



## Contract

**Commodity or Service:** Request for Bid for the State of Wisconsin Department of Employee Trust Funds development, maintenance and support for the Wisconsin Retirement (WRS) Benefit Payment System (BPS)

**Request for Bid/Proposal No:** ETJ0018 by NVISIA, LLC as modified or clarified in Change Order #1

**Change Order # 9**

**Contract Period:** February 8th, 2010 through June 30th, 2014 plus three 2-year periods ~~Change Order #8~~

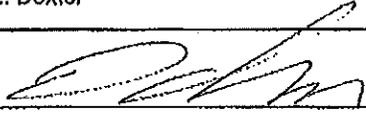
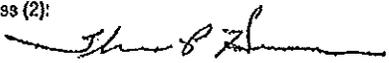
*MWB  
09-06-2011*

1. This contract is entered into by and between the State of Wisconsin, Department of Employee Trust Funds, and the contractor whose name, address, and principal officer appears below;
2. Whereby the Department of Employee Trust Funds, agrees to direct the purchase and the contractor agrees to supply the contract requirements cited above in accordance with the terms and conditions of the request for bid cited above, and in accordance with the contractor's bid submitted on this request for bid; which request for bid is hereby made a part of this contract and as modified or clarified in Change Order #1;
3. In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employees or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s.51.01(5), Wis. Stats., sexual orientation as defined in s.111.32(13m), Wis. Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the contractor further agrees to take affirmative action to ensure equal employment opportunities. The contractor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.
4. Contracts estimated to be over twenty-five thousand dollars (\$25,000) require the submission of a written affirmative action plan. Contractors with an annual work force of less than twenty-five (25) employees are exempted from this requirement.  
  
Within fifteen (15) working days after the award of the contract, the plan shall be submitted for approval to the contracting agency. Technical assistance regarding this clause is provided by the Wisconsin Office of Contract Compliance, Department of Administration, P.O. Box 7867, Madison, WI 53707-7867, (608) 266-5462.
5. The Change Order #1 and five exhibits to this Change Order, modify the RFB mentioned above. Change Order #1 includes Exhibit 1 – NVISIA Response to RFB ETJ0018 for Wisconsin Department of Employee Trust Funds dated January 31, 2010, Exhibit 2 – BPS Billing Schedule dated January 31, 2010, Exhibit 3 – BPS Support and Lump Sum Acceptance Staffing dated January 31st, 2010, Exhibit 4 – BPS Consultant Rate Card, Effective January 31, 2010 – June 30, 2011 dated January 31, 2010, and Exhibit 5 – BPS Software Support Contract dated January 29, 2010. All other provisions of this contract unrelated to this Change Order remain in effect.
6. The Change Order #2 and four exhibits to this Change Order, modify Change Order #1. Change Order #2 includes Exhibit 1 – Benefit Payment System Contract ETJ0018 dated February 23, 2010, Exhibit 2 – Lump Sum Payment System Transition 2 – Acceptance Plan dated January 27, 2010, Exhibit 3 - BPS Billing Schedule dated February 17, 2010, and Exhibit 4 – BPS Support and Lump Sum Acceptance Staffing dated February 17, 2010. All other provisions of this contract unrelated to this Change Order remain in effect.
7. The Change Order #3 and two exhibits to this Change Order, modify Change Order #2. Change Order #3 includes Exhibit 1 – Benefit Payment System Contract ETJ0018 dated March 3, 2010, and Exhibit 2 – Lump Sum Payment System Transition 3 – Acceptance Plan dated February 24, 2010. All other provisions of this contract unrelated to this Change Order remain in effect.
8. The Change Order #4 and one exhibit to this Change Order, modify Change Order #3. Change Order #4 includes Exhibit 1 – Benefit Payment System Contract ETJ0018 dated May 5, 2010. All other provisions of this contract unrelated to this Change Order remain in effect.
9. The Change Order #5 and three exhibits to this Change Order modify Change Order #4. Change Order #5 includes Exhibit 1 – Benefit Payment System Contract ETJ0018 BPS Change Order dated September 13, 2010, Exhibit 2 - BPS/Lump Sum Additional Development Support dated September 13, 2010, and Exhibit 3 – BPS Billing Schedule dated September 13, 2010. All other provisions of this contract unrelated to this Change Order remain in effect.

