



STATE OF WISCONSIN
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CORRESPONDENCE MEMORANDUM

DATE: November 5, 2008
TO: Wisconsin Deferred Compensation Board
FROM: Shelly Schueller, Director
Wisconsin Deferred Compensation Program
SUBJECT: Great-West Retirement Services Contract Amendment Proposal

The Board is asked to consider an amendment, as described below, to the administrative services contract with Great-West Retirement Services (GWRS) for the Wisconsin Deferred Compensation Program (WDC).

Staff recommends that the Board approve a contract amendment that would do the following:

- Spell out in the contract that GWRS may charge participants \$15 for a one-time Automated Clearing House (ACH) direct deposit distribution request. If the Board does not amend the contract, GWRS may discontinue the one-time ACH service to participants, as completing the steps necessary to provide it becomes very costly if only used once per participant.
- Update the performance standard for the WDC Demographic Analysis Requirement of Exhibit 4 entitled *WDC Performance Standards* to reflect a change from "Within 75 days of the end of the year" to "Within 120 days of the end of the year." The 2007 contract compliance audit noted that GWRS did not meet the current report submission requirement (75 days from the end of the year). GWRS discussed this with the Department and because of timelines and reporting constraints, GWRS does not believe it can ever meet this deadline. This proposed contract change would provide an attainable deadline for submitting the annual WDC performance standard report.

A draft contract amendment with the proposed changes is attached to this memo for your consideration. If this recommendation is adopted, staff will finalize the contract amendment language and GWRS will be asked to sign it prior to the Board Chair signing the contract amendment. Staff will be available to discuss this recommendation at the November 18, 2008, Board meeting.

Attachment

Reviewed and approved by Jean Gilding, Deputy Division Administrator	
_____	_____
Signature	Date

Board	Mtg Date	Item #
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