*This Request for Proposals (RFP) template serves as one example for applicants and Grantees to utilize in developing their own RFP for procuring professional services. This template was developed through drawing upon ‘best practices’ from various entities’ RFPs. It may be adapted to fit the Grantee’s needs and local procurement and contracting policy specifications.*

*This template includes required and recommended FFP language and Attachments for professional services contracts (refer to* ***Exhibit II****); and additional suggested language that the Grantee may consider including by reference (for informational purposes only) if the services professional services being sought will include administering or managing construction oversight, fair labor practices compliance, and/or acquisition/relocation activities.*

*The project description, work scope/scope of services and deliverables, proposal requirements and content, RFP submittal, RFP and project deadlines, minimum qualifications and scoring criteria are all determined by the Grantee, and not specified by the FFP Program* *(although deadlines should be set by the Grantee to meet the requirements of the specific FFP Program/award).*

**This RFP template may be adapted to meet the needs of the Grantee (or Subrecipient, if the subrecipient entity is soliciting for and executing the contract), accordingly.**

**DELETE the “Template” language in the headers and footers, all yellow highlighting and red text (which denote fields to be customized and instruction/guidance), when customizing the document for the Grantee’s project.**

*Notes Regarding Competitive Procurement Requirements:*

*A competitive procurement process, such as using a Request for Proposals (RFP) process, is required when using FFP funding to cover all or part of professional services costs (refer to Chapter 3 of the FFP Implementation Handbook for exceptions). The RFP must be made publicly available in some way (e.g., posted on the Grantee’s website, advertised in the newspaper, posted on one or more professional association website(s), etc.). The RFP may be sent to particular firms to encourage participation, but sending it to particular firms* ***cannot******be in lieu of*** *making the RFP publicly available. The Grantee only needs to follow and comply with its local procurement/contracting policy(ies) when securing professional services that will* ***not*** *be paid with FFP funding.*

* *Application preparation related services and costs cannot be paid or reimbursed with FFP funds.*
* *Architectural and engineering (A/E) services may be reimbursed or paid with FFP funds if the procurement requirements specified in 2 CFR 200.320 and Chapter 3 of the FFP Implementation Handbook are met, or the Grantee requests and receives approval from DOA-DEHCR for a non-competitive procurement for the professional services.*
* *A/E services may be procured using a separate RFP process or using a Request for Qualifications (RFQ) process. [Note: The RFQ process is only allowed for A/E services and cannot be used for any other type of professional services.]*

**Refer to Chapter 3: Procurement & Contracting in the** [**FFP Implementation Handbook**](https://energyandhousing.wi.gov/Pages/AgencyResources/FFP-Implementation-Resources.aspx) **for additional requirements and guidance regarding professional services procurement and contracting.**

**[Grantee Name (e.g., Village of Yourville)]**

**[County Name] County, Wisconsin**

**REQUEST FOR PROPOSALS (RFP)**

**For**

**[Type(s) of Service(s), e.g., Grant Administration, Environmental, Acquisition, Relocation, Legal, etc.]**

**[Name of Project]**

***A project funded by the State of Wisconsin
Flexible Facilities Program (FFP)****(a U.S. Department of Treasury Capital Projects Fund (CPF) assisted program)*

[Date]

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# Invitation to Submit Proposal

## Introduction

The [Grantee Name], Wisconsin, and/or its designated representative is seeking proposals for consulting services for the [Project Title/Type, e.g., Yourville Library Construction] Project, for which the [Grantee Name] has secured Flexible Facilities Program (FFP) funding, awarded by the State of Wisconsin Department of Administration and federally assisted through the U.S. Department of Treasury’s Capital Project Fund (CPF). Proposals will be accepted for [List services being requested, e.g. architectural and/or engineering (A/E) services, grant administration services, environmental review services, acquisition and/or relocation services, legal services, etc.].

Minimum requirements include previous experience in [Type of Experience, e.g., A/E services, grant administration, environmental reviews, acquisition/relocation, legal, etc.) on similar state and/or federally funded projects. Proposals will be accepted from individuals, firms, or groups of firms with the demonstrated expertise and experience in these areas of practice.

## Contact Information

All interested persons and firms should contact [Contact Person’s Name], [Contact Person’s Title], between the hours of [Office Hours], [Days of Week, e.g., Monday-Friday] at [Contact Phone Number] or [Contact Email] to request the RFP packet or additional information, as needed. [Add if applicable: “The RFP packet is also available at [add the website address].”]

