

**Third Set (Numbers 123-158) of
Vendor Questions and ETF Answers for**

**Request for Proposal ETC0003
Benefits Administration System
for the Department of Employee Trust Funds
Wisconsin Retirement System**



Issued by the State of Wisconsin
Department of Employee Trust Funds

Release Date: July 31, 2013

RFP ETC0003 VENDOR QUESTIONS AND ETF ANSWERS

NBR	RFP SECTION	RFP PAGE	QUESTIONS
Q123	E.4.1.19	437	We understand from other responses that, if it makes sense to do so, ETF would agree to the use of certain components of PeopleSoft for the payroll functionalities, including those found in this section and the gross to net calculation (tax calculation in Section E.4.1.5, Requirement 8). Could you confirm the above and comment on current ETF / Wisconsin licensing as it pertains to this use?
A123			<p>Depending on the proposed architecture (for example, the requirement of extra, manual processing steps would be unacceptable), ETF would agree to such an approach.</p> <p>The State Department of Administration has a site license for the use of PeopleSoft as an ERP solution across all state agencies. We would have to know more about exactly which PeopleSoft modules would need implementation (and any need for PS customization to fit ETF needs would be penalized), but ETF is open to the approach you mention</p>
Q124	E.4.1.23	463	Requirement #16 is the “Ability to ensure that the termination date is more than a specified number of days (user-specified) prior to the date of re-employment”. Would it be possible to provide further information on the process related to this requirement? For example, when does the user need to specify the number of days that the termination cannot be earlier than the re-employment? Would this be a data validation where ETF sets the number of days, depending on the employer submitting the data?
A124			WI State statues have recently been modified to change the time between retirement and rehire from 30 days to 75. Given the political awareness of what is sometimes called double-dipping, we anticipate that the required timeframe may again change – or that other restrictions may be put on the retiree returning to work
Q125	E.4.1.23	463	Requirement #17 is the “Ability to identify and appropriately resolve a termination date discrepancy and take further action with regards to the benefit paid. What are the rules to “appropriately” resolve such a discrepancy?
A125			“Appropriate resolution” of a termination date discrepancy would include obtaining certification of the termination date from an employer, ensuring that the member and the employer agree as to that date, calculation of the correct benefit(s) based on the correct date, and determination of the need for any additional benefit payment or collection of any over-payment

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Q126	Wisconsin Administrative Code Section 10.03(6)	N/A	<p>There are a variety of very specific rules to calculate credited service based on hours and earnings periods. Will the BAS receive the appropriate information required to calculate the set maximums to be applied on the provided hours or will the provided hours have already been maximized by the employers?</p> <p>Example: Under sub-section (6)(a)1, does the BAS need to validate that the hours reported for certain employees are not greater than the quotient derived from dividing the compensation paid during the reporting period by twice the minimum hourly wage rate established by the federal fair labor standards act for non-agricultural employment? Alternatively, do the employers identify the appropriate employees and maximize their credited service before uploading the information?</p>
A126			<p>ETF's goal with respect to calculation of credited service is (based on the selected vendor's expertise gained from other implementations) to work with the employers and the vendor to optimize the tools available to employers as part of employer reporting and minimize the possibility for error – all while putting the onus for accuracy in reporting on the employer – to the extent possible. ETF does not want to be in the employer-error correction business.</p> <p>Currently, WEBS performs the formula calculation cited in Admin. Code ETF 10.03 (6) (a) 1., on all service hours reported under the local elected official employment category and credits service based upon the lesser of a) the hours actually reported or b) the hours obtained using the formula. The current method fails to distinguish between those local elected officials that may have actual hours worked being reported and those that may be reporting hours based on the formula in ETF 10.03 (6) (a) 1. The requirement for the BAS is to provide an edit within the reporting mechanism so that employers are aware of and in compliance with ETF 10.03 (6) (a) 1.</p>
Q127	Wisconsin Statutes Section 40.63(8)(d)	N/A	<p>The amount of disability pension (which contains a projection of credited service to the normal retirement date) under an optional form is dependent on the amount of retirement pension (which would not contain a projection of credited service). Would it be possible to be provided with an example of this calculation?</p>

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A127			<p>We point out that the business rules and business calculations associated with ETF’s business processes (Disability Benefit Estimate) are documented in Appendix E.21 (Scenario 16). However, there is no specific scenario that exactly matches the requested calculation. Therefore, we provide on pages 15-19 of this set of Questions and Answers the documentation for the calculation for a general employee with 10 years of assumed service</p>
Q128	A.2.23	14	<p>Can ETF please clarify what information it is looking for in response to the underlined portion of this statement: "Details regarding the vendor's background check procedures should be provided to ETF regarding the measures used by the vendor to protect the security and privacy of program data and participant information"?</p> <p>Background check requirements are set forth by ETF, as are data security requirements. This statement appears to combine these two concepts and ask for something beyond conducting the requisite checks and providing the requisite data security. Please advise.</p>
A128			<p>The intent of the “to protect ... participant information.” clause is to ensure that any background check that is performed has a primary focus on finding any offenses that might raise concern about the employee’s reliability particularly in the area of personal data security.</p>
Q129	A.2.26	15	<p>The RFP is clear that the prime contractor will be wholly and solely responsible for the performance of its subcontractors. Despite this, ETF is demanding to see copies of proposed and executed subcontract agreements. Proposed subcontract agreements (company templates) are generally confidential and proprietary. In addition to which, they will not reflect what a final subcontract would look like because provisions specific to this project will need to be flowed down from the prime contract to the subcontractor and won't be known until after a prime contract is negotiated. With regard to any finally executed subcontract agreements, those are generally confidential and proprietary as well. Also, because the prime contractor/vendor has complete and sole liability to ETF, to what extent the prime contractor does - or does not - exact identical terms from its subcontractors should not be an issue for ETF because the vendor bears the responsibility to ensure subcontractor compliance and any failure related to the project, by vendor or vendor's subcontractors, is the vendor's responsibility to bear. For these reasons will ETF reconsider (1) requiring subcontract templates to accompany proposals; (2) requiring subcontracts to be executed at the time of contract award (because flow down terms will not be known); and (3) requiring copies of executed subcontracts?</p>

