



## 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 6

DI & Associates

**Contract Period:** July 1, 2016 through June 30, 2017

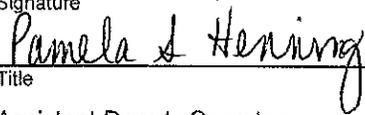
1. This contract is entered into by and between the State of Wisconsin, Department of Employee Trust Funds, and the contractor whose name, address, and principal officer appears on page 2.
2. Whereby the Department of Employee Trust Funds, agrees to direct the purchase and the contractor agrees to supply 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](mailto: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.
10. The order of precedence is: the official purchase order; this Contract/Amendment 6 dated June 29, 2016; Request for Proposal (RFP) ETB0032, April 19, 2012 (including all appendices and amendments) except deleting cost increase portion of RFP Section 1.9 that reads "Cost increases for any contract renewals may be capped at the rate of inflation from the contract

effective date to the most recent month available before the renewal date as measured by the National (U. S. City Average) consumer price index for all urban consumers (CPI-U), all items, index base period 1982-84=100, not seasonally adjusted, unless justified by the contractor and otherwise agreed to by the Department"; Business Associate Agreement; Notice of Privacy Practices and DI and Associates response to RFP dated May 7, 2012. See new associated hourly bill rates in Exhibit 1 dated June 29, 2016.

The Contractor agrees to the position titles and associated hourly bill rates, see Exhibit 1 dated June 29, 2016. 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**

ETB0032 Amendment 6

<b>State of Wisconsin Department of Employee Trust Funds</b>	
By Authorized (Name)	Employee Trust Funds
By (Name)	Pamela S. Henning
Signature	
Title	Assistant Deputy Secretary Department of Employee Trust Funds
Phone	608.267.2929
Date (MM/DD/CCYY)	7-6-16

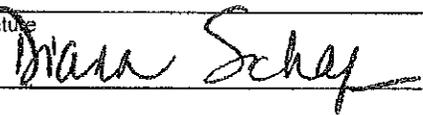
<b>To be Completed by Contractor</b>	
Legal Company Name	DI & Associates
Trade Name	d/b/a Spherion Staffing
Taxpayer Identification Number	39-1684753
Company Address (City, State, Zip)	2601 W. Beltline Hwy., Suite 500 Madison, WI 53713
By (Name)	Diana Schafer
Signature	
Title	Owner
Phone	608.274.6000
Date (MM/DD/CCYY)	6/30/2016

Exhibit 1  
Dated June 29, 2016

Title	Current Bill Rate	Revised Bill Rate
HICS Program Coordinator*	35.50	35.50
HICS Program Specialist*	22.25	22.25
Coordinator	21.70	26.20
Specialist	21.70	26.20
Board Liaison	27.70	30.47
Employer Education*	27.70	27.70
Program Assistant	18.85	22.20
Employer Services Program Assistant*	18.85	18.85

\*same as previous, no revision/change