

City of Milwaukee
Department of Administration
Business Operations Division & Emerging Business Enterprise Program

Prompt Payment Policy

It is the City's policy to pay all invoices within 30 days. If the City does not make payment within 45 days after receipt of properly completed supporting payment and other required contract documentation, the City shall pay simple interest beginning with the 31st calendar day at the rate of one percent per month (unless the amount due is subject a good-faith dispute and, before the 45th day of receipt, notice of the dispute is sent to the contractor by first-class mail, personally delivered, or sent in accordance with the notice provisions in the contract). If there are subcontractors, consistent with s.66.0135(3), Wis. Stats., the prime contractor must pay the subcontractors for satisfactory work within seven days of the contractor's receipt of payment from the City of Milwaukee, or seven days from receipt of a properly submitted and approved invoice from the subcontractor, whichever is later. If the contractor fails to make timely payment to a subcontractor, the contractor shall pay interest at the rate of 12 percent per year, compounded monthly, beginning with the 8th calendar day. Reference Common Council File No. 101137 adopted January 2011.

Implementation Efforts

January – April 2011

- DOA held a series of webinars, providing City Departments with an opportunity to see how contract compliance monitoring software works.

May 2011

- Engaged ITMD, Comptroller's Office, and Department of Public Works in conversations relative to moving forward an identified vendor that was utilized by cities within close proximity (Chicago and Minneapolis), as well as offered the lowest cost associated.
- Engaged MPS, MMSD, and Milwaukee County, sharing on our efforts to secure a contract compliance monitoring software.

June 2011

- Established a contractual relationship with B2GNow, the Contract compliance monitoring software provider.

July – September 2011

- Software Implementation Period
- Training Opportunities – Mid-August
 - City Staff
 - Contractors will have access to training
 - Online @ Desk
 - In-person – Classroom style
 - Webinar – Classroom style