

## II. FINAL SUBMISSION

After completion of the proposal review and upon receiving notice of a contract award, funded agencies are required to submit the following proposal items (if nothing has changed from initial submission, re-date and resubmit):

Item #	Item Description
1	Proposal Summary Sheet
12	Insurance Certificate
28	Budget Forms 1, 2, 2A, 2B, 3, 3S, 4, 4S, 5, 5A, and 6-6H
34	Personnel Roster/Certification of Provider Credentials

Final submissions are due by 4:30 p.m., ~~December 7, 2012~~ **November 23, 2012**, and must be mailed or delivered to:

Milwaukee County DHHS  
Contract Administration  
1220 West Vliet Street, Suite B-26 \*\*\*  
Milwaukee WI 53205

\*\*\* Note – room number may change – check [http://county.milwaukee.gov/DHHS\\_bids](http://county.milwaukee.gov/DHHS_bids) for updates

## III. SUBMISSIONS FOR AGENCIES CURRENTLY IN A MULTI-YEAR CYCLE

All agencies with programs that are currently in the second or third year of a multi-year contract cycle in 2013 (do not require a competitive, panel review), **must** submit **all** the items listed under FINAL SUBMISSION, **plus** the Authorization To File\* (Item 3), Emergency Management Plan (Item 25), **plus** any other items that have changed from the previous contract year (e.g., change in Board of Directors, change in Personnel Roster, etc.).

\*Must be completed specifically for each contract year.

Submissions from all agencies must be received by the DHHS **no later than 4:00 p.m. CDT on Tuesday, September 4th, 2012**

## IV. CIVIL RIGHTS COMPLIANCE PLAN OR LETTER OF ASSURANCE

All Proposers who are awarded contracts who do not have a current plan in place and on file with DHHS must complete and submit **Item 24**, Civil Rights Compliance Plan (CRCP), within 120 days of effective date of contract. The effective date of contracts, unless indicated otherwise, will be January 1<sup>st</sup>, 2013, making CRCPs due no later than 4:30 p.m. on April 30<sup>th</sup>, 2013.