**RFB ETA0022**

 **Wisconsin Deferred Compensation Program (WDC)**

**Administrative Services Compliance Audits**

**Questions and Answers Set Two**

**Posted April 22, 2011**

**Q1. May we review a copy of the WDC Plan and Trust Document?**

A1. Please review the documents related to this RFB on the Department’s extranet page at <http://etfextranet.it.state.wi.us/etf/internet/RFP/Deferred%20Comp/menu.htm>, which includes a link to the WDC Plan and Trust Document.

**Q2. When did the predecessor auditors perform the fieldwork? How long were they in the field?**

A2. The State does not have information regarding when the auditors completed their fieldwork for the previous contract compliance audits, or how long it took them to complete the fieldwork.

**Q3. When does the State prefer the fieldwork to be performed?**

A3. The State does not have a preference regarding when fieldwork is performed. The successful bidder will be responsible for completing all necessary work regarding the audit prior to the due dates for the draft and final reports.

**Q4. With whom do the participants file complaints? How are the complaints resolved?**

A4. Initial WDC participant complaints may be filed with the third party administrator or the Department. Most complaints are resolved at this level. However, some complaints to the Department may result in a determination letter written by the Department, which may be appealed to the Deferred Compensation Board.

**Q5. How much assistance can we expect from your staff?**

A5. Please review Section B, Part 2.3 of the RFB. The Department and the third party administrator will provide data and information as necessary for the successful bidder to complete the audits.

**Q6. How many participants are in the WDC? How many were new to the WDC in 2010? How many withdrew in 2010?**

A6. As stated in Question and Answer Set One, as of December 31, 2010, there were nearly 51,000 WDC participants. Approximately 2,800 new participants enrolled in 2010 and 1,300 existing participants took full withdrawals during 2010.