exdir1-Contract Admin	Exempt
00080088	Exdir1-Deputy Controller	Exempt
00080003	Exdir1-Dir Opd	Exempt
00080071	Exdir1-Fiscal Servs Dir	Exempt
00080066	Exdir1-Nursingdirsherif	Exempt
00080078	Exdir1-Psychcrisissvdi	Exempt
00080074	Exdir1-Retirementsysmgr	Exempt
00080093	ExDir1-SAIL-Oper Coord	Exempt
00080065	Exdir1-Sheriffdepburdir	Exempt
00080075	Exdir2-Adsecchiefofstaf	Exempt
00080087	ExDir2-Assoc Admin of Nursing	Exempt
00080084	ExDir2-Assoc Dir Clinic Op	Exempt
00080053	Exdir2-Assocdirsocser O	Exempt
00080047	Exdir2-Assochospadmptca	Exempt
00080045	Exdir2-Assocmhadmtr Fis	Exempt
00080091	Exdir2-Asst Dir Dept Aging	Exempt
00080043	Exdir2-Assthospadm2-Mhc	Exempt
00080067	Exdir2-Asstsuptd Hoc	Exempt
00080360	Exdir2-Chief of Field Oper	Exempt
00080076	Exdir2-Chief Tech Offcr-	Exempt
00080092	Exdir2-ChiefofExternal Affairs	Exempt
00080035	Exdir2-Chiefofoperation	Exempt
00080082	ExDir2-ChiefOfPlantPartPo	Exempt
00080038	Exdir2-ChiefofRecandBusOper	Exempt
00080061	Exdir2-Chiefofrecservs	Exempt
00080041	Exdir2-Chiefpsychologis	Exempt
00080054	Exdir2-Commresadminstrt	Exempt
00080012	Exdir2-Controller	Exempt
00080018	Exdir2-Dep Dir Cse Admi	Exempt

00080063	Exdir2-Dep Zoo Dir Ad F	Exempt
00080062	Exdir2-Dep Zoo Dir Am And H	Exempt
00080027	Exdir2-Deparptdir-Finad	Exempt
00080028	Exdir2-Deparptdir-Oprmn	Exempt
00080055	Exdir2-Depprogdircommse	Exempt
00080085	Exdir2-DHHS Housing	Exempt
00080031	Exdir2-Dir Arch And Eng	Exempt
00080034	Exdir2-Dir Fleet	Exempt
00080008	Exdir2-Dirlaborrelation	Exempt
00080058	Exdir2-Div Admin Finass	Exempt
00080069	Exdir2-Divadmndelq Ctse	Exempt
00080020	Exdir2-Facility Admnstr	Exempt
00080022	Exdir2-Med And Mh Prg Admns	Exempt
00080044	Exdir2-Prog Admntr Catc	Exempt
00080086	ExDir2-Risk Manager	Exempt
00080021	Exdir2-Sherdeptadmnrstr	Exempt
00080026	Exdir3-Airport Director	Exempt
00080016	Exdir3-Chief Info Offcr	Exempt
00080005	Exdir3-Corp Counsel	Exempt
00080019	Exdir3-Dir Child Sup En	Exempt
00080051	Exdir3-Dir Deptonaging	Exempt
00080014	Exdir3-Dir Doa	Exempt
00080052	Exdir3-Dir Of Human Ser	Exempt
00080080	Exdir3-Dir Parks-Rec-Culture	Exempt
00080081	Exdir3-Dir Trans Public Wrks	Exempt
00080007	Exdir3-Dirhumanresource	Exempt
00080013	Exdir3-Fiscal And Budgetadm	Exempt
00080023	Exdir3-Hoc Supt	Exempt
00080046	Exdir3-Mh Administrator	Exempt
00080064	Exdir3-Zoological Dir	Exempt
00077270	Family Court Commissnr	Exempt
00009410	Felony Court Coord	Exempt
00064330	Fire Safety Inspect Hr	Exempt
00076170	Fiscal And Budget Mgr Hiw	Exempt
00076165	Fiscal And Budget Mgr-Chp	Exempt
00012240	Fiscal Mgt Analyst 1	Exempt
00012230	Fiscal Mgt Analyst 2	Exempt
00012220	Fiscal Mgt Analyst 3	Exempt
00004700	Fiscal Officer-Ers	Exempt
00079050	Fiscal Opers Mgr Crts	Exempt
00055495	Food Stamp Paymt Acc Mg	Exempt
00040705	Golf And Recreation Turf Mgr	Exempt
00012205	Grant Coordinator	Exempt
00020225	Grdtranspand Parkingopsmgr	Exempt
00043100	Group Sales Coord	Exempt
00004894	Health Care Ben Coord	Exempt
00077430	Highway Mtce Mgr	Exempt
00040512	Horticulturist 2 In Charge RC	Exempt
00047310	House Physician 2 hrly	Exempt