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A129			Based on the discussion provided above, ETF agrees to forego the requirement for copies of templates of subcontracts, as well as the requirement that subcontracts be executed at the time of contract award. However, in order to achieve the protection called for under §A.3.14, ETF continues to require a copy of each executed subcontract – to be delivered upon the execution of that contract
Q130	A.3.9	25	Will ETF please clarify what confidentiality document it is requesting vendor resources to sign? This section references the BAA - which will be executed by the vendor (and therefore bind its resources). Is there a different document (confirmation that the resource has been advised by its leadership of the contract and confidentiality obligations etc. governing the project) that ETF intended to reference?
A130			There is no other document. However, only the vendor is required to sign the Business Associate Agreement, which indeed binds the vendor's resources. Vendor resources <u>do not</u> individually sign the BAA. However, we expect any on-site vendor staff to receive a brief privacy and security orientation as a part of the project kick-off. As for subcontractors and their employees, the BAA provisions require the vendor to execute a BAA with any subcontractors hired by the vendor that would handle member information. The subcontractor's resources are then bound by that BAA. Individual employees of the subcontractor <u>do not</u> individually sign the BAA
Q131	C.7.3	245	What are ETF's staff counts per work area? Of the 300 users what type of work does this staff do?
A131			The number of staff assigned to each area is shown in Figure 4 and is also part of the narrative describing each work unit in Section B.1.1.4
Q132	C.7.3	245	What is the expected level of staff involvement (numbers) during UAT?
A132			ETF looks to the vendor to describe the level of staff involvement required to most effectively conduct UAT – while recognizing that ETF must continue to conduct daily business. ETF will make every attempt to fully staff ETF's portion of UAT (and other areas of ETF's involvement) to meet all deadlines and timelines necessary to keep the project moving forward.
Q133	C.7.3	245	Please clarify any anticipated changes in the size of the user population during the design, build and implementation timeframe. Is ETF expecting significant increases or decreases in the size of the target audiences? Are there any specific functions identified for job redesign or elimination?

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A133			ETF does not have any anticipated changes in the size of the user population; nor are we expecting significant increases or decreases in the size of the target audiences. Further, ETF looks to the vendor to explain to ETF what job functions will be redesigned or eliminated – and how.
Q134	D.1.2 Cost Proposal	315	The RFP states schedule 9 (Project Costs by Phase) should tie out to Schedule 1 (Hardware costs). Is this intended to mean Schedule 3-Functional, not Schedule 1 –Hardware Costs? Please clarify which schedule should tie to Schedule 9.
A134			Schedule 9 (Project Costs by Phase) should tie out to the ETF Bid Summary (which summarizes the Project Costs by function)
Q135	E.2.34	335	Can ETF please explain whether or not the obligations related to Work Center Programs are applicable to the type of services that will be provided pursuant to this RFP; and, if so, how and in what manner does ETF anticipate they would be given effect?
A135			The requirements under E.2.34 do not apply to this procurement
Q136	C.9.2	290	As part of Section C.9 Project Options of the RFP, ETF asks vendors to provide an option for HARDWARE, COMMODITY SOFTWARE AND VENDOR (OR THIRD-PARTY) HOSTING SERVICE. At the bidders conference there was a dialogue that suggested that if the vendor does not offer a hosted solution that they need not respond to this option. Does ETF require the vendors to provide a response to this option if the vendor does not have a hosted BAS, and is not proposing a hosted BAS?
A136			If the vendor does not have the capability to provide a hosted solution or a solution hosted at an alternate location, they should so indicate in their response to this option.
Q137	A.3.7	18	Would ETF be open for a release of the holdback at the completion of various phases?
A137			ETF would be open to a discussion of the holdback at periods other than those specified in §A.3.7 during contract negotiations
Q138	A.3.7	18	The RFP states while addressing table 4: The vendor must indicate and justify to ETF the percentage of the total project cost allocated to each of the payments and a portion of the overall evaluation score will be based on the vendor's justification. Please describe how this justification be evaluated?

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A138			ETF seeks a reasonable distribution of costs over the life of the project. We choose not to discuss evaluation and scoring beyond the discussion already provided in the RFP
Q139	A.3.6	17	Please confirm the estimated budget of \$28.5 million does NOT include any costs that are internal to ETF, such as EFT resources that will be assigned to the project.
A139			ETF so confirms
Q140	C.1.2	107	In order to have a Project Manager with skills and experience required in the RFP, they would likely have to be presently employed (and therefore unlikely to want to be named in a vendor's proposal.) Would the State consider approving the project manager prior to the commencement of work?
A140			The vendor may certainly indicate that the name of the PM is to be treated in confidence. However, ETF believes that our ability to check references on the proposed project manager is an important part of evaluating the team proposed by the vendor – and therefore the overall vendor proposal
Q141	C.4.3	141	How would ETF like vendors to respond to requirements that need to be implemented by a technical resource/programmer, for example, interfaces and integration with internal/external systems but do not require an enhancement or customization to the base product in order to provide the functionality. Please confirm the responses should be coded as Compliant.
A141			ETF will accept a coding of compliant with a footnote indicating that a programmer must implement an interface to provide that compliance – and a subsequent guarantee by the vendor that no further programming work need be performed to upgrade the programmatic interface when new releases of the vendor's solution are released.
Q142	C.5.2	152	Is ETF willing to consider a cost-saving scaled down staging environment that is proportionately smaller than the production environment in CPU and disk I/O performance but with adequate storage that it could be used to host the production database and serve as a Disaster Recovery environment?
A142			No
Q143	C.3.1	211	The list of deliverables on in (sic) this section does not have 'Executive Level Reporting'. This deliverable is found in RFP Section C.6.3.4, Executive Level Reporting, and page 217. Is this an oversight or intended?

