City of Milwaukee

Department of Administration
Information and Technology
Management Division

John O. Norquist
Mayor

Michael J. Soika
Administration Director

Randolf A. Gschwind
Chief Information Officer

January 22, 2003

To: The Honorable Members of the Common Council

Attn: Anthony Zielinski, Council Services Manager

**Re: Opening a Communication File relative to requesting Common Council
        authorization to produce and distribute a Request for Proposals (RFP) for an FMIS
        (Financial Management Information Systems) Application Service Provider (ASP)**

Under Resolution #990089 as amended by Resolution #020756, a department requesting
authorization from the Common Council to explore outsourcing must prepare a written report
specifying the service or functions to be outsourced and the substantiating reasons therefor.

This is to request that a Communication file be opened for the above purpose, sponsored by the
Department of Administration (DOA). DOA-ITMD has been studying issues relating to the
outsourcing of FMIS for several months, and wishes to create an RFP to test the market for
services that include outsourcing of hardware and operating systems, as well as assistance with
running and maintaining the PeopleSoft application programs that comprise the City's FMIS
systems.

We are creating a written report per the Council resolution and would appreciate the opportunity
to present this report to the appropriate Committees as soon as is practical. The objective
would be to acquire Council approval to issue the RFP via a separate companion Common
Council resolution.

Please let us know what additional information you may need. Thank you for your
consideration.

Sincerely,

Michael J. Soika
Director of Administration

Randolf A. Gschwind
Chief Information Officer