00047321	House Physician 3 Hrly	Exempt
00005735	Hr Coordinatortp	Exempt
00005765	Human Res Anal 3	Exempt
00065850	Human Res Coord Aging	Exempt
00065830	Human Res Coord CSE	Exempt
00006580	Human Res Coord Sheriff	Exempt
00087710	Human Res Intern	Exempt
00076635	Human Res Mgr	Exempt
00076632	Human Res Mgr Comp	Exempt
00076660	Human Res Mgr Courts	Exempt
00076610	Human Res Mgr DSS	Exempt
00076550	Human Res Mgr Parks	Exempt
00005580	Human Res Spec	Exempt
00089410	Info Systems Dir-Dss	Exempt
00065820	Info System Appl Spec Cc	Exempt
00011760	Intake Court Coord	Exempt
00059960	Investigator Hr	Exempt
00087875	IT Director - Applications	Exempt
00089165	IT Director - Bus Developmen	Exempt
00089490	IT Director - Governance	Exempt
00003095	It Operations Mgr	Exempt
00076940	Joint Cert Prog Admin	Exempt
00087900	Judicial Info Systms Mg	Exempt
00012340	Judicial Rev Coord (Child Ct)	Exempt
00058640	Juvenile Corr Wrkr Supv	Exempt
00008575	Labor Relations Analyst	Exempt
00008570	Labor Relations Spec 3	Exempt
00059260	Legal Cnsl Chld Supp Su	Exempt
00020340	Maintenance Supv	Exempt
00041350	Marina Manager	Exempt
00076570	Market Pubrelcoord Airp-	Exempt
00041420	Marketing Coordinator	Exempt
00020400	Mechanical Mtce Supt	Exempt
00076760	Mechanical Serv Mgr	Exempt
00037210	Mechanical Utility Engn	Exempt
00050843	Med Director Acute Serv	Exempt
00050847	Med Director Adult	Exempt
00050844	Med Director Crisis Serv	Exempt
00050851	Med Director Detent Serv	Exempt
00050845	Med Director Forensic Se	Exempt
00050841	Med Prog Dir CATC	Exempt
00078360	Med Rec Adm Mhc	Exempt
00080068	Medexdir-Asstmedexam	Exempt
00080040	Medexdir-Med Dir Psych	Exempt
00080025	Medexdir-Med Examiner	Exempt
00089100	Mgr Family Support	Exempt
00077240	Mgr Operations Chldsprr	Exempt
00053910	Music Therapy Prog Coord	Exempt
00045115	Nursing Adm Coord	Exempt

00078230	Nursing Admnr-Psych	Exempt
00045110	Nursing Prog Coord	Exempt
00011270	Operations Coord Sp-	Exempt
00020210	Operatting And Mtce Supv	Exempt
00089240	Parks Facil Plan Mgr	Exempt
00012261	Performance Evaluator (CMO)	Exempt
00076140	Placemt Resources Mgr	Exempt
00008605	Principal Architect	Exempt
00065860	Prog And Policy Coord-	Exempt
00056561	Prog Coord - ASD	Exempt
00057270	Prog Coord - CATC	Exempt
00057980	Prog Coord - CMO Training	Exempt
00004506	Prog Coord - Community Progs	Exempt
00005930	Prog Coord - Safety Svs	Exempt
00065870	Prog Planning Coord	Exempt
00003495	Project Coord - Technical	Exempt
00003490	Project Coord Appls	Exempt
00002747	Project Mgt Office Coordinator	Exempt
00056965	Psych Crisis Srvs Coord	Exempt
00079750	Public Affairs Servs Di	Exempt
00076290	Public Safety Fis Admin	Exempt
00004595	Public Safety Fisc Anls	Exempt
00070910	Public Services Mgr	Exempt
00070914	Purchasing Administrator	Exempt
00070916	Purchasing Manager	Exempt
00055485	Qual Imp & Risk Coord	Exempt
00007330	Real Estate Agent	Exempt
00079550	Regional Operations Mgr	Exempt
00081600	Register Of Deeds	Exempt
00053355	Rehab Services Supvr	Exempt
00088040	Res Concessns Mgr-Parks	Exempt
00089720	Res Cont Mgr Highway	Exempt
00077440	Res Cont Mgr Structural	Exempt
00089580	Res Cont Mgr Traff	Exempt
00077390	Resource Manager Aging	Exempt
00076130	Sect Mgr	Exempt
00078820	Sect Mgr Bureau Off FCMB	Exempt
00078840	Sect Mgr Fin FCMB	Exempt
00078830	Sect Mgr Sup Prog ESSB	Exempt
00081700	Sheriff	Exempt
00077120	Sheriffs Dept Captain	Exempt
00045070	Shift Supv Hr	Exempt
00008610	Site Development and Civil Eng	Exempt
00050771	Staff Psychiatrist Hrly	Exempt
00085770	Student Intern	Exempt
00008600	Support Services Manager	Exempt
00082700	Under Sheriff	Exempt
00057130	Unit Supervisor - Child Con Sv	Exempt
00056690	Unit Supervisor - LTS	Exempt

00057770	Vets Asst Prog Supv	Exempt
00083400	Vets Serv Comm Member	Exempt
00076880	Vets Serv Offcr	Exempt
00004360	Accountant 4-Hospital	Non-Exempt
00004350	Accountant 4-NR	Non-Exempt
00004370	Accountant 5	Non-Exempt
00004455	Accounting Coord - CHRP	Non-Exempt
00004445	Accounting Coord - Courts	Non-Exempt
00004465	Accounting Coord - DHHS	Non-Exempt
00012700	Accts Rec Supv-Billing	Non-Exempt
00010190	Adm Asst 2-Chldrns Crt	Non-Exempt
00084580	Adm Asst 2-DA Ex	Non-Exempt
00011305	Adm Asst Customer Service	Non-Exempt
00000040	Adm Asst NR	Non-Exempt
00011050	Adm Coord Alco Drug Prog	Non-Exempt
00056521	Adm Coord CATC	Non-Exempt
00056515	Adm Coord ESSB	Non-Exempt
00056500	Adm Coord SSI	Non-Exempt
00085100	Adm Crt Comm	Non-Exempt
00087700	Adm Intern	Non-Exempt
00085365	Adm Sec 2-Administrative Asst	Non-Exempt
00084672	Adm Sec 2-Asst To Chief	Non-Exempt
00086560	Adm Sec 2-Const Svs Rep	Non-Exempt
00086660	Adm Sec 2-Pol Res Anlys-	Non-Exempt
00086505	Adm Sec 3-Comm Clk	Non-Exempt
00086650	Adm Sec 3-Pol Res Anlys	Non-Exempt
00084818	Adm Sec 3-Pub Info Spls	Non-Exempt
00084670	Adm Sec Admin Asst	Non-Exempt
00085360	Adm Sec Assoc Exec Asst	Non-Exempt
00084550	Adm Sec CCC-ADA	Non-Exempt
00086552	Adm Sec Chief Comm Clk--	Non-Exempt
00084794	Adm Sec Dir Of Communic	Non-Exempt
00084761	Adm Sec Emp Access Coor	Non-Exempt
00085370	Adm Sec Exec Asst	Non-Exempt
00086750	Adm Sec Forensic Audito	Non-Exempt
00085280	Adm Sec Intr Gov Rel Di	Non-Exempt
00087692	Adm Sec Legislative Asst 1	Non-Exempt
00084270	Adm Sec Off Asst 3	Non-Exempt
00084800	Adm Sec Receipt Co Exec	Non-Exempt
00000075	Admin Spec - Courts NR	Non-Exempt
00000087	Admin Spec - DHS-NR	Non-Exempt
00000078	Admin Spec - DPW NR	Non-Exempt
00000074	Admin Spec - Econ Dev NR	Non-Exempt
00000073	Admin Spec - Fiscal Affairs NR	Non-Exempt
00000098	Admin Spec - HOC	Non-Exempt
00000072	Admin Spec - Human Res NR	Non-Exempt
00000079	Admin Spec - MH NR	Non-Exempt
00000096	Admin Spec - Retirement	Non-Exempt
00043040	Admissions And Transp Sup	Non-Exempt

