

Date: March 26, 2020

To: All Vendors

Subject: **Request for Information (RFI) ETJ0054 Master Data Management**

**Response Due: Monday, April 6, 2020 by 2:00 PM CDT**

The Wisconsin Department of Employee Trust Funds (ETF) is issuing this Request for Information to solicit input from the marketplace regarding master data management software and implementation services.

Thank you in advance for your response.

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**Wisconsin Department of Employee Trust Funds**

**Request for Information ETJ0054**

**Master Data Management**

## 1.0 Request for Information Introduction

The Wisconsin Department of Employee Trust Funds (ETF) administers various benefit programs available to state and local public employees. ETF works with nearly 1,500 employer partners and serves 622,000 employees and retirees. The purpose of this Request for Information (RFI) is to solicit information from qualified master data management software and implementation providers.

* 1. Responses to this RFI will not be returned and become ETF’s property upon submission to ETF.
	2. Responses are voluntary and shall not bind either the respondent or ETF in any way. This RFI is issued solely for information and planning purposes and does not constitute a solicitation.
	3. Responses to this RFI are not an offer and cannot be accepted by ETF to form a binding contract.
	4. ETF will not respond with answers to any questions submitted as part of your response; include any assumptions you make in your response.
	5. Responses to this RFI will be reviewed by ETF and may be used to further develop, change, alter or delete specifications, terms or conditions within a future solicitation. Providing a response to this RFI is not a prerequisite to submitting a proposal should ETF offer such an opportunity in the future. The contents of responses to this RFI will not be considered in the review or evaluation of future bids or proposals.
	6. ETF is not liable for any cost incurred by any vendor who responds to this RFI.
	7. ETF reserves the right to ask for clarification of any responses.

## Submitting a Response

* 1. **Submit responses to the questions in RFI Section 3 – Information Requested to** ETFSMBProcurement@etf.wi.gov
	2. **Do not include any confidential information**.
	3. **Responses are due to ETF no later than April 6, 2020 by 2:00 PM central time.**

## Information Requested

Please answer the following questions:

3.1 Briefly introduce your organization, including your company’s ownership structure, number of employees, number of offices and locations.

3.2 Provide contact name(s) and information for the person(s) ETF may contact concerning your response.

3.3 List any relevant websites for your company and its offerings.

3.4 Do you have an existing relationship with any vendors on the following State of Wisconsin contracts, and if so, which ones?

 a) 505ENT-M16-VARSOFTWARE-00 Re-seller – link to [Re-seller](https://vendornet.wi.gov/Contract.aspx?Id=71107b48-212a-e611-8964-40a8f0ad9999) contract

 505ENT-M16-VARSOFTWARE-01 ("DIS") Digital Information Services

 505ENT-M16-VARSOFTWARE-02 Insight Public Sector, Inc.

 505ENT-M16-VARSOFTWARE-03 SHI International, LLC

 505ENT-M16-VARSOFTWARE-04 CDW-G

 b) 505ENT-O18-NASPOCLOUD-00 NASPO Cloud – link to [NASPO Cloud contract vendors](https://www.naspovaluepoint.org/portfolio/cloud-solutions-2016-2026/#contracts)

* 1. Can you provide the full range of services that are within scope of the contracts listed, including hosting, implementation, and any other services that may be required?

Note: We believe the publisher or publisher’s designated implementer or hosting service would actually be providing the service and not the vendor on the contract.

Please describe your business model with regards to this.

* 1. Would you be willing to enter into a contractual relationship with any of the contractors in the above contracts for which you don’t currently have a relationship?
1. By what date?
2. Which vendor(s)?