



State of Wisconsin
Department of Employee Trust Funds
4822 Madison Yards Way
Madison, WI 53705-9100
P. O. Box 7931
Madison, WI 53707-7931

Contract

Commodity or Service: Staffing Services for Professional Positions
Contract No./Request for Proposal No: ETI0003

Contract Period: Date of last signature through November 1, 2023, followed by 2 optional, 1-year renewals.

1. This Contract is entered into by the State of Wisconsin Department of Employee Trust Funds (Department), and **DI & Associates, Inc., d/b/a Spherion Staffing LLC** (Contractor). Contractor's address and principal officer appear below. The Department is the sole point of contact for this Contract.
2. 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) Department Terms and Conditions dated 05-01-2019;
 - (c) Request for Proposal (RFP) ETI0003 dated April 17, 2020, including all appendices, and Q & A dated April 29, 2020;
 - (d) Contractor's Proposal dated May 8, 2020; and,
 - (e) ETI0003 Rate Card.
4. RFP pg. 26, 9.2 Payment Terms, 9th Bullet, is hereby amended to read:

Invoices must reference the PO. Vendors must e-mail each worker's combined timesheet and invoice bi-weekly to ETFSMBAccountsPayable@etf.wi.gov.
5. ETF will have a standardized feedback loop to measure staffing company quality by confidentially surveying the people that a staffing company places at ETF ("Workers"). Staffing company agrees that:
 - (a) ETF will conduct the survey.
 - (b) ETF will determine the survey tool.
 - (c) ETF may choose to but need not share results with the staffing company.
 - (d) To maintain the survey's integrity, the names of Workers who participated will be held confidential from the staffing company. Staffing company will not penalize or retaliate against any Worker for responding to ETF's survey.
 - (e) ETF will conduct the survey at least annually, or more often, at ETF's discretion.
6. Staffing company agrees to participate in ETF's affirmative action efforts. Specifically,
 - (a) After internally identifying qualified candidates to present to ETF, before staffing companies turn in a Position Request, staffing companies agree to reach out to their candidates and let them know the following:
 - a. Candidates can choose to identify themselves as within the following three groups:
 - i. persons with disabilities,
 - ii. minorities; and/or,
 - iii. women.

Source for groups: [Instructions for Contractors Affirmative Action Requirements - Contract Compliance Program - DOA-3021P \(R04/2013\)](#)
 - b. If the candidate identifies as one or more of the three groups, the staffing company agrees to include this information with the *e-mail* that accompanies a completed Position Request and resume. ETF will remove this information before forwarding the Position Request and resume to ETF's hiring manager. Staffing company will **not** include this information on the resume. ETF is requesting this information solely for the purpose of ensuring a qualified, diverse candidate pool for contractor positions. Self-identification by a potential candidate as belonging to one or more of these three groups will not be considered by ETF in the hiring process.

- c. If not provided up to then and applicable, ETF will gather this information from other ETF records provided by the candidate.
- (b) Internally, ETF will follow up with hiring managers to gather data regarding why –
 - a. A candidate was not interviewed.
 - b. A candidate was not made an offer.
- (c) ETF will check in with staffing companies during the quarterly scorecard review regarding how many people who voluntarily self-identified as being in one or more of the three groups were (1) submitted as candidates, (2) interviewed, and (3) had their services procured – for all of the Position Requests that went out during that period. ETF or the staffing company may suggest ways to increase the diversity of the candidate pools the staffing company sources.

Contract Number & Service: ETI0003 Staffing Services for Professional Positions

This Contract shall become effective upon the date of the last signature below.

State of Wisconsin Department of Employee Trust Funds
Address: 4822 Madison Yards Way, 8 th Floor P.O. Box 7931 Madison, WI 53707-7931
By (print the name of person authorized to legally sign this document and bind the agency): Pamela S. Henning
Title (print title of person named above): Assistant Deputy Secretary

Signature: <div style="border: 1px solid black; padding: 5px; display: inline-block;"><small>DocuSigned by:</small> <i>Pamela S Henning</i> <small>A91FF5FC752749C...</small></div>
Date: 11/4/2020

DI & Associates, Inc., d/b/a Spherion Staffing LLC
Address: 2601 W. Bellline Highway, Suite 500 Madison, WI 53713-2327
Taxpayer ID Number (for payment purposes): [REDACTED]
By (print the name of person authorized to legally sign this document and bind the entity): Diana Schafer
Title (print title of person named above): President

[REDACTED]
10/30/20