

# Dane County Contract Cover Sheet

Revised 01/2025

Res 240

Dept./Division	OCJR		
Vendor Name	Center for Justice Innovation	MUNIS #	
Brief Contract Title/Description	Grant award for community engagement around the intersection of housing and criminal justice.		
Contract Term	Jan 1, 2026-June 1, 2026		
Contract Amount	2,000.00		

Contract # Admin will assign	16036
Type of Contract	
<input type="checkbox"/>	Dane County Contract
<input type="checkbox"/>	Intergovernmental
<input type="checkbox"/>	County Lessee
<input type="checkbox"/>	County Lessor
<input type="checkbox"/>	Purchase of Property
<input type="checkbox"/>	Property Sale
<input checked="" type="checkbox"/>	Grant
<input type="checkbox"/>	Other

Department Contact Information		Vendor Contact Information	
Name	Colleen Clark Bernahrtdt	Name	
Phone #	6082663022	Phone #	
Email	clark.colleen@countyofdane.com	Email	
Purchasing Officer	Megan Roqan		

Purchasing Authority	<input type="checkbox"/> \$13,000 or under – Best Judgment (1 quote required)		
	<input type="checkbox"/> Between \$13,000 – \$45,000 (\$0 – \$25,000 Public Works) (3 quotes required)		
	<input type="checkbox"/> Over \$45,000 (\$25,000 Public Works) (Formal RFB/RFP required)	RFB/RFP #	
	<input type="checkbox"/> Bid Waiver – \$45,000 or under (\$25,000 or under Public Works)		
	<input type="checkbox"/> Bid Waiver – Over \$45,000 (N/A to Public Works)		
	<input type="checkbox"/> Cooperative Contract	Contract Name & #	
<input type="checkbox"/> N/A - Grants, Leases, Intergovernmental, Property Purchase/Sale, Other			

MUNIS Req.	Req #	Org:	Obj:	Proj:	\$
		Org:	Obj:	Proj:	\$
	Year	Org:	Obj:	Proj:	\$

Budget Amendment	
<input checked="" 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.

Resolution Required if contract exceeds \$100,000	<input checked="" type="checkbox"/> Contract does not exceed \$100,000	Res #	240
	<input type="checkbox"/> Contract exceeds \$100,000 – resolution required.	Year	2025
	<input type="checkbox"/> A copy of the Resolution is attached to the contract cover sheet.		

CONTRACT MODIFICATIONS – Standard Terms and Conditions		
<input type="checkbox"/> No modifications.	<input type="checkbox"/> Modifications and reviewed by:	<input type="checkbox"/> Non-standard Contract

APPROVAL	
Dept. Head / Authorized Designee	
Clark-Bernhardt, Colleen	Digitally signed by Clark-Bernhardt, Colleen Date: 2025.11.26 08:41:46 -06'00'

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

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

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**From:** Goldade, Michelle  
**Sent:** Wednesday, December 17, 2025 11:13 AM  
**To:** Hicklin, Charles; Gault, David; Rogan, Megan; Cotillier, Joshua  
**Cc:** Stavn, Stephanie; Oby, Joe  
**Subject:** Contract #16036  
**Attachments:** 16036.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 12/17/2025 11:27 AM	Approve: 12/17/2025 11:28 AM
	Gault, David	Read: 12/17/2025 11:25 AM	Approve: 12/17/2025 11:25 AM
	Rogan, Megan	Read: 12/17/2025 11:41 AM	Approve: 12/17/2025 11:41 AM
	Cotillier, Joshua	Read: 12/18/2025 9:49 AM	Approve: 12/18/2025 9:50 AM
	Stavn, Stephanie		
	Oby, Joe		

Please review this one again...Colleen has worked with Corp Counsel to make corrections. I've also included the Sub to the resolution.

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

Contract #16036  
Department: Office for Criminal Justice  
Vendor: Center for Justice Innovation  
Contract Description: Appointment as consultant as part of the Housing Justice Peer Network (Res 240)  
Contract Term: 10/1/25 -10/31/25  
Contract Amount: \$2,000.00

### *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 am currently working a modified schedule. I work in office Mondays and Wednesdays and work remotely Tuesday, Thursdays and Fridays.

