The following requirements are Mandatory for all Proposers. Failure to comply with one or more of the Mandatory qualifications may disqualify the Proposer.

**Instructions:**

1. Complete this appendix by checking “Agree” or “Disagree” to each Mandatory Qualification as appropriate.
2. Address any “Disagree” in Appendix 10 – Assumptions and Exceptions.
3. Complete the “ACKNOWLEDGE AND ACCEPT” section below. The Authorized Representative signing and dating this form must be authorized to legally bind the Vendor.
4. Submit this completed appendix with your proposal as directed in RFP Section 2.

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| --- | --- | --- | --- |
| **Agree** | **Disagree** | **Sec.** | **Qualification** |
|[ ] [ ]  **4.1** | Pursuant to Wis. Stat. § 16.705 (1r), Services will be performed within the United States, unless your company is headquartered in one of the 22 [World Trade Organization (WTO) Agreement on Government Procurement (GPA) parties.](https://www.wto.org/english/tratop_e/gproc_e/gp_gpa_e.htm) To clarify, all Department data must be located within the continental United States and all interactions with the Department, participants, and employers must be performed within the United States. However, Vendor’s backend software development can be performed outside of the United States as long as developers have no access to Department data.  |
|[ ] [ ]  **4.2** | Vendor agrees that all work products developed by Proposer as part of the Services described in this RFP (e.g. all written reports, drafts, presentations, data, and meeting materials, etc.) shall become the property of the Department. |
|[ ] [ ]  **4.3** | Vendor agrees to adhere to all Department standards, policies and procedures while at the Department and in all work performed with and for the Department. Any exceptions to this statement must be cleared, in writing, by the Department. |
|[ ] [ ]  **4.4** | Vendor attests it has no conflict of interest with regard to any work performed by the Vendor on behalf of the Department. |
|[ ] [ ]  **4.5**  | Vendor attests it has not been suspended or debarred from performing federal or State of Wisconsin government work. |
|[ ] [ ]  **4.6** | Vendor agrees that if or when the first Notice of Intent to Award (NOIA) a Contract issues, and the subsequent protest/appeal period passes, there will be no other protest/appeal periods triggered by any agency actions or decisions. |
|[ ] [ ]  **4.7** | Vendor shall submit 2 Client-signed reference letters. One Client-signed reference letter is required to have a minimum of 250,000 people (combination of members and annuitants) and 500 employer groups, while the other Client-signed reference letter is required to have a minimum of 100,000 people (combination of members and annuitants) and 250 employer groups. In each letter:* Identify the Vendor’s pension administration system (PAS) version which was implemented by Client.
* Provide a list of key PAS functionality provided to that Client.
* Describe the portion of your PAS that was implemented and is in active use within the last 5 years. Please elaborate on what worked well and what did not. Clients with completed system implementation are highly preferred.
* Client must attest that Client has the minimum number of people who are a combination of members and annuitants needed to meet the reference letter requirements. Provide membership enrollment data for 2024.
* Client must attest that Client has the minimum number of employer groups (school districts, municipalities, etc.) needed to meet the reference letter requirements. Provide the number of participating employers.
* Identify Client name, Client Contact name, address, email, and phone. Clients located in the United States are highly preferred.
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|[ ] [ ]  **4.8** |

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| Vendor shall submit a resume for their lead project manager and lead architect. Along with each resume, Vendor shall submit 2 reference letters for their proposed lead project manager and 2 reference letters for their proposed lead architect. Each letter shall verify the following requirements signed by a reference who can attest to the following:* a minimum of 5 years project management experience or lead architect experience (as is relevant to the position) within the prior ten years,
* experience including 2 years of work implementing a public retirement system that has at least 250 employers and a membership of at least 100,000 members and annuitants.
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|[ ] [ ]  **4.9** | Vendor’s Proposal will be valid for at least 18 months from ETF’s receipt of the proposal. |
| **ACKNOWLEDGE AND ACCEPT:** |
| This form has been reviewed by me and shall become part of the final Contract. I am a duly authorized representative of my company and have the authority to legally bind my company. I hereby acknowledge and accept responsibility for the accuracy of the responses given above. I further accept that my company’s Proposal *may* be rejected on the grounds that any item listed above is marked as “Disagree.” **Also, I acknowledge I have specified and provided a reason for any answer marked as “Disagree” in Appendix 10 - Assumptions and Exceptions of my company’s Proposal.** |

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| Proposer Company Name: | Click or tap here to enter text. |
|  |  |
| Name & Title of Authorized Representative: | Click or tap here to enter text. |
|  |  |
| Authorized Representative Signature: |  |
|  |  |
| Signature Date: | Click or tap here to enter text. |