Persons/firms [add if applicable: “that have accessed the RFP on the website listed above and/or”] intend to submit a proposal should send notification of intent to the [Grantee Name] with the person’s/firm’s name and contact information in case of addenda or other changes. Additionally, the RFP may be sent to those persons/firms that are included on the [Grantee Name] persons/firms that is specifically created for this RFP. Those who the [Grantee Name] has sent an RFP and those who have provided contact information through a request for a copy of the RFP or through a notification of intent will receive all information regarding the RFP. The information may include, but is not limited to, any amendments to the RFP, answers to inquiries received regarding the RFP, or changes to the RFP schedule.

## Questions Regarding This RFP

This solicitation contains a description of the project and services required. Interested proposers have the responsibility of understanding what is required by this solicitation. During the review of the RFP, if the Proposer discovers any errors, omissions or ambiguities within the RFP, they should identify them in writing and call them to the immediate attention of the [Grantee Name] prior to the RFP submission deadline. The [Grantee Name] shall not be held responsible for any person’s/firm’s lack of understanding of the project.

Questions for clarification concerning this RFP must be in writing and received via [list method(s), e.g., U.S. Mail and/or email] to [Contact Person’s Name], [Contact Person’s Title], at [Contact Email] on or before [Day], [Date]. After this date, questions involving the content or intent of the proposal will not be answered. All questions will be responded to by [Contact Person’s Name], [Contact Person’s Title], in writing via email, and provided to all parties [indicate if the Grantee’s responses to answers will be posted at a central location such as a website address; and indicate all parties requesting an RFP for which the Grantee has the contact information will receive copies of the Grantee’s responses to questions via email or mail], and treated as an addendum to the RFP packet.

The [Grantee Name] makes no representations as to the conditions of the project other than those representations made herein, and no employee or any other representative of the [Grantee Name] has the authority to make any oral or written representations as to the conditions of the project. Persons/firms should only contact the person designated above regarding this RFP and should not contact the [Grantee Type] [Chief Elected Official (CEO) Title], any [Grantee Type] [Grantee Governing Body Name, e.g. Town/Village/County Board, City or Tribal Council, etc.] members, any committee members, or any other [Grantee Name] staff for clarification on this RFP.

Small business firms, minority-owned business enterprises (MBEs), women-owned business enterprises (WBEs), disabled veteran-owned businesses (DVBs) and labor surplus area firms are encouraged to submit a proposal for consideration.

## Addenda Interpretations

If it becomes necessary to revise any part of this RFP, a written addendum will be provided. The [Grantee Name] is not bound by any oral clarifications changing the scope of the work for this project. All addenda issued by the [Grantee Name] will become part of the official RFP and will be emailed to all Proposers of record based upon contact information on record at the original time of issuance or subsequently provided.

# Proposal Requirements

## Directions for Submittal

Proposals must be received at the [Grantee’s Administrative Building Name, e.g., Village Hall]. Direct submittals to [Contact Person Name], [Contact Person Title], [Grantee Name], labeled “ATTN: FFP [Name of Project, e.g., New Library Construction] Project RFP Review Committee”, [Mailing Address]; or via email to [Email Address], with the Subject of “ATTN: FFP [Name of Project] [Type of FFP Project, e.g. New Library Construction] Project RFP Review Committee”, no later than [Time] on [Day], [Deadline Date]. The [Grantee Name] reserves the right to reject any and all Proposals not meeting the requirements of this Request for Proposals for consulting services.

Persons requesting ADA assistance accommodations for hearing and speech impaired may contact [Contact Person Name], [Contact Person Title] at [Contact Phone Number] or [Contact Email Address].

Individuals/firms interested in being considered for this project must submit a proposal detailing qualifications, technical expertise, management and staff capabilities, related prior experience, and a detailed cost estimate for the Scope of Services described above. The objective of the competitive process is to objectively select the firm that will provide high-quality, efficient, and cost-effective services. The selected person(s)/firm(s) will be invited to contract with the [Grantee Name] for consulting services.

**Exhibit III**, attached to this RFP, represents the qualifications sought for the [Type of Services, e.g., grant administration, acquisition, relocation, legal, etc.] consulting services. These criteria have been established to assure the Community of professional expertise with adequate experience and capacity to ensure successful completion of the proposed project within the allocated time constraints.

