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Correspondence Memorandum

Date: April 19, 2019
To: Group Insurance Board
From: Laura Patterson, Policy Analyst
Office of Policy, Privacy & Compliance
Subject: Non-Substantive Changes to Vendor Procurement Appeals Policy

This memorandum is for information purposes only. No Group Insurance Board (Board) action is required.

ETF will periodically present updated policies to the Board to continue to enhance the Board's governance foundation. The following policy has been recently reviewed by the Department of Employee Trust Funds (ETF) for compliance, errors and consistency. Changes have been made to non-substantive elements of the policy and a copy of the updated policy is attached.

Vendor Procurement Appeals Policy (Attachment 1)

The Vendor Procurement Appeals Policy outlines the handling of vendor appeals of procurement awards made by the Board, as authorized under Chapter 40 and regarding any contracts awarded under authority delegated to ETF by the Board. The policy is updated to reflect current ETF staff roles and formatting changes were made. The Employee Trust Funds Board and the Deferred Compensation Board approved similar changes to their policies at their respective March 21, 2019 and March 7, 2019 meetings.

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

Attachment: Vendor Procurement Appeals Policy

Reviewed and approved by Steve Hurley, Director, Office of
Policy, Privacy, and Compliance

Electronically Signed 4/24/19

Board	Mtg Date	Item #
GIB	5.15.19	12C



GROUP INSURANCE BOARD

*Adopted: March 25, 2015
Revised: May 16, 2018*

VENDOR PROCUREMENT APPEALS POLICY

CONTRACTING AUTHORITY: [WIS. STAT. § 40.03\(6\)](#)

PHASE ONE: Notice of Intent to Appeal Received by the Group Insurance Board c/o ETF Secretary

1. The Group Insurance Board (Board) authorizes ETF staff to issue the “Intent to Award” to the successful bidder.
2. ETF staff issue the Intent to Award to the successful bidder and notify all firms who submitted a bid.
3. A vendor who wants to appeal the award **MUST** send a written notice indicating that the vendor intends to appeal the decision. The vendor must send the notice to the Board, c/o the Secretary of ETF, within five business days after the Intent to Award notice is sent.
4. Upon receiving the written intent to appeal from the vendor, the ETF Secretary will forward the notice to all Board members.

PHASE TWO: Formal Appeal Received by the Group Insurance Board c/o ETF Secretary

5. Within ten business days from the issuance of the Intent to Award, the vendor **MUST** submit the formal appeal in writing to the Board, c/o the Secretary of ETF.
6. The appeal must state the contract number, detailed factual grounds for the objection to the contract award, and any violations of Chapter 40, Wisconsin Statutes.
7. The Secretary will forward the formal appeal to the Board.
8. If the vendor withdraws the intention to appeal or does not follow up within ten business days with a formal appeal, the ETF Secretary will notify the Board that the matter is adjudicated and no Board action is required.
9. All communications and documentation will be maintained with the procurement file.
10. The ETF Secretary will direct ETF General Counsel and the ETF Director of [the Bureau of Budget, Contract Administration & Procurement](#) to investigate the alleged violation of Chapter 40.
11. The Secretary will forward the results of the investigation to the Board and include a recommendation to the Board as well as legal and factual support for the recommendation.

PHASE THREE: Board Decision

- 12. The Board will review the appeal and ETF’s recommendation.
- 13. The Board will render a decision. For most appeals, the options available to the Board are: rescind the original Intent to Award and direct staff to issue the award to a different bidder, rescind the original Intent to Award and direct staff to terminate the procurement, or deny the appeal and proceed with implementing the original decision.
- 14. Following Board action, a written decision will be sent to the vendor. The vendor is allowed one appeal per procurement contract or process.
- 15. For appeals of procurement awards made under Chapter 40, the ETF Board’s decision is final.

For ETF internal use:

Adopted*	Deferred Compensation Board Reviewed or Revised	Group Insurance Board Reviewed or Revised	Retirement Boards (ETF, TR, WR) Reviewed or Revised
3/25/2015	3/7/2019	5/16/2018	3/21/2019

*Individual board policies may vary.