

PROPOSAL CONTENTS

Notice is hereby given that the County will receive Proposals per specifications until 4:30 PM, October 14, 2022 (CST) (“Closing”), to provide proposals for conducting agricultural demonstration and research at the Sauk County Farm. No Proposals will be received or considered after that time.

Submittals should be limited to 8.5 x 11 sheet size and should be submitted in sealed envelopes to Sauk County Land Resources and Environment Department, 505 Broadway, Ste. 248, Baraboo, WI 53913 Each submittal should follow the provided template. Addenda to submittals will not be considered. The sealed envelope should be marked “Sauk County Farm – Demo Plot Proposal.”

Cover Letter The cover letter should include the project title, applicant/organization name, address, phone number, email address, and original signature of an individual with authority to negotiate on behalf of and to contractually bind the group, and who may be contacted during the period of proposal evaluation.

Project Title: _____

Applicant Name/Organization: _____

Applicant Signature: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Email Address: _____

Group Qualifications. Demonstrate the group’s experience implementing regenerative and conservation-friendly farming best practices. Include a description of the group and a statement of the group’s qualifications for implementing the project. Indicate any specialized expertise relevant to the project and discuss the group’s in-house abilities and commitment to delivering the project in a timely manner. Indicate if the group has access to their own equipment and data/yield collection technology to install the practices outlined in the proposal and maintain accurate planting and harvest records.

Project Understanding and Approach. Describe the plans for accomplishing the required work. Include a work plan and a proposed schedule showing tasks and time frames necessary to complete the scope of services by the preferred completion date.

Group Information and Project Team. Describe the qualifications and experience of each team member who will participate in the project. Identify any collaborating partners associated with the proposal. Describe your group's familiarity with the Department and past experience with any rental agreement, contract or program participation.

Anticipated Project Schedule. All proposers will define the anticipated deadline for completion and presentation of the project and all related supporting activities. The project schedule will be incorporated into the Memorandum of Understanding (MOU) between the Department and the successful respondent. Please identify the outreach and educational activities that will be provided during and at the conclusion of the project period.

Supporting Information. Submit any additional information or recommendations supporting the proposal as an appendix or separate attachment.