10. The Change Order #6 and one exhibit to this Change Order, modify Change Order #5. Change Order #6 includes Exhibit 1 – Contract Amendment – BPS/Lump Sum Additional Development Support dated September 27, 2010. All other provisions of this contract unrelated to this Change Order remain in effect.
11. The Change Order #7 and three exhibits to this Change Order modify Change Order #6. Change Order #7 includes Exhibit 1 – Data Governance and Privacy Program Initiative Statement of Work PR-116, dated May 2, 2011, Exhibit 2 – Project Outline PR-116 dated May 9, 2011, and Exhibit Three Data Governance and Data Privacy Program Billing Schedule dated May 16, 2011. All other provisions of this contract unrelated to this Change Order remain in effect.
12. The Change Order #8 and three exhibits to this Change Order modify Change Order #7. Change Order #8 includes Exhibit 1 – BPS Software Support Contract, dated June 8, 2011, Exhibit 2 – BPS Billing Schedule, dated June 8, 2011, and Exhibit 3 - BPS and Lump Sum Support Staffing, dated June 8, 2011. All other provisions of this contract unrelated to this Change Order remain in effect.
13. The Change Order #9 and two exhibits to this Change Order modify Change Order #7. Change Order #9 includes Exhibit 1 – Data Governance and Privacy Program Initiative, Phase 2 Statement of Work PR-116, dated July 18, 2011; Exhibit 2 – BPS Billing Schedule, dated July 18, 2011. All other provisions of this contract unrelated to this Change Order remain in effect.

ETJ0018 Change Order # 9

<b>State of Wisconsin Department of Employee Trust Funds</b>	
By (Name)	Robert J. Conlin
Signature	
Title	Deputy Secretary
Phone	608/261-7940
Date (MM/DD/YYYY)	7/22/11
Witness (1):	
Witness (2):	

<b>To be Completed by Contractor</b>	
Company Name	NVISIA LLC
Company Address (City, State, Zip)	200 South Wacker Drive 36 <sup>th</sup> Floor, Chicago, IL 60606
By (Name)	Daniel E. Dexter
Signature	
Title	CFO
Phone	312-985-8160
Date (MM/DD/YYYY)	07/18/11
Witness (1):	Ken Miller
Witness (2):	

*This document can be made available in accessible formats to qualified individuals with disabilities.*



## *State of Wisconsin*

*Department of Employee Trust Fund*

*Exhibit 1 - Data Governance and Privacy Program Initiative  
Phase 2*

### *Statement of Work PR-116*

Prepared for: Bob Conlin  
Pam Henning  
Joanne Cullen  
Rhonda Dunn

Department of Employee Trust Funds  
Madison, Wisconsin

Presented: July 18, 2011

By: Sri Navalpakkam Managing Director - Enterprise Architecture  
Shaun Lovick Vice President - Delivery  
Dave Buettner Senior Account Manager -Wisconsin

NVISIA L.L.C.  
200 South Wacker Drive, 36<sup>th</sup> floor  
Chicago, Illinois 60606

The NVISIA logo, consisting of the word "NVISIA" in a bold, sans-serif font with a trademark symbol.

**Background:**

ETF originally has requested assistance in establishing a Data Governance methodology and framework. NVISIA has been assisting ETF with this effort and to date has helped to establish a working framework (structures and processes). This will enable ETF to improve their ability to reactively and proactively manage two key areas: data quality and security and privacy.

Three distinct threads emerged which tie these new structures and processes together.

1. The Data Governance and Security Committee will drive proactive change to improve Data Quality and reduce Risk.
2. The Security Policy Team will draft and ensure that the right policies are in place to secure assets, ensure privacy and reduce operational risk.
3. The Data Governance Operations Team will drive continuous improvement when responding to issues -or- implementing policy.

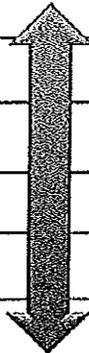
**Approach:**

Phase 2 of the Data Governance Initiative will focus on ensuring that each of the 3 threads moves forward to guide policy development and facilitate the implementation of policies to ensure they are properly executed via the change management pipeline.

