

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

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

Incomplete proposals will not be considered.

Proposals must be received by OSPD by **Monday, May 13, 2019, 4:00 p.m.**

Proposals must be submitted to:

Mark Rinehart
rinehartm@opd.wi.gov

OR

Office of the State Public Defender
ATTN: Mark Rinehart
17 South Fairchild Street, Fifth Floor
PO Box 7923
Madison WI 53707-7923