

Dane County Contract Addendum Cover Sheet

Revised 03/2025

Res 256

BAF # 25308
Acct: Bush/Jacobson
Mgr: Moore
Budget Y/N: N

Contract # Admin will assign		15924A	
Dept./Division	Human Services /BH	Vendor Name	State of WI, Dept. of Correction
Brief Addendum Title/Description	DOC Treatment Court Collective Agreement Amendment - 1st of 5 1-year renewal option to an existing DOC Drug Court Treatment contract. This letter will act as the addendum to the original contract if we select to renew.	Vendor MUNIS #	2280
		Addendum Term	1/1/2026-12/31/2026
		Amount (\$)	\$ 96,960.00

Department Contact Information		Vendor Contact Information	
Contact	Contract Coordination Assistant	Contact	Carly Haug
Phone #	608-242-6200	Phone #	
Email	dcdhscontracts@danecounty.gov	Email	carly.haug@wisconsin.gov
Purchasing Officer			

Purchase Order – Maintenance or New PO					
<input type="checkbox"/>	PO Maintenance Needed PO#	Org:	Obj:	Proj:	
		Org:	Obj:	Proj:	
<input checked="" type="checkbox"/>	No PO Maintenance Needed – <i>this addendum does not change the dollar amount of the contract.</i>				
<input type="checkbox"/>	New PO / Req. Submitted Req#	Org:	Obj:	Proj:	
		Org:	Obj:	Proj:	

Budget Amendment	
<input type="checkbox"/>	A Budget Amendment has been requested via a Funds Transfer or Resolution. Upon addendum approval and budget amendment completion, the department shall update the requisition in MUNIS accordingly.

Total Contracted Amount – List the Original contract info, then subsequent addenda including this new addendum					
A resolution is required when the total contracted amount first exceeds \$100,000. Additional resolutions are then required whenever the sum(s) of any additional addenda exceed(s) \$100,000	Addendum #	Term	Amount	Resolution	
	Original	1/1/2025-12/31/2025	\$ 96,960.00	<input type="checkbox"/> None	Res# Budgeted & Ongoing
	1	1/1/2025-12/31/2025	\$ 0.00	<input checked="" type="checkbox"/> None	Res#
	2	1/1/2026-12/31/2026	\$ 96,960.00	<input type="checkbox"/> None	Res# 2025-256
				<input type="checkbox"/> None	Res#
				<input type="checkbox"/> None	Res#
				<input type="checkbox"/> None	Res#
Total Contracted Amount			\$ 193,920.00		

Contract Language Pre-Approval – prior to internal routing, this contract has been reviewed/approved by:		
<input type="checkbox"/> Corporation Counsel:	<input type="checkbox"/> Risk Management:	<input type="checkbox"/> No Pre-Approval

APPROVAL
Dept. Head / Authorized Designee


APPROVAL – Contracts Exceeding \$100,000	
Director of Administration	Corporation Counsel
	SHR 12.4.25

APPROVAL – Internal Contract Review – Routed Electronically – Approvals Will Be Attached		
DOA:	Date In: 12/5/25 Date Out: _____	<input checked="" type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management

Goldade, Michelle

From: Goldade, Michelle
Sent: Tuesday, December 9, 2025 12:32 PM
To: Hicklin, Charles; Rogan, Megan; Cotillier, Joshua
Cc: Oby, Joe
Subject: Contract #15924A
Attachments: 15924A.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 12/9/2025 3:20 PM	Approve: 12/9/2025 3:20 PM
	Rogan, Megan	Read: 12/9/2025 1:10 PM	Approve: 12/9/2025 1:10 PM
	Cotillier, Joshua	Read: 12/9/2025 12:32 PM	Approve: 12/9/2025 12:33 PM
	Oby, Joe		

Please review the contract and indicate using the vote button above if you approve or disapprove of this contract.

Contract #15924A
Department: Human Services
Vendor: WI Dept of Corrections
Contract Description: Treatment Court Collective Agreement Addendum for 2026 (Res 256)
Contract Term: 1/1/26 – 12/31/26
Contract Amount: \$96,960.00

Michelle Goldade

Administrative Manager
Dane County Department of Administration
Room 425, City-County Building
210 Martin Luther King, Jr. Boulevard
Madison, WI 53703
PH: 608/266-4941
Fax: 608/266-4425
TDD: Call WI Relay 711

Please Note: I currently have a modified work schedule...I am in the office Mondays and Wednesdays and working remotely Tuesdays, Thursdays and Fridays.

2025 RES-256

**ACCEPTING FUNDS FROM STATE OF WISCONSIN DEPT OF CORRECTIONS
DCDHS – BEHAVIORAL HEALTH DIVISION**

The Dane County Department of Human Services (DCDHS) has the option to renew an existing contract with the Wisconsin Department of Corrections (DOC) for funding that helps to support the Dane County Drug Court Program. The renewal period is for calendar year 2026 and keep all other terms of the current contract in place. This is the first of five one-year renewal periods for this funding.

These funds are budgeted and ongoing within the department. No budgetary change is required due to entering into this agreement.

NOW, THEREFORE, BE IT RESOLVED that the County Executive and County Clerk are hereby authorized and directed to sign the renewal agreement on behalf of Dane County.

These documents are being sent to you from the Wisconsin Department of Corrections. Please review the documents and sign with your approval, if you are the authorized representative of the entity. If you are not authorized to sign, please direct the documents to the authorized representative. If you have any questions, please feel free to comment.