00010920	Airport Business Mgr	Non-Exempt
00064300	Airport Fire Chief	Non-Exempt
00064340	Airport Firefighter Trning Off	Non-Exempt
00041430	Airport Marketing & PR Coord	Non-Exempt
00019580	Airport Mtce Asst Supt	Non-Exempt
00011291	Airport Properties Mgr	Non-Exempt
00011290	Airport Properties Mgr NR	Non-Exempt
00010875	Airport Pub Saf & Secur Manage	Non-Exempt
00070520	Aquatic Program Sup Sea	Non-Exempt
00064320	Asst Airpt Fire Chief	Non-Exempt
00019560	Asst Airpt Maint Supv	Non-Exempt
00008710	Asst Chief Depclk Divad	Non-Exempt
00008730	Asst Chief Dpty Clrk Prob	Non-Exempt
00020260	Asst Facilities Supv	Non-Exempt
00018151	Asst Hiway Mtce Supv	Non-Exempt
00008450	Asst Housing And Dev Coord	Non-Exempt
00040490	Asst Landscapeservs Mgr	Non-Exempt
00052120	Asst Med Rec Admtr-BHD Nr	Non-Exempt
00057780	Asst Program Admin CATC	Non-Exempt
00042990	Asst Zoo Maint-Grds Coord	Non-Exempt
00004895	Benefits Operations Manager	Non-Exempt
00020330	Bldg Supv-Crthse Complx	Non-Exempt
00055790	Child Care Prog Supv	Non-Exempt
00008840	Child Supp Coord	Non-Exempt
00000015	Clerical Asst 1 Nr	Non-Exempt
00000017	Clerical Asst 2 Nr	Non-Exempt
00000018	Clerical Asst 2 Nr BI Sp	Non-Exempt
00000032	Clerical Spec Hr Nr	Non-Exempt
00057090	Clinical Prog Dir-Psych	Non-Exempt
00085560	Clinical Psych Trainee	Non-Exempt
00044560	Comm Nurse Spec	Non-Exempt
00056665	Comm Relations Coord	Non-Exempt
00065670	Communications Spec 3 NR	Non-Exempt
00058450	Community Service Coordinator	Non-Exempt
00041360	Conservatory Director	Non-Exempt
00057315	Contract Compliance Mgr Dbe	Non-Exempt
00042880	Coord Zoo Oper And Mtce	Non-Exempt
00058610	Corr Offcr Lt	Non-Exempt
00058490	Corr Offcr Lt - Prog Faci	Non-Exempt
00058540	Corr Offcr Lt - Stat Eng	Non-Exempt
00043170	Curator Large Mammals	Non-Exempt
00041810	Curator of Birds	Non-Exempt
00041850	Curator Prim Sm Mammals	Non-Exempt
00013480	Custodial Wrkr Supv 2	Non-Exempt
00066015	Customer Serv Coord	Non-Exempt
00015600	Dietitian 2	Non-Exempt
00015630	Dietitian 3	Non-Exempt
00078140	Dir Admisns And Pt Accts	Non-Exempt
00076190	Dir Audits	Non-Exempt

