



Contract

Commodity or Service: Request for Proposal for the State of Wisconsin
Department of Employee Trust Funds Contract
Program Staff

Request for Bid/Proposal No:
ETB0032 Amendment 5

DI & Associates

Contract Period: July 1, 2015, through June 30, 2016, with an option of one, one-year extension

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 on page 2.
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;
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 Fifty thousand dollars (\$50,000) require the submission of a written affirmative action plan. Contractors with an annual work force of less than fifty (50) 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 ETFPurchase@etf.state.wi.us or the Wisconsin Office of Contract Compliance, Department of Administration, P.O. Box 7867, Madison, WI 53707-7867, (608) 261.7952.

5. The order of precedence is: the official purchase order; this contract/Amendment 1 dated July 1, 2012; Request for Proposal (RFP) ETB0032, April 19, 2012 (including all appendices and amendments); Business Associate Agreement; Notice of Privacy Practices and DI and Associates response to RFP dated May 7, 2012.
6. Extend contract for one year, 07/01/2013 through 06/30/2014 with the option for three, one-year extensions. Amendment 2 July 1, 2013 issue new Purchase Orders.
7. The order of precedence is: the official purchase order; this contract/Amendment 3 dated September 1, 2013; Request for Proposal (RFP) ETB0032, April 19, 2012 (including all appendices and amendments); Business Associate Agreement; Notice of Privacy Practices and DI and Associates response to RFP dated May 7, 2012.
8. The order of precedence is: the official purchase order; this Contract/Amendment 4 dated August 6, 2014; Request for Proposal (RFP) ETB0032, April 19, 2012 (including all appendices and amendments); Business Associate Agreement; Notice of Privacy Practices and DI and Associates response to RFP dated May 7, 2012.
9. The order of precedence is: the official purchase order; this Contract/Amendment 5 dated June 30, 2015; Request for Proposal (RFP) ETB0032, April 19, 2012 (including all appendices and amendments); Business Associate Agreement; Notice of Privacy Practices and DI and Associates response to RFP dated May 7, 2012. The Contractor agrees to the revised position description for the Board Liaison/Executive Staff Assistant Contract Position approved June 24, 2015 by reference. The Contractor agrees to maintain a log of actual mileage with the corresponding business-related purposes identified and date of travel. ETF shall approve mileage before Contractor requests reimbursement. ETF agrees to reimburse any approved business-related mileage for this position per the State of Wisconsin's rate and standard mileage amounts. The Contractor will invoice ETF for all approved mileage on a separate line called *Mileage Expenses* and identify the period of time covered by the reimbursement request. The *Mileage Expenses* line will appear on the regular invoices for the position's hourly rate and not on a separate invoice.

Contract Number: ETB0032 Request for Proposal for the State of Wisconsin Department of Employee Trust Funds Contract Support Staff

Request for Bid/Proposal: ETB0032 Amendment 5 DI & Associates

State of Wisconsin Department of Employee Trust Funds	
By Authorized (Name)	Employee Trust Funds
By (Name)	Pamela S. Henning
Signature	<i>Pamela S Henning</i>
Title	Assistant Deputy Secretary Department of Employee Trust Funds
Phone	608.267.2929
Date (MM/DD/CCYY)	7/6/2015

To be Completed by Contractor	
Legal Company Name	DI & Associates
Trade Name	d/b/a Spherion Staffing
Taxpayer Identification Number	39-1684753
Company Address (City, State, Zip)	2601 W. Beltline Hwy., Suite 500 Madison, WI 53713
By (Name)	Diana Schafer
Signature	<i>Diana Schafer</i>
Title	Owner
Phone	608.274.6000
Date (MM/DD/CCYY)	6/30/2015