**University of Wisconsin System**

**REQUEST FOR SERVICES (RFS) for**

**Business Management Consulting Services**

**Contract # JD-22-2803**

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| --- | --- | --- | --- |
| **Date of Request** | **Response Due Date** | **Estimated Project Start Date** | **Estimated Project End Date** |
|  |  |  |  |

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| --- | --- | --- | --- | --- |
| **Agency** | **Contact Name** | **Phone** | **Fax** | **E-mail** |
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| --- | --- | --- |
| **Preferred Response Format:** | [ ]  E-mail | [ ]  Post |

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| **Engagement Costs Calculated by:** | [ ]  Hours worked and bill rate(s) | [ ]  Not-to-Exceed Total |
| **If Not-to-Exceed Total, then Maximum Cost:** |  |

**Hourly rates quoted that are less than $ \_\_\_\_\_\_\_\_\_\_ /hour or a total cost less than $ \_\_\_\_\_\_\_\_\_\_ will be given first consideration**

**Project Description:** (include Deliverables (products/services) and a Timetable). Outline any special terms and conditions of the engagement, identify any special skills, knowledge or certifications required; give enough background information so the vendors can give meaningful estimates and provide the right candidate. Use a separate attachment(s) if needed. All terms and conditions of the University Contract #JD-22-2803 apply to each engagement and cannot be altered without the University Contract Administrator’s approval in writing.

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**Location of engagement:**

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# CONTRACTOR RESPONSE AREA: Complete the information below, and attach this form to each resume submitted. The candidates resumes should address the specific experience that relates to the Project Description listed above. For projects with defined deliverables from the Contractor, the resumes of all personnel responsible for the completion of the work should be attached and the job classifications and rates for staff provided.

**Incomplete responses may be rejected or set aside in favor of completed responses**

Each candidate submitted must be listed below. ***Attach a resume for each candidate***. Include references for each candidate. References must be from customers for whom the candidate has done work. Include the company name of the reference, contact person, and phone number on the resume or an attachment.

*In an attachment, provide a proposed methodology/approach for addressing the deliverables listed in the project description*.

|  |  |  |
| --- | --- | --- |
| **Candidate Full Name** | **Job Level/Work Done** | **Hourly Rate** |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |

|  |  |
| --- | --- |
| **Not to exceed price (if requested)** | $ |

Contractor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The contracted rates cannot exceed those proposed in the Contractor response to the RFP JD-22-2803. The University reserves the right to negotiate costs and a project Statement of Work, or reject the Contractor’s response and proceed to another qualified Contractor.

The University does not pay for any expenses for the personnel to come or go from the work site. As per Contract JD-22-2803, all of the Contractor’s travel and per diem expenses shall be the Contractor’s sole responsibility.