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| ETF_logo_large | STATE OF WISCONSIN **Department of Employee Trust Funds**  **Robert J. Conlin**  SECRETARY | 4822 Madison Yards Way  Madison WI 53705-9100  P.O. Box 7931  Madison, WI 52707-7931  http://etf.wi.gov |

Date: March 12, 2019

To: All Potential Proposers to RFP ETH0046-47

RE: **ADDENDUM No. 1**

**Request for Proposals (RFP) ETH0046-47 Contract C**[**ompliance Audits for the Wellness and Disease Management Program and the Data Warehouse and Visual Business Intelligence Services**](https://etfonline.wi.gov/etf/internet/RFP/Auditor18/index.htm)

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

**Proposers must acknowledge receipt of this Addendum No. 1 by providing the required information in the box below and including this Page 1 in Tab 1 of their Proposal.**

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|  |  |
| Proposer’s Company Name: |  |
|  |  |
| Authorized Person (Printed Name and Title): |  |
|  |  |
| Authorized Person’s Signature: |  |
|  | Date |

**Please note the following updates to RFP ETH0046-47:**

### 1. REVISE RFP ETH0046 Appendix 5 Section 2.2

### Frequency and Due Dates

The initial audit will ~~be performed~~ tentatively begin by June 30, 2019 during which the time period of 1/1/17 through 12/31/18 will be audited. Subsequent audits are expected to occur biennially thereafter.

2. **ADD** to the RFP the following questions regarding RFP ETH0046-47 from Proposers and answers from the Department:

**Vendor Q&A**

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| No. | RFP Section | RFP Page | Question/Rationale |
| Q1 | Appendix 5 | 55 | Can you provide StayWell’s response to RFP ETG0005? |
| A1 |  |  | Yes. StayWell’s redacted (for confidential information) proposal is available at:  <https://etfonline.wi.gov/etf/internet/RFP/Wellness_2016/ETG0005_StayWell_Redacted_Proposal.pdf> |
| Q2 | Appendix 6 Section 2.1 | 60 | The RFP states, “audit will focus on those mandatory, reporting and performance standard requirements that apply during the operation phase of the DW/VBI contract.”  We denoted a section of the requirements specific to implementation, should these be excluded from the audit as they are not related to the operation phase? |
| A2 |  |  | No. The DW/VBI audit could address any requirement in the DW/VBI contract. The current DW/VBI contract includes: <https://etfonline.wi.gov/etf/internet/RFP/DataWarehouseRFP1/index.html>  Some of the requirements in the implementation phase could apply during the operational phase of the DW/VBI contract and therefore would be subject to the audit. |
| Q3 | General Question |  | What is triggering these audits?  Was there an event or suspected contract non-compliance that triggered the audits? |
| A3 |  |  | The Department considers contract compliance audits best practice. |
| Q4 | Appendix 4, Section 7.1.2 |  | Given that the period of review has passed, please confirm that the TPA is StayWell? Do you anticipate that they will remain the TPA for the audit period? |
| A4 | Appendix 5 | 55 and  8 | The current TPA for the Wellness and Disease Management Program is StayWell. The current contract is available at: <https://etfonline.wi.gov/etf/internet/RFP/Wellness_2016/index.html> |
| Q5 | Appendix 4, Section 7.1.12 |  | Can the conferences listed be attended via teleconference/web conference? |
| A5 |  | 47 and 49 | Many conferences in RFP ETH0046-47 Appendix 4 Sections 7.1.12 and 7.2.12 could be attended via teleconference/web conference. There may be occasional need for Contractor to consult or present audit report findings in person in Madison, WI per 7.1.13 and 7.2.13. |
| Q6 | Section 1.9 |  | Could the proposal submission date be extended? We would like to request at least three weeks from the posting of questions and answers. |
| A6 |  |  | No. |
| Q7 | Section 2.2 |  | This section states that the “initial audit will be performed by June 30, 2019.” With contract negotiations beginning in June 2019 (per the Calendar of Events), please confirm that the audit deadline is correct? |
| A7 | Appendix 5 | 55 | This was an error. Please see correction in Item 1 above. The initial RFP ETH0046 Wellness and Disease Management audit will tentatively begin by June 30, 2019. |