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A143			The list of deliverables in §3.1 is not an exhaustive list of all of the deliverables required throughout the RFP. It is intended to explain the expected timeframe and relationship of major deliverables to one another. Executive Level Reporting is a deliverable required as described in the RFP
Q144	E.4.1.15	417	<p>This section states the following requirement: Ability to accept member payment (i.e., for service purchase, for repayment of over-payments) by credit and/or debit card in addition to check and withholding</p> <p>Please confirm that this requirement pertains to acceptance of the data in the BAS application, but that the payment will be transacted through the State's payment gateway managed by U.S. Bank.</p>
A144			ETF's expectation is that ETF agents should be able to accept credit or debit card payment over the phone or via a secure web interface (as part of the BAS) – and that when ETF has the necessary information, would transfer the management of the transaction appropriately. Obviously the bank would have to be involved at some point in the transaction. The State of Wisconsin currently uses "Official Payments Corporation" (see OCP website at https://www.officialpayments.com/hp_faq_gl_gl.jsp#1 for more information about OCP) for processing.
Q145	E.4.1.19	437	We understand ETF would like the ability to deposit payroll disbursements into an individual 'debit card' account for those recipient who do not have a bank account and choose to participate. Based on ETF's experience, can you share what volumes (debit card issuance) may be experienced on an annual basis with the understanding that what you share is only an estimate?
A145			ETF does not yet have any experience with the use of debit cards. We look to the vendor to advise us based on their use in other implementations. If the vendor has no such experience, we will explore ideas with our peer agencies
Q146	E.4.3.4.5	554	The introduction to the Knowledge Management table of requirements indicates integration with ETF's existing Knowledge Management subsystem and repository is required. The language in Requirements #3 and #4 indicate the vendor is to provide an online Knowledge Management Repository. Please confirm the requirement.
A146			Rather than having the vendor provide a KM repository, ETF's goal is to integrate the BAS with the existing ETF KM repository described in §B.1.3.3.3.10

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NBR	RFP SECTION	RFP PAGE	QUESTIONS
Q147	B.1.3.3 General Benefits Administration	58	Does CallSS read or write to WEBS, BPS, LSPS, ONE, Service purchase database, myETF Benefits, Disability, Domestic Partnership, or AcSL systems? Or does it strictly track call/encounter information? For instance, does it provide the user with a view of data from the other system to assist the user in handling the call?
A147			CallSS can read data from other systems to validate account holder identity. It is coded to provide links to other systems and display data managed outside of CallSS. In some cases those links open the target application at the screen showing the related account information; in most cases, CallSS provides the account information and the user types it into the appropriate query screen. CallSS does not update information in those systems directly, except for creating service requests for use in the current workflow system. (Note that in clarification to the answer given to Question 27, the service requests are not inserted into workflow by CallSS; workflow regularly polls the CallSS system tables and creates the appropriate workflow jobs.)
Q148	B.1.3.3 General Benefits Administration	58	Does the myETF Benefits need to send premium due or any other information to WEBS or receive premium paid or any other information from WEBS? Asked differently: Does information submitted by employers through WEBS ultimately also feed into myETF Benefits, or visa-versa? If so, what data? In what direction? How frequently? And how?
A148			No, myETF Benefits does not interface with WEBS. Premiums submitted by employers are handled differently between health insurance and WRS; myETF Benefits invoices the employer, whereas WRS and other benefits' deductions are reported by the employer. The Department would like the BAS to generate invoices for all benefits.
Q149	B.1.3.3 General Benefits Administration	63	Are we correct in assuming that WEBS-TC only deals with transactions that are within the scope of WEBS functionality? For instance, a health insurance related transaction from MEB would not be tracked and monitored in WEBS-TC.
A149			That is correct
Q150	B.1.3.3 General Benefits Administration	63	Do the consumers of the images in Content Manager include anyone other than people that will become users of, or systems that will be replaced by, the new solution? For instance, does anyone access Content Manager who is not someone who would naturally be a user of the new system?

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A150			Only those who would naturally use the new system while working within the BAS (customers, i.e., ETF staff members, third parties, employers, and members) will need access to the contents of the document archive
Q151	B.1.3.3 General Benefits Administration	63	Does Content Manager contain images not specific to a given member or employer, such as other administrative documents like leases, contracts, and invoices?
A151			No
Q152	B.1.3.3 General Benefits Administration		Could ETF provide some type of matrix detailing which of the main ETF systems exchange data with each of the other ETF systems?
A152			A project to develop this matrix has been preliminarily approved. At this time, ETF does not have comprehensive documentation of the sort the vendor seeks
Q153	C.5.1 Browser- Based Solution C.5.4.2 User Interface Standards C.5.5.3 Personal Computing Devices and Other Interactive Devices C.9.5 Mobile Computing Application(s)	Pg. 152 Pg. 161 Pg. 165 Pg. 297	There are several sections noted in the RFP that appear to indicate that a mobile accessible (smartphone or tablet) self-service website is required, however, section C.9.5 indicates that we are to propose this as an option. Can you please clarify if a mobile accessible self-service website is a requirement or is an option?
A153			The intent of the sections other than C.9.5 is to indicate that were a mobile-optimized accessible site to exist, those areas in particular should take advantage of it. However, if significant effort is required to make the website mobile-accessible, it should be treated as an option