Thank you.

A handwritten signature in black ink that reads "Gemma Habib". The script is cursive and fluid.

Gemma Habib

PURCHASING AGENT PROGRAM SUPERVISOR

Wisconsin Department of Corrections

608-240-5574

**WISCONSIN DEPARTMENT OF CORRECTIONS**

Governor Tony Evers / Secretary Jared Hoy

October 31, 2025

Dane County Human Services
Attn: Melissa Agard
1202 Northport Dr.
Madison, WI 53704-2092
contracts@danecounty.gov

FROM: Gemma Habib, Purchasing Agent Program Supervisor
Purchasing Services Section

RE: Renewal Term Option for Dane County Drug Court Programming and Case Management Services

DOC Contract Number: 410036-C25-CJO10006-COL-01

Original Term 01/01/2025 thru 12/31/2025

1st Renewal Term 01/01/2026 thru 12/31/2026

The purpose of this letter is to solicit your intentions regarding the renewal of this contract. To the best of my knowledge the service was acceptable during the last contract term.

This contract may be renewed for the period of one year. This is the first of five one-year renewal periods available. All contract special conditions and specifications are to remain the same for the renewal period.

Please indicate below your intentions regarding the renewal of this contract by checking the appropriate box, then sign and date on the lines below.

☒ Our firm **wishes to renew** the
above contract for the term

☐ Our firm **does not wish to renew**
the above contract

Melissa Agard Dane County Executive

Name and Title of Authorized Company Representative

Signature of Authorized Company Representative

Date

Gemma Habib

10/31/2025

Department of Corrections Contract Manager's Signature
Gemma Habib, Purchasing Agent Program Supervisor

Date

cc:
DOC Contract Administrator
DOC Contract Manager
POGS Contract Specialist
Colleen Williams, Budget, Contracts and Operations Manager (Williams.Colleen@danecounty.gov)
Vicki Lawry, Contract Coordination Supervisor (dedhscontracts@danecounty.gov)

Certificate Of Completion

Envelope Id: B3E61A14-B65A-435F-A60C-EE1DD49027EE

Status: Sent

Subject: 10006 - 1st Renewal Letter - Dane County Drug Court Programming and Case Management Services

Source Envelope:

Document Pages: 2

Signatures: 2

Envelope Originator:

Certificate Pages: 5

Initials: 0

GEMMA HABIB

AutoNav: Enabled

3099 East Washington Ave.

Envelopeld Stamping: Enabled

Madison, WI 53707

Time Zone: (UTC-06:00) Central Time (US & Canada)

gemmaa.habib@wisconsin.gov

IP Address: 165.189.255.60

Record Tracking

Status: Original

Holder: GEMMA HABIB

Location: DocuSign

10/31/2025 10:10:32 AM

gemmaa.habib@wisconsin.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Wisconsin Department of Corrections

Location: Docusign

Signer Events

Signature

Timestamp

Gemma Habib

gemmaa.habib@wisconsin.gov

PURCHASING AGENT PROGRAM SUPERVISOR

WICONSIN DEPARTMENT OF CORRECTIONS

Security Level: Email, Account Authentication
(None)

Gemma Habib

Signature Adoption: Pre-selected Style

Using IP Address: 165.189.255.60

Sent: 10/31/2025 10:23:25 AM

Viewed: 10/31/2025 10:23:37 AM

Signed: 10/31/2025 10:23:52 AM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Melissa Agard

contracts@danecounty.gov

Dane County Executive

Security Level: Email, Account Authentication
(None)

Sent: 10/31/2025 10:23:53 AM

Viewed: 10/31/2025 1:13:05 PM

Electronic Record and Signature Disclosure:

Accepted: 10/31/2025 1:13:05 PM

ID: 7856a569-abe3-4d84-88ed-f5056854e0ec

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Carly Haug

carly.haug@wisconsin.gov

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:

Accepted: 7/8/2025 10:22:30 AM

ID: 2ee9d96b-8467-4f12-881b-795be4166c75

Carbon Copy Events	Status	Timestamp
Colleen Williams Williams.Colleen@danecounty.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign		
POGS DOCDCCPOGSPurchasing@wisconsin.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Vicki Lawry dcdhscontracts@danecounty.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign		
DocuSign Administrator docdocusign@wi.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 11/25/2024 8:47:53 AM ID: 1e91da12-eeba-49a2-8878-7641b43bbfa0		
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/31/2025 10:23:25 AM
Certified Delivered	Security Checked	10/31/2025 1:13:05 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

CONSUMER DISCLOSURE

From time to time, Wisconsin Department of Corrections (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the "I agree" button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.25 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign "Withdraw Consent" form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Wisconsin Department of Corrections:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: DOCPurchasingHelpdesk@wi.gov

To advise Wisconsin Department of Corrections of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at

DOCPurchasingHelpdesk@wi.gov and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

To request paper copies from Wisconsin Department of Corrections

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to DOCPurchasingHelpdesk@wi.gov and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Wisconsin Department of Corrections

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to DOCPurchasingHelpdesk@wi.gov and in the body of such request you must state your e-mail, full name, US Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows2000 or WindowsXP
Browsers (for SENDERS):	Internet Explorer 6.0 or above
Browsers (for SIGNERS):	Internet Explorer 6.0, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the "I agree" button below.

By checking the "I Agree" box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC CONSUMER DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Wisconsin Department of Corrections as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Wisconsin Department of Corrections during the course of my relationship with you.