

All applications must be typed using the format and the forms presented in this booklet, the DHHS website, or the CD-ROM. All pages are to be numbered chronologically, with each requested item on a separate page. **WITH RARE EXCEPTION, ALL SUBMISSION REQUIREMENTS APPLY TO ALL PROGRAMS.** If there is any question about the applicability of a particular submission item, contact the Technical Requirements contact person (p. iii) affiliated with the Division with which you are applying. In the case an item is determined **not** to be applicable, include a separate page in the appropriate place indicating this is the case and with whom you spoke. If a separate page is **not** included with this information and the item is **not** submitted with the application, it will be considered an omission. Points will be deducted during the proposal scoring process for all omissions, and depending upon which items are missing, the entire application may be removed from consideration.

Vendors applying for **programs up for competitive, panel review**: One original plus **four** copies of the complete application for each program must be submitted on three-hole punched paper for each division (Behavioral Health, Delinquency and Court Services, Disabilities Services, Housing, and Management Services) for which funding is requested. If funding is requested for more than one disability area for the Disabilities Services Division, one additional application must be submitted for each disability area. **A list of programs up for competitive, panel review can be found in the introduction to *Program Requirements (section 5)*.**

Vendors in a **multi-year contract cycle or sole-sourced contracts/programs** which do not require a competitive, panel review, one original plus **one** copy of the completed application must be submitted on three-hole punched paper for each division (Behavioral Health, Delinquency and Court Services, Disabilities Services, Housing, and Management Services) for which funding is requested.

Please note that vendors who are currently in a multi-year contract cycle have different submission requirements. ~~These requirements are detailed in a separate "Application Contents" table, found on page 7. More information on those requirements can be found in the Technical Requirements section, page 4-6, "III. Submissions for Agencies Currently in a Multi-Year Cycle".~~ ***

The County reserves the right to amend or withdraw this RFP at any time without notice or penalty. If it becomes necessary to revise any part of this RFP, or if additional data is necessary for an exact interpretation of provisions of this RFP prior to the due date for Proposals, the RFP Manager will post addenda to the County website at:

<http://county.milwaukee.org/RFPInformation11327.htm>. If such addenda issuance is necessary, the County reserves the right to extend the due date and time of Proposals to accommodate such interpretations or additional data requirements. Therefore, the **County encourages all Proposers to access the RFP on the County website daily** to ensure that Proposer is kept up-to-date on any and all changes to the RFP.

*** Text changed August 6, 2009