

City of Madison
Community Development Division
Suite 800, 30 W. Mifflin St.,
Madison, WI 53701-2627



REQUEST FOR PROPOSALS

RFP #8745

**Community Building and Engagement:
Leadership Development**

Release Date: June 8, 2018

**Due Date: 12:00 p.m., NOON
July 19, 2018**

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RFP SUMMARY

RFP NUMBER	RFP # 8745
RFP TITLE	Community Building and Engagement: Leadership Development
DEADLINE FOR SUBMISSIONS	12:00 P.M. (NOON) CST July 19, 2018 Proposals received after 12:00 (Noon) July 19, 2018 will not be considered.
SCOPE	The City of Madison is seeking proposals from qualified entities to provide opportunities for leadership development and skill building for City residents wishing to do work in their neighborhoods that will increase community cohesion and/or address needs or issues in their neighborhoods.
PROGRAM DATES:	Funded projects may start on or after October 1, 2018 and must conclude by December 31, 2019. Organizations awarded Community Building and Engagement funds should not assume funding will continue beyond December 31, 2019.
FUNDS AVAILABLE:	The City of Madison Community Development Division anticipates allocating up to \$107,000 for 2-3 projects.
APPLICATION FORM AND GUIDELINES	Available at: Community Development Division Funding Opportunities Website
E-MAIL PROPOSAL TO:	CDDapplications@cityofmadison.com All proposals must be submitted electronically via email in the Word document format provided. Please put Community Building and Engagement in email subject line.
DIRECT ALL INQUIRES TO:	Deon Carruthers dcarruthers@cityofmadison.com Nancy Saiz nsaiz@cityofmadison.com (608) 266-6520

RFP CALENDAR	These dates represent the City’s desired timeline for implementing this project. Any revision to the due date for submission of proposals will be made by addendum. All other dates may be adjusted without notice, as needs and circumstances dictate.	
	Date	RFP Activity
	June 8, 2018	Release of RFP
	June 20 and 21, 2018	Application Workshops, Register HERE
	12:00 p.m. (CST) July 19, 2018	DEADLINE FOR SUBMISSION OF PROPOSALS
	Aug 13, 2018 5:30 PM	Applicant Presentations: City of Madison Water Utility Building, 119 E. Olin Ave
	September 25, 2018	Common Council Approval
	September 26, 2018	Notification of Award
	Oct 1, 2018 through January 1, 2019	Earliest anticipated contract start date(s)

SECTION 1: SCOPE OF WORK

1.1 Purpose

The Community Development Division of the City of Madison is seeking proposals to provide support and skill building opportunities in leadership development for residents wishing to do work in their neighborhoods that will increase community cohesion and/or improve their neighborhoods.

These funds are intended to focus on fostering community engagement and relationship building in communities and neighborhoods in which residents tend to be underrepresented in City processes and decision making in general. This may include, but not be limited to, individuals living in rental housing; those living with lower incomes; immigrants; and people of color (specifically African American, Latinx, Native American, Southeast Asian). In addition, proposals that target areas that have been assigned Neighborhood Resource Teams (NRTs) are strongly encouraged. These include: Darbo/Worthington, Hammersly/Theresa, Balsam/Russett, Park Edge/Park Ridge, Allied Drive, Bram’s/Burr Oaks, Owl Creek, Leopold and Brentwood/Northport. Proposals that target other geographic areas with similar demographics are also encouraged.

1.2 Background

Community Building and Engagement is a relatively new area of funding for the City of Madison. In 2015, city staff engaged with numerous residents living in areas with NRTs who spoke of their desire to build stronger relationships with their neighbors and for opportunities to come together in community with each other to ultimately strengthen the neighborhood. The NRTs put forward a proposal to invest in community building for residents living in areas with NRTs and areas which shared similar demographics. At the same time, the Common Council wanted to enhance the connection these same residents had to city processes and other forms of decision making. This RFP is intended to address both of these goals.

