**FORM C - Proposer Required Form**

DOA-3832 (R 03/2019)



**Instructions:** Proposer is required to complete all sections of this form.

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| Agency Name  Department of Employee Trust Funds | Solicitation Title  Federal Tax Counsel | Solicitation Reference Number  ETJ0060 |

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| **Section 1: Proposer Information** | | | | | | |
| Proposer Company Name: | | | | E-Mail Address: | | |
| Phone Number: | Toll Free Phone: | | | Fax: | | |
| Address: | | | | | | |
| City: | | State: | | | Zip: | |
| **Mailing Address for Purchase Orders (if different than above)** | | | | | | |
| Address: | | | | | | |
| City: | | State: | | | Zip: | |
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| **Section 2: Proposer Contacts**  List the name and title of the person to contact for questions related to each of the topics below: | | | | | | |
| **Topic** | | | **E-Mail Address** | | | **Phone** |
| Proposal | | |  | | |  |
| Affirmative Action Plan | | |  | | |  |
| Orders and billing | | |  | | |  |

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| **Section 3: Proposer References** Provide at least three (3) non-ETF references including company name, address, contact person, telephone number, and appropriate information on the product(s) and/or service(s) used with requirements like those included in this solicitation document. If vendor is proposing any arrangement involving a third party, the named references should also be involved in a similar arrangement. | | |
| **Company Name:** | | |
| Address (including City, State, Zip): | | |
| Contact Person: | E-Mail Address: | Phone: |
| List Product(s) and/or Service(s) Used: | | |
| **Company Name:** | | |

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| Address (including City, State, Zip): | | | | |
| Contact Person: | | | E-Mail Address: | Phone: |
| List Product(s) and/or Service(s) Used: | | | | |
| **Company Name:** | | | | |
| Address (including City, State, Zip): | | | | |
| Contact Person: | | | E-Mail Address: | Phone: |
| List Product(s) and/or Service(s) Used: | | | | |
| **Company Name:** | | | | |
| Address (including City, State, Zip): | | | | |
| Contact Person: | | | E-Mail Address: | Phone: |
| List Product(s) and/or Service(s) Used: | | | | |
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| **Section 4: Designation of Confidential and Proprietary Information**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  The attached material submitted in response to this proposal 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 proposal response be treated as confidential material and not be released without our written approval.  Prices always become public information once a contract is signed, and therefore cannot be kept confidential.  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 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.   We request that the following pages not be released: | | | | |
| Section | Page # | Topic | | |
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| Using the boxes below, indicate your agreement with the following statements:  In the event the designation of confidentiality of this information is challenged, the proposer hereby agrees to provide legal counsel or other necessary assistance to defend the designation of confidentiality and agrees to hold the state harmless for any costs or damages arising out of the state’s agreeing to withhold the materials.  The state considers other markings of confidential in the proposal document to be insufficient. The proposer agrees to hold the state harmless for any damages arising out of the release of any materials unless they are specifically identified above. |

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| State of Wisconsin agencies and other government entities outside Wisconsin may be able to piggyback on State of Wisconsin agency contracts, with the awarded proposer's consent. Proposer hereby consents to extend this proposal's pricing and terms to other State of Wisconsin agencies and other government entities outside Wisconsin who want to use this RFP as their procurement justification and negotiate a contract with the awarded proposer. |
| **Section 5: Proposer Agreement: Wisconsin’s Cooperative Purchasing Service**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Wisconsin statutes (s. 16.73, Wis. Stats.) establish authority to allow Wisconsin municipalities to purchase from state contracts. Participating in the service gives vendors opportunities for additional sales without additional bidding. Municipalities use the service to expedite purchases. A “municipality” is defined as any county, city, village, town, school district, board of school directors, sewer district, drainage district, vocational, technical and adult education district, or any other public body having the authority to award public contracts (s. 16.70(8), Wis. Stats.). Federally recognized Indian tribes and bands in this state may participate in cooperative purchasing with the state or any municipality under ss. 66.0301(1) and (2), Wis. Stats.  Interested municipalities:   * Will contact the contractor directly to place orders referencing the state agency contract number; and * Are responsible for receipt, acceptance, and inspection of commodities directly from the contractor, and making payment directly to the contractor.   The State of Wisconsin is not party to these purchases or any dispute arising from these purchases and is not liable for delivery or payment of any of these purchases.  Proposers may or may not agree to furnish the commodities or services of this proposal to Wisconsin municipalities. A vendor’s decision on participating in these services has no effect on awarding this contract.  Proposer: Please indicate your willingness to furnish the commodities or services to Wisconsin municipalities by checking the appropriate box below.  I Agree to furnish the commodities or services of this proposal to Wisconsin municipalities with any special conditions noted below.  I Do Not Agree to furnish the commodities or services to Wisconsin municipalities.  A vendor in the service may specify a minimum order sizes by volume or dollar amount, additional charges beyond normal delivery areas, or other minimal charges for municipalities.  Special Conditions (if applicable): |

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| **Section 6: Proposer Identification (Check all that apply)** |
| We claim minority preference [Wis. Stats.16.75(3m) (b)(3)]. Under Wisconsin Statutes, a 5% preference may be granted to CERTIFIED Minority Business Enterprises. Proposer must be certified by the Wisconsin Supplier Diversity Program. If you have questions concerning the certification process, contact the Wisconsin Supplier Diversity Program, 6th Floor, 101 E. Wilson St., Madison, WI 53703, (608) 267-9550. **Does Not Apply to Printing Bids.** |
| We claim disabled veteran owned business preference [Wis. Stats.16.75(3m) (b)(3)]. Under Wisconsin Statutes, a 5% preference may be granted to CERTIFIED Disabled Veteran Owned Businesses. Proposer must be certified by the Wisconsin Supplier Diversity Program. If you have questions concerning the certification process, contact the Wisconsin Supplier Diversity Program, 6th Floor, 101 E. Wilson St., Madison, WI 53703, (608) 267-9550. **Does Not Apply to Printing Bids.** |
| We are a work center certified under Wis. Stats. S. 16.752 employing persons with severe disabilities. Questions concerning the certification process should be addressed to the Work Center Program, State Bureau of Procurement, 6th Floor, 101 E. Wilson St., Madison, WI 53703, (608) 266-5462. |

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| **Section 7: Proposal Certifications** |
| Wis. Stats. s. 16.754 directs the state to purchase materials which are manufactured to the greatest extend in the United States when all other factors are equal. Materials covered here were manufactured in whole or in substantial part in the  United States. Yes No Unknown |
| We certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition, that no attempt has been made to induce any other person or firm to submit or not to submit a proposal, that this proposal has been independently arrived at without collusion with any other proposer, competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the opening of bids to any other proposer or competitor; that the above statement is accurate under penalty of perjury. |
| We certify that we are not currently engaged in a prohibited boycott of the State of Israel as defined in s. 20.931(1)(b). Should we be awarded a contract, we understand that future engagement in a boycott of the State of Israel may result in  contract termination. |
| We certify that we are in compliance with applicable State of Wisconsin non-discrimination/affirmative action requirements as described in State Standard Terms and Conditions, form DOA-3054. |
| We will comply with all terms, conditions and specifications required by the state in this Request for Proposal and all terms of our proposal. The signature below is our authorized approval for all Proposal content, including Cost Proposal. |

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| **Section 8: Proposal Signature** | | | |
| Name of Authorized Company Representative: | Title: | Phone: | Fax: |
| Signature of Above | Date: | Email: | |

This document can be made available in alternate formats to individuals with disabilities upon request.