**Exhibit IV**, attached hereto, is a Rating System that will be utilized for selection of the consultant. This rating system will be employed by the community in determining which proposal best meets the needs as outlined in this RFP.

## Proposal Contents

[List Proposal Contents Required – Examples Based on Contents of This Template Are Listed Below:

1. Cover Letter.
2. Project scope statement describing the work to be undertaken, include the services outlined in the RFP, and any modifications or expansion of the scope provided in order to deliver the [Type of Services, e.g., grant administration, environmental review, acquisition, relocation, legal, etc.] consulting services.
3. Project work plan indicating mechanisms proposed to coordinate the work effort with the [Grantee Name].
4. Project coordination plan indicating mechanisms proposed to coordinate the work effort with the [Grantee Name].
5. Proposer’s profile and a clear concise statement with:
	1. Examples indicating past performance and familiarity with the type of work detailed in the RFP
	2. Examples of implementation of the Proposer’s work/services in other communities and noted successes
	3. A list of client references for which Proposer provided similar services as described in the RFP.
6. Project team statement indicating the professional and technical qualifications of the key persons who will be assigned to the project and their responsibilities within the Scope of Services. Resumes for key personnel should be included in the proposal appendices.
7. Project budget with estimated level of effort for each member of the team and for each major task.
8. Fee schedule for personnel involved with the project.
9. Copy of professional services agreement.]

## Proposal Format

[Enter Proposal Format Required – Example Based on Content of this RFP Template is Shown Below:

The proposal must be submitted in typed format with the items to be included in the proposal placed in the same order as described in above. The proposal must be signed by the submitter or authorized representative and dated. The pages of the proposal must be numbered in consecutive order and should not exceed the maximum sheet size of 8.5” x 11.” The name, mailing address, phone number and email address of the Proposer should be placed in the upper left corner on the cover page of the Proposal.]

## Selection Process Schedule

The [Grantee Name] anticipates authorizing a contract for this work in [Month and Year] with a notice to proceed no later than [Month and Year]. The scope of services will take place over [Number of Months]-month period. The [Grantee Name]’s goal is to have the FFP [Name of Project, e.g., New Library Construction] Project completed no later than [Project Completion Project Deadline Date]. Responding persons/firms should comment on the above schedule as part of their proposal and state how realistic it is to achieve substantial completion of the work by [Deadline Date].

## Other Conditions of Proposal Submittal

1. Only one proposal will be accepted from any person, firm or entity.
2. No proposal will be accepted from any person, firm or entity that is in arrears for any obligation to the [Grantee Name], is debarred from contracting for federally funded projects, or that otherwise may be deemed irresponsible or unresponsive by the [Grantee Name] [Governing Body Name] or [Grantee Name] staff.
3. All Proposals submitted become public information and may be reviewed by anyone requesting to do so at the conclusion of the evaluation process.
4. Requirements and conditions of employment and contracting to be observed for compliance with conflict of interest, lobbying, equal opportunity, and fair labor practice regulations and requirements that apply to this project.

Refer to **Exhibit II** attachments for the FFP project requirements.

1. All activities for the project must comply with the FFP program regulations and policies set forth in the State of Wisconsin FFP *Implementation Handbook* referenced in **Exhibit II**.

# Scope of Services & Deliverables

The [Grantee Name], [County Name] County, Wisconsin received federal funding from the U.S. Department of Treasury’s Capital Projects Fund (CPF) through a grant awarded by the State of Wisconsin Department of Administration’s Flexible Facilities Program (FFP) for the [Name of Project, e.g., Village of Yourville New Library Construction Project, etc.].

The focus of the [Type of Project, e.g., new library construction] project will be to [State Overall Goal/Intention/Focus of the Project] that will include [General Description of Plan/Project Activity(ies)] for the [Grantee Name] in [County Name] County, Wisconsin.

**[Grantee Name] Community & Project Area Description:**

[Enter Description of the Grantee/Community and Project Area. May copy from FFP Application and/or include FFP Application in the **Exhibits** section of the RFP, if the Application has been prepared and/or submitted. May include location of project site(s), full scope of work for the project, and the intended population(s) to be served by the project.

**Project Background:**

[Enter Background Information on Purpose of and Need for Project. May copy from FFP Application and/or include FFP Application in the **Exhibits** section of the RFP.]