1.3 Eligibility

Note: Potential applicants are required to attend a [Community Building and Engagement 2018-19 Workshop](#) or schedule a conversation with City Staff (Deon Carruthers or Nancy Saiz at 266-6520) on their proposal **prior to July 13, 2019 to be eligible to apply. Applications **will not be accepted** from entities that have not attended a [workshop](#) or consulted with staff on their proposals.**

1. Organizational eligibility: Applicant eligibility is limited to non-profit organizations and agencies that have obtained tax exempt status under 26 USC §501(c)(3) OR groups that can secure, as fiscal agents, organizations that have obtained such status. Please see the Fiscal Agent packet available on the Funding Process website for more information. Organizations that are identified to serve as Fiscal Agents on behalf of applicants will be asked to indicate their understanding of the City's expectations and agreement to act on the applicant's behalf. If an organization needs a fiscal agent and is unclear on the process or availability of agencies that would qualify as fiscal agents, please contact Deon Carruthers, Community Development Specialist at 266-6520 or dcarruthers@cityofmadison.com.
2. In awarding grants, the City may identify specific uses for allocations. The proposal may include administrative costs, particularly to support the work of fiscal agents, at a rate not to exceed 15 percent of the total allocation. Capital purchases related to purchase of vehicles or property are not eligible. All awarded funds must be utilized in the timeline outlined in resultant contracts. Any remaining funds not spent by the contract end date will not be available for project use.

1.4 Project Scope, Strategies, Outputs and Outcomes

Leadership Development

The purpose of this funding is to develop leadership skills of residents to promote, support and sustain civic engagement by populations that do not typically participate in city governance, civic processes or city funded neighborhood projects. Skill development should focus on preparing residents to 1) take leadership in building cohesion and engagement in their neighborhoods and communities, and 2) take an active role in City processes and decision making as a change agent for their community, and 3) develop and implement a self-defined, achievable, short-term project. Funded applicants and participants are expected to attend and participate in the Mayor's Roundtable Neighborhood Conference (to be held late Fall 2019), and to provide information at this conference on their Leadership Development Program and subsequent supported neighborhood projects.

Strong proposals will include the following STRATEGIES:

Program Model	Program Elements	Measurable Outcomes
<p>Applicants should effectively engage and serve residents that are interested in developing leadership skills that will be utilized to increase community cohesion and engagement in their neighborhoods and communities.</p>	<p>Participants will identify a neighborhood issue they are wanting to impact through their work <u>or</u> potential project at point of enrollment.</p> <p>Participants will provide an explanation of why the issue or proposed project is important to their neighborhood or community, and demonstrate the support of other residents. This could include written statements from other residents, or participation from other residents in the presentation.</p>	<p>At least 75% of participants will be people of color.</p> <p>At least 50% of participants will be renters.</p>
<p>Organizations will provide individual and small group skill building focused on helping participants develop their capacity to take action in their neighborhoods. Training should address core skills/competencies, as well as additional areas of interest identified by cohort.</p> <p>Participants will be eligible to receive “seed funds” for their projects.</p> <p>Organizations will identify and plan for language access, child care and transportation.</p>	<p>Core leadership skills/competencies to be addressed may include:</p> <ul style="list-style-type: none"> • Project planning • Relationship building • Effective use of communication tools and technology • Identifying community resources for proposed projects • Running an effective meeting • Working with the City (CDD staff can assist) • Managing conflict • Fundraising/budgeting 	<p>75% of the participants will complete training</p> <p>Participants will report increased confidence and skills related to taking action and building cohesion in their neighborhoods.</p> <p>Participants will interact with at least one city department, alder or other representative as they develop their project plan.</p>
<p>Participants, with help from applicant, will complete a plan for short term focused neighborhood based project.</p>	<p>Project plans should include project purpose and goals, targeted community/neighborhood, recruitment strategies, timeline, project design, budget and fundraising plan.</p>	<p>75% of participants will complete a project plan and receive “seed funds”.</p>
<p>Eligible costs can include stipends for participants, “seed funds” for those that complete training and execute a project, program supplies, insurance and administration costs.</p>	<p>Participants will receive \$500-\$1000 “seed funds” as baseline funding for their proposed projects.</p>	<p># of projects completed by end of 2019.</p>

Participant Recruitment and Assessment: The target participant population for funded programs is low income City residents that may also be experiencing other barriers or challenges to accessing leadership development skill building opportunities. Applicants should assess each participant's interests, skills, abilities and resources as they relate to program participation and commitment to developing and implementing a neighborhood project. Applicants are encouraged to work with individuals or partnerships that share a similar/interest/geography and are committed to working together on an issue or project.

Accessibility: Applicant organizations should articulate how they will ensure that program spaces are welcoming. The majority of program activities must occur in spaces and at times that are accessible to participants to reduce barriers to participation. Activities and curriculum are expected to consider and respond to language access issues, literacy levels and cultural relevancy for the population served.

