

State of Wisconsin
 Department of Employee Trust Funds
 DOA-3049 (R01/2000)
 S. 51.01(5) Wis. Stats.; s. 111.32(13m) Wis. Stats.



Department of Employee Trust Funds
 801 W. Badger Road
 P. O. Box 7931
 Madison, WI 53707-7931

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

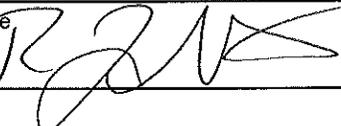
Contract Period: February 8th, 2010 through June 30th, 2014 plus three 2-year periods Change Order #15

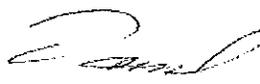
1. This contract is entered into by and between the State of Wisconsin, Department of Employee Trust Funds, and the contractor whose name, address, and principal officer appears below;
2. Whereby the Department of Employee Trust Funds, agrees to direct the purchase and the contractor agrees to supply 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.
14. The Change Order #10 and two exhibits to this Change Order modify Change Order #7. Change Order #10 includes Exhibit 1_ Quality Assurance Framework Statement of Work PR-116, dated August 17, 2011, Exhibit 2 – Quality Assurance Project Billing Schedule, dated August 17, 2011. All other provisions of this contract unrelated to this Change Order remain in effect.
15. The Change Order #11 includes Exhibit 1- Statement of Work, dated October 5, 2011, and Exhibit 2 – Core Team Billing Schedule, dated October 13, 2011. All other provisions of this contract unrelated to this Change Order remain in effect.
16. Change Order #12 includes Exhibit 1 – Data Governance and Privacy Program Initiative, Phase 3 Statement of Work PR-116, dated November 14, 2011, Exhibits 2 and 3 – BPS Billing Schedule, dated November 18, 2011. All other provisions of this contract unrelated to this Change Order remain in effect.
17. The Change Order # 13 includes Exhibit 1- Quality Assurance Framework, dated December 20, 2011, and Exhibit 2 – Quality Assurance Billing Schedule, dated December 20, 2011. All other provisions of this contract unrelated to this Change Order remain in effect.
18. The Change Order # 14 includes Exhibit 1- Quality Assurance Framework, dated May 8, 2012. All other provisions of this contract unrelated to this Change Order remain in effect.
19. The Change Order # 15 includes Exhibit 1 – Accumulated Sick Leave – Initiation and Employer Functionality, and Exhibit 2 - Accumulated Sick Leave – Initiation and Employer Functionality and BPS and Lump Sum Support Billing Schedule, dated May 8, 2012. All other provisions of this contract unrelated to this Change Order remain in effect.

State of Wisconsin Department of Employee Trust Funds	
By (Name)	Robert J. Marchant
Signature	
Title	Deputy Secretary
Phone	608/ 266-9854
Date (MM/DD/CCYY)	

To be Completed by Contractor	
Company Name	NVISIA LLC
Company Address (City, State, Zip)	200 South Wacker Drive 36 th Floor, Chicago, IL 60606
By (Name)	Daniel E. Dexter
Signature	
Title	CFO

State of Wisconsin

Department of Employee Trust Fund

*Exhibit #1 Accumulated Sick Leave –
Initiation and Employer Functionality
Statement of Work (PR-187)*

Prepared for: Dana Perry
Department of Employee Trust Funds
Madison, Wisconsin

Presented: May 8, 2012

By:

Tracey Barrett
Director

Mark Daniels
Vice President of Sales

NVISIA L.L.C.
200 South Wacker Drive, 36th floor
Chicago, Illinois 60606

NVISIA

Statement of Work: Accumulated Sick Leave – Initiation and Employer Functionality Phase**Background**

The State of Wisconsin provides a benefit to its employees in which upon retirement, unused sick leave is converted into a payment account for healthcare insurance. Today, a cumbersome and inefficient process is used to receive certifications of accumulated sick leave from employers, send data entry requests to an external vendor and manage the payment accounts in an outdated system.

The existing system keeps current account balances only, with no tracking of account history. It is not real-time, and is rarely up-to-date with the information the business needs. Furthermore, many manual processes are in place to account for features not in the system.

