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

Date: May 30, 2024

To: Potential Proposers to RFPs ETD0052-53

RE: Addendum No. 1 to Request for Proposals (RFPs) ETD0052-53

Third Party Administration of the Health Savings Account Benefit Program and

Third Party Administration of the Section 125 Cafeteria Plan, Employee Reimbursement Account and Commuter Fringe Benefit Account

Programs

This Addendum will be made available on ETF’s web site at <https://etf.wi.gov/node/35441>

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

**Proposers must acknowledge receipt of this Addendum by providing the required information in the table below and including this Page 1 with their Proposal cover letter.**

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

**Hello vendors.** As you may have seen in the ETF News Update that was emailed last Friday, 5/24/2024 and/or posted on ETF’s website: At the 5/22/2024 Group Insurance Board (GIB) meeting, the GIB suspended its November 2023 motion regarding new vendor information security requirements starting in late 2025. The Board requested that ETF identify options for acceptable alternatives. Current security requirements remain in place. What does this mean for you?

**The following edits in red text are hereby made to the RFP:**

**A. Section 1.19 edits:**

**1.19 Calendar of Events**

Table 3. Calendar of Events

|  |  |
| --- | --- |
| Date | Event |
| April 18, 2024 | Department issues RFP (Release Date) |
| May 23, 2024 | - Vendor questions due (submit to the Department at ETFsmbProcurement@etf.wi.gov)- Vendor letter of intent to submit a Proposal requested (submit to the Department at ETFsmbProcurement@etf.wi.gov) |
| July 5, 2024\* | The Department posts responses to vendor questions at <https://etf.wi.gov/node/35441>  |
| Thursday, August 1, 2024 by 2:00 p.m. central time | **Proposals Due** (Proposals must be uploaded via BOX) |
| October-November, 2024\* | Proposer presentations to RFP evaluation team  |
| February 19, 2025 | Group Insurance Board meeting  |
| February - May 2025\* | Contract(s) negotiated and signed |
| May 1, 2025 | SOC 2 Type 2 Report (or alternative independent service auditor report) and Letter of Attestation due (email to the Department at ETFsmbProcurement@etf.wi.gov if not included with the Proposal). See Sections 3.5.f and 7.2.3. |
| May – September, 2025 | Implementation |
| September – October 2025\* | Open Enrollment Period for the 2026 Plan Year |
| January 1, 2026 | Members’ pre-tax savings account benefits begin under new Contract(s) |

***\** All due dates are firm except those with an asterisk.**

**Note:** It is the desire of the Department that the Contract(s) be signed prior to the end of May 2025 as the Contractor(s) will assist with the implementation, transition, and member communication involved with any Benefit Program structure changes for the 2026 Plan Year. All such work must be completed prior to the commencement of the Open Enrollment Period for the 2026 Plan Year.

**B. Section 3.5.f. edits:**

1. Proposers are required to provide a copy of their organization’s most recent SOC 2 Type 2 report along with a Letter of Attestation (see Section 7.2.3 below and Appendix 2 – Department Terms and Conditions, Sections 6.0 and 30.0). If a Proposer does not currently have a SOC 2 / Type 2 report and Letter of Attestation, the Proposer must provide other alternative independent service auditor report(s), including attestation that clearly articulates and demonstrates the overall design and operating effectiveness of the Proposer’s internal controls, coverage period for testing, subservice organizations, and the specific systems and services to be used in the delivery of services to the Department for consideration **before May 1, 2025.** The Department may reject a Proposal if these materials are not provided or if the documentation provided does not assure the Department that the Proposer is able to provide the services requested in this RFP for the life of the Contract to the Department’s satisfaction.

**C. Section 7.2.3 edits:**

**7.2.3** Provide a copy of your organization’s most recent SOC 2 Type 2 report along with a Letter of Attestation indicating your organization’s receipt of management’s assertion of control compliance from your organization’s subcontractors. (See Appendix 2 – Department Terms and Conditions, Sections 6.2 and 30.0.) If your organization currently does not have a SOC 2 Type 2 audit report and Letter of Attestation, your organization must provide other alternative independent service auditor report(s), including attestation that clearly articulates and demonstrates the overall design and operating effectiveness of your internal controls, coverage period for testing, subservice organizations, and the specific systems and services to be used in the delivery of services to the Department for consideration **before May 1, 2025**. ~~should take steps to have a SOC 2 Type 2 audit completed so if your organization is selected as a finalist, your organization will meet the requirement of providing the audit report to the Department no later than May 1, 2025. If you do not submit a SOC 2 Type 2 report and Letter of Attestation with your Proposal, you must, within your Proposal, provide the Department with assurances that your organization has started a SOC 2 Type 2 audit (include auditor name and projected date of audit completion) and will provide such audit report to the Department before May 1, 2025.~~ If the audit report is submitted after the Proposal, include an updated Form G if the report is confidential. ~~If a Proposer does not intend to obtain or provide a SOC 2 Type 2 report to the Department, the Proposer will be disqualified.~~ The Department may reject a Proposal if these materials are not provided or if the documentation provided does not assure the Department that the Proposer is able to provide the services requested in this RFP for the life of the Contract to the Department’s satisfaction.

You can find the RFP and its attachments on ETF’s web site at <https://etf.wi.gov/node/35441>.