Staffing: Applicants will ensure that program staff have lived and work experience that will be relevant to the program and the participants.

Coordination and Resource Linkage: Proposals must involve collaborative relationships and resources available in the community that have the potential of supporting the work proposed by participants. For example, utilizing staff from the City, non-profit, faith and/or academic communities to provide training and support to resident learners, and/or incorporating site visits and resource documents into classroom curriculum.

The University of Wisconsin Cooperative Extension has agreed to partner with the City in development of this project. Applicants are encouraged to contact **Sara Schlosser** at with Cooperative Extensions Leadership Wisconsin Program at **608-263-0817** or sarah.schlosser@ces.uwex.edu to discuss how UW Extension might be helpful in supporting curriculum development, or provide training resources to proposed projects.

Strong proposals will provide for the following OUTPUTS and OUTCOME MEASURES:

OUTPUTS:

- Propose a clear and accessible recruitment/screening process that focuses on target populations, and resident/participants that are committed and ready to translate their interests into relevant and doable neighborhood projects.
- Provide at least 8-10 residents with training and support.
- Provide no less than 25 hours of classroom instruction.
- Provide coaching and support for participants as they develop their project plan.
- Provide seed money and coaching for participants who have completed 75% of the training and who have submitted a project plan approved by the applicant. Note: multiple residents/participants working together on a project is strongly encouraged.

OUTCOME MEASURES

- At least 75% will be participants of color
- At least 50% of participants will be renters.
- 75% of the participants will complete training

- Participants will report increased confidence and skills related to taking action and building cohesion in their neighborhoods
- Participants will interact with at least one city department, alder or other representative as they develop their project plan
- 75% of residents will complete a project plan and receive “seed funds”.
- Number of projects completed by end of 2019.

Note: Potential applicants are required to attend a [Community Building and Engagement 2018-19 Workshop](#) or schedule a conversation with City Staff (Deon Carruthers or Nancy Saiz at 266-6520) on their proposal **prior to July, 13, 2018 to be eligible to apply. Applications will not be accepted from entities that have not attended a [workshop](#) or consulted with staff on their proposals.**

1.5 Funds Available - Draft Allocation Plan (Subject to Change)

It is expected that up to \$107,000 will be available for allocation and that 2-3 awards will be made for \$30,000-\$60,000 for use in 2019. If applicants can begin programming by Oct 1, 2018, additional funds may be awarded to support work undertaken in 4th quarter 2018. All programs must conclude by December 31, 2019.

Contract Agreements

Funded projects may start as early as October 1, 2018 and must conclude by December 31, 2019. Organizations awarded Community Building and Engagement Funds should not assume funding will continue beyond December 31, 2019. Sample City Purchase of Service Contracts are available on the [CDD Funding Opportunities website](#).

Payment Schedule

Will be negotiated at point of contract.

1.6 Criteria for Proposal Review

Proposals will be scored based on the following criteria. Total scores will contribute to the discussion on funding recommendations. Application scores will be an important, but not the sole factor, in making recommendations for funding. Other factors to be considered will include distribution of funds across the city geographically, and demographically.

The following criteria will be used when reviewing Leadership Development proposals:

	Criteria	Points Available
1	<u>Applicant Organization</u> : Extent to which the applicant demonstrates or reports sufficient experience, capacity and/or support to carry out the proposed program.	10
2	<u>Focus Area</u> : Focus area selected is likely to reflect desired target populations	5
3	<u>Participant Recruitment and Accessibility Planning</u> : Stated recruitment criteria and strategies are likely to engage target population. Planning for accessibility appears to respond to anticipated barriers to participation.	10

4	<u>Program design</u> : Extent to which the proposal design is clear, thorough and aligns with desired strategies. Program will give participants the skills to design and implement projects that will improve cohesion and engagement in their neighborhoods and communities, and prepare residents for participation in city initiatives and processes.	20
5	<u>Community Assets and Partnerships</u> : Proposal identifies and utilizes available community and city resources in an efficient and effective manner.	10
6	<u>Timeline</u> : Extent to which timeline and work plan presented seem well thought out and realistic.	5
7	<u>Funding</u> : Extent to which the proposal presents a detailed budget and demonstrates strategic planning for any additional funding needs.	5
8.	<u>Output and Outcome Measures</u> : Proposed measures are clearly stated and align with identified framework. Data collection and tracking system seems realistic and doable.	15
	Total Points available (City staff evaluating proposals will not recommend any proposal that does not score over 40 points.)	80

SECTION 2: PROPOSAL SUBMISSION REQUIREMENTS

2.1 Response Format

1. Applicant agencies will utilize the provided application. The response to the RFP should be complete and comprehensive but succinct. Attachments or documents not specifically required should not be submitted.
2. **Proposal must be submitted by e-mail**, in Word format provided.

