To Whom it May Concern:

The Wisconsin Economic Development Corporation (WEDC) is seeking bids for the services of a copy writer and editor to produce a legislative report including the content areas outlined below. This report is due in digital form to the Wisconsin State Legislature by June 30, 2020. Creative direction will be provided by WEDC’s secretary and chief executive officer, and graphic design services will be provided by a firm hired by WEDC.

WEDC envisions a report that is an approachable and actionable summary of the impact of COVID on Wisconsin and accommodates/supports a range of visuals, including infographics, to reinforce key messages, strategies, timelines and deliverables. The projected length of the completed report is approximately 100 pages.

The Wisconsin Economic Development Corporation (WEDC) is requesting bids from vendors interested in providing the below listed technical services.

- Attend up to ten (10) virtual interviews or listening sessions with industry leaders/representatives and capture conversation. Interviews will occur June 1-12.
- Using materials and information provided by WEDC and generated by interviews, produce legislative report summarizing the following:
  - State of Wisconsin Economy pre-COVID
  - Impact of COVID on Wisconsin Economy and subsectors (People, Communities, Critical Services, Businesses)
  - Recovery Activity to Date
  - Key Industry Impact, Support Needs and Outlook
    - Key industries include: Agriculture, Construction, Retail, Tourism, Services, Manufacturing, Forest Products
  - Building Future Resiliency – unique demographic or business subsectors requiring unique support, regional geographic disparities, actions/roles of individuals, communities, industry, academia and state to support rebuilding.

Specific services to be provided include:

1. Record, review and summarize data from interviews, testimonials, economic and industry reports arranged or provided by WEDC into single report per identified table of contents. Provide singular voice to disparate data and understandable and approachable context for understanding COVID impacts and potential supports for rebuilding the economy.
2. Complete professionally written and edited text for legislative report based on previously identified outline.
4. Coordinate with WEDC staff for rewrites or editing as necessary through June 30th, 2020.

Special terms and conditions:
1. WEDC will retain sole ownership of and rights to report content.
2. Vendors must maintain confidentiality regarding WEDC and employee information.

Vendors interested in providing services to WEDC should submit a bid by the end of business on **Friday, May 29th** to Errin Welty at errin.welty@wedc.org. Bids should include the following information:

1. Vendor’s ability to provide the above outlined services;
2. Vendor’s experience providing related services, including work samples;
3. Experience producing industry, economic and/or legislative report and familiarity with subject matter.
4. References from clients to whom the vendor has provided similar services; and
5. The cost of services on an hourly basis, along with an estimate of time to complete the proposed scope of work. Provide either (1) a copy of proposed agreement or (2) a statement indicating that individual/firm does not have a standard agreement and requests that WEDC provide draft agreement language.

Selection will be granted to the vendor that provides the best value to WEDC and will be evaluated based on the vendor’s ability to accommodate the above stated requirements, the vendor’s experience providing related services, and the vendor’s cost proposal. WEDC may review the vendor’s website as a tool for evaluating bids.

Questions concerning this request for bids should be directed to Errin Welty at errin.welty@wedc.org. Thank you for your interest in working with WEDC.