ETF has requested that NVISIA prepare a Statement of Work to begin replacing the existing system and associated manual processes with a new, streamlined business process and associated web-enabled system.

Business Drivers

NVISIA understands the business drivers of this initiative to be:

- Reducing Manual Effort: This system will reduce the workload required to support the accumulated sick leave benefit, helping ETF support the large number of upcoming retirees.
- Providing Quality Data: The existing system does not provide the information necessary to support the business. It cannot accurately report on the system or answer member questions without significant manual effort.

Why NVISIA

NVISIA has extensive business and technical knowledge of ETF. We have been directly involved in establishing the Software Development Life Cycle (SDLC) and Technical Architecture to be used at ETF, both of which are necessary for this project. We have written and continue to maintain BPS, which will provide reusable services to this project. We can provide our own Project Manager and Business Analyst, both of which are currently in short supply at ETF. Furthermore, we have developed strong working relationships with key business people requiring this system, and can build upon these to gather requirements and get feedback on the system quickly.

Statement of Work: Accumulated Sick Leave – Initiation and Employer Functionality Phase

Approach

NVISIA will follow ETF's PMO and SDLC methodologies to deliver the desired functionality, and rely on a blended NVISIA-ETF team. Given this arrangement, NVISIA estimates the total Accumulated Sick Leave project to cost \$710,000. This estimate is based on high-level requirements and scope as identified in later sections of this document. NVISIA proposes to validate that estimate by undertaking an Initiation Phase that will identify requirements, scope and staffing. This phase will also include a significant amount of software development.

Following the ETF Project Management Methodology (PMM), this SOW is for the Initiation and Planning phases of the project. Incorporating the iterative SDLC, the highest priority system functionality will be built during this time. This will require the first ten (10) weeks of the project. Deliverables will include the project requirements, software design, and highest priority functionality, currently targeted as the employer submission.

This first ten weeks will also produce the schedule for the Execution Phase, the remaining time required to complete the full functionality and deliver the system to production. Given current project understanding, this phase is estimated at twenty (20) weeks.

Proposed Deliverables

Project Charter – Defines the high-level scope for the project in terms of users, the goals/activities the users are trying to accomplish, and the external systems to be integrated with for each activity.

Use Case Survey – Defines the high-level scope for the project in terms of users, the goals/activities the users are trying to accomplish, and the external systems to be integrated with for each activity.

Risk List – Identifies the business, management and technical risks of the project and defines a mitigation strategy for each. This will be used to determine the sequencing of the project plan.

Software Architecture Document – Documents the architecture of the system and the factors considered in making architectural decisions. The purpose of this document is to support long-term maintainability of the software.

Detailed Use Cases – Captures the functional requirements of the system.

Highest Priority Portions of the System – A working implementation of the highest priority use case(s), demonstrating the system design is sound. Following the ETF SDLC, this development activity will include the creation of JavaDoc and unit tests and be validated via code review.

Execution Phase Plan – Plan and schedule to deliver the software to production.

Project Management Artifacts – The Communication Plan will be outlined to include weekly status reports, Sprint Review meetings (demos) and Sprint Summary Reports.

Statement of Work: Accumulated Sick Leave – Initiation and Employer Functionality Phase

Anticipated System Scope

The full system will include employer, member and admin websites to manage the accumulated sick leave benefit. All features of the existing system will be fully accounted for / replaced, along with existing manual processes. New business processes will be designed and automated. The system will comply with the three new Security Policies regarding information auditing.

Project scope will be managed following agile methodology, according to the ETF SDLC. Features will be worked on in priority order, constrained by the first-of-the-year go-live date. ETF retains the right to support scope expansion by adding its own staff to the project. Changes to scope will be reported in Sprint Review meetings and Sprint Summary reports.