1 SUB \_ TO 2025 RES-240 (PROPOSED-VELDRAN)

2  
3 RESOLUTION ~~AUTHORIZING ACCEPTANCE OF APPROVING A CONTRACT WITH~~  
4 CENTER FOR JUSTICE INNOVATION ~~FOR~~  
5 HOUSING SOLUTIONS COMMUNITY ENGAGEMENT AWARD  
6

7 The Dane County Office of Justice Reform applied for and won a \$2,000 Housing Solutions  
8 Community Engagement award as hosted by the Center for Justice Innovation and The NYU  
9 Furman Center's Housing Solutions Lab. The Office of Justice Reform is working with the Dane  
10 County Juvenile Courts, and Department of Human Services-Housing Access and Affordability  
11 division to improve cross-sector partnerships and explore solutions that improve access to  
12 housing for justice-involved people.

13  
14 In April 2025, the Dane County team, with support from the Robert Wood Johnson Foundation  
15 and the Charles and Lynn Schusterman Family Philanthropies, joined the Housing Solutions  
16 Network. This 16-month national program equips housing and criminal justice leaders with  
17 technical assistance and policy guidance to address the critical intersection of housing  
18 vulnerability and justice system involvement.

19  
20 A key component of the program is meaningful community engagement. Dane County will ~~use~~  
21 ~~this \$2,000 award to~~ partner with local organizations in engaging diverse cohorts, including  
22 young adults, seniors, and criminal justice-impacted persons to identify barriers and implement  
23 effective solutions to housing challenges. The insights gained through this work will directly  
24 inform the County's broader Housing Solutions framework.

25  
26 NOW, THEREFORE, BE IT RESOLVED that the Dane County Board of Supervisors and the  
27 Dane County Executive hereby ~~accept the grant award from~~ approve the contract with the  
28 Center for Justice Innovation for the Office of Justice Reform to perform housing solutions  
29 community engagement for in the amount of \$2,000. The term of the contract is October 1,  
30 2025 to October 25, 2025.

31  
32 BE IT FURTHER RESOLVED that a new revenue account, OJR NEW "Housing Solutions  
33 Outreach" be established for the amount of \$2,000, and expense account-"Housing Solutions  
34 Outreach" be established for \$2,000. All funds shall be carried forward until realized and fully  
35 expended.



520 Eighth Avenue, New York, NY 10018

p. 646 386 3100

f. 212 397 0985

[innovatingjustice.org](http://innovatingjustice.org)

Courtney Bryan. Executive Director

October 27, 2025

Dane County Office of Justice Reform  
Colleen Clark-Bernhardt  
210 Martin Luther King, Jr. Boulevard  
Madison, WI 53703

Dear Colleen Clark-Bernhardt:

I am pleased to confirm the appointment of Dane County Office of Justice Reform as consultant ("Consultant") to Justice Innovation Inc., doing business as the Center for Justice Innovation ("Center"), in connection with the National Housing Initiatives ("Project"). As a consultant, your work will involve participating in two sessions in October as a part of the Housing Justice Peer Network. These services are supported by Charles and Lynn Schusterman Family Philanthropies.

1. Services: The Consultant will provide the following services: You will participate in the cohort session on October 28th as well as the individual technical assistance session in October focused on engaging people with lived experience in identifying your problem and creating a policy solution as a part of the Housing Justice Peer Network. The Consultant will report to Center employee Jessica Yager, Senior Director. All work completed by the Consultant under this agreement shall be subject to review and approval by the Center.
2. Term: The Consultant's appointment shall commence on October 1, 2025, and shall continue to and include October 31, 2025, unless it is terminated at an earlier date by written notice to the Consultant from the Center. In the event of such termination, the Consultant shall immediately cease the provision of all services, and the Center shall be liable to the Consultant only for the services actually performed by the Consultant up to and including the effective date of such termination.
3. Compensation: As compensation for your services, the Center will pay you a total maximum fee not to exceed \$2,000, in accordance with the following payment schedule: The consultant will be paid after attending the October Housing Justice Peer Network T.A. Session and October 28, 2025, Cohort Session.

**Activating ideas.  
Strengthening communities.**

4. Invoicing & Payment: The Center shall process an invoice for payment upon the receipt and acceptance of the products and services or in accordance with the payment schedule as set forth herein or attached hereto. All invoices must be submitted within fifteen (15) days of the expiration or earlier termination of this Agreement. The invoices shall be in a form approved by the Center, and must include supporting documentation reflecting proof of performance of services in accordance with the scope of work herein. A sample invoice template is attached.

The Center shall review the invoices and supporting documentation as required, and may disallow for payment any charges which were not rendered, documented and/or authorized in accord with the terms of this Agreement, or for failure to deliver any required service, deliverable, or work product. Failure to submit invoices in accordance with the provisions of this Agreement may result in the termination of this Agreement by the Center.

