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

P.O. Box 7931

Madison, WI 53707-7931

**Appendix 1**

**Pro Forma Contract by Authorized Board**

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| **Request for Proposal Number/Contract Number/Service:** ETI0047 Third Party Administration of the Wisconsin Public Employers Group Life Insurance Program |
| **Authorized Board:** Group Insurance Board |
| **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) on behalf of the State of Wisconsin Group Insurance Board (Board), 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 documents specified in the order of precedence below, which are 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) ETI0047 dated January 31, 2020; and,

(d) Contractor’s proposal dated xxxx.

|  |  |  |
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| **State of Wisconsin****Department of Employee Trust Funds** |   | **Contractor** |
| Authorized Board: | Legal Company Name: |
| **State of Wisconsin Group Insurance Board** |  *SAMPLE* |
| By *(Name):* | Trade Name or dba: |
|   |   |
| Signature: | Taxpayer Identification Number: xxx |
| *SAMPLE* |  |
| 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:  |