



# City of Milwaukee

200 E. Wells Street  
Milwaukee, Wisconsin  
53202

## Meeting Minutes

### COMMUNITY COLLABORATIVE COMMISSION - COMMUNITY SURVEY & RESEARCH COMMITTEE

**STEPHEN JANSEN: CHAIR**  
*Deborah Blanks and Tiodolo Delagarza III,*

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Thursday, September 15, 2022

12:00 PM

Virtual

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Please join the meeting from your computer, tablet or smartphone.

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#### 1. Roll call.

*Meeting convened: 12:02 P.M.*

*Members present: Stephen Jansen, Deborah Blanks and Tiodolo Delagarza*

*Also present: Barb Cooley - Fire and Police Commission and Rhonda Kelsey -  
Purchasing Director*

#### 2. Review and approval of the minutes of the May 19th and Sept. 9th meetings.

*Ms. Kelsey said she did not have any conversation with Mr. Jansen about this RFP  
and this text was removed from the draft minutes.*

*This agenda item will be heard at the next meeting.*

#### 3. Discussion with staff from the Purchasing Division of the City of Milwaukee.

*Ms. Rhonda Kelsey, Purchasing Director, present on this item. The survey will be specifically on the public perception's of the stop and frisk policy of the Milwaukee Police Department. The survey is intended to reach 7,000 people and an RFP issued to locate someone to perform the survey. The goal is to have the RFP finalized by October 3rd. Ms. Blanks said they have been working on the process for over a year now and they are 3-4 weeks away from being able to release the RFP. Ms. Blanks asked if standard language needs to be used or to incorporate SBE language. Ms. Kelsey said there is standard SBE language that is included. An SBE is worth 5 additional bonus points and 10 additional bonuses if the SBE is local. There may be some value in having the City Clerk's Office getting involved and release a requisition. The city also uses a cloud-based software to evaluate proposals. The City Clerk's Office would submit a requisition on behalf of the CCC to the Purchasing Office (submit the draft to the City Clerk's Office) who would then forward it to Purchasing. It takes Purchasing about two weeks to review an RFP (takes usually 2.5-4 weeks for review). Once the RFP is released, members are free to forward it to any potential*

*vendors. The Purchasing Division typically gives vendors 4 weeks to respond and a couple weeks for members to evaluate responses.*

*Mr. Jansen said the committee didn't want to limit the quality of the proposal responses by stating a cost point for the survey. Mr. Jansen has no sense of what the response will be and it's hard to say as it's such a unique situation.*

**4. Discussion and possible vote on the Request for Proposal.**

*Mr. Jansen said it sounds like the city's timeline seems very agreeable with the committee's timeline.*

*Ms. Blanks will be the point person for the City Clerk's Office and Mr. Jansen will connect with the Purchasing Division.*

*Mr. Delagarza stands ready to assist.*

*The needed work is to finish the RFP.*

*This survey is unique as it was born out of the CCC, which was born out of the Collins Settlement Agreement.*

*Not having a specific amount is not typical, but will hopefully increase the quality of the surveys being submitted.*

*Ms. Blanks has seen RFPs submitted with cost ranges as well, which might vary from \$25,000-\$100,000.*

*Ms. Blanks also suggested thinking about who is on the evaluation committee, possibly someone from city government.*

**5. Adjournment.**

*Meeting adjourned: 12:45 P.M.*

*Linda M. Elmer*

*Staff Assistant*