Invoices will be payable under Net 30 day terms and should be emailed to the Center contact listed in the "Notices" section below.

If the Consultant would like to be paid via direct deposit (also known as electronic funds transfer (EFT) and automated clearing house (ACH)) in lieu of receiving a physical check, the Consultant must complete and submit the "Justice Innovation Inc. ACH Authorization Form" (attached) with any required supporting documentation to the Center contact listed in the "Notices" section below.

5. Independent Contractor Status: The Consultant shall be deemed at all times to be an independent contractor, and the Consultant is wholly responsible for the manner in which it performs the services and work requested by the Center under this Agreement. As an independent contractor, neither the Consultant nor its employees or agents will hold themselves out as, or claim to be, officers or employees of the Center, and neither the Consultant nor its employees or agents will make any claim to any right or privilege applicable to an officer or employee of the Center, including, but not limited to, workers' compensation coverage, unemployment insurance benefits, social security coverage or employee benefits, retirement membership or credit.

All experts or consultants or employees who are employed or engaged by the Consultant to perform services under this Agreement will not be employees of the Center and will not otherwise be under contract to the Center. The Consultant alone shall be responsible for its employees' work, direction, compensation and personal conduct while engaged under this Agreement. Nothing in this Agreement shall impose any liability or duty on the Center for the Consultant's acts, omissions, liabilities or obligations, or for the acts, omissions, liabilities or obligations of any person, firm, company, agency, association, expert, consultant, independent contractor, specialist, trainee, employee, servant, or agent employed or engaged by the Consultant, or for taxes of any nature, including, but not limited to, worker's compensation, unemployment insurance, disability benefits and social security, or, except as specifically stated in this Agreement, to any person, firm or corporation.

6. Confidential Information: In the course of work under this Agreement, the Consultant may have access to or learn of information and records that are proprietary to the Center, protected under the law or not rightfully in the public domain ("Confidential Information"). The Consultant agrees to a) treat Confidential Information as confidential, b) only use Confidential Information for purposes of fulfilling its obligations under this Agreement, and c) not disclose Confidential Information without prior approval from the Center.

Notwithstanding the foregoing, Consultant's obligations under this section shall not restrict Consultant from disclosing information **to the extent such disclosure is required by the Wisconsin Open Records Law, Wis. Stat. §§ 19.31–19.39**, provided that Consultant (i) promptly notifies the Center upon receiving any request for records that may include Confidential Information, unless such notice is prohibited by law; and (ii) cooperates with the Center in determining whether an exception to disclosure applies and in seeking any appropriate protective measures.

To the extent Confidential Information includes personal identifying information and other protected information of individuals, the Consultant agrees to comply with all applicable laws and regulations. Such laws and regulations include but are not limited to "Family Educational Rights and Privacy Act of 1974", 42 U.S.C. §290dd-2, 42 C.F.R. Part 2, "Confidentiality of Substance Use Disorder Patient Records", New York State Mental Hygiene Law §33.13 and the Health Insurance Portability and Accountability Act (HIPAA), 45 C.F.R. Parts 160 & 164., as applicable.

If Consultant discovers any breach of security which resulted in or could potentially result in unauthorized access or usage of Confidential Information, Consultant shall provide notice to the Center within 1 business day of such discovery.

7. Consent to Jurisdiction/Forum Selection Clause: The Center and the Consultant agree that all actions or proceedings arising in connection with this Agreement shall be tried and litigated exclusively in the State and Federal courts located in the Dane County, Wisconsin. The aforementioned choice of venue is intended by the parties to be mandatory and not permissive in nature, thereby precluding the possibility of litigation between the parties with respect to or arising out of this Agreement in any jurisdiction other than that specified in this paragraph. Each party hereby waives any right it may have to assert the doctrine of forum non conveniens or similar doctrine or to object to venue with respect to any proceeding brought in accordance with this paragraph, and stipulates that the State and Federal courts located in the Dane County, Wisconsin shall have in personam jurisdiction and venue over each of them for the purpose of litigating any dispute, controversy, or proceeding arising out of or related to this Agreement. Each party hereby authorizes and accepts service of process sufficient for personal jurisdiction in any action against it as contemplated by this paragraph by registered or certified mail, return receipt requested, postage prepaid, to its address for the giving of notices as set forth in this Agreement. Any final judgment rendered against a party in any action or proceeding shall be conclusive as to the subject of such final judgment and may be

enforced in other jurisdictions in any manner provided by law.