The features of the software are anticipated to be:

Employer Features:	<ul style="list-style-type: none"> • Submit Accumulated Sick Leave Certification • Correct and Resubmit Accumulated Sick Leave Certification • View Status and History
Member Features:	<ul style="list-style-type: none"> • View Account Status and Event History • Hold / Activate Payments with ETF Approval • Link to Cancel State Health Insurance Coverage (exists in myETFBenefits)
Admin Features:	<ul style="list-style-type: none"> • Act on Behalf of Employer or Member • Review and Approve/Reject Employer Submissions • Transfer / Split Account • Combine Accounts
Behind-the-Scenes Batch Automation:	<ul style="list-style-type: none"> • Update Accounts with Monthly Premium Payments • Notify Member of Upcoming Account Depletion via Mail or Email • Convert Payment Method to BPS • Create Monthly Coverage Report and Send to Controller’s Office (assumes manual reconciliation between systems)
One-Time Activities:	<ul style="list-style-type: none"> • Convert Data in Existing System • Hand-enter manually tracked accounts (including preserved credits) – (Note: team will build any necessary screens. ETF will do entry.)

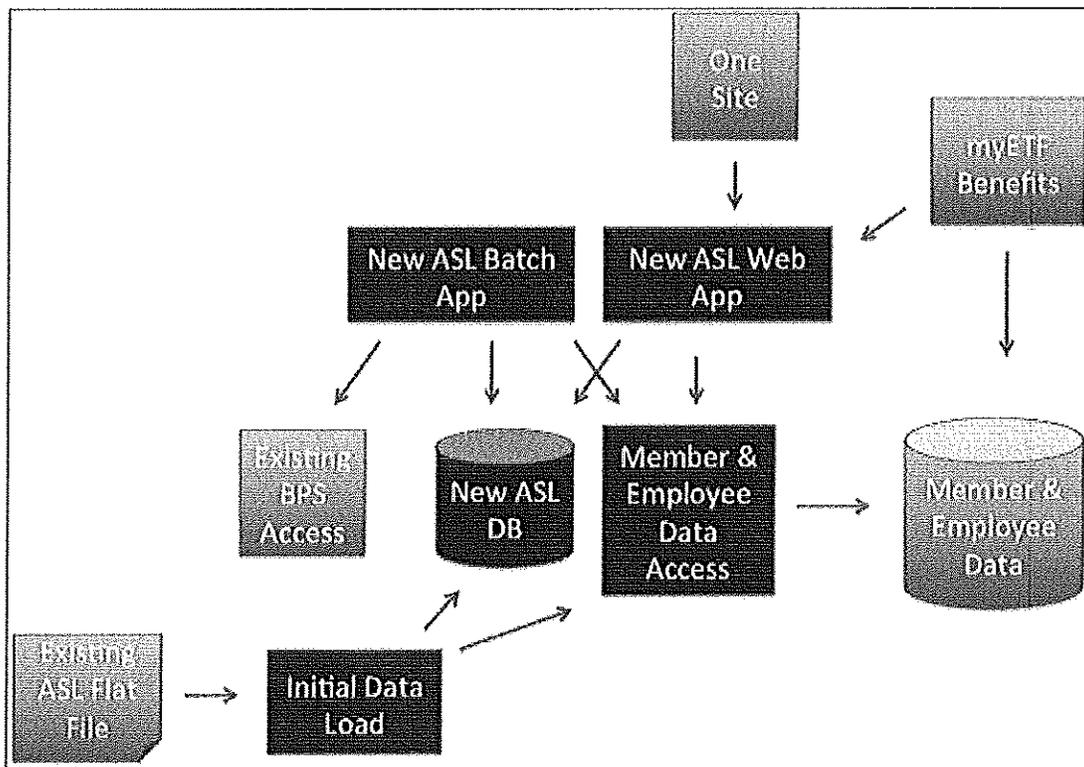
Statement of Work: Accumulated Sick Leave – Initiation and Employer Functionality Phase

Architectural Overview

The solution will require the creation of four new software components and a new database. These software components are:

- Accumulated Sick Leave Web Application
- Accumulated Sick Leave Batch Application
- Member and Employee Data Access Software
- Initial Data Load Software

Each will conform to the technology standards and architectural recommendations of the ETF BITS Division.



Items in green are new. Items in blue are pre-existing.