00086180	Dir Famly Ctounsel Serv	Non-Exempt
00055760	Econ Supp Supv 1	Non-Exempt
00056190	Econ Supp Supv 1 BI Hmon	Non-Exempt
00055750	Econ Supp Supv 1 BI Sp	Non-Exempt
00007899	Economic Development Specialis	Non-Exempt
00057181	ED Services Prog Coord	Non-Exempt
00009950	Election Comm Adm Asst	Non-Exempt
00065740	Election Comm Asst	Non-Exempt
00057331	Ems Program Coord	Non-Exempt
00054850	Ems Supv Hr	Non-Exempt
00001830	Exec Sec Court Admin	Non-Exempt
00000057	Executive Assistant Aging	Non-Exempt
00000055	Executive Assistant Airport	Non-Exempt
00000052	Executive Assistant Child Supp	Non-Exempt
00000061	Executive Assistant CHP	Non-Exempt
00000060	Executive Assistant Corp Couns	Non-Exempt
00000054	Executive Assistant HOC	Non-Exempt
00000056	Executive Assistant MH	Non-Exempt
00000058	Executive Assistant Zoo	Non-Exempt
00020385	Facilities Assesmnt Coo	Non-Exempt
00020270	Facilities Grounds Supv	Non-Exempt
00065880	Facilities Mtce Coord	Non-Exempt
00013510	Facilities Mtce Supv	Non-Exempt
00043000	Facilities Supv	Non-Exempt
00056762	Family Care Ops Manager	Non-Exempt
00009415	Fin Analyst Employee BE	Non-Exempt
00004463	Fiscal Analyst-Supvr	Non-Exempt
00012244	Fiscal and Budget Manager	Non-Exempt
00004755	Fiscal Coord Dsd	Non-Exempt
00004705	Fiscal Officer Assistant	Non-Exempt
00004444	Fiscal Operations Mgr HOC	Non-Exempt
00028230	Fleet Services Coord	Non-Exempt
00015950	Food Serv Supv	Non-Exempt
00054630	Forensic Supervisor	Non-Exempt
00054210	Forensic Tech Supv	Non-Exempt
00054875	Gamp Program Director	Non-Exempt
00035770	Geographic Info Sys Sup	Non-Exempt
00040730	Golf Superintendent-Pga	Non-Exempt
00012761	Grants Writer/Coordinator	Non-Exempt
00003579	Graphic Services Coord	Non-Exempt
00019525	Graphics Supervisor	Non-Exempt
00043045	Guest Services Supv	Non-Exempt
00041200	Head Lifeguard	Non-Exempt
00070360	Head Lifeguard Seas	Non-Exempt
00018101	Highway Mtce Supv	Non-Exempt
00077800	Highway Oper Mgr	Non-Exempt
00047301	House Physician 1 Hrly	Non-Exempt
00047320	House Physician 3	Non-Exempt
00014410	Housekeeper 1 Nr	Non-Exempt

00008410	Housing And Com Dev Spnee	Non-Exempt
00008400	Housing And Dev Prog Coor-	Non-Exempt
00008024	Housing Prog Manager BH	Non-Exempt
00005490	Human Res Anal 1	Non-Exempt
00005500	Human Res Anal 2	Non-Exempt
00005505	Human Res Anal 2 - Bhd	Non-Exempt
00005760	Human Res Anal 2 - Emp Ben	Non-Exempt
00004940	Human Res Asst Emp Ben	Non-Exempt
00006980	Human Res Coord MHD	Non-Exempt
00005750	Human Res Coord Zoo	Non-Exempt
00005329	Human Resources Specialist FML	Non-Exempt
00055400	Human Services Supv	Non-Exempt
00055420	Human Services Supv MH	Non-Exempt
00087420	Info Systems Intern	Non-Exempt
00057760	Integrated Service Coor-	Non-Exempt
00009430	Interpreter Coordinator	Non-Exempt
00064950	Investigations Coord Ho	Non-Exempt
00086100	Investigator Dist Atty	Non-Exempt
00012345	Judicial Rev Coord (Courts)	Non-Exempt
00066010	Jury Services Coord	Non-Exempt
00040470	Landscape Servs Supv-	Non-Exempt
00040465	Landscape-Const Region Super	Non-Exempt
00016450	Laundry Cloth Prod Sup	Non-Exempt
00016310	Laundry Supv	Non-Exempt
00059270	Legal Cnsl Chld Supp 2	Non-Exempt
00085400	Legal Research Intern	Non-Exempt
00000069	Legal Secretary Nr	Non-Exempt
00019570	Maintenance Supv Airpor	Non-Exempt
00020402	Mechanical Mtce Supt Ho	Non-Exempt
00052110	Med Rec Adm 2	Non-Exempt
00052060	Med Rec Supv	Non-Exempt
00052115	Med Staff Coordinator	Non-Exempt
00001522	Mgmt Asst - Courts	Non-Exempt
00000039	Mgmt Asst - DA	Non-Exempt
00000038	Mgmt Asst - DHHS	Non-Exempt
00000019	Mgmt Asst - Human Res	Non-Exempt
00077680	Mgr Of Real Estate Serv	Non-Exempt
00065800	Network Appls Spec Dhr	Non-Exempt
00084130	Network Manager	Non-Exempt
00037335	Noise Program Coord	Non-Exempt
00001390	Office Asst 3	Non-Exempt
00001470	Office Asst I Nr Seas	Non-Exempt
00001350	Office Asst li Seas Nr	Non-Exempt
00010836	Office Coord Corporation Couns	Non-Exempt
00000013	Office Supp Asst 2 Nr	Non-Exempt
00020220	Operations Coord	Non-Exempt
00011876	Operations Mgr Med Examiner	Non-Exempt
00030800	Operatting And Mtce Engr	Non-Exempt
00059950	Paralegal-Corp Counsel	Non-Exempt

