



Milwaukee County

Management Services Division, Contract Administration

DATE: September, 2014

TO: Agencies on the Department of Health & Human Services (DHHS)
Interested Parties Mailing List

RE: NOTICE TO REGISTER FOR MILWAUKEE E-NOTIFY

Effective immediately, letters will no longer be mailed to agencies and individuals interested in contracting opportunities with the Milwaukee County DHHS advising them of the release of Requests for Proposals (RFPs). In place of the mail notification, DHHS will be using the joint City/County E-Notify system to send out RFP notices.

In order to receive emails whenever an RFP has been issued, you will need to have a valid email address and you must register with the E-Notify system. To register:

Go to the Milwaukee.gov E-Services page at:

<https://itmdapps.milwaukee.gov/Portal/login.jsp?from=/Enotify/index.jsp>

If you already have an account, log in. If you need to create an account, click on the *Register* link to register your email.

Once you have logged in successfully, you will need to click on the E-Notify link on the left side of the page. This will bring up the entire list of items that you can select to be notified about. To be notified of DHHS RFP releases, scroll down to "News Releases – Milwaukee County" and select the checkbox for "Department of Health and Human Services RFP Notices". After you have made your selection, click "Update Notification" at the bottom of the page, and your selection will be saved.

In addition to email notification, you may continue to check for notices posted on the County Business Opportunity Portal:

<http://county.milwaukee.gov/bop>

Ads will also continue to be published in the Milwaukee Journal-Sentinel on days preceding the release of RFPs.

Please take time today to register with E-Notify to continue to receive notices of RFPs in the future. If you need assistance creating an E-Services account, you may call James Sponholz at 414-289-5778, or Jane Alexopoulos at 414-289-5896.