The goal is to ensure ETF develops competencies for managing issues (with Data Quality and Security & Privacy), driving continuous improvement as part of an ongoing shift to proactively manage Data Quality & minimize Risk.

In addition, the NVISIA team will assist with other proposed strategic planning initiatives. These include: Portfolio Management and Strategic Planning.

Upon engagement start, NVISIA team will work with the key ETF stakeholders to drive towards the completion of key deliverables.

#	Phase/Deliverables	12 Weeks 1.25 Resources
1	Facilitate Data Governance Policies for Dimensions & Lifecycle	
2	Mature the DG Operations Teams (Individually & collectively)	
3	Establish a fluid process for pipeline management (issues, enhancements, & projects)	
4	Establish a Security & Privacy Roadmap	
5	Drive Continuous Improvement (by architecting solutions)	
6	Define a Data Quality Roadmap	

ETF  
Exhibit 1 Statement of Work Phase 2 PR-116

**NVISIA**

NVISIA plans to engage a team based approach during this project: primarily an Enterprise Architect, and Managing Director providing oversight and direction. In addition, the team may leverage expertise from other NVISIA consultants who have subject matter knowledge of ETF systems and data.

The work under this Statement of Work (SOW) will be conducted over a three month week period at a cost of \$129,500.

The remainder of this document captures the scope, approach and plans for this project.

### Project Management

This project will be managed by an ETF Project Manager and the Enterprise Architect from NVISIA. The Enterprise Architect will be responsible for coordinating the efforts to produce the Project Deliverables (see Project Deliverables Section), leading the NVISIA team and communicating project status with the ETF Project Manager.

NVISIA will communicate project status with weekly written status reports and meetings, in order to identify and resolve any issues and coordinate ETF involvement during the project.

NVISIA will be onsite at ETF as required in order to gain direct access to systems, applications and ETF Staff. NVISIA will also dedicate workspace in its offices located in Chicago and/or Milwaukee for NVISIA's Team.

### Assumptions

The following assumptions have been made in preparing this estimate:

1. ETF will provide ready access to appropriate personnel on their staff to answer questions and provide feedback.
2. ETF will provide NVISIA with access to appropriate IT systems, data and processes that are in scope for the data governance program.
3. ETF will facilitate introduction to key Leadership Team. ETF staff will participate and respond to requests in a timely fashion. A delay of more than 3 business-days may delay the project.
4. ETF Personnel will participate and be fully available during phone and on-site interviews.
5. ETF will participate in management reviews of intermediate checkpoint meetings during current state assessment and future state summary.
6. ETF will provide access to the Enterprise Information Model as available.
7. ETF will provide access to the IT Transformation and Planning Project.

## Staffing

NVISIA proposes to staff this project with the following team based approach which will include ETF SME(s) to assist with specific ETF and Data concerns.

NVISIA's team approach will enable us to leverage the appropriate skills for each part of the assessment. The following roles will participate in the assessment as needed.

**Enterprise Architect (DG Lead)** – This role will lead the data governance program and is responsible for working with the ETF team. This role will lead all the engagement deliverables creation. The person serving in this role has significant enterprise architecture experience working with a number of organizations and technologies. (estimated involvement 100%)

**Managing Director** – This role will oversee the delivery of this project and provide direction and leadership to the NVISIA team. This role will also help facilitate key client leadership and stakeholder discussions. The role will also lead in periodic checkpoint meetings with the client. (estimated involvement up to 25%)

## Project Deliverables

NVISIA will create the following deliverables as part of this project.

### 1. Data Governance Policies for Dimensions and Lifecycle

Guide the DGSC to ensure the right policies are created for the remaining dimensional & lifecycle areas of focus (subset of 100-XX DQ Policies and 210-00 DQ Policy).

### 2. Data Governance Teams

Guide the maturation for each of these teams to ensure that they develop a competency in each individual team and collectively as an implementation team.

### 3. Establish a Security and Privacy Roadmap

Work with the Security Policy Team to draft the initial set of policies covering the core areas of Assets, Privacy and Operational Continuity.

