

## 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 updated proposal items (if nothing has changed from initial submission, re-date and resubmit):

Item #	Item Description
2	Proposal Summary Sheet
8	Insurance Certificate
15	Certification Statement Regarding Debarment And Suspension
16	Additional Disclosures
17	IRS Form 990 For Non-Profit Agencies (disregard if current Form 990 was included with initial RFP submittal)
19	Budget Forms 1, 2, 2A, 2B, 3, 3S, 4, 4S, 5, 5A, and 6-6H
30*	Current Direct Service Provider/Indirect Staff Roster

Final submissions are due by 4:00 p.m., December 9, 2016, and must be emailed to: [dhhsca@milwaukeecountywi.gov](mailto:dhhsca@milwaukeecountywi.gov)

*\*Any employee included on final Staff Roster for whom an Add-Delete Form has not been submitted. Agencies are required to submit Add-Delete form and seek approval before staff is allowed to work with Milwaukee County clients.*

## 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 (do not require a competitive, panel review), **must** submit **all** the items listed above under FINAL SUBMISSION, **plus** the Authorization To File\* (Item 3), Emergency Management Plan (found in the *Program Requirements/Description* document), **plus** any other items that have changed from the previous contract year (e.g., change in Board of Directors, change in Personnel Roster, etc.). Submittal items must be sent in the formats and on paper/media as stated in **Preparing and Submitting Proposals** in Section 2.

\*Must be completed specifically for each contract year.

**Submissions from all agencies** must be received by the DHHS **as specified on the Information Summary Sheet**. DHHS may allow proposers to modify, correct or remove any deviations and exceptions after the proposal due date if deemed to be in the best interest of DHHS, or may reject and proposed deviations exception, or objections and deem the proposal to be nonresponsive.