The solution will integrate with myETFBenefits, the One Site and BPS. The data consumed by the Member & Employee Data Access component will come from a pre-existing source, currently assumed to be myETFBenefits.

Statement of Work: Accumulated Sick Leave – Initiation and Employer Functionality Phase

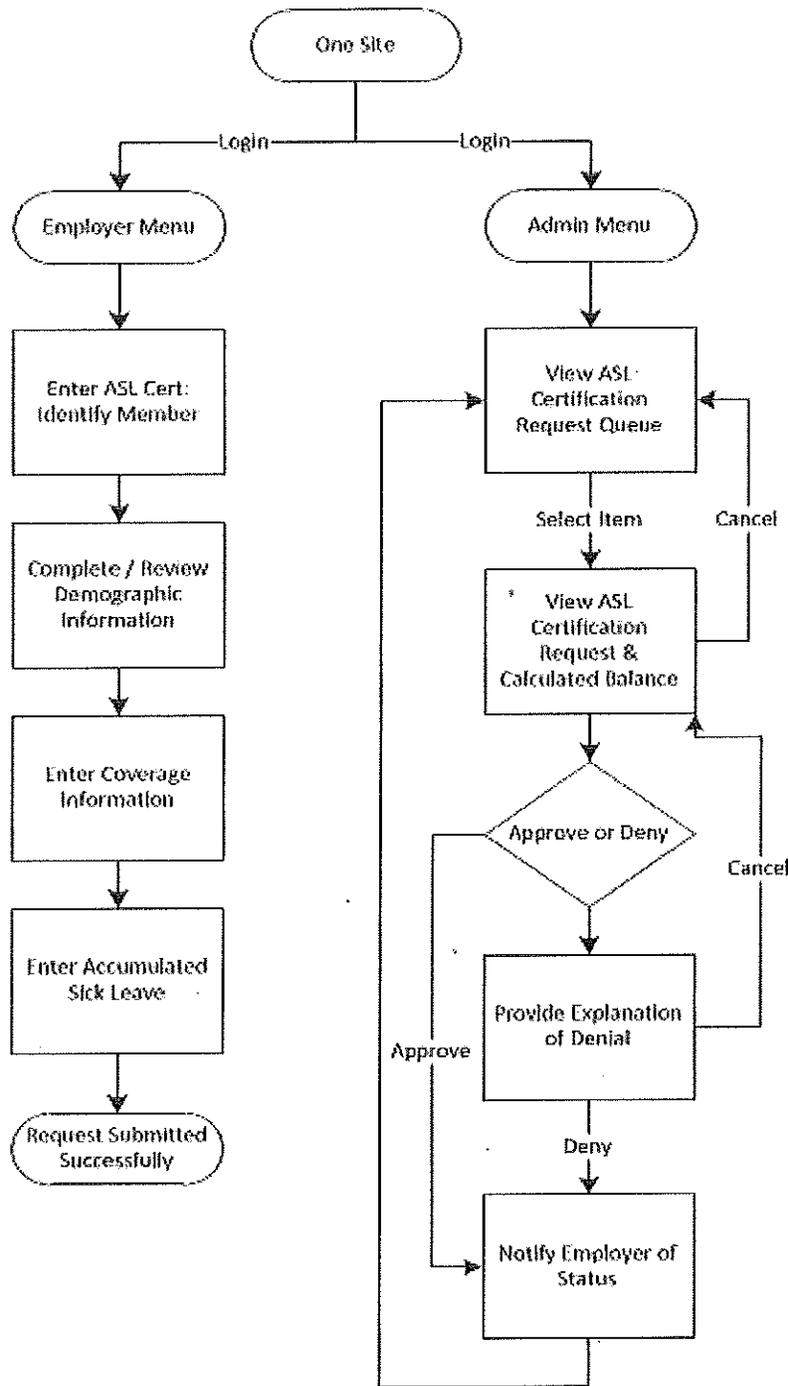
Example Project Schedule – Features Built per Sprint

The project will follow an iterative development methodology with a 1/1/2013 delivery date to minimize data conversion. A proposed schedule of development activities is identified below. It may be reprioritized based on business input and ETF-internal IT dependencies. All associated PMM and SDLC artifacts to support these features will also be delivered.