00085631	Park Intern Athletic Of	Non-Exempt
00085590	Park Intern Seas	Non-Exempt
00040402	Park Operats Analyst 2 NR	Non-Exempt
00040210	Park Unit Coord 1	Non-Exempt
00015840	Park Unit Coord 1 Conc	Non-Exempt
00040220	Park Unit Coord 2	Non-Exempt
00015850	Park Unit Coord 2 Conc	Non-Exempt
00040150	Park Unit Coord 2 Golf	Non-Exempt
00040130	Park Unit Coord 2 Hort	Non-Exempt
00040200	Park Unit Coord 2 Seas	Non-Exempt
00040170	Park Unit Coord2 Golfse	Non-Exempt
00004885	Pension Info Systems Spec	Non-Exempt
00004530	Perform Evaluator 1	Non-Exempt
00004520	Perform Evaluator 2	Non-Exempt
00004510	Perform Evaluator 3	Non-Exempt
00055880	Planning Analy DSD	Non-Exempt
00055860	Planning Analyst DHS Nr	Non-Exempt
00083900	Prb Member	Non-Exempt
00085110	Prb Secretary	Non-Exempt
00004509	Prog Admin Coord (CMO)	Non-Exempt
00056540	Prog Coord - AODA	Non-Exempt
00056562	Prog Coord - Family Care	Non-Exempt
00057340	Prog Coord - Res Center	Non-Exempt
00003497	Project Coord - Sheriff	Non-Exempt
00055484	Qual Improvement Cor DHHS	Non-Exempt
00054750	Qual Mangmt Admin Asst	Non-Exempt
00058024	Quality Assur Coord - DHHS	Non-Exempt
00010420	-RC-Adm Ast 2-DA and Child Crt	Non-Exempt
00086015	Register in Probate	Non-Exempt
00053356	Rehabilitation Coordinator	Non-Exempt
00055735	Resource Center Mgr-Disab	Non-Exempt
00012255	Retirement System Coord	Non-Exempt
00044540	RN 2 - MH	Non-Exempt
00044570	Rn 3 Mh	Non-Exempt
00044580	Rn 3 Mh Pool	Non-Exempt
00041340	Safety And Train Coord Pk	Non-Exempt
00005890	Safety Coordinator-	Non-Exempt
00000067	Secretarial Asst Nr	Non-Exempt
00000068	Secretary Nr	Non-Exempt
00000095	Senior Exec Asst DA	Non-Exempt
00000102	Senior Exec Asst DHHS	Non-Exempt
00000092	Senior Exec Asst DPW NR	Non-Exempt
00000103	Senior Exec Asst Labor Rel	Non-Exempt
00000094	Senior Exec Asst Parks NR	Non-Exempt
00004199	Senior Exec Asst-DHR/Em Bnfs	Non-Exempt
00000099	Senior Executive Assistant DAS	Non-Exempt
00000104	Senior Executive Asst Benefits	Non-Exempt
00041600	Senior Staff Veterinarian	Non-Exempt
00045010	Shift Supv	Non-Exempt

00057190	Staff Develmnt Asst Fsc	Non-Exempt
00050770	Staff Psychiatrist	Non-Exempt
00051610	Staff Veterinarian	Non-Exempt
00051615	Staffing Assistant	Non-Exempt
00020245	Sustainability and Environ Eng	Non-Exempt
00057120	Unit Supervisor - Adult Contr	Non-Exempt
00057370	Unit Supervisor - CMO	Non-Exempt
00045080	Utilization Review Coor	Non-Exempt
00084210	Vict Wit Prog Coord-	Non-Exempt
00084200	Vict Wit Supv	Non-Exempt

Attachment B  
EEO Certificate

## YEAR 2009 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, sex, age or handicap 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 provision 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 handicapped persons 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.

VENDOR also agrees that in the event of any dispute as to compliance with the aforesaid requirements, it shall be his responsibility to show that he has met all such requirements.

### **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 Requirement**

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

### **Affirmative Action Plan**

VENDOR certifies that, if it has 50 or more employees, it will develop and/or update and submit (within 120 days of contract award) an Affirmative Action Plan to: Mr. Paul Grant, Audit Compliance Manager, Milwaukee County Department of Audit, 2711 West Wells Street, Milwaukee, WI 53208 [Telephone No.: (414) 278-4246].

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 of the following: The Office of Federal Contract Compliance Programs or the State of Wisconsin, or the Milwaukee County Department of Audit, 2711 West Wells Street, Milwaukee, WI 53208 [Telephone No.: (414) 278-4246].

If a current plan has been filed., indicate where filed \_\_\_\_\_ and the year covered.

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 (No. of Employees) \_\_\_\_\_ employees in the Standard Metropolitan Statistical Area (Counties of Milwaukee, Waukesha, Ozaukee and Washington, Wisconsin) and (No. of Employees) \_\_\_\_\_ employees in total.

**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 \_\_\_\_\_

By \_\_\_\_\_ Address \_\_\_\_\_  
(Signature)

Title \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Attachment C –1  
Commitment to Subcontract to DBE Firms  
DBD 014PS



**COMMUNITY BUSINESS DEVELOPMENT PARTNERS (CBDP) OFFICE  
COMMITMENT TO SUBCONTRACT TO *DBE* FIRMS FORM  
ADDITIONAL INSTRUCTIONS/REQUIREMENTS**

**INSTRUCTIONS:**

1. In accordance with the new DBE Regulations, 49CFR26, Milwaukee County is tracking Assigned (Race Conscious) Goals for DBEs and Voluntary Utilization (Race Neutral) of DBE firms. Information reported on this form will be used to periodically adjust Race Conscious and Race Neutral components of Milwaukee County's overall DBE goal.
2. **For each DBE firm listed on this form, place an "X" in the appropriate column to indicate whether it will be used to meet Assigned [(A) Race Conscious Goal] and/or Voluntary [(V) Race Neutral Goal]. Any achievement above assigned goals should be reported as voluntary goal achievement. If you indicate that a DBE firm will be used to meet both Assigned (Race Conscious) and Voluntary (Race Neutral) goals, indicate the dollar amount attributable to assigned goals. DBE use to meet assigned goals is enforceable. It is important to report the use of DBEs on a voluntary basis since they count toward meeting the overall annual DBE goal. Failure to meet voluntary goals could result in an increase of assigned (Race Conscious) goals for future bids. Our objective is to capture all DBE achievement you generate.**
3. **If you have questions about filling out this form, please contact the CBDP Office at (414) 278-5248.**