### 4. Drive Continuous Improvement

Work with the DGSC and collaborate with the DG Operations Team to establish a competency in defining & proposing Solution Architectures (to implement policies and/or drive continuous improvement).

### 5. Establish a fluid process for pipeline management (Issues, enhancements, & projects)

Work with the appropriate teams (per the RACI) to ensure project requests (originating from issues or policies) are:

- Aligned with or Consolidated into existing projects (where possible)
- Prioritized consistently & efficiently
- Rationalized properly using optimized solutions to deliver value.

### 6. Define a Data Quality Roadmap

Define a roadmap to enable Data Quality while building Operational Excellence in an efficient and effective manner.

ETJ0018 Change Order # 9

ETF  
Exhibit 1 Statement of Work Phase 2 PR-116

**NVISIA**

**Estimated Schedule**

This SOW includes services for a three month effort. It is envisioned that the project will start the week of August 22nd, 2011 and will complete by the week of November 15th, 2011.

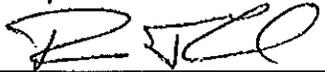
**Project Costs**

This project will be conducted over a 3 month period at a cost of and materials basis for an estimated cost range of \$129,500. Terms are net 30 days. The estimated cost does not include travel (airfare or mileage at 55¢ per mile), meals, rental car and lodging charges for NVISIA's staff at the client site, which will be an additional charge.

Agreed to and accepted by:

ETF

Date 7/22/11



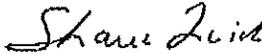
Signature

ROBERT J COWLIN

Name

NVISIA

Date 7-18-11



Signature

Shaun Lovick

ETJ0018 Change Order # 9

State of Wisconsin  
Department of Employee Trust Funds

**State of Wisconsin - Employee Trust Funds**  
Benefit Payment System (BPS)

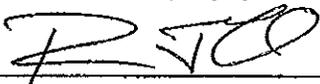
**NVISIA**

Exhibit #2 - Data Governance Phase 2 Project Billing Schedule 7/18/2011

Date	Data Governance 2011	Data Governance 2011 Holdback	Total/Monthly
May 31, 2011		1	
June 30, 2011		1	
July 29, 2011		1	
August 31, 2011	\$ 15,850.00	1	\$ 15,850.00
September 30, 2011	\$ 41,600.00	1	\$ 41,600.00
October 31, 2011	\$ 41,600.00	1	\$ 41,600.00
November 30, 2011	\$ 17,700.00	1	\$ 17,700.00
December 30, 2011		1	\$ 12,950.00
<b>Total</b>	<b>\$ 100,700.00</b>	<b>1</b>	<b>\$ 129,600.00</b>

2H 2011
\$ 129,600.00

This billing schedule is for all work on the Data Governance Project to be completed from August 22, 2011 through November 7, 2011 including the related holdback billings as detailed in Change Order # 9.

State of Wisconsin, Employee Trust Funds	NVISIA, LLC
	
7/22/11	7-18-11
DATE	DATE
Robert J. Conlin Deputy Secretary	Dan Dexter CFO

Footnote Index	
1	Tied to BPS ETJ0018 Change Order #9

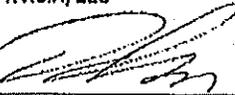
ETJ0018 Change Order # 9

State of Wisconsin  
Department of Employee Trust Funds

State of Wisconsin - Employee Trust Funds  
Benefit Payment System (BPS)

**NVISIA**

Title	Description	Cost
<p><b>Data Governance and Privacy Program Project</b></p>	<p>Phase 2 Assist ETF in Implementing a Data Governance and Privacy Program (12) weeks.</p> <p>See Exhibit #1 Data Governance and Privacy Program Statement of Work See Exhibit #2 - BPS Lump Sum Billing Schedule</p> <p><i>Note: Travel will be billed according to WI state guidelines and will not exceed \$20,000.</i></p>	
		\$ 129,500.00

State of Wisconsin, Employee Trust Funds	NVISIA, LLC
	
7/22/11 DATE	7-18-11 DATE
Robert J. Conlin Deputy Secretary	Dan Dexter CFO