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NBR	RFP SECTION	RFP PAGE	QUESTIONS
Q154	E.4.1.16 Group Insurance	Pg. 423	<p>Please provide clarification as to how ETF anticipates the Benefit Administration System supports insurance benefit administration.</p> <p>The RFP contains references to the following types of insurance products or benefits:</p> <ul style="list-style-type: none"> Health Insurance Life Insurance Basic Life Insurance Supplemental Life Insurance Dependent Life Insurance Spouse Life Insurance Flexible Spending Employee Reimbursement Accounts (ERA) Commuter Benefits Optional Vision Optional Dental Employee Assistance Program (EAP) Long Term Care (LTC) <p>For each Insurance benefit type that is offered by ETF, please answer the following questions:</p> <ol style="list-style-type: none"> 1. Will the new Benefit Administration System be designated the database of record and own the enrollment data or will a third party control the database of record? 2. Will ETF administer the Open Enrollment process by soliciting enrollments and capturing the enrollment information in the new Benefit Administration System or will a Third Party be responsible for administering the Open Enrollment process? 3. Will ETF be the initial entry point for enrollment changes or will enrollments be changed in other systems and then interfaced to the new Benefit Administration System? 4. Will the new Benefit Administration System calculate the payroll deduction amount for the benefit or will the cost be calculated by another system and then interfaced to the new Benefit Administration System?

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NBR	RFP SECTION	RFP PAGE	QUESTIONS
A154			<p>See Answer 25 to the first set of questions and answers issued on July 9th. Further answers are:</p> <ol style="list-style-type: none"> 1. The BAS is expected to serve as the database of record for all benefit systems other than the Life Insurance Systems (MLIC) 2. For the most part, ETF will administer the Open Enrollment process – however, some of our employers manage the enrollment process for the benefits they carry (not all employers offer all benefits) themselves. Those enrollments must continue to be managed through the employers’ systems and accepted into the BAS database of record via some mechanism. ETF does not intend to engage yet another party to perform administration of open enrollment 3. Please see answer A155, 2, above 4. The RFP identifies the requirements for these programs. It is ETF’s intent that the BAS will be the enrollment and invoicing system for all benefits administered by ETF (see Table 57 of the RFP)
Q155	Q&A Reply A. 25	Q&A Pg. 9	<p>ETF says that all systems listed in B.1.3.3.3.1 through B.1.3.3.3.11 with the exception of B.1.3.3.3.7 and B.1.3.3.3.10. ETF states that for the following systems, B.1.3.3.3.7 Life Insurance Systems, B.1.3.3.3.8 Income Continuation Insurance (ICI) Systems, and B.1.3.3.3.9 Long Term Disability (LTDI) Systems, a database is not maintained by ETF and the data is maintained by the contracted providers. Please confirm these databases are not in scope for the BAS replacement project.</p>

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NBR	RFP SECTION	RFP PAGE	QUESTIONS
A155			<p>See Answer 25 to the first set of questions and answers issued on July 9th. Further answers are:</p> <ol style="list-style-type: none"> 1) The BAS is expected to serve as the database of record for all benefit programs – whether fully administered in house or not (for example, at this time the Life Insurance benefit will continue to be administered through the MLIC). Furthermore, ETF would like the BAS to determine eligibility and calculate premiums for each enrolled individual. Thus, these databases are in scope for the BAS (in the RFP see Table 54, #6, #8,#9, #13, #16, and Table 57, #8, #9, #34; see also Table 57, #11). As noted in the RFP, ICI and LTDI are currently administered by third parties; however, ETF wants to have the ability to eventually bring the administration of ICI and LTDI in-house. Therefore, while the actual conversion and subsequent administration of these databases is not in scope for the BAS project, the capability to perform those functions as well as to enroll in those programs in the future is in scope. 2) For the most part, ETF will administer the Open Enrollment process – however, some of our employers manage the enrollment process for the benefits they carry (not all employers offer all benefits) themselves. Those enrollments must continue to be managed through the employers’ systems and accepted into the BAS database of record via some mechanism. ETF does not intend to engage yet another party to perform administration of open enrollment <p>The BAS will calculate the total contribution/premium for each employee. ETF will annually determine the employer and employee share, based on employee type/category (that is, public safety, elected, general civil service, state, local, annuitant, etc.). Based on these categories, the invoice to each employer would identify the employer and employee share for each contribution/premium (see Table 54, # 23, and Table 56, #14, #27, #28, #66, and #86)</p>
Q156	C.5.6.6 Security and Controls Q&A Reply A.106	Pg. 174 Q&A Pg. 28	Is there an existing strong multi-factor access solution (e.g., RSA SecureID) in place for internal user authentication, or does one needed to be provided as part of the BAS solution?

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NBR	RFP SECTION	RFP PAGE	QUESTIONS
A156			ETF and the State of Wisconsin are moving forward with plans for multi-factor authentication in most state agencies. While no final decisions have been made on ETF's standard, ETF is strongly considering RSA SecureID and a product from Symantec that supports cell-phone capabilities for communicating key codes. ETF acknowledges the need to have a decision in place and to coordinate efforts with the selected BAS vendor and will work through a solution either hosted by ETF or by the Department of Administration
Q157	C.5.7 Installation and Configuration	Pg. 177	Is ETF willing to negotiate the vendor purchase responsibilities listed in Table 33?
A157			Possibly, but we would need to have more specifics about what would be negotiated. For example, since we plan to use an existing data center, we would use (possibly) existing hardware. And since that data center has enterprise licenses for software such as operating systems and data base software, those components would be non-negotiable.
Q158	C.4.4.5 Benefit Processing and Calculations	Pg. 143	Benefits are calculated using the formula method and the money purchase method. Under both methods any gains or losses from the Variable Fund participation and additional contributions are reflected in the benefit computation. Will the new Benefit Administration System be used to administer or maintain the balances of the Variable Fund or is this done by a third party? If this is administered by a third party, how will the new Benefit Administration System have access to this information?
A158			The Variable Fund is not administered by a third party. Therefore, the BAS will need to maintain the Variable Fund balances for Wisconsin Retirement System members, keep track of Variable Fund participation for each member, and perform other administrative aspects of the Variable Fund.

