Department of Employee Trust Funds

P.O. Box 7931

Madison, WI 53707-7931

form h cost proposal

RFP ETC0051 Strategic Partner for Pension Administration System

**This form must be completed with the proposal.**

The Proposer's response must detail all proposed costs described in the RFP, as well as any additional services the Proposer may elect to offer. If assumptions are necessary, please fully explain the assumptions used. After considering the proposals and prior to awarding a contract, ETF reserves the right to negotiate a discounted final cost. **No mention of the cost proposal may be made in any other part of the response to this RFP.**

All fees provided by Proposer in this Cost Proposal must be quoted on a firm, fixed cost basis, including all direct and indirect costs, general and administrative overhead. The Contractor and any Subcontractors' travel expenses (e.g. airfare, lodging, meals, insurance, etc.), and all other miscellaneous expenses related to the completion of Tasks 1-8 must be included in the Proposer's proposed cost and shall not be an additional charge to the Department. No other fees or charges may be added to the Contract after award unless the Department requests additional or revised services and such services and fees are agreed upon by the Department and the Contractor.

*Enter any assumptions and exceptions you have regarding RFP ETC0051 Section 8 – Cost Proposal and this Form H – Cost Proposal in the section designated below.*

**Task 1/Deliverables**

System Requirements – Gather and define functional and non-functional requirements for a pension administration system (PAS) in conjunction with ETF’s staff (PMO, subject matter experts, and Information Technology staff).  Review and validate business rules, policies, statutes, roles, processes, and procedures and identify gaps and improvement opportunities.

**Task 2/Deliverables**

RFP Development/Writing – Develop a request for proposal for a pension administration system in collaboration with ETF staff around identified requirements to allow for PAS vendors to properly scope the needed implementation.  The PAS RFP should include the requirements, proposed team, timeline, where work is completed, data conversion expectations, system architecture, level of support during and after implementation, training details, and cost (one-time implementation and on-going/operational costs) and other items as appropriate based on guidance from the Contractor.

**Task 3/Deliverables**

Assist the PAS Evaluation Committee with proposal review and vendor selection – After the issuance of the PAS RFP, assist with answering vendor questions, develop evaluation worksheet, educate ETF’s review committee on the evaluation criteria, and assist ETF with interpreting the responses submitted by the PAS vendor.  As part of the PAS vendor selection process, assist ETF staff with the development of a Proof of Concept (PoC) exercise including PoC evaluation criteria (a condensed, limited scope, mini-version of a full implementation project that will allow ETF to evaluate each PAS vendor’s solution, methodologies, processes, styles, and team) that one or more proposers reasonably apt to receive an award will be requested to conduct.

**Task 4/Deliverables**

Project Oversight – Work with ETF’s program manager and project managers to prepare them with a thorough level of detail so that they can actively manage the PAS implementation and project oversight. Ensure that activities are well thought out as the project progresses.  Provide a detailed report and analysis of risks and risk mitigation, progress to date, decisions made and to be made, and the plan going forward to the Director and other key stakeholders as determined by the Director.

**Task 5/Deliverables**

Change Management / Organizational Readiness – Work jointly with ETF’s Transition Managers to prepare them with a thorough level of detail so that they understand the needed preparedness in the areas of people, process, data, and technology across all stakeholder groups.  Assist with communication to members and employers in advance of the go-live focusing on elements that will affect these groups directly.  Support ETF’s Change Management team.

**Task 6/Deliverables**

Independent Verification & Validation – After the vendor is selected and as requested by Director, review project activities and deliverables from an independent, third-party point of view.  Specifically, is the PAS vendor meeting the requirements as specified in the PAS RFP? Is the solution working as intended to solve the purposes for which it was designed?

**Task 7/Deliverables**

Transfer of knowledge to appropriate ETF employees is required, along with any requested materials and content for transfer of knowledge.

**Task 8/Deliverables**

Work with ETF’s budget director to develop and support a formal budget request (biennial and/or [Wis. Stat. § 13.10)](https://docs.legis.wisconsin.gov/2001/statutes/statutes/13/i/10) for the pension administration system.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Tasks 1-8 Deliverables (described above) | Number of hours | Multiply | Hourly Rate | Equals | Total Cost |
| Task 1 |  | x |  | = |  |
| Task 2 |  | x |  | = |  |
| Task 3 |  | x |  | = |  |
| Task 4 |  | x |  | = |  |
| Task 5 |  | x |  | = |  |
| Task 6 |  | x |  | = |  |
| Task 7 |  | x |  | = |  |
| Task 8 |  | x |  | = |  |
| Total Deliverable Cost for Tasks 1-8  | $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| What is your blended hourly rate(s) for Tasks 1-8? |  |  |  |  |

\*The “Total Deliverable Cost for Tasks 1-8” will be used to calculate the cost proposal points (max 200 total points) for RFP ETC0051.

**Task 9/Deliverables**

In addition to the above Tasks 1-8, such other related tasks and services deemed appropriate and necessary by ETF to facilitate the selection and implementation of a pension system.

*See Rate Sheet below*

Initial Term is defined in RFP Section 1.9 as January 1, 2024 through December 31, 2028.

|  |
| --- |
| **Rate Sheet** |
| **Calendar Year** **January 1 – December 31** | **Position title or description** | **Remote Hourly Rate**  | **On-site Hourly Rate** |
| Initial Term 2024 | Primary Consultant | $ | $ |
|  | Project Manager | $ | $ |
|  | Other | $ | $ |
| Initial Term 2025 | Primary Consultant | $ | $ |
|  | Project Manager | $ | $ |
|  | Other | $ | $ |
| Initial Term 2026 | Primary Consultant | $ | $ |
|  | Project Manager | $ | $ |
|  | Other | $ | $ |
| Initial Term 2027 | Primary Consultant | $ | $ |
|  | Project Manager | $ | $ |
|  | Other | $ | $ |
| Initial Term 2028 | Primary Consultant | $ | $ |
|  | Project Manager | $ | $ |
|  | Other | $ | $ |
| *Blended hourly rate* for additional services not included above. This rate will apply to any unanticipated work authorized by the Department. This rate is also inclusive of all expenses. | $ |

*List here any assumptions and/or exceptions* you have regarding RFP ETC0051 Section 8 – Cost Proposal and this Form H – Cost Proposal: