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

Date: August 14, 2020

To: All Potential Proposers to RFP ETJ0057

RE: **ADDENDUM No. 1**

**Request for Proposals (RFP) ETJ0057**

**Competency Based Performance Management Services**

This Addendum is available on ETF’s web site at <https://etf.wi.gov/node/18691>

**Acknowledgement of receipt of this Addendum No. 1:**

**Proposers must acknowledge receipt of this Addendum No. 1 by providing the required information in the box below and including this Page 1 in Tab 1 of their Proposal.**

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

**Please note the following updates to RFP ETJ0057:**

**1.** **ADD** to the RFP the following questions regarding RFP ETJ0057 from Proposers and answers from the Department:

**RFP ETJ0057 Competency Based Performance Management Services - Vendor Questions/Department Answers**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Q# | RFP/Attachment Section | Page # | Proposer Question/Rationale | Department Answer |
| Q1 | Request for Proposals  Section 2.31  File 3 | 10 | **Omission**: Form H (required) is missing from the RFP documents. Please provide at your earliest convenience. | Form H – Cost Proposal Workbook is available at: <https://etf.wi.gov/node/18691> |
| Q2 | Appendix 1 Section 1.3 | 2 | **Question**: Would two years of professionally prepared tax returns be sufficient in lieu of audited financials? This is a small business enterprise. | Yes. |
| Q3 | Appendix 2  1.0 Services and Deliverables  I, II, III, IV | 6 | **Assumption**: ETF will procure and hold the intellectual property rights to a competency model suite of assets, such as an automated platform, databases, competency dictionaries and related tools. For the duration of this contract, ETF will provide Contractor with full access to these assets to fulfill the scope of work. (Contractor will not, therefore, separately own or lease competency model assets.) Similar access to any performance management automated modules (Cornerstone or alternative) and any other ETF preferred software, if applicable, will be provided to Contractor for the purposes of fulfilling contract requirements. | Yes. ETF will procure systems and licensing as outlined in the RFP and provide vendor access as project scope warrants. |
| Q4 | Appendix 2. Section II, Competencies and Benchmarks | 5 | **Assumption**: The Contractor will identify and develop current state competencies and architect levels of proficiency. And rather than defining every operational competency anticipated post-modernization, Contractor will focus on those departments most affected to highlight foreseeable competencies and necessary levels of proficiency. | Yes. The vendor and ETF will jointly agree on the scope and which departments to build future-state competencies and levels of proficiency. |
| Q5 | Appendix 2. Section II (a), Competencies and Benchmarks | 5 | **Assumption**: Job-specific competencies for roles in the Department will be grouped functionally with job-families and defined with competencies which share similar duties. Each and every job title at ETF will not have its own individual competency matrix. | Yes. ETF will conduct the initial grouping(s) then review with vendor for input and adjustments. |
| Q6 | Appendix 3 Department Terms and Conditions section 12.0 | 4 | **Exception:** Strike Discount for  Late Delivery  **Rationale:** Discount for late Delivery appears to be written for large Contractors working on mission-critical projects with broad scope. The discount is not fair or reasonable given the scope of this project and the size of the small business enterprise Contractors fulfilling this work. Additionally, this is entirely unmatched with other clients in Contractors’ portfolio.  **Proposed Solution:** Strike/Eliminate Discount clause 12.0 entirely. If unforeseen issues arise, the project plan will be adjusted. If there are foreseen issues that delay the project plan, both parties, together, may address the change through a contract modification. Contractors will work diligently and in good faith. | The Department would be open to negotiating changes to this section. The Department is unlikely to completely eliminate this section but would revise it to reasonably match the scope of the projects in the Contract. Please include any assumptions or exceptions in your proposal for the Department’s review. |
| Q7 | Appendix 3  Department Terms and Conditions section 20 and section 28(g) | 6  14 | **Exception**: Modify Insurance limits of $5,000,000 to $1,000,000.  **Rationale**: These limits appear written for complex projects with a more substantial scope of work. Given the scope of this project and the size of the small business enterprise Contractors fulfilling this work, these insurance limits are excessive. Additionally, this level of insurance is not required by other clients (including multi-billion sized firms in Contractor’s portfolio).  **Proposed Solution**: Recommendation is to limit insurance levels to $1,000,000. | The Department would be open to negotiating lower insurance minimums for this contract. Please include any assumptions or exceptions in your proposal for the Department’s review. |
| Q8 | Appendix 2  II. Competencies and benchmarks section (d). | 5 | **Assumption**: The Contractor will develop a template position description which will contain updated competencies for job families. This template can then be utilized by departmental leaders and the Bureau of Human Resources to update and reflect full job duties, as needed. | Yes. This is the approach ETF envisions. |
| Q9 | Appendix 2 II. Competencies and benchmarks section (d). | 5 | **Assumption**: Competencies and position description content, criterion, and construct approaches will be validated internally by ETF. | Yes. ETF will review and provide feedback. |

**END**