2.2 Required Information And Content of Proposals

Please include only the required submittals specified below.

- A. RFP Application Form
Available on the [Community Development Division Funding Opportunities Website](#)
- B. Designation of Proprietary and Confidential Information – Attachment A
Complete the form included in this document, if applicable.

SECTION 3: GENERAL RFP ADMINISTRATIVE INFORMATION

3.1. Point of Contact

The RFP contact identified below is the sole point of contact regarding the RFP from the date of release of the RFP until selection of the successful proposer.

Deon Carruthers, Community Development Specialist
City of Madison Community Development Division
Phone: 608-266-6520
Email: dcarruthers@cityofmadison.com

All communications relating to this RFP must be directed to the designated contact for this RFP. All bidders, proposers, protestors or individuals acting on their behalf are hereby prohibited from attempting to persuade or influence any City agents, employees or any member of the relevant selection team, for or against a specific cause related to a pending solicitation, unless otherwise directed by the RFP contact.

3.2. Inquiries and Clarification of Specifications

Proposers shall carefully examine the bid and contract documents, correlate their observations with the RFP specifications, and exercise their own judgment as to the nature and scope of the work required. If applicable, visit the Department's website, [CDD Funding Opportunities](#). Consider federal, state and local laws and regulations that may affect cost, progress, performance or furnishing of the work.

Proposers shall immediately notify the RFP contact of any questions, exceptions, clarification of any ambiguity, error, conflict, discrepancy omission or other deficiency or additions they have concerning the RFP document. Failure to do so will be at bidder's own risk.

This RFP will serve as the basis for or will become part of the resulting agreement. No plea of ignorance of conditions or difficulties that exist or may hereafter arise in the execution of the work under this contract as a result of failure to make necessary examinations and investigations, shall be accepted as an excuse for any failure or omission on the part of the bidder to fulfill the requirements of the contract.

3.3. Contracting Agency

The contract resulting from this RFP will be administered by Community Development Division, City of Madison.

3.4. Addenda / Official Communication

During the solicitation process for this RFP, all official communication between the City and proposers will be made via the [Community Development Division Funding Opportunities Website](#). The City will post such notices, which will include, but not be limited to, addenda for any modifications to administrative or performance requirements, clarifications to requirements, and the announcement of the apparent winning proposer(s). It shall be the responsibility of the proposers to regularly

monitor this website for any such postings. Failure to retrieve such addenda and include their appropriate provisions in your response, may result in your proposal being disqualified.

3.5. Oral Presentations / Site Visits / Pre-Bid Meetings

Proposers may be asked to attend pre-bid meetings, make oral presentations, or make their facilities available for a site inspection as part of this request for proposal process. Such presentations, meetings or site visits will be at the proposer's expense.

3.6. Acceptance/Rejection of Proposals

1. The City reserves the right to accept or reject any or all proposals submitted, in whole or in part, and to waive any informalities or technicalities, which at the City's discretion is determined to be in the best interests of the City. Further, the City makes no representations that a contract will be awarded to any proposer responding to this request. The City expressly reserves the right to reject any, and all, proposals responding to this invitation without indicating any reasons for such rejection(s).
2. The City reserves the right to postpone due dates and openings for its own convenience and to withdraw this solicitation at any time without prior notice.

3.7. Incurring Costs

This request for proposals does not commit the City to award a contract, pay any costs incurred in preparation of proposals, or to procure or contract for services or equipment.

3.8. Proposer Qualifications

The City of Madison may make such investigations as it deems necessary to determine the ability of the proposer to perform the work, and the proposer shall furnish to the City all such information and data for this purpose, as the City may request. The City reserves the right to reject any proposal if the evidence submitted by, or investigated of, such proposer fails to satisfy the City that the proposer understands the full scope of work and is properly qualified to carry out the obligations of the contract and to complete the work contemplated herein.