8. Audits: The Consultant will keep and maintain efficient, complete and separate books and records concerning any and all costs incurred in the performance of this Agreement. Such books and records shall be kept available for examination by an independent auditor at all reasonable times and places during the period of this Agreement and for six (6) years from the date of final payment.
9. Insurance: The Consultant shall maintain, throughout the term of this Agreement, Professional Liability Insurance in an amount no less than \$1,000,000 for each occurrence, and Workers' Compensation, in accordance with the statutory requirements of the State of Wisconsin, and General Liability Insurance in an amount no less than \$1,000,000 for each occurrence and a minimum of \$3,000,000 annual aggregate. The Consultant shall provide proof of all insurance upon request by the Center.
10. Notices: All notices, requests and other communications pursuant to this Agreement shall be in writing, and either: delivered by hand; sent by email; sent by registered or certified mail, return receipt requested; or sent by Airborne Express, Federal Express, Express Mail or other overnight mail service that provides a receipt to the sender. Receipt of a notice by the party to whom the notice is transmitted will be deemed to have occurred upon receipt, if hand delivered; 24 hours after being sent, if sent by email and the sender does not receive any messages indicating the message was not delivered to the intended recipient; five days from the date of mailing, if mailed; or the next business day after transmittal by Airborne Express, Federal Express, Express Mail or other overnight delivery service that provides a receipt to the sender. All notices and correspondence will be delivered to the following addresses and addressees, unless notified in writing of any change:

(a) If to the Center:

Center for Justice Innovation  
520 Eighth Avenue, 18<sup>th</sup> Floor  
New York, New York 10018  
Attention: Jessica Yager  
Phone #:  
E-mail: [jyager@nycourts.gov](mailto:jyager@nycourts.gov)

With the exception of invoices, all notices to the Center must also be sent electronically to the Contracts Department at [Contracts@innovatingjustice.org](mailto:Contracts@innovatingjustice.org).

(b) If to Consultant:

Dane County Office of Justice Reform  
210 Martin Luther King, Jr. Boulevard  
Madison, WI 53703  
Attention: Colleen Clark-Bernhardt, Director  
Phone #: 608-266-3022

E-mail: clark.colleen@danecounty.gov

11. COVID-19: Consultants agree to follow rules, regulations and guidance issued by relevant federal, state and local government and health authorities (including any applicable executive orders) and the Center's health and safety protocol, as amended from time to time, as related to COVID-19 while performing any work under this Agreement that involves in-person contact. Refusal or failure to comply with this provision would be cause for termination of this Agreement by the Center.
12. Assignment; Subcontracting: The Consultant shall not assign, transfer, convey or otherwise dispose of this Agreement, or the right to execute it, or the right, title, or interest in or to it or any part of it (including via any subcontracting arrangement), or assign, by power of attorney or otherwise, any of the monies due or to become due under this Agreement, without the prior written consent of the Center. Any assignment, subcontract, transfer, conveyance, or other disposition without such written consent shall be void, and failure to obtain prior written consent to any purposed assignment, subcontract, transfer, conveyance or other disposition may result in the termination of this Agreement at the option of the Center. This Agreement may be assigned, in whole or in part, by the Center provided that the Center shall provide the Consultant with written notice of any such assignment.
13. Merger Clause: This Agreement, including all exhibits and attachments, constitutes the entire agreement between the parties, and supersedes all prior negotiations, representations, writings, agreements and understandings between the parties with respect to the subject matter hereof, whether oral or written. No waiver, consent, modification or change of terms of this Agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given.

If the terms and conditions of this appointment, as set forth in this letter, are acceptable to you please sign electronically or sign and mail two copies of this letter and return both with a completed W-9 form, to the attention of the Contracts Dept. at the Center for Justice Innovation, 520 Eighth Avenue, 18th Floor, New York, NY 10018.



Sincerely,

Center for Justice Innovation

The Parties hereby enter into this Agreement by having their authorized representatives sign below.

Signed by:  
  
D1E06421606B41E...

\_\_\_\_\_  
Name: Melissa Agard

Title: Dane County Executive

Dane County Office of Justice Reform

\_\_\_\_\_  
Name: Jessica Yager

Title: Senior Director

Center for Justice Innovation

**Exhibits:**

- ☐ Detailed Scope of Work
- ☐ Deliverables and Payment Schedule or Budget
- ☒ Sample Invoice or Invoice/Expense Statements
- ☒ Sample ACH Authorization Form
- ☐ Center for Justice Innovation Policies and Procedures for the Prevention of Child Abuse

*For internal use only*

Center for Justice Innovation Contract Number:

OFY26-129-15513

Cost Center:

088-030 Schusterman 25 Housing Justice