



2022 Operating Budget Timeline and Purchasing Guidance

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Public Health
MADISON & DANE COUNTY

Healthy people. Healthy places.

PHMDC Fiscal Guidance

- City of Madison is the Fiscal Agent for PHMDC
 - Designated in the IGA
 - City handles all fiscal matters including disbursements, receipts, budget, and audit
 - PHMDC follows City of Madison Purchasing Guidelines
 - PHMDC follows the budget preparation procedures as outlined by the City
 - Though PHMDC follows both the Mayoral and County Executive directives regarding the operating budget target.



2022 Operating Budget Timeline

Target Date	Activity
4/27/2021	BOH Budget Committee Meeting <ul style="list-style-type: none">• Summary of 2021 Budget Outcomes• Discuss 2022 Objectives• Ideas for new ARPA or State funding
5/19/2021	Meeting with City and County Finance Directors <ul style="list-style-type: none">• Meeting to set 2022 budget target
TBD	BOH Budget Committee Meeting
5/24/2021	Official 2022 Operating Budget Kick-off
6/2/2021	June Board of Health meeting <ul style="list-style-type: none">• Share 2022 Budget directives from Mayor and County Executive with BoH
6/7/2021 - 6/25/2021	Department Budget Development
TBD	BOH Budget Committee <ul style="list-style-type: none">• Potentially discuss additional state and federal funding
7/6/2021	Final budget draft to PHMDC Executive Team
7/7/2021	BOH Meeting– Approve budget
7/9/2021	Submit 2022 Ops budget to City Finance

Purchasing Guidelines

- **Under \$10,000**
 - No competitive process, nor vendor contract needed. Best value judgement from department.
- **\$10,000 - \$49,999**
 - Informal solicitation of quotes and a purchase of service contract required.
 - If no solicitation of quotes, department has option to submit a “Non-Competitive Selection Request” to City Purchasing review/approval, which details the rationale to select a specific vendor.
- **\$50,000 and up**
 - Formal RFP and purchase of service contract required.
 - If no RFP, department can request approval via resolution from the City Council (referred to Board of Health) to select a specific vendor, in addition to submitting a “Non-Competitive Selection Request” to City Purchasing review/approval.