3.9. Proposal Content

The evaluation and selection of a Contractor and the contract will be based on the information submitted in the vendor's proposal plus any additional information required. Additional information may include references, on-site visits or oral presentations. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a response.

Elaborate proposals (e.g. expensive artwork, news stories, letters of support) beyond information required to present a complete and effective proposal, are not necessary or desired. Information provided by the applicant in addition to the required proposal may not be considered in the evaluation of the proposal.

3.10. Withdrawal or Revision of Proposals

1. A proposer may, without prejudice, withdraw a proposal submitted at any point in the process by requesting such withdrawal in writing (email is sufficient) to the RFP contact.
2. Proposals may not be modified or altered after the deadline.

3.11. Sample Contract Documents

A sample CDD Purchase of service Contract is available on the [Community Building and Engagement CDD Funding Process website](#).

3.12. Designation of Proprietary Information

Proposers are hereby notified that all information submitted in response to this RFP may be accessible to the public through the Community Development Division website and/or made available for public inspection according to public records laws of the State of Wisconsin or other applicable public record laws. Therefore, proposers are encouraged to refrain from submitting information that cannot be open for public inspection. However, if proposers must include information deemed confidential and proprietary by the proposer, proposer must comply with these instructions:

1. All restrictions on the use or inspection of data contained within a proposal shall be requested prior to submission of the proposal itself. Written requests for confidentiality shall be submitted to the RFP contact by the proposer prior to the proposal submission date.
2. Requests shall use the following process:
 - Email or phone the RFP contact to discuss your concern.
 - Any information to be considered confidential or proprietary must clearly be stated on the attached “Designation of Confidential and Proprietary Information” form. (RFP Form E).
 - Any information to be considered confidential or proprietary must be separated from the rest of the proposal. Co-mingling of confidential/proprietary and other information is not acceptable.
 - Applicants may be asked to submit a written request for information to be considered confidential or proprietary. Provide specific information related to the claim for confidential and proprietary information including: RFP section, page number, topic and specific concern that supports claim.
3. Allocation requests always become public information through the selection committee process. Information usually cannot be kept confidential unless it involves a trade secret as defined in S.134.90(1)(c), Wis. Stats. Any information that will be included in any resulting contract cannot be considered confidential. A proposal, in its entirety, will not be considered confidential and/or proprietary.
4. Proprietary information submitted in a proposal, or in response to the RFP, will be handled in accordance with the applicable Wisconsin State Statute(s). However the City cannot ensure that the information will not be subject to release if a request is made under

applicable public records laws. The City will not provide advance notice to a proposer prior to release of any requested record.

5. The Selected Contractor agrees to hold the City harmless for any damages arising out of the release of any material unless they are specifically identified. In the event the designation of confidentiality of this information is challenged, the Selected Contractor also agrees to provide legal counsel or other necessary assistance to defend the designation of confidentiality and, further, agrees to hold the City harmless from any penalties, costs, damages and fees, including attorneys fees, awarded to the requestor and ordered to paid by the City, in any such legal action.
6. To the extent permitted by law, it is the intention of the City to withhold the contents of the proposal from public view until such times as competitive or bargaining reasons no longer require non-disclosure, in the opinion of the City. At that time, all proposals will be available for review in accordance with the Wisconsin Open Records Law.

3.13. Sample Contract for Purchase of Services

[Community Building and Engagement CDD Funding Process website.](#)

Proposers are responsible for reviewing this attachment prior to submission of their bid. The Sample Contract for Purchase of Services shall serve as the basis of the contract resulting from this RFP. The terms of this template contract shall become contractual obligations following award of the RFP. By submitting a proposal, proposers affirm their willingness to enter into a contract containing these terms.

3.14. City of Madison Additional Standard Terms and Conditions

[Community Building and Engagement CDD Funding Process website.](#)

Proposers are responsible for reviewing this attachment prior to submission of their proposal. City of Madison Additional Standard Terms and Conditions are the minimum requirements for the submission of Proposals.

3.15. Proposal Evaluation and Award

1. PRELIMINARY EVALUATION

Submitted proposals will be reviewed for completeness and compliance with RFP guidelines. All incomplete RFP submissions may be determined nonresponsive and removed from further consideration. To be considered complete, RFPs shall include all required submittals and shall be signed and dated. In the event that no submissions meet all of the RFP requirements, the City of Madison reserves the right to continue the evaluation of the proposals that most closely meet the requirements.