Initiation & Planning (10 weeks)	Sprint 1	<ul style="list-style-type: none"> • Admin Login • Employer Login
	Sprint 2	<ul style="list-style-type: none"> • Find Employer • Find Member
	Sprint 3	<ul style="list-style-type: none"> • Submit ASL Cert and Calculate Initial Account Balance • Display Work Queue of ASL Certification Submissions
	Sprint 4	<ul style="list-style-type: none"> • Review Employer Submissions • Notify Employer of Submission Status
Execution (Estimated 20 weeks)	Sprint 5	<ul style="list-style-type: none"> • Convert Data in Existing System • Resubmit Corrected Submission
	Sprint 6	<ul style="list-style-type: none"> • Update Accounts with Monthly Premium Payment • View Account Status and Event History
	Sprint 7	<ul style="list-style-type: none"> • Create Monthly Coverage Report • Hold / Activate Payments
	Sprint 8	<ul style="list-style-type: none"> • Notify Member of Upcoming Account Depletion • Transfer Payment Method to BPS
	Sprint 9	<ul style="list-style-type: none"> • Transfer / Split Account • Combine Accounts
	Sprint 10	<ul style="list-style-type: none"> • Member Access to View Account Status • Member Access to Hold / Activate Payments
	Sprint 11	<ul style="list-style-type: none"> • Final User Acceptance Testing • Deployment Planning • Software Release

Statement of Work: Accumulated Sick Leave – Initiation and Employer Functionality Phase

Under this example schedule, the following components would be built during the Initiation and Planning Stage, as the requirements are documented and the project plan for the Execution Phase finalized.



Statement of Work: Accumulated Sick Leave – Initiation and Employer Functionality Phase

Assumptions

Availability of Business Resources – This estimate assumes business resources will be available to provide timely input on requirements and feedback on deliverables.

Availability of Member and Employer Data – This estimate assumes member and employer data is available to be reused. It includes the creation/repackaging of reusable software to access this data and linking of the existing sick leave accounts to the reusable member data. It does not include the integration of this reusable software into any other application.

Access to Existing ASLCC Flat File – This estimate assumes NVISIA will have access to the existing systems data for use in development, testing and the production conversion.

Availability of ETF COBOL Programmer to the Team – This estimate assumes the existing data transfer from VSAM to DB2 is complete and accurate. NVISIA will convert from DB2 to the new system. Any issues with the existing data transfer will be resolved by an ETF COBOL programmer.

Integration with myETFBenefits – The capability to link from myETFBenefits to another project's website is currently under construction with the Tax Calculator project. This estimate assumes that capability is in place or will be completed by ETF. Changes to myETFBenefits to support portal-like behavior are out of the scope of this estimate.

Integration with the One site – The existing employer website supports employer login and access to employee information. This estimate assumes that security model is sound and the data to manage employers and their employees can be reused.

Pre-existing Capability in myETFBenefits – This estimate assumes the ability to Cancel State Health Insurance Coverage is already available in myETFBenefits.

Pre-existing BPS Access – This estimate assumes the transfer of health insurance payments from the ASLCC system to BPS requires no additional BPS functionality.

Use of ETF Selected Technologies – ETF has selected underlying technologies to be used in its web development. This estimate assumes those technologies will meet the technical needs of this project.

Responsibility for Project Management, Requirements Definition and Quality Assurance – This estimate assumes NVISIA will have direct responsibility for the project management, requirements definition and quality assurance activities for the project, in addition to development.

Adherence to ETF Project Management Methodology and SDLC – This estimate assumes NVISIA's team will adhere to the defined standards of the PMO and BITS divisions.

Inclusion of Mentoring Services – This estimate assumes ETF developers will be assigned to operate under the direction of the NVISIA project manager, with the assistance of NVISIA developers. The estimate does not include the ETF developers' time, but does account for time spent mentoring.