Background information materials and a Project Area/Service Area Map, the [Grantee Name]’s FFP Application, and the FFP award letter for the proposed [Name of Project] Project location are provided in **Exhibit I** attachments.

**[Type of Services/Activities, e.g., Grant Administration, Acquisition/Relocation, etc.] Services** **Required:**

The selected person(s)/firm(s) will conduct activities for and complete a FFP [Type of Project], including the following:

EXAMPLE FOR GRANT ADMNIISTRATION:

The selected person(s)/firm(s) will serve as and perform the functions of the Grant Administrator for a FFP award, including the following:

* Preparing and submitting FFP contract and amendment documents, as applicable
* Managing the FFP Project records
* Preparing and submitting applicable Environmental Report documents for the FFP Project
* Coordinating community engagement activities for the FFP Project
* Updating the Grantee’s Sustainability Plan for the FFP Project
* Completing compliance activities for FFP Project acquisition/relocation compliance as applicable
* Completing compliance activities for FFP Project fair labor practices and wage rate monitoring as applicable [Note: Davis-Bacon and federal wage rates are not required or applicable unless another federal funding source for the FFP project requires it. FFP requires some payroll records monitoring to ensure fair wages are paid in accordance with the specifications in *Chapter 7: Labor Standards* of the [*FFP Implementation Handbook*](https://energyandhousing.wi.gov/Pages/AgencyResources/FFP-Implementation-Resources.aspx).]
* Preparing and submitting FFP reporting documents for the FFP Project, including but may not be limited to Quarterly Reports and Single Audit Statements.
* Preparing and submitting FFP monitoring documents and responding to monitoring requirements as applicable for the FFP Project.
* Managing financial records for the FFP Project and preparing and submitting FFP requests for payment and related required documentation.
* Attending and participating in [Grantee Name] [Grantee Governing Body Name] meetings as necessary for the FFP Project.
* Preparing and submitting the FFP Project Completion Report and supporting documents.
* Complying with FFP regulations and policies applicable to the Project.

# Evaluation and Selection

Final selection of the service provider will be based upon the maximum total points scored as set forth in the Rating System in **Exhibit IV**.

The [Grantee Name] reserves the right to negotiate a contract with the services provider selected to perform the professional services required.

The [Grantee Name], [County Name] County, Wisconsin reserves the right to reject any and all responses submitted. If you have any questions regarding this Request for Proposals, please contact:

[Contact Person Name]

[Contact Person Title]

[Contact Email Address]

[Contact Phone Number].

# EXHIBIT I

## Project Background and Project Area/Service Area Maps

## FFP Application by Grantee

## FFP Award Letter

**REFER TO ATTACHMENTS FOR:**

**PROJECT BACKGROUND DOCUMENTS**

**PROJECT AREA / SERVICE AREA MAPS**

**FFP APPLICATION SUBMITTED BY GRANTEE**

**FFP AWARD LETTER**

**[ADD APPLICABLE ATTACHMENTS]**

# EXHIBIT II

## State and Federal Regulatory Requirements for FFP-Assisted Projects

**REFER TO EXHIBIT II ATTACHMENTS FOR:**

***[LIST AND ADD APPLICABLE ATTACHMENTS TO THIS RFP EXHIBIT. THE ATTACHMENTS LISTED BELOW ARE RECOMMENDED.***

***SOME TYPE OF CONFLICT OF DISCLOSURE FORM MUST BE PROVIDED TO FIRMS BEING CONSIDERED FOR A PRIME CONTRACT WITH THE GRANTEE OR SUBRECIPIENT. THE FIRMS ARE TO COMPLETE THE FORM AND THE GRANTEE OR SUBRECIPIENT MUST REVIEW THE RESPONSES TO ENSURE NO CONFLICTS OF INTEREST EXIST PRIOR TO CONTRACTING.***

***ATTACHMENT FFP-03-03 MUST BE PART OF THE CONTRACT THAT WILL BE EXECUTED.***

***THE OTHER ATTACHMENTS MAY BE PART OF THE CONTRACT OR PROVIDED SEPARATELY TO CONTRACTOR TO COMPLETE AND SUBMIT PRIOR TO EXECUTING THE CONTRACT].***

