**Department of Employee Trust** **Funds**

P.O. Box 7931

Madison, WI 53707-7931

**Appendix 4**

**Pro Forma Contract**

|  |
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| **ETJ0057 – Competency Based Performance Management Services**  |
| **Contract Period:** xxxx - xxxx with the option for renewal for xxxx |

1. This Contract is entered into by the State of Wisconsin Department of Employee Trust Funds (Department or ETF), and xxx (Contractor), whose address and principal officer appear below. The Department is the sole point of contact for this Contract.

2. Whereby the Department agrees to direct the purchase and Contractor agrees to supply the Contract requirements in accordance with the Department Terms and Conditions, and the documents specified in the order of precedence below, hereby made a part of this Contract by reference.

3. For purposes of administering this Contract, the order of precedence is:

(a) This Contract;

(b) Exhibit A, Contract Clarifications;

(c) Request for Proposal (RFP) ETJ0057 released on July 27, 2020; and,

(d) Contractor’s proposal dated xxxx.

|  |  |  |
| --- | --- | --- |
| **State of Wisconsin****Department of Employee Trust Funds** |   | **Contractor** |
|   | Legal Company Name: |
|  |  *SAMPLE* |
| By *(Name):* | Trade Name: |
|   |   |
| Signature: | Taxpayer Identification Number: xxx |
|  |  |
| Date of Signature:  | Contractor Address (Street Address, City, State, Zip):  |
| Contact A. John Voelker, ETF Deputy Secretary, if questions arise: (608) xxx |
|  | Name & Title (print name and title of person authorized to legally sign for and bind Contractor):  |
|  |
|  |
|  | Signature: |
|  | *SAMPLE* |
|  |  | Date of Signature: |
|  |  | Email: Phone:  |