

The OSPD Assigned Counsel Division encourages attorneys to submit RFPs electronically. Below are instructions for e-signing and submitting your materials:

Electronic Submissions:

1. Click on the 2019 Fixed Fee Request for Proposal link(s).
2. Download the PDF and locate the file on your computer.
3. **Rename the file** (LastNameFirstInitial FY20 RFP).
4. Open the saved document in Adobe Acrobat Reader (default for most computers).
(If you do not have Adobe Acrobat Reader, install for free [here](#).)
5. Complete the document and e-sign. Save.
(If you have not used the e-sign feature, Adobe Acrobat Reader will prompt you to create an e-signature)
6. Attach the RFP and the required materials (SEE Application Checklist) and email to rinehartm@opd.wi.gov.

Email Submissions:

1. Click on the 2019 Fixed Fee Request for Proposal link(s).
2. Print the document.
3. Complete the form and sign.
4. Scan the document and rename file (LastNameFirstInitial FY20 RFP).
5. Attach the RFP and the required materials (SEE Application Checklist) and email to rinehartm@opd.wi.gov.

Mail Submissions:

1. Click on the 2019 Fixed Fee Request for Proposal link(s).
2. Print the document. Complete the form and sign.
3. Mail the RFP and required materials (SEE Application Checklist) to:
Mark Rinehart
Office of the State Public Defender
17 South Fairchild Street, Fifth Floor
Madison, WI 53707-7923