1. FFP POTENTIAL CONFLICT OF DISCLOSURE FORM [INCLUDE SOME TYPE OF DISCLOSURE FORM – A TEMPLATE IS PROVIDED BY DEHCR, WHICH MAY BE MODIFIED/CUSTOMIZED BY THE GRANTEE – SEE ATTACHMENT **FFP-03-01** FOR CHAPTER 3]
2. FFP CONTRACT TERMS & REQUIREMENTS (CONTRACT INSERTION) [INSERT FROM ATTACHMENT **FFP-03-03**]
3. LOBBYING CERTIFICATION FORM [INSERT FROM ATTACHMENT **FFP-03-04** FOR CHAPTER 3]
4. DISCLOSURE OF LOBBYING ACTIVITIES FORM [INSERT FROM ATTACHMENT **FFP-03-05** FOR CHAPTER 3]

**THE FFP ATTACHMENTS LISTED ABOVE ARE FROM THE FFP IMPLEMENTATION HANDBOOK AND ARE AVAILABLE ON THE**

[**FFP IMPLEMENTATION RESOURCES WEBSITE**](https://energyandhousing.wi.gov/Pages/AgencyResources/FFP-Implementation-Resources.aspx) **AT:**

https://energyandhousing.wi.gov/Pages/AgencyResources/FFP-Implementation-Resources.aspx

# EXHIBIT III

## Minimum Qualifications

1. The person(s)/firm(s) must have successfully provided [Types of Services, e.g., Grant Administration, Acquisition, Relocation, Legal, etc.] services for a minimum of [# of Projects, e.g., 1-5 is typical] similar type projects. The person/firm may not be selected if there have been any unresolved issues relative to the services provided.
2. The principal responsible for coordination of the [Types of Services, e.g., Grant Administration, Acquisition, Relocation, Legal, etc.] must have a minimum [# of Years, e.g., 1-5 is typical] years of experience with this specific type of work.
3. The principal responsible for provided [Types of Services, e.g., Grant Administration, Acquisition, Relocation, Legal, etc.] must have a minimum of [# of Years, e.g., 1-5 is typical] years of experience with the FFP Program ***or*** other federal/state funded programs or projects.
4. The person(s)/firm(s) must submit references as to their professional qualifications from a minimum of [# of Clients, e.g., 2-3 is typical] previous clients for which the person(s)/firm(s) has/have performed work (include contact name, title, firm/organization/government name, email address, mailing address and telephone number).

# EXHIBIT IV

## Selection Rating System

**[Scoring criteria and assigned points may be modified and adjusted to meet Grantee’s needs and preferences. Criteria may be deleted or added. Points for MBE/WBE/DVB firms, small businesses and labor surplus area (LSA) firms is strongly recommended to meet equal opportunity and MBE/WBE outreach efforts requirements for the FFP Program.** **The Example below represents scoring when the highest score for years of experience and # of projects experience are set at 3 years/3 projects – scoring levels should match criteria noted in Exhibit III.]**

1. Project Coordinator/Lead's Experience Maximum 20 Points
2. 3 or more years experience with FFP or other federal/state 20 Points

programs

1. 2 years experience 15 Points
2. 1 years experience 10 Points
3. Less than 1 year experience 5 Points
4. No experience 0 Points
5. Firm’s Project Completion Background Maximum 20 Points
6. Completion of 3 or more previous, similar type projects within 20 Points

proposed time frame & budget

1. Completion of 2 similar projects 15 Points
2. Completion of 1 similar project 10 Points
3. Working on 1 similar project; not completed 5 Points
4. No work on a similar project 0 Points
5. References from Similar Projects Maximum 20 Points
6. Respondent lists 3 previous clients with similar projects 20 Points

and all references give excellent response on quality of service

1. Respondent lists 2 previous clients 15 Points
2. Respondent lists 1 previous client 10 Points
3. Respondent lists no previous references 0 Points
4. Firm’s Familiarity with Community Needs Maximum 10 Points
5. Firm is thoroughly familiar with community(ies) with 10 Points

similar population and characteristics to

[Grantee Name]

1. Firm is somewhat familiar with community(ies) with 5 Points

similar population and characteristics to

[Grantee Name]

1. Firm is unfamiliar with community(ies) with 0 Points

similar population and characteristics to

[Grantee Name]

1. Responsiveness to Specifications of Project/RFP Maximum 20 Points
2. Needs of project are fully addressed in Proposal 20 Points
3. Needs of project are somewhat addressed in Proposal 10 Points
4. Needs of project are not addressed/resolved in Proposal 0 Points
5. Cost Effectiveness Maximum 10 Points
6. Budget/proposal includes 3 or more cost effectiveness 10 Points