CALCULATIONS FOR ANSWER 127

*Vendor Q & A, Version 20130731
Q127 Request for an example of disability pension calculation.*

Department of Employee Trust Funds
Wisconsin Retirement System
Wis. Stats. 40.63

DISABILITY ELIGIBILITY/SERVICE WORKSHEET – ESTIMATES

Name	Last	First	Middle	6-25-59
				Social Security Number
<input type="checkbox"/> Participant does not qualify. WRS begin date is on or after 10/16/1992. Eligible for LTDI only.				Last Day Worked (MMDDCCYY)
SECTION A. ELIGIBILITY - TERMINATIONS AFTER MARCH 8, 1984				5-30-14
Participant qualifies. (Check one): <input checked="" type="checkbox"/> Participant has one-half year or more of creditable service in each of five years of the seven calendar years preceding application received date, including service in the year in which application was received. See attachment #4 of Disability Procedure IB 822.1 for information about converting fiscal years to calendar years if service is less than full-time.				Last Day Paid (MMDDCCYY)
				6-30-14

- Participant has a total of five years in the last seven calendar years preceding application received date, including service in the year in which application was received.
- Participant does not meet the service requirement **but** the disability is work related and application received within two years of the last day worked. No service requirement needs to be met.
- Participant is protective, at least age 50, but under 55 on disability date with at least 15 years of service, and meets one of the service requirements above.

SECTION B. DISABILITY SERVICE

	YR	MO	DAY	Years		
1. Enter Date age 65 (62 if elected or executive, 54 if protective)	2024	6	25			
2. Enter Last Day Paid [use 7/1 or 1/1] *1	2015	1	1	Pre-'00	Post-'99 *3	Post 6/28/11 *6
3. Elapsed Time (1.-2.) *2	9	5	24		9.49	
4. Assumed Service in last year	7/1-12/31/14				.50	
5. Retirement Annuity Service (excluding military) *4				13.85	14.50	
6. Actual Military Service (based on service in 5.) *4						
7. Sub-Total = (3. + 4. + 5. + 6.)				13.85		
8. *5 If (7.) is greater than 25.00, enter the larger of [25.00] OR [(7.) - 1.00 year]						
9. Enter assumed (add'l) Military Service (based on total service in 3. + 4. + 5.)						
10. If the service was reduced per a QDRO, subtract the total service (including military) that was awarded to the alternate payee.						
11. Disability Service [(7. OR 8.) + 9. - 10.]				13.85	24.49	38.34

Total Assumed service

Partial Year Conversion (Line 3.):

$$\begin{aligned}
 & \text{(Months x 30) + Days} = \frac{174}{9 \times 30 = 150 + 24} \times .667 \times 8 = \frac{928.46}{\text{hours}} + \frac{1904}{(1904 \text{ or } 1320)} = \frac{.49}{\text{(partial yr.)}} \\
 & \text{Service Proration: } \left(\frac{\text{partial yr.}}{\text{whole yrs. from 3.}} \right) \times \left(\frac{\% \text{ F-T}}{\% \text{ F-T}} \right) = \text{(proration)}
 \end{aligned}$$

*1 Use 7/1 of the next annual earnings period for teachers & employees reported on fiscal year basis; use the next 1/1 for all others
 *2 Convert to decimal years. Prorate if less than full-time. (See Partial Year Conversion above.)
 *3 Use 1999 WI Act 11 Formula Factors and benefit maximum percentages in Section C. on Pre-'00 service if Post-'99 exists
 *4 If service was reduced per QDRO, use unreduced service. Must be split between pre '00, post '99 and post- 6-28-2011, if applicable.
 *5 For protective only.
 *6 For categories 32, 41, 45-49

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SECTION C. NORMAL FORM CALCULATION

(1) 2494.10 "Maximum Annuity" from ET-4555 or ET-4559 (Section A., 1) [based on benefit effective date] = \$

Factor	Pre-'00 and/or post-'99 and/or post 6/28/11, if applicable.	Disab. Svc. (SECTION B):	
<u>.01765*</u>	X	<u>13.85</u>	= \$
<u>.02165*</u>	X		= \$
<u>\$ 3563</u>	X	<u>.02665*</u>	X = \$ <u>870.98</u> (2a)
Final Avg.			
<u>.01600</u>	X	<u>24.49</u>	= \$
<u>.02000</u>	X		= \$
<u>.02500</u>	X		= \$ <u>1396.13</u> (2b) =

* Must have Latest Rights of 13 to use these factors.

Total, (2a) + (2b) \$ 2267.11 (2)

SECTION D. ASSUMED AGE					
	YR	MO	DAY		
1. NRA **	<u>65</u>			Smaller of (1) or (2)	\$ <u>2267.11</u> (3)
2. Less Actual Age	<u>55</u>	-		Variable Adjustment From ET-4555 or 4559 (Section A., 4)	* \$ <u>—</u> (4)
3. Difference	<u>10</u>			Adjusted Formula Disability, (3)+(4)	\$ <u>2267.11</u> (5)
4. 3. X ½	<u>5</u>			Largest Retirement Annuity from ET-4555 or ET-4559 (Section C.) *	\$ <u>1498.99</u> (6)
5. 2. + 4.	<u>60</u>			Normal Form Disability: Larger of (5) or (6)	\$ <u>2267.11</u> (7)
6. To Nearest Month	<u>60</u>			Straight Life Portion, (7) - (6)	\$ <u>768.12</u> (8)
7. To Nearest Quarter **					
Named Survivor					

* Retirement Annuity based on the member's actual service for retirement calc. (Death Benefit Guaranteed Portion Column on the ET-5302 Disability Estimate (App).)

