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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 30, 2024

To: Potential Proposers to RFPs ETD0050-51

RE: Addendum No. 3 to Request for Proposals (RFPs) ETD0050-51

Third Party Administration of IYC Medicare Advantage and Medicare Plus Programs

This Addendum will be made available on ETF’s web site at <https://etf.wi.gov/node/35426>

**Acknowledgement of receipt of this Addendum No. 3:**

**Proposers must acknowledge receipt of this Addendum No. 3 by providing the required information in the table below and including this Page 1 with their Proposal cover letter.**

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

**Hello vendors.** As you may have seen in the ETF News Update that was emailed last Friday, 5/24/2024 and/or posted on ETF’s website: At the 5/22/2024 Group Insurance Board (GIB) meeting, the GIB suspended its November 2023 motion regarding new vendor information security requirements starting in late 2025. The Board requested that ETF identify options for acceptable alternatives. Current security requirements remain in place. What does this mean for you? **The following edits in red text are hereby made to the RFP:**

**A. Section 1.9 edits:**

**1.9 Calendar of Events**

Listed below are 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 (listed above). No other formal notification will be issued for changes in the estimated dates.

***Table 9. Calendar of Events***

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| --- | --- |
| **Due Date** | **Event / Deliverable** |
| March 7, 2024 | Department issues RFP (Release Date) |
| **April 4, 2024** | - Appendix 9 – **Non-Disclosure Agreement** among Vendor, the Department, and Board Actuary due (email to ETFsmbProcurement@etf.wi.gov) |
| **April 4, 2024** | - Vendor **questions** due (email to the Department at ETFsmbProcurement@etf.wi.gov)  - Vendor **letter of intent to submit a Proposal** requested (email to the Department at ETFsmbProcurement@etf.wi.gov) |
| May 30, 2024\* | The Department posts **responses** to vendor questions at <https://etf.wi.gov/node/35426> |
| **July 11, 2024**  **by 12:00 PM Central** | **Proposals Due:**  Non-Cost documents: Proposers must upload all non-Cost Proposal documents via BOX. See [Section 2.7](#_2.7_Instructions_for).  Cost documents: Proposers must upload and submit their Cost Proposal documents [Cost Proposal workbook(s), Network Access Tool (for IYC Medicare Advantage HMOs only), Accessibility Report(s), and Medical Provider Utilization (for Nationwide Medicare Advantage passive PPO Service Area and Medicare Plus Proposals)] to their secure workspace on the Segal system. (Workspaces will be created upon confirmation of receipt of a signed NDA). See Sections 2, 8 and 9. |
| September/October 2024\* | Proposer presentations to the RFP evaluation team |
| **February 19, 2025** | Group Insurance Board meeting |
| **May 1, 2025** | SOC 2 Type 2 Report (or alternative independent service auditor report) and Letter of Attestation due, if not included with the Proposal (email to the Department at [ETFsmbProcurement@etf.wi.gov](mailto:ETFsmbProcurement@etf.wi.gov). See Sections 3.3.b. and 7.2.3. |
| **September 30 – October 25, 2025** | **Open Enrollment Period for the 2026 plan year** |
| **January 1, 2026** | **Benefits for the 2026 plan year begin** |

***\** All due dates are firm except those with an asterisk.**

**Note:** It is the desire of the Department that the Contract(s) be signed prior to the end of May 2025 as the Contractor(s) will assist with the implementation, transition, and member communication involved with any benefit program structure changes for the 2026 plan year. All such work must be completed prior to the commencement of the Open Enrollment Period for the 2026 plan year.

**B. Section 3.3.b. edits:**

1. Proposers are required to provide a copy of their organization’s most recent SOC 2 Type 2 audit report with a letter of attestation (see Section 7.2.3 below and Appendix 11 – Department Terms and Conditions, Sections 6.0 and 30.0) with their Proposal. ~~However, i~~If a Proposer does not currently have a SOC 2 Type 2 report and letter of attestation, the Proposer must, provide other alternative independent service auditor report(s), including attestation that clearly articulates and demonstrates the overall design and operating effectiveness of the Proposer’s internal controls, coverage period for testing, subservice organizations, and the specific systems and services to be used in the delivery of services to the Department for consideration **before May 1, 2025**. ~~within their Proposal, provide the Department with assurances that they have started a SOC 2 Type 2 audit (include auditor name and projected date of audit completion) and will provide such audit report to the Department~~ **~~before May 1, 2025~~**~~.~~ The Department may reject a Proposal if these materials are not provided ~~the report and letter of attestation are not provided, if the assurances are not provided,~~ or if ~~the report~~ the documentation provided does not assure the Department that the Proposer is able to provide the services requested in this RFP for the life of the Contract to the Department’s satisfaction.

**C. Section 7.2.3 edits:**

**7.2.3** Provide a copy of your organization’s most recent SOC 2 Type 2 report along with a letter of attestation indicating your organization’s receipt of management’s assertion of control compliance from your organization’s subcontractors. (See Appendix 11 – Department Terms and Conditions, Sections 6.2 and 30.0.) If your organization currently does not have a SOC 2 Type 2 audit report and letter of attestation, your organization must provide other alternative independent service auditor report(s), including attestation that clearly articulates and demonstrates the overall design and operating effectiveness of your internal controls, coverage period for testing, subservice organizations, and the specific systems and services to be used in the delivery of services to the Department for consideration **before May 1, 2025**. ~~should take steps to have a SOC 2 Type 2 audit completed so if your organization is selected as a finalist, your organization can meet the requirement of providing the report to the Department~~ **~~no later than May 1, 2025~~**~~. If you do not currently have a SOC 2 Type 2 report and letter of attestation, you must provide the Department with assurances in your Proposal that your organization has started the audit (include auditor name and projected date of audit completion) and will provide the audit report and letter of attestation to the Department before May 1, 2025. If the report is submitted after you submit your Proposal, include an updated Form G if the report(s) is confidential.~~ **~~If a Proposer does not intend to obtain a SOC 2 Type 2 audit or provide a SOC 2 Type 2 report and letter of attestation to the Department, the Proposer will be disqualified.~~** The Department may reject a Proposal if these materials are not provided or if the documentation provided does not assure the Department that the Proposer is able to provide the services requested in this RFP for the life of the Contract to the Department’s satisfaction.

You can find the RFP and its attachments on ETF’s web site at <https://etf.wi.gov/node/35426>.