Components

1. Budget/proposal includes 1-2 cost effectiveness components 5 Points
2. Budget/proposal does not include cost effectiveness components 0 Points
3. Budget Maximum 10 Points
4. Budget within [Grantee Name]’s 10 Points

capacity as proposed

1. Budget slightly above [Grantee Name] ’s 5 Points

capacity as proposed;

potentially feasible with modest adjustment

1. Budget not reasonably within [Grantee Name]’s 0 Points

capacity as proposed; would require extensive

adjustment to be feasible

1. Minority or Women Business Enterprise or Disabled Maximum 5 Points

Veteran-Owned firm or small business\*

1. Firm is MBE, WBE or DVB firm 5 Points
2. Firm is not MBE, WBE or DVB firm 0 Points
3. Small Business Firm or Labor Surplus Area (LSA) firm Maximum 5 Points
4. Firm is a small business or LSA firm 5 Points
5. Firm is not a small business or LSA firm 0 Points

**MAXIMUM TOTAL POINTS: [# of Points; e.g. 120 using criteria in this template] POINTS**

**Note to Responders of RFP:**

***Proposal submittals are to be organized to address the submittal specifications listed in the RFP and the evaluation criteria listed above.***

*\*FIRM CLASSIFICATION DEFINITIONS:*

* Minority-Owned Business Enterprise (MBE) – Business with at least 51% ownership and control held by minority person(s).
* Woman-Owned Business Enterprise (WBE) – Business with at least 51% ownership and control held by a woman or women.
* Disabled Veteran-Owned Business (DVB) – Business with at least 51% ownership and control held by person(s) classified as a service-disabled veteran(s).
* Small Business – Business with the revenue and employment levels specified by the U.S. Small Business Administration and North American Industry Classification System (NAICS) codes as being a small business in their industry (see [SBA table](https://www.sba.gov/document/support-object-object-table-size-standards)).
* Labor Surplus Area (LSA) Firm – Business with operations located in an geography designated by the U.S. Department of Labor as a labor surplus area (see [USDOL LSA website](https://www.dol.gov/agencies/eta/lsa) to access the list, which is updated annually).

**[TYPE OF SERVICES, e.g., A/E, GRANT ADMINISTRATION, ACQUISITION/RELOCATION, etc.]** **SERVICES**

**PROVIDER SELECTION CERTIFICATION**

**BY [GRANTEE NAME]**

FFP [NAME OF PROJECT] PROJECT

[Grantee Name]

[County Name] County, Wisconsin

**TOTAL POINTS**

**[Scoring Criteria May Be Modified and Adjusted to Meet Grantee’s Needs and Preferences.]**

|  |  |
| --- | --- |
| **CRITERIA** | **POINTS AWARDED** |
|  |  | [Proposer /Firm Name] | [Proposer/Firm Name] | [Proposer/Firm Name] | [Proposer/Firm Name] |
| 1. | Project Coordinator’s/Lead Person’s Experience |  |  |  |  |
| 2. | Firm’s Project Completion Background |  |  |  |  |
| 3. | References from Similar Projects |  |  |  |  |
| 4. | Firm’s Familiarity with Community Needs |  |  |  |  |
| 5. | Responsiveness to Project/RFP Specifications |  |  |  |  |
| 6. | Cost Effectiveness |  |  |  |  |
| 7. | Budget |  |  |  |  |
| 8. | MBE/WBE/DBE Firm |  |  |  |  |
| 9. | Small Business Firm |  |  |  |  |
| 10. | Labor Surplus Area Firm |  |  |  |  |
|  | **TOTAL POINTS:** |  |  |  |  |

*Signed Upon Completion of Proposal Review and Selection:*

Certification: I hereby certify that the [Grantee Name], [County Name] County, Wisconsin selection committee reviewed all proposals from eligible responders/submitters of proposals. The proposals were evaluated and ranked based on the information provided in the proposal documents and the criteria set forth above.

 Date

[Typed Chief Elected Official Name], [Typed Chief Elected Official Title]

[Grantee Name]

***[Have CEO Sign and Date This Document in the Spaces Provided Above]***

***[Click on the Table of Contents at the beginning of this RFP document to “Update Fields” when finished with customizing the document for the Grantee’s project.]***