

Please use this checklist to make sure your RFP submission is complete

Proposer: _____

When the RFP is received it will be acknowledged by email.

Contracting RFP Checklist

- Attachment A – Identification Form
- Attachment B – Operational Capacity Form
- Statement on education and experience for each lawyer on the contract
- Resume and letters of reference for each lawyer on the contract
- Copy of motion or law school writing sample (misdemeanor proposals only)
- List of relevant CLE programs or law school courses
- Statement on professionalism
- Statement on working relationship with OSPD
- Statement on operational capacity
- Original and one copy

Incomplete proposals will not be considered.

Proposals must be received by OSPD by **Friday, May 20, 2016, 4:00 p.m.**

Proposals must be submitted to:

rinhartm@opd.wi.gov

or

OSPD, 5th floor, 17 S. Fairchild St., PO Box 7923, Madison WI 53707-7923