

**AMENDING CHAPTER 25 OF THE DANE COUNTY CODE OF
ORDINANCES, REGARDING CONTRACT MODIFICATIONS**

The County Board of Supervisors of the County of Dane does ordain as follows:

ARTICLE 1. Unless otherwise expressly stated herein, all references to section and chapter numbers are to those of the Dane County Code of Ordinances.

ARTICLE 2. Section 25.11(2) is amended to read as follows:

25.11 REVIEW PROCESS FOR MAJOR CONTRACTS.

(2)(a) In this subsection, the phrase “the contract documents” includes all of the following: the complete contract, including all schedules, exhibits and attachments; the contract rating sheet; the contract routing sheet; and an executive summary of the contract.

(b) The contract documents shall be uploaded to the legislative information system three days prior to the time the contract is to be considered by the standing committee that has oversight of the department responsible for administering the contract.

(c) ~~The contract cover sheet shall describe any deviations from the standard contracting process and any changes to the standard County purchase of services form agreement.~~
Whenever a contract is modified after the first standing committee makes a recommendation, a redline version must be included in the legislative file no later than 24 hours prior to any subsequent committee or board meeting that has the item on their agenda.

(d) The contract cover sheet shall describe any deviations from the standard contracting process and any changes to the standard County purchase of services form agreement.

[EXPLANATION: This amendment requires that the legislative file include a redlined version of a contract that has been amended after the first standing committee makes a recommendation.]