



**STATE OF WISCONSIN**  
**Department of Employee Trust Funds**  
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 SECRETARY

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***CORRESPONDENCE MEMORANDUM***

**DATE:** October 19, 2009  
**TO:** Group Insurance Board  
**FROM:** Marcia Blumer, Program Manager  
**SUBJECT:** Request for Proposal for Wisconsin Public Employers Group Life Insurance Program

**Staff requests authorization by the Board to prepare and release a Request for Proposal (RFP) for administration of the Wisconsin Public Employers (WPE) Group Life Insurance program.** The current contract for third-party administration of the WPE Group Life Insurance program expires on December 31, 2010.

Background

Minnesota Life Insurance Company (MLIC) has provided administrative services for the WPE Group Life Insurance program since 1958. The current contract period was for a five-year term from January 1, 2004, through December 31, 2008. The contract permitted a two-year extension that was subsequently approved by the Board at the April 15, 2008, meeting.

Timetable

If acceptable to the Board, Department staff will proceed with the preparation and distribution of the RFP as outlined in the timetable below. The contract will be for a five-year period, January 1, 2011, through December 31, 2015, with an additional two years extension permitted. The tentative RFP timeline is as follows:

Develop RFP	October through December, 2009
Draft for Routing	December, 2009
RFP Distribution	February 10, 2010
Proposals Due	March 24, 2010
GIB Approval of Vendor	June 8, 2010
Contract Start Date	January 1, 2011

ETF will use the services of Deloitte Consulting LLP to assist in RFP preparation and distribution and for analysis and evaluation of submitted proposals. Bidders are expected to provide at least the same level of benefits and services being provided by the current administrator. A copy of the RFP will be available for review prior to the February 10, 2010, Group Insurance Board meeting.

Reviewed and approved by Tom Korpady, Division of Insurance Services.	
_____ Signature	_____ Date

Board	Mtg Date	Item #
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