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Department of Employee Trust Funds
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Correspondence Memorandum

Date: December 7, 2023

To: Employee Trust Funds Board

From: Joanne Klaas, Contract Specialist
Budget, Contract Administration & Procurement

Subject: Delegation of Authority to the ETF Secretary for Executing the Strategic Partner for Pension Administration System contract, including Contract Amendments.

The Department of Employee Trust Funds (ETF) recommends the Employee Trust Funds Board (Board) delegate its authority to the ETF Secretary for executing the Strategic Partner for Pension Administration System (PAS) contract, including contract amendments. This delegation of authority will remain in effect until withdrawn by the Board (see Board Delegation of Authority, Attachment A).

ETF is requesting the Board delegate authority to the ETF Secretary for executing the Strategic Partner for PAS contract, including contract amendments in order to facilitate more efficient contract administration. This is consistent with the prior modernization consultant contract which expires shortly.

Background

At its [March 2023 meeting](#), the Board delegated its authority under Wis. Stat. § [40.03 \(1\)\(c\)](#) to the ETF Secretary or designee of the Department of Employee Trust Funds (Department) to solicit proposals from qualified firms to be a strategic partner for the search, selection, implementation, and oversight of a pension administration system.

ETF published this request for proposals ([RFP](#)) in April, and the evaluation committee reviewed the proposals over the summer and made a hiring recommendation to the Board in September. At its September 2023 meeting, the Board granted authority to the ETF Secretary to issue an intent to award a contract on behalf of the Board to Linea Solutions (Linea) to consult as a Strategic Partner for a Pension Administration System for a five-year period beginning on January 1, 2024, through December 31, 2028, with an option to renew the contract for two additional two-year periods (potentially through December 31, 2032).

Pamela L Henning

Reviewed and approved by Pam Henning, Assistant Deputy Secretary
Electronically Signed 12/11/2023

Board	Mtg Date	Item #
ETF	12.14.23	4D

Since September, ETF staff have been negotiating and writing a contract with Linea and are ready to sign that contract and start work in early 2024.

Legal Authority

Under [Wis. Stat. § 40.03\(1\)\(c\)](#), the Board may employ or select any medical, legal and other independent contractor as are required.

Under [Wis. Stat. § 40.03\(1\)\(L\)](#), the ETF Board may delegate powers and duties as deemed necessary or desirable. This provision allows the Board to delegate authority to the ETF Secretary to sign the Strategic Partner for Pension Administration System contract and amendments.

If the Board approves the attached delegation of authority, staff will document the delegation in the Board's Governance Manual.

Staff will be at the Board meeting to answer any questions.

Attachment A: Board Delegation of Authority

Board Delegation of Authority

Date Approved:

Delegation of Authority to the ETF Secretary to execute a strategic partner for pension administration system contract and amendments, until such delegation is withdrawn by the ETF Board

The Employee Trust Funds (ETF) Board hereby delegates to the ETF Secretary authority under Wis. Stat. § 40.03(1)(c) to execute a contract and contract amendments with the Board's strategic partner for pension administration system and under Wis. Stat. § 40.03(L) to execute a contract and contract amendments with the strategic partner for pension administration system.

Authority for Delegation

The ETF Board has authority under [Wis. Stat. § 40.03 \(1\)\(L\)](#), to "...delegate powers and duties as deemed necessary or desirable." Under [Wis. Stat. §40.03\(1\)\(c\)](#) the Board "...may employ or select any medical, legal *and other independent contractors* as are required for the administration of the fund."

Character of Delegated Authority

The ETF Board intends this delegation to authorize the ETF Secretary to execute the strategic partner for pension administration system contract, including contract amendments, until such delegation is withdrawn by the Board.

ETF staff intends to provide the Board with Operational Updates on contract activity at future Board meetings.

Oversight

This delegation will continue until withdrawn by the Board.