** Protective NRA is 54 w/less than 25 yrs. of WRS creditable service or 53 w/25 or more yrs. of WRS creditable service, and general/teacher NRA is 65. Use participant's Assumed Age and named survivor's actual age for Factor Lookup (use NRA of 62 for general/teacher).

SECTION D. (continued) OPTION CONVERSION *from 6p2*

Option	Factor	Guaranteed Monthly (6)	Straight Life From (8)	Total Disability	Assumed Age Money Purchase Factor
For Annuitant's Life Only	—	<u>1498.98</u>	<u>768.70</u>	<u>2267.68</u>	
60 Payments Guaranteed	X <u>.996</u>	<u>1492.98</u>		<u>2261.68</u>	
180 Payments Guaranteed	X <u>.967</u>	<u>1449.51</u>		<u>2218.21</u>	
J&S - 75% Continued***	X <u>.891</u>	<u>1335.59</u>		<u>2104.29</u>	**
J&S - 100% Continued	X <u>.860</u>	<u>1289.12</u>		<u>2057.82</u>	
J&S - Reduced 25%***	X <u>.907</u>	<u>1359.59</u>		<u>2128.27</u>	**
J&S - 100% Continued w/180 Payments	X <u>.859</u>	<u>1287.62</u>		<u>2056.32</u>	

*** 75% of Guaranteed Amount - Reduced Amount(s) for applicable options

	Initials	Date
Computed By:		<u>5-28/13</u>
Checked By:		

ET-5508 (REV 12/2011)

RFP ETC003 VENDOR Q & A, VERSION 20130731

B153 ✓ ✓

DATA ENTRY WORKSHEET FOR WEBS ESTIMATES - WA11
(For manual calculations, use reverse side.)

Name _____ DOB 6-25-59

SS# _____ Employer # 1-183 Rights Code to be Used 13 Restriction Code _____

Retirement Current Status: Annuitant Beneficiary of SS# _____
 Disability and/or LTDI Active All. Payee of SS# _____ DOB _____
 Survivor Benefit Inactive

Check List	Applies	N/A	Annuitant Effective Date
Not Vested? (WEBS A23)	<input type="checkbox"/>	<input type="checkbox"/>	<u>7-1-14</u>
0.75 Yr. Cred. Serv. (ET-4520)	<input type="checkbox"/>	<input type="checkbox"/>	Term. Date/Last Day Paid <u>6-30-14</u>
Pre 7-66 teaching (ET-4521)	<input type="checkbox"/>	<input type="checkbox"/>	Last Day Worked <u>5-30-14</u>
Age 69% or more? (Act 302 notice)	<input type="checkbox"/>	<input type="checkbox"/>	Date of Death _____
			Date Coverage Began <u>12-16-85</u>

For Disabilities/LTDI Not Eligible: <input type="checkbox"/> 40.63 <input type="checkbox"/> LTDI <input type="checkbox"/> Meets Serv. Elig. Req. <input type="checkbox"/> Work Rel. - Serv. Req. Waived Computation of Assumed Service for less than full-time Service (per Exhibit D, Statutory Reference Guide) <u>100</u> % used in estimate <input type="checkbox"/> LTDI only - began 10-16-92 or after, over NRA or lacks service	3 High Salaries (FAE = \$ <u>3563</u>) Service <u>12</u> \$ <u>44199</u> <u>1</u> <u>11</u> \$ <u>4284</u> <u>1</u> <u>10</u> \$ <u>41267</u> <u>1</u> S.S. Award Letter Used \$ _____ or NA <input type="checkbox"/>
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For Survivor Benefits Restricted <input type="checkbox"/> No <input type="checkbox"/> Named <input type="checkbox"/> Standard Sequence <input type="checkbox"/> Monthly Annuity <input type="checkbox"/> Multiple (see folder) <input type="checkbox"/> Lump Sum Beneficiary Name _____ Beneficiary Birthdate _____ Relationship _____ SS# _____	Creditable Service Used In Estimates Employment Category <u>30</u> <u>00</u> <table border="1"> <thead> <tr> <th></th> <th>Pre '00</th> <th>Post '99</th> <th>Pre '00</th> <th>Post '99</th> <th>Pre '00</th> <th>Post '99</th> <th>Post 6/8/11</th> <th>Post 6/8/11</th> </tr> </thead> <tbody> <tr> <td>Service to 1-1-2013</td> <td>-</td> <td>1.41</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Current Serv. not on WEBS ²⁰¹³₂₀₁₄</td> <td></td> <td>1.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>.50</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Pd. Forf. Serv. not on WEBS</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Pd. Qual. Serv. not on WEBS</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Military Service</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td><u>2.91</u></td> <td></td> <td><u>138511.59</u></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Pre '00	Post '99	Pre '00	Post '99	Pre '00	Post '99	Post 6/8/11	Post 6/8/11	Service to 1-1-2013	-	1.41							Current Serv. not on WEBS ²⁰¹³ ₂₀₁₄		1.00									.50							Pd. Forf. Serv. not on WEBS									Pd. Qual. Serv. not on WEBS									Military Service									Other									Total		<u>2.91</u>		<u>138511.59</u>				
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For Joint and Survivor Estimates Named Surv. _____ Named Surv. Birthdate _____ Named Surv. Relationship: <input type="checkbox"/> Spouse <input type="checkbox"/> Non-Spouse/Domestic Partner	Military Service Other Total
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WRS INFORMATION SENT (check box)

