



State of Wisconsin
Department of Employee Trust Funds
 Robert J. Conlin
 SECRETARY

801 W Badger Road
 PO Box 7931
 Madison WI 53707-7931
 1-877-533-5020 (toll free)
 Fax 608-267-4549
 etf.wi.gov

REQUEST FOR INFORMATION

Date: June 13, 2016
 To: All Vendors
 RE: **Request for Information (RFI) ETF0055 in response to DRAFT RFP ETG0003**

The Wisconsin Department of Employee Trust Funds (ETF) on behalf of the Wisconsin Group Insurance Board (Board) is seeking input from interested parties on a draft of an upcoming Request for Proposals (RFP) ETG0003 Administrative Services for the State of Wisconsin Health Benefit Program. The purpose of publishing the draft is to solicit comment and input from potential Vendors in the form of an official response.

The Vendors are asked to follow the requirements listed below when responding.

Response Requirements:

1. The response should include the following:
 - a. Restrictive requirements that would unnecessarily decrease competition;
 - b. Requirements that could cause dramatically increased costs;
 - c. Requirements that don't reflect current industry standards;
 - d. Language that is confusing, contradictory, or unclear;
 - e. Specifications that may have been overlooked but deemed necessary by the industry to ensure ETF and the Board receives the best possible results from the RFP process;
 - f. Information that is missing or deficient to a level that would preclude potential Proposers from responding to the RFP in a complete and cost effective manner;
or
 - g. Costing methodology that is unclear or incompatible with industry pricing structures.
2. ETF requests that the response not exceed ten (10) typed 8 ½" x 11" pages;
3. ETF requests that the responses follow the format in the table below.

No.	Section/Page	Response (Comment or Concern)	Rationale
1.			
2.			

Submission Requirements

Vendors must submit the following:

1. One (1) electronic file or document in an unlocked and un-password protected Microsoft Word, Microsoft Excel, or Adobe Acrobat 9.0 format. The file must be labeled “[Vendor Name] RFI RESPONSE ETF0055”;
2. One (