2. PROPOSAL EVALUATIONS, INTERVIEWS AND/OR SITE VISITS

The City's designated RFP Selection Committee will make the final selection and recommendation following the evaluation of the proposals which may include presentations, site visits and interviews, if deemed necessary, with some or all of the proposers. However, the City may make preliminary selection(s) on the basis of the original proposals only, without negotiation, interviews and/or site visits with any proposers. If presentations, interviews

and/or site visits are conducted, the Selection Committee may choose to assign additional points for these processes or re-evaluate, re-rate and/or re-rank the finalists' proposals based upon the written documents submitted and any clarifications offered in the interviews.

3. BEST AND FINAL OFFER

The designated Selection Committee may request best and final offers from one or more proposers determined to be reasonably susceptible to being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. If best and final offers are requested, they will be evaluated against the stated criteria, scored and ranked. The City reserves the right to negotiate the terms of the contract, including the award amount, with the selected proposer(s) prior to entering into a contract. If contract negotiations cannot be concluded successfully with the selected proposer(s), the City may negotiate a contract with the next highest scoring proposer.

4. CLARIFICATION OF PROPOSALS

During the evaluation of proposals, the City reserves the right to contact any or all proposers to request additional information for purposes of clarification of RFP responses, reject proposals which contain errors, or at its sole discretion, waive disqualifying errors or gain clarification of error or information.

5. PRICE AND/OR COST ANALYSIS

The City reserves the right to conduct a price and/or cost analysis to determine if the price is fair and reasonable. If only one responsive proposal is received, a detailed price and/or cost analysis may be requested of the single proposer. Proposers shall cooperate as needed with the City's efforts to perform said analyses.

6. NEGOTIATION

The City reserves the right to negotiate final fees and scope of services with the selected Contractor.

7. PROCESS

At any phase, the City reserves the right to terminate, suspend or modify this selection process; reject any or all submittals; and waive any informalities, irregularities or omissions in submittals, all as deemed in the best interests of the City.

8. COMMUNICATION WITH SELECTION COMMITTEE

Proposers may not contact members of the Selection Committee at anytime during the evaluation process, except at the City of Madison CDD request.

9. RIGHT TO REJECT PROPOSALS AND NEGOTIATE CONTRACT TERMS

The City reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award amount, with the selected proposer(s) prior to entering into a contract. If contract negotiations cannot be concluded successfully with the selected proposer(s), the City may negotiate a contract with the next preferred proposer.

ATTACHMENT A

DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION

Proposers are hereby notified that all information submitted in response to this RFP may be made available for public inspection according to public records laws of the State of Wisconsin or other applicable public record laws. Therefore, proposers are encouraged to refrain from submitting information that cannot be open for public inspection. However, if proposers must include information deemed confidential and proprietary by the proposer, proposer must comply with these instructions:

1. Requests for confidentiality must be submitted prior to the proposal submission date to the City of Madison Purchasing Office.
2. Requests for confidentiality must use this designated form. Failure to include this form in the bid/proposal response may mean that all information provided as part of the bid/proposal response will be open to examination and copying. The City considers other markings of confidential in the bid/proposal document to be insufficient.
3. Any information to be considered confidential or proprietary must be separated and packaged from the rest of the proposal. Co-mingling of confidential/proprietary and other information is not acceptable.

Prices always become public information when bids/proposals are opened or when negotiations have been completed and the contract has been awarded. Other information usually cannot be kept confidential unless it involves a trade secret as defined in S.134.90(1)(c), Wis. Stats. Any information that will be included in any resulting contract cannot be considered confidential. A proposal, in its entirety, will not be considered confidential and/or proprietary.

Other information cannot be kept confidential unless it is a trade secret. Trade secret is defined in s. 134.90(1)(c), Wis. Stats. as follows: "Trade secret" means information, including a formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

In the event the designation of confidentiality of this information is challenged, the undersigned hereby agrees to provide legal counsel or other necessary assistance to defend the designation of confidentiality and agrees to hold the City of Madison harmless for any costs or damages arising out of the City's agreeing to withhold the materials.

The attached material submitted in response to Bid/Proposal # 8745 includes proprietary and confidential information which qualifies as a trade secret, as provided in s. 19.36(5), Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this bid/proposal response be treated as confidential material and not be released:

Section	Page No.	Topic	Specific law that supports confidentiality of information

Company Name _____

Enter Name: _____

By entering your initials in the box, You are electronically signing your name and agreeing to the terms above.