<input type="checkbox"/> Ref. Annuity Packet <input type="checkbox"/> Dis. Packet <input type="checkbox"/> LTDI ESTs (ET-5342) <input type="checkbox"/> LTDI Folder (ET-5108) <input type="checkbox"/> Variable Booklet (ET-4930) <input type="checkbox"/> Additional Contr. (ET-2123) <input type="checkbox"/> Beneficiary Design. (ET-2320) <input type="checkbox"/> Tax Liability (ET-4125) <input type="checkbox"/> D.B. Bene. Notice (ET-6102) <input type="checkbox"/> Applying for Your Retir. Benefit (ET-4106) <input type="checkbox"/> Information for Retirees (ET-4116) <input type="checkbox"/> Choosing an Annuity Option (ET-4117) <input type="checkbox"/> Cert. Plan-to-Plan Transfer (ET-7368) <input type="checkbox"/> Q.S. Est./App. (ET-4314) <input type="checkbox"/> F.S. Packet Est./App. (ET-4315) <input type="checkbox"/> Other Government Services (ET-2205, ET-2206, & ET-2207) <input type="checkbox"/> Option Change App. (ET-4319) <input type="checkbox"/> Mil. Serv. Acknow. (ET-4806) <input type="checkbox"/> Mil. Serv. Credit (ET-4122) <input type="checkbox"/> Act 302 Notice (ET-49)	<input type="checkbox"/> Elec. Actuarial Reduction (ET-4311) <input type="checkbox"/> SOI (ET-6305) Sent _____ <input type="checkbox"/> Summary of Survivor Benefit (ET-6518) <input type="checkbox"/> Benefit Application (ET-3304) <input type="checkbox"/> Notice To Guardian/Conservator (ET-4410) <input type="checkbox"/> Waiver of Part-time Elected Serv. (ET-4303) <input type="checkbox"/> Death Benefit EST/APP (ET-6309) <input type="checkbox"/> Medical Reports (ET-5303/5304 5338/5353) LUMP SUM PAYMENTS <input type="checkbox"/> Fed. W/H Req. & Direct R/O (ET-7289) <input type="checkbox"/> Auth. Plan-to-Plan Transf. 403(b) (ET-7354) <input type="checkbox"/> Auth. For Direct RO (ET-7355) <input type="checkbox"/> OTHER: _____	LIFE INSURANCE <input type="checkbox"/> Life Ins. Cont./Conv. Elig. (ET-4203) <input type="checkbox"/> Group Life Cont. (ET-4104) <input type="checkbox"/> Spouse & Dep. Conv. Info. (ET-2306) <input type="checkbox"/> Spouse & Dep. (ET-6804) (deaths only) <input type="checkbox"/> Other: _____ HEALTH INSURANCE <input type="checkbox"/> Group Health Ins. (ET-4112) <input type="checkbox"/> Local Ann. Health (ET-9019) <input type="checkbox"/> Rate Sheet (State) (ET-4701) <input type="checkbox"/> Rate Sheet (Local) (ET-4730) <input type="checkbox"/> Rate Sheet (LAHP) (ET-2137) <input type="checkbox"/> Emp. Ver. Of Hth. Ins. (Local) (ET-4814) <input type="checkbox"/> Health Ins. App. (ET-2301) <input type="checkbox"/> Health Ins. Continuation (ET-6203) <input type="checkbox"/> Other: _____
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FAXED DOCUMENTS	DOCUMENTS REMOVED FROM PACKET

Date: 5/28/2013 Initials: _____



RFP ETC003 VENDOR Q & A, VERSION 20130731

DEPARTMENT OF EMPLOYEE TRUST FUNDS FORMULA ANNUITY WORKSHEET

From 7-1-90 to 12-31-89 use ET-4526.
 From 5-16-89 to 6-30-80 use ET-4522.
 From 3-9-84 to 5-15-89 use ET-4501.
 From 3-9-84 use ET-4502.

SSN		Name Last											
Employment Category	Ded. Code	Formula Factor			NR Age	Optive Contr.	Maximums	Age			Named Survivor		
		Pre 2000	Post 1999	Post 6/28/11				YEAR	MO.	DAY	YEAR	MO.	DAY
<input checked="" type="checkbox"/> General/Teacher/Ed. Support	00, 01, 10, 12, 30, 31, 40, 42	.01765	.015		65	62	70%	Annuitant			Named Survivor		
<input type="checkbox"/> Elected Official	06-09, 35-39	.02165	.020		62	62		Annuitant Birthdate					
<input type="checkbox"/> Elected Official with new formula factor	45-49			0.18	62	62		Annuitant Actual Age (to nearest month)					
<input type="checkbox"/> Executive Pay Plan	00, 11	.02165	.020		62	62		Annuitant Money Purchase - 5% Factor Actual Age *					
<input type="checkbox"/> Executive Pay Plan with new formula factor	32, 41			0.18	62	62	Annuitant Money Purchase - 7.2% Factor Actual Age ** (8% prior to 10/1/04)						
PROTECT. - OASDHI	3, 33	.02165	.020		54	54	65%	Annuitant			Named Survivor		
<input type="checkbox"/> Less than 25 years								Annuitant Money Purchase - 7.2% Factor Actual Age ** (8% prior to 10/1/04)					
<input type="checkbox"/> 25 years or more					53	53							
PROTECT. NO OASDHI	4, 34	.02065	.025		54	54	85%	Annuitant			Named Survivor		
<input type="checkbox"/> Less than 25 years					54	54							
<input type="checkbox"/> 25 years or more					53	53							

A. FORMULA CALCULATIONS

\$	+	+ 12 =	\$ <u>3563</u>
Total Annual Earnings		Years of Service	Final Avg.
Earnings From Reverse Side			
X Maximum: 65%, <u>70%</u> , 85%		(circle goal)	
= \$ <u>2494.10</u>			
Maximum Annuity			