**ADDITIONAL INFORMATION/REQUIREMENTS:**

1. **ALLOWANCES (Construction Related):** During the course of this project you will be using portions of the Allowance, which was initially deducted from your contract when you figured out your DBE requirement. As the allowance is used on the project, it is to be added back into the total contract price. An exception would be if the allowance being used is such that the DBE(s) cannot handle any portion of the work, the total contract amount will remain the same. In this case, it is necessary for the prime contractor to contact CBDP office immediately by phone and provide the dollar amount involved and the reasoning for DBEs not being utilized. In addition, a follow-up letter documenting the information is required.
2. **CHANGE ORDERS:** Any prime contractor receiving additional work on the contract in the form of change orders, etc., will be expected and required to increase the amount of DBE participation proportionally. Any time you receive additional work of any type, the prime contractor is required to contact the CBDP office immediately.
3. **WRITTEN CONTRACTS WITH DBEs:** In order to avoid problems at a later date, CBDP requires that prime contractors enter into a contract (please send a copy to CBDP) with the DBE subcontractor(s), spelling out specifically the work to be accomplished and for the dollar amount specified in this form. Also included in the contract will be the method of retainage, which is to be based on the same percentage that will be retained by the County from the prime contractor's contract. When the County reduces the amount of retainage, a like reduction should be retained from the payment to the DBE. *By executing the above affidavit, your company is certifying, under oath, that you have had contact with the named DBE firm(s), that the DBE firm(s) will be hired, and that the DBE firm(s) will participate to the extent indicated in performance of the contract.* **VIOLATION OF THE TERMS OF THE AFFIDAVIT WILL BE GROUNDS FOR TERMINATION OF YOUR CONTRACT.**
4. **DBE UTILIZATION REPORTS:** A DBE Utilization Report must be submitted with each payment application for the previous period's activity, even if no activity took place during the period being reported. CBDP may request that payments be withheld to the prime contractor who is not in compliance.
5. **SUBSTITUTIONS, DBEs SUBCONTRACTING THE WORK, TRUCKING FIRMS:** The prime contractor must submit a written request for substitution, specifying the reason for the request. Approval must be obtained prior to making substitutions. Requirement to notify and obtain approval from the CBDP Office if

DBE subcontractors will further subcontract out work on this project. In the case of DBE trucking firms, credit will be given for trucks leased from other DBE firms; however, if the DBE leases trucks from non-DBE firms, only the fee or commission will be counted for DBE crediting.

6. **PAYMENT APPLICATIONS:** DBE Utilization Reports (DBD-016PS form) must be submitted with each and every Payment Application including invoices. These reports must cover the period from the start of the project to the end of each period covered by payment applications being submitted, until the end of the contract when the last payment application is submitted. The department contract administrator will reject payment applications that are not in compliance with this section.

**IF YOU HAVE ANY PROBLEMS OR CONCERNS, PLEASE CONTACT THE CBDP OFFICE AT (414) 278-5248**

Attachment C-2  
Certificate of Good Faith Efforts  
DBD-001PS

**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 apparent successful consultant/service provider in soliciting and utilizing DBE firms to meet DBE participation requirements. This certificate will assist Milwaukee County in determining whether the apparent successful consultant/service provider has implemented comprehensive good faith efforts.

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 the apparent successful consultant/service provider on the following Milwaukee County Project:

Project No.	Project Title	Total Contract Amount	DBE Percentage	
			Goal	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.)


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**

Consultants/service providers 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, consultant/service provider 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)?


**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.)

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

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

Published Announcement/Publication (please describe)	Date

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.)

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

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**

Contractors 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.

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

10. Other comments you want Milwaukee County to consider:


**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: \_\_\_\_\_

Bidder/ Authorized Representative

Subscribed and sworn to before me:

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

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

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

Attachment C-3  
Milwaukee County DBE Provisions Governing Good Faith Effort

- I. When Milwaukee County establishes a DBE contract goal on a DOT-assisted contract a bidder/proposer must, in order to be responsible and/or responsive, make good faith efforts to meet the goal. The bidder/proposer can meet this requirement in either of two ways. First, the bidder/proposer can meet the goal, documenting commitments for participation by DBE firms sufficient for this purpose. Second, even if it doesn't meet the goal, the bidder/proposer can document adequate good faith efforts. This means that the bidder/proposer must show that it took all necessary and reasonable steps to achieve a DBE goal or other requirement of this part which, by their scope, intensity, and appropriateness to the objective, could reasonably be expected to obtain sufficient DBE participation, even if they were not fully successful.
- II. In any situation in which Milwaukee County has established a contract goal, part 26 requires you to use the good faith effort mechanism of this part. As a recipient, it is up to you to make a fair and reasonable judgment whether a bidder/proposer that did not meet the goal made adequate good faith efforts. It is important for you to consider the quality, quantity, and intensity of the different kinds of efforts that the bidder/proposer has made. The efforts employed by the bidder/proposer should be those that one could reasonably expect a bidder/proposer to take if the bidder/proposer were actively and aggressively trying to obtain DBE participation sufficient to meet the DBE contract goal. Mere pro forma efforts are not good faith efforts to meet the DBE contract requirements. We emphasize, however, that your determination concerning the sufficiency of the firm's good faith efforts is a judgment call: meeting quantitative formulas is not required.
- III. The Department also strongly cautions Milwaukee County against requiring that a bidder/proposer meet a contract goal (i. e., obtain a specified amount of DBE participation) in order to be awarded a contract, even though the bidder/proposer makes an adequate good faith efforts showing. This rule specifically prohibits you from ignoring bona fide good faith efforts.
- IV. The following is a list of types of actions, which Milwaukee County should consider as part of the bidder/proposer's good faith efforts to obtain DBE participation. It is not intended to be a mandatory checklist, nor is it intended to be exclusive or exhaustive. Other factors or types of efforts may be relevant in appropriate cases:
  - A. Soliciting through all reasonable and available means (e. g. attendance at pre-bid meetings, advertising and/or written notices) the interest of all certified DBEs who have the capability to perform the work of the contract. The bidder/proposer must solicit this interest within sufficient time to allow the DBEs to respond to the solicitation. The bidder/proposer must determine with certainty if the DBEs are interested by taking appropriate steps to follow up initial solicitations.
  - B. Selecting portions of the work to be performed by DBEs in order to increase the likelihood that the DBE goals will be achieved. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate DBE participation, even when the prime contractor might otherwise prefer to perform these work items with its own forces.
  - C. Soliciting through all reasonable and available means (e. g. attendance at pre-bid meetings, advertising and/or written notices) the interest of all certified DBEs who have the capability to perform the work of the contract. The bidder/proposer must solicit this interest within sufficient time to allow the DBEs to respond to the solicitation. The bidder/proposer must determine with certainty if the DBEs are interested by taking appropriate steps to follow up initial solicitations.

