

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

Email Submissions:

1. Click on the 2026 Fixed Fee Request for Proposal link(s).
2. Download the PDF and locate the file on your computer.
3. **Rename the file** (LastNameFirstInitial FY26 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 lambm@opd.wi.gov.

Mail Submissions:

1. Click on the 2026 Fixed Fee Request for Proposal link(s).
2. Print the documents. Complete the forms and sign.
3. Mail the RFP and required materials (SEE Application Checklist) to:

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Madison, WI 53707-7923