

**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)
- Statement on professionalism
- Statement on working relationship with SPD
- Statement on operational capacity

Incomplete proposals will not be considered.

Proposals must be received by SPD by **April 29, 4:00 p.m.**

Proposals must be submitted to:

[rinehartm@opd.wi.gov](mailto:rinehartm@opd.wi.gov)

or

SPD, 5<sup>th</sup> floor, 17 S. Fairchild St., PO Box 7923, Madison WI 53707-7923