



**STATE OF WISCONSIN**  
**Department of Employee Trust Funds**  
Robert J. Conlin  
SECRETARY

801 W Badger Road  
PO Box 7931  
Madison WI 53707-7931

1-877-533-5020 (toll free)  
Fax (608) 267-4549  
<http://etf.wi.gov>

December 9, 2013

Chris Lodge, Account Executive  
Vitech Systems Group, Inc.  
401 Park Ave. South  
New York, NY 10016-8808

RE: Request For Proposal (RFP) ETC0003 Benefits Administration System (BAS) for the Department of Employee Trust Funds (ETF) Wisconsin Retirement System (WRS)

Dear Mr. Lodge:

The Department of Employee Trust Funds intends to contract with Vitech Systems Group, Inc. (Vitech) for the purchase and implementation of a Benefits Administration System (BAS) and related services as presented in Vitech's proposal / cost proposal dated August 27, 2013 and clarifying questions and answers through December 4, 2013.

This letter is a notice of intent to contract and does not constitute a contractual commitment.

Sincerely,

Mark W. Blank Purchasing Agent - Senior  
Procurement Team  
Department of Employee Trust Funds  
(608) 266-8989  
[ETFProcurement@etf.wi.gov](mailto:ETFProcurement@etf.wi.gov)

cc: Other Proposers  
ETF Procurement File