\$ <u>3563</u> Final Avg. Earnings	X .02965	x		= \$	x		= \$
	X .02165	x		= \$	x		= \$
	X <u>.01765</u>	x	<u>13.85</u>	= \$ <u>870.98</u>	x	<u>.883</u>	= \$ <u>769.08</u>
	X .025	x		= \$	x		= \$
	X .020	x		= \$	x		= \$
	X <u>.015</u>	x	<u>14.50</u>	= \$ <u>826.67</u>	x	<u>.883</u>	= \$ <u>729.91</u>
Circle Applicable Formula Factor(s)			Service	\$ <u>1697.60</u>	Age Reduction Factor	\$ <u>1498.99</u> [ⓐ]	Total = Life Only
				Total = Life Only Unreduced			
				Smaller amount of [ⓐ] or [ⓑ] = \$ <u>1498.99</u> [ⓑ]			

\$	Variable Excess/Deficiency	+	\$	Total Variable Excess/Deficiency	X 2 X	Actual Age (5%)* Money Purchase Factor	= +	\$	
\$	(Residual) Variable Excess/Deficiency						= -	\$	[ⓐ]
				Adjusted Formula Annuity (3+4) = \$ <u>1498.99</u> [ⓐ]					

B. MONEY PURCHASE CALCULATIONS

\$	Fixed Money Purchase as of 1/1/201	+	\$	Variable Money Purchase as of 1/201	=	\$ <u>157924.06</u> + \$ <u>3948.10</u>	Total of Fixed & Variable
\$						\$ <u>161872.16</u> [ⓑ]	
						x 0. <u>0.0552</u>	Actual Age 5% Money* Purchase Factor
						= \$ <u>893.53</u> [ⓑ]	Money Purchase Annuity

C. LIFE ONLY PAYABLE

Larger of [ⓐ] or [ⓑ]
 = \$ 1498.99
 Life only before option conversion

D. EMPLOYER COST OF ACTUARIAL REDUCTION

\$	Total Life Only Unreduced	-	\$	Total Life Only	=	\$	Difference	+	\$	Actual Age 5% Money Purchase Factor	=	\$	Actuarial Cost
----	---------------------------	---	----	-----------------	---	----	------------	---	----	-------------------------------------	---	----	----------------

E. LUMP SUM

If 5 > 7, divide the amount in 5 by the 7.2%**
 Money Purchase factor (8% prior to 10/1/04). Result = \$ _____
 (Formula) Present Value Lump Sum

If 5 < 7, the amount in 6 is the Present Value Lump Sum amount. Result = \$ _____
 (Money Purchase) Present Value Lump Sum

Note: The higher lump sum is payable (Money Purchase or Formula)



Department of Employee Trust Funds Annuity Rates Display

B153 TEST
Version 3.0

Inputs

<p>Dates(mm/dd/ccyy)</p> <p>Benefit Effective Date: 07/01/2014</p> <p>Birth Date: 06/25/1959</p> <p>Termination Date: 06/30/2014</p> <p>Survivor Birth Date: 06/25/1959</p>	<p>Years</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: center;">Before 2000</td> <td style="text-align: center;">After 1999</td> </tr> <tr> <td>Benefit Creditable Service:</td> <td style="text-align: center;">13.85</td> <td style="text-align: center;">14.50</td> </tr> <tr> <td>Add-On Service: (.75 for Age Reduction Only)</td> <td colspan="2" style="text-align: center;">0.00</td> </tr> <tr> <td>Assumed Age: (40.63 Disability Only)</td> <td style="text-align: center;">60 (Years)</td> <td style="text-align: center;">0 (Months)</td> </tr> </table>		Before 2000	After 1999	Benefit Creditable Service:	13.85	14.50	Add-On Service: (.75 for Age Reduction Only)	0.00		Assumed Age: (40.63 Disability Only)	60 (Years)	0 (Months)	<p>Employment Category</p> <p><input checked="" type="radio"/> General/Teacher/Educational Support Personnel - (00/30, 01/31, 10/40, 12/42)</p> <p><input type="radio"/> Protective With Social Security (e.g. Police) - (03/33)</p> <p><input type="radio"/> Protective Without Social Security (e.g. Firefighters) - (04/34)</p> <p><input type="radio"/> Elected Official / Executive Retirement Plan Participant - (02, 05/35, 06/36, 07/37, 08/38, 09/39, 11)</p> <p><input type="radio"/> New Term of Office Elected Official/Exec. Retirement Plan -(32,41,45,46,47,48,49)</p>
	Before 2000	After 1999												
Benefit Creditable Service:	13.85	14.50												
Add-On Service: (.75 for Age Reduction Only)	0.00													
Assumed Age: (40.63 Disability Only)	60 (Years)	0 (Months)												

Ages on Benefit Effective Date

	Annuitant	Named Survivor	Assumed (40.63 Disability Only)
Actual Age	55 Yrs, 0 Mths, 6 Days	55 Yrs, 0 Mths, 6 Days	(Assumed BD: 7/1/1954)
NRA	65 Yrs	N/A	65 Yrs
MRA	55 Yrs	N/A	55 Yrs
Rounded Age	55 Yrs, 0 Mths	55 Yrs, 0 Mths	60 Yrs, 0 Mths

Option Conversion and Related Factors

	<i>Retirement Factors</i>	<i>Disability Factors</i>	
	Formula	Money Purchase	Assumed
Formula	.01765/.016	N/A	.01765/.016
Age Reduction	.883	N/A	N/A
Money Purchase 5%	.00552	.00552	.00598
Money Purchase 7.8%	.00732	.00732	.00774
Maximum Benefit	70%	N/A	70%
Temporary Life	71.028	71.028	N/A
60 Payments Guaranteed	.998	.998	.998
180 Payments Guaranteed	.979	.979	.967
Joint & Survivor - 75% Cont'd	.930	.930	.891
Joint & Survivor - 100% Cont'd	.909	.909	.860
Joint & Survivor - 25% Reduced	.952	.952	.907
Joint & Survivor - 100% Cont'd, 180 Pay. Guar.	.908	.908	.859
Pre-BIB Straight Life Conv. 5%	N/A	N/A	N/A