



FORM B Mandatory Proposer Qualifications

ETJ0061 Administration Services for the Wisconsin Deferred Compensation Program

The following requirements are Mandatory for all Proposers.

Instructions:

1. Check "Agree" or "Disagree" to each Mandatory requirement as appropriate.
2. Complete the "ACKNOWLEDGE AND ACCEPT" section.
3. Return this form per Section 2.4.1 and Section 4 of the RFP.

Regarding 4.1 through 4.10 below, any "Disagree" response may disqualify Proposer unless a satisfactory reason, as solely determined by the Department, is stated in Proposer's assumptions and exceptions to the RFP (see RFP Section 2.4.2).

<u>Agree</u>	<u>Disagree</u>	<u>Sec.</u>	<u>Qualification</u>
<input type="checkbox"/>	<input type="checkbox"/>	4.1	Pursuant to Wis. Stat. § 16.705 (1r), services must be performed within the United States.
<input type="checkbox"/>	<input type="checkbox"/>	4.2	Proposer agrees that all work products developed by Proposer for the Department (e.g. all written reports, drafts, presentations, educational items and meeting materials, etc., required under the Contract) shall become the property of the Department.
<input type="checkbox"/>	<input type="checkbox"/>	4.3	Proposer shall have no conflict of interest with regard to any other work performed by the Proposer on behalf of the State of Wisconsin.
<input type="checkbox"/>	<input type="checkbox"/>	4.4	Proposer shall not be suspended or debarred from performing federal or State government work.
<input type="checkbox"/>	<input type="checkbox"/>	4.5	During the past five (5) years, the Proposer has not been in bankruptcy or receivership or been involved with any litigation alleging breach of contract, fraud, breach of fiduciary duty or other willful or negligent misconduct. (If the Proposer provides a response of "Disagree," Proposer must provide details of any pertinent judgment, criminal conviction, investigation or litigation pending against the Proposer.)
<input type="checkbox"/>	<input type="checkbox"/>	4.6	Proposer agrees it shall meet the requirements listed in RFP Appendix 3 – Program Agreement.
<input type="checkbox"/>	<input type="checkbox"/>	4.7	Proposer agrees it shall provide a state director or plan manager dedicated to the Contract and based in Wisconsin, and a backup account manager assigned to the State of Wisconsin for the life of the Contract.
<input type="checkbox"/>	<input type="checkbox"/>	4.8	Proposer agrees it shall host the WDC's customized website, which includes WDC-specific information, the ability for Participants to make online transactions and see statements and balances, and provide customized communications for WDC Participants.
<input type="checkbox"/>	<input type="checkbox"/>	4.9	Proposer agrees it shall submit WDC Participant deferrals to each investment provider no later than the next Business Day after the date received.
<input type="checkbox"/>	<input type="checkbox"/>	4.10	If Proposers system is hosted in the cloud, Proposer agrees all State provided or production data shall be stored in the contiguous United States (excluding Alaska and Hawaii).



FORM B Mandatory Proposer Qualifications

The following mandatory qualifications are requirements in Wisconsin Administrative Code Chapter 70 for the WDC Recordkeeper. Disagreeing to 4.11 through 4.18 will disqualify Proposer.

- 4.11** Proposer will have at least 5 years experience administering other section 457 deferred compensation programs.
- 4.12** Proposer's experience shall include administering at least one program that meets each of the following:
 - 1. Participation level of 30,000 members or more.
 - 2. Program involves multiple payroll reporting agencies.
 - 3. Record keeping includes consolidated record keeping for all investment products that are offered.
- 4.13** Proposer shall provide marketing and enrollment services that include the following:
 - 1. A staffed office located in Madison and field representatives to provide services to all areas of the State.
 - 2. Contacts to each eligible employee at least annually to describe the plan being offered by Proposer.
 - 3. Frequent enrollment opportunities at intervals established by the Board.
 - 4. Presentations to employees that include full disclosure of all direct and indirect costs to members as well as advantages and disadvantages of participating in the plan offered by Proposer.
 - 5. Literature and forms regarding the plan to be distributed to employees and payroll personnel that are in a form approved by the Department.
- 4.14** Proposer shall provide member services that include the following:
 - 1. Unlimited opportunities to increase or decrease deferral amounts.
 - 2. Unlimited opportunities to redirect deferral amounts to any other investment product offered by Proposer.
- 4.15** Proposer shall provide accounting procedures and consolidated record keeping for member account transactions that maintains all individual member records and submits deferrals, transfers and withdrawals to the investment companies offering investment products to the primary plan.
- 4.16** The Proposer shall agree to return all interest earned on idle funds of the plan that are held by Proposer to the Department to offset plan costs.
- 4.17** The Proposer shall provide the necessary financial disclosure for assurance of its financial soundness.
- 4.18** The Proposer shall provide at least an annual report to the Board illustrating the investment performance of all investment products offered by the primary plan, as measured by criteria established under s. [ETF 70.03 \(8\)](#).



Department of Employee Trust Funds
P.O. Box 7931
Madison, WI 53707-7931

FORM B Mandatory Proposer Qualifications

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 the Assumptions and Exceptions section of my company's Proposal.

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