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Correspondence Memorandum

Date: June 1, 2019
To: Employee Trust Funds Board
From: Tim Steiner, Director
Bureau of Budget, Contract Administration and Procurement
Subject: Board Authority Contracts Update

This memo is for informational purposes only. No Board action is required.

Current Status of Active Board Contracts

Federal Tax Counsel

An amendment has been signed by the ETF Secretary with Ice Miller, LLP to extend their contract for federal tax and contract counsel services from July 1, 2019 through June 30, 2020.

Income Continuation Insurance

The amendment to extend the current contract with The Hartford Group through December 31, 2021 per Group Insurance Board action in November 2018 has been signed.

Contract Compliance Audit Services.

A new Request For Proposals (RFP) was issued in February 2019 for contract compliance audit services for the Wellness and Disease Management Program and the Data Warehouse/Visual Business Intelligence Services, as the October 2018 RFP for audit services yielded no proposals for these two programs. This second RFP yielded three proposals to perform compliance audits on the Wellness and Disease Management Program but no proposals for audits of the Data Warehouse/Visual Business Intelligence Service. After conducting a best and final offer, ETF staff agreed with the evaluation committee's recommendation to cancel the RFP in order to evaluate more cost effective alternatives to secure these services, including potentially amending a contract with a current vendor.

Reviewed and approved by Pamela Henning, Assistant Deputy Secretary

Electronically signed 6/11/19

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A contract has been signed by the ETF Secretary with Claim Technologies, Inc. for contract compliance audits of the Uniform Dental Benefits Third Party Administration (TPA) contract covering years 2016, 2017 and 2018 for \$35,325.

Four contracts have been signed by the ETF Secretary with Wipfli, LLP for contract compliance audits of the:

- Employee Reimbursement Accounts Administrative Services Contract for years 2017 and 2018 for \$23,825;
- Health Savings Accounts Administrative Services Contract for years 2017 and 2018 for \$15,575;
- Commuter Benefits Accounts Administrative Services Contract for years 2017 and 2018 for \$14,975; and
- Group Life Insurance Program Contract for years 2018 and 2019 for \$20,250.

Two memoranda of understandings (MOUs) were signed by the ETF Secretary with Wifpli, LLP for contract compliance audits of the:

- Income Continuation Insurance Program Administrative Services Contract because the audit start date is June 2021; and
- Wisconsin Deferred Compensation Program Administrative Services Contract because the audit start date is January 2022.

Staff will be available at the meeting to address any questions.