- D. Selecting portions of the work to be performed by DBEs in order to increase the likelihood that the DBE goals will be achieved. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate DBE participation, even when the prime contractor might otherwise prefer to perform these work items with its own forces.
  - E. Providing interested DBEs with adequate information about the plans, specifications, and requirements of the contract in a timely manner to assist them in responding to a solicitation.
  - F. Negotiating in good faith with interested DBEs.
    - (1) It is the consultant/service provider's responsibility to make a portion of the work available to DBE subcontractors and to select those portions of the work consistent with the available DBE subcontractors, so as to facilitate DBE participation. Evidence of such negotiation includes the names, addresses, and telephone numbers of DBEs that were considered; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and evidence as to why additional agreements could not be reached for DBEs to perform the work.
    - (2) A consultant/service provider using good business judgment would consider a number of factors in negotiating with subcontractors, including DBE subcontractors, and would take a firm's price and capabilities as well as contract goals into consideration. However, the fact that there may be some additional costs involved in finding and using DBEs is not in itself sufficient reason for a bidder/proposer's failure to meet the contract DBE goal, as long as reasonable. Also, the ability or desire of a consultant/service provider to do the work of a contract with its own organization does not relieve it of the responsibility to make good faith efforts. Prime consultants/service providers contractors are not, however, required to accept higher quotes from DBEs if the price difference is excessive or unreasonable.
  - G. Not rejecting DBEs as being unqualified without sound reasons based on a thorough investigation of their capabilities. The contractor's standing within its industry, membership in specific groups, organizations, or associations and political or social affiliations (for example union vs. non-union employee status) are not legitimate causes for the rejection or non-solicitation of bids in the contractor's efforts to meet the project goal.
  - H. Making efforts to assist interested DBEs in obtaining lines of credit or insurance as required by the recipient or contractor.
  - I. Making efforts to assist interested DBEs in obtaining necessary resources or related assistance or services.
  - J. Effectively using the services of available minority/women community organizations; minority/women contractors' groups; local, state, and Federal minority/women business assistance offices; and other organizations as allowed on a case-by-case basis to provide assistance in the recruitment and placement of DBEs.
- V. In determining whether a consultant/service provider has made good faith efforts, Milwaukee County may take into account the performance of other bidders/proposers in meeting the contract. For example, when the apparent successful consultant/service provider fails to meet the contract goal, but others meet it, Milwaukee County may reasonably raise the question of whether, with additional reasonable efforts, the apparent successful consultant/service provider could have met the

goal. If the apparent successful bidder/proposer fails to meet the goal, but meets or exceeds the average DBE participation obtained by other consultants/service providers, Milwaukee County may view this, in conjunction with other factors, as evidence of the apparent successful bidder/proposer having made good faith efforts.

**GOOD-FAITH EFFORTS WAIVER DENIAL  
REQUEST FOR ADMINISTRATIVE HEARING**

Your request for a good faith efforts' waiver has been denied, and you are entitled to request an administrative hearing to appeal that denial. If you wish to have such a hearing, please sign this form on the bottom and return to the Community Business Development Partners (CBDP) Office no later than 5:00 PM on \_\_\_\_\_. A faxed request may be sent to (414) 223-1958.

At the administrative review, a hearing officer will hear your argument why the waiver should be granted. The evidence he or she reviews will be the entire DBE participation file you submitted to the contracting officer. The hearing officer, in his or her discretion, may receive additional evidence, but any such evidence not previously submitted with your bid and Commitment to Subcontract with DBE Firms forms, must be submitted to the CBDP at the same time you file your request for hearing. No further evidence will be received or considered which was not submitted with this hearing request. You need not submit anything already submitted in connection with the original good-faith waiver request.

Within three (3) working days following the receipt of your hearing request, a hearing will be held. You will be notified promptly of the time and place of the hearing and the identity of the hearing officer, who was not involved in the original good-faith waiver denial. Because of the need to promptly resolve this matter and proceed with the awarding of the contract, a portponement of the hearing will be granted only upon a showing of substantial cause. Your failure to appear at the hearing constitutes a withdrawal of your request.

**THE UNDERSIGNED, AN AUTHORIZED REPRESENTATIVE OF \_\_\_\_\_,  
\_\_\_\_\_, HEREWITH REQUESTS  
AN ADMINISTRATIVE HEARING TO APPEAL THE DENIAL OF THE COMPANY'S  
GOOD-FAITH EFFORTS WAIVER REQUEST.**

**DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

Attachment C-4  
Sub-Consultant Information Sheet  
DBD-002PS



Attachment C-5  
DBE Utilization Reports/Payments Applications  
DBD-016PS

SUBMIT WITH ALL YOUR  
PAYMENT APPLICATIONS

**DISADVANTAGED BUSINESS ENTERPRISE  
PROFESSIONAL SERVICES "DBE" UTILIZATION REPORT\***

NAME OF CONSULTANT \_\_\_\_\_ TELEPHONE NO. ( ) \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ (ZIP CODE) \_\_\_\_\_

PROJECT TITLE \_\_\_\_\_ PROJECT # \_\_\_\_\_

TOTAL CONTRACT \$ AMT \_\_\_\_\_ TOTAL CONTRACT PAYMENT YTD \$ \_\_\_\_\_ CONTRACT % COMPLETE \_\_\_\_\_

TOTAL DBE CONTRACT \$ AMT \_\_\_\_\_ TOTAL DBE PAYMENT YTD \$ \_\_\_\_\_ DBE % COMPLETE \_\_\_\_\_ \*\*

COUNTY PROJECT/CONTACT PERSON \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

REPORT FOR THE PERIOD FROM: \_\_\_\_\_ TO: \_\_\_\_\_ 200 \_\_\_\_\_ FINAL REPORT: ( ) Yes ( ) No

List Disadvantaged Business Enterprise firms utilized in connection with the above Project, either as sub consultants or suppliers in the last period.