Need for Licensed Software or Additional Hardware – No need for additional hardware or software licenses has been identified to date, and is therefore not included in this estimate.

Statement of Work: Accumulated Sick Leave – Initiation and Employer Functionality Phase

NVISIA Staffing

The project will be accomplished by a joint NVISIA-ETF team. NVISIA will provide team members fulfilling the following roles:

Project Lead – The consultant filling this role will have a background in both project management and software architecture, allowing them to drive decisions and planning on the project in addition to contributing to deliverables.

Business Analyst – The consultant filling this role will have a background in business analysis, requirements gathering and software testing.

Technical Architect – The consultant filling this role will have a software architecture background and be focused on the design and development of the system architecture.

Project Director (40%) – The consultant filling this role will assist with project planning, risk identification and mitigation. They will provide oversight on the project and serve as an escalation point for any project issues.

All consultants will be responsible for contributing to a collaborative team atmosphere and mentoring ETF staff on their various areas of expertise.

ETF Staffing

ETF commits to providing two experienced Java software developers in a full-time capacity for the duration of the project.

ETF will provide DBA, Data Modeling and Server Team support in a part-time capacity to comply with the ETF SDLC. A high-level estimate of the time required from these individuals is 4-hours per week, in addition to attending Sprint Reviews.

Resource Availability for BPS and Lump Sum Support

Throughout this project, Naveen VK and Eric Zunke will be available for BPS and Lump Sum Support in a limited basis for critical issues, currently estimated at 5 hours per week total.

Statement of Work: Accumulated Sick Leave – Initiation and Employer Functionality Phase

Estimated Schedule

This SOW includes services for the 10 week Initiation Phase beginning May 14, 2012 and continuing through July 20, 2012.

Project Cost

Accumulated Sick Leave - Fixed Price of \$235,000
BPS and Lump Sum Support – Fixed Price of \$8,500
See Exhibit #2 – Payment Schedule.

The project cost above does not include travel (airfare or mileage at 35.2¢ per mile)), meals, rental car and lodging charges for NVISIA's staff at the client site, which will be an additional charge.

Signatures

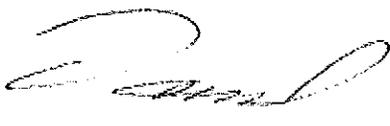
Agreed to and accepted by:

ETF
Date 5-17-12

NVISIA
Date May 8, 2012



Signature – Rob Marchant



Signature – Daniel Dexter

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



Change Order #15 - Exhibit #2 - Accumulated Sick Leave Initiation and employer Functionality
 And BPS and Lump Sum Support 5/8/12

Date	Accumulated Sick Leave	BPS and Lump Sum support	Total Monthly
May 31, 2012		\$ 2,500.00 ²	\$ 2,500.00
June 28, 2012	\$ 71,000.00 ¹	\$ 3,000.00 ²	\$ 74,000.00
July 31, 2012	\$ 69,000.00 ¹	\$ 3,000.00 ²	\$ 72,000.00
August 31, 2012			\$ -
September 28, 2012			\$ -
October 31, 2012			\$ -
November 30, 2012			\$ -
December 31, 2012			\$ -
Totals	\$ 140,000.00	\$ 8,500.00	\$ 148,500.00

1H 2012
\$ 76,500.00

2H 2012
\$ 72,000.00

This billing schedule is for all work on the Accumulated Sick Leave Initiation and Employer Functionality Project from May 14, 2012 through July 20, 2012; and BPS and Lump Sum Support from May 14, 2012 through July 20, 2012.

State of Wisconsin, Employee Trust Funds	NVISIA, LLC
 5-17-12	 May 17, 2012
DATE	DATE
Robert J. Marchant Deputy Secretary	Dan Dexter CFO

Period	Description
1	Tied to BPS ETJ0018 Change Order #15 Accumulated Sick Leave Initiation and Employer Functionality Project
2	Tied to BPS ETJ0018 Change Order #15 BPS and Lump Sum Support Project
3	Cost of Accumulated Sick Leave: \$235,00 - Credit from undelivered services on CO #11: \$95,000 = \$140,000