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| --- | --- | --- |
| ETF_logo_large | **STATE OF WISCONSIN**  **Department of Employee Trust Funds**  **A. John Voelker**  SECRETARY | 4822 Madison Yards Way  Madison, WI 53705-9100  P. O. Box 7931  Madison, WI 53707-7931  http://etf.wi.gov |

Date: May 2, 2023

To: All Potential Proposers to RFP ETC0051

RE: ADDENDUM No. 2

Request for Proposals ETC0051

Strategic Partner for the Pension Administration System

This Addendum is available on ETF’s web site at <https://etf.wi.gov/node/31476>

**Acknowledgement of receipt of this Addendum No. 2:**

**Proposers must acknowledge receipt of this Addendum No. 2 by providing the required information in the table below and including this Page 1 in the forms section of their proposal.**

|  |  |
| --- | --- |
| Company Name: |  |
| Authorized Person (Printed/Typed Name and Title): |  |
| Date: |  |

Please note the following update to RFP ETC0051:

In RFP ETC0051 Section 1.8 Calendar of Events Table 3 on page 9, the Department is extending the proposal due date by one (1) week.

Delete: ~~May 12, 2023 by 12:00 p.m. CDT PROPOSAL DUE DATE~~

**Add: May 19, 2023 by 12:00 p.m. CDT PROPOSAL DUE DATE**

## 1.8 Calendar of Events

Listed below are the important dates by which actions related to this RFP must be completed. If the Department finds it necessary to change any of the dates and times listed below, it will do so by posting an addendum to this RFP on the Department’s website. No other formal notification will be issued for changes in the estimated dates.

Table 3. Calendar of Events \*

|  |  |
| --- | --- |
| Date / Time | Event |
| April 12, 2023 | Department issues RFP ETC0051 Strategic Partner |
| **April 21, 2023 by 12:00 p.m. Central Daylight Time (CDT)** | **Vendors’ questions due** |
| April 28, 2023 | Department posts responses to vendors’ questions |
| **May 3, 2023 by 12:00 p.m. CDT** | **Letter of intent to submit a proposal due** |
| **~~May 12, 2023 by 12:00 p.m. CDT~~**  **May 19, 2023 by 12:00 p.m. CDT** | **PROPOSAL DUE DATE** |
| July/August 2023 | Evaluation committee may hold interviews with top scoring Proposers |
| September/October 2023 | Department notifies Proposers of intent to award.  The ETF Board tentatively plans to meet September 21, 2023. Agenda and materials found here  <https://etf.wi.gov/about-etf/governing-boards/retirement-boards-meeting-agendas-and-materials>  The committee’s recommended vendor or vendor finalists may be asked to present to the Board at this or another meeting. |
| January 1, 2024 | Contract start date |

**\*All dates are estimated with the exception of the due dates for Vendors’ questions, Letter of intent to submit a proposal, and PROPOSAL DUE DATE.**