<u>NAME OF DBE FIRM</u>	<u>SUB-CONTRACT \$ AMOUNT</u>	<u>WORK/SERVICE PERFORMED</u>	<u>AMT. OF PAYMENTS THIS PERIOD</u>	<u>AMT. OF PAYMENTS TO DATE</u>	<u>REMAINING BALANCE</u>

Report Prepared by: \_\_\_\_\_  
by: \_\_\_\_\_

by: \_\_\_\_\_

(Name & Title)

Approved

\*Directions for completion of report - see reverse side

\*\*If the % DBE completion is less than the % contract completion, please attach an explanation as to why the DBE requirements are not being met at this time.

**Form DBD-016PS FORM**  
03/05/04

Rev.

## DIRECTIONS FOR COMPLETING THE "DBE" UTILIZATION REPORT

This report must be submitted with each payment application.

1. Prime consultant's registered company name.
2. Prime consultant's business telephone number.
3. Prime consultant's business address.
4. City in which prime consultant firm is located.
5. State in which prime consultant is located.
6. Zip code for prime consultant's place of business.
7. Name of County Project
8. Project number as stated in the Bid Announcements and Specifications.
9. Total dollar amount of contract awarded prime consultant by Milwaukee County.
10. Total dollar amount of payments to all employees, suppliers and all subconsultants to date.
11. County Project Manager/Contact Person with whom your firm coordinates the progress of the project.
12. Telephone number of the above County representative.
13. The period and year for which payments are being reported.
14. The line next to Final Report is to be checked only when the final payments have been made to all DBE subconsultants.
15. The name(s) of DBE firm(s) having received payment in the preceding month or period.
16. Total dollar amount of the work subcontracted to the listed firm(s).
17. The work or service performed by the listed DBE firm(s).
18. The dollar amount of payments made to each DBE subconsultant for the period being reported.
19. The total dollar amount paid to each DBE subconsultant to date (cumulative). As an example--if the report covers the first payment to a DBE subconsultant, the amounts listed in the last two columns would be the same; however, if previous payments had been made in preceding periods the columns would differ: the column "Amount of Payments for the Period" would show only the payment for the period being reported and the next column would show the subtotal of payments (cumulative) to each DBE subconsultant to date.
20. Remaining balance of the subcontract to the listed DBE firm(s).
21. Prime consultant's staff that actually prepared the report.
22. Prime consultant's officer or personnel authorized to review and approve the DBE Utilization Report.
23. Please mail this form to : CBDP Office, 2711 W. Wells Street, Room 807, Milwaukee, WI 53208

THIS REPORT MUST BE SUBMITTED EACH PAYMENT APPLICATION EVEN IF NO ACTIVITY TOOK PLACE DURING THE PERIOD BEING REPORTED

IF YOU HAVE ANY PROBLEMS OR CONCERNS WITH ANY DBE, CALL THE CBDP OFFICE AT (414) 278-5248

Attachment C-6  
Final Payment Verification  
DBD- 018PS

**MILWAUKEE COUNTY  
COMMUNITY BUSINESS DEVELOPMENT PARTNERS (CBDP) OFFICE  
PROFESSIONAL SERVICES DBE SUBCONSULTANT PAYMENT CERTIFICATION**

**"DBE" SUBCONSULTANT PAYMENT CERTIFICATION**

**This form must be attached to the final Certificate for Payment Request by Primary Contractor/Consultants.**

County \_\_\_\_\_ Department \_\_\_\_\_ Issuing \_\_\_\_\_  
Contract/Project \_\_\_\_\_  
Contract/Project \_\_\_\_\_  
Title \_\_\_\_\_

**DBE Firm:** \_\_\_\_\_

**Project No.** \_\_\_\_\_ **Project Name:** \_\_\_\_\_

**\*SECTION (A) DBE COMPANY COMPLETES IF FINAL PAYMENT  HAS BEEN RECEIVED**

I hereby certify that our firm received \$ \_\_\_\_\_ total payment for subcontract work on the above reference Milwaukee County project or contract.  
Date \_\_\_\_\_, 200\_\_

**\*SECTION (B) BOTH PRIME CONTRACTOR AND DBE COMPANY COMPLETE IF FULL PAYMENT  HAS NOT BEEN MADE TO DBE SUBCONTRACTORS AND A BALANCE REMAINS TO BE PAID.**

I hereby certify that our firm has paid to date a total of \$ \_\_\_\_\_ and will pay the \_\_\_\_\_ balance of \$ \_\_\_\_\_ to \_\_\_\_\_ upon receipt of payment from Milwaukee County for subcontract work on the above referenced project.  
Date \_\_\_\_\_, 200\_\_

\_\_\_\_\_  
\_\_\_\_\_  
(Prime Contractor's Signature)

(Print Name & Title)

\_\_\_\_\_  
\_\_\_\_\_  
(DBE Subcontractor Signature)  
Form  
Revised 03/05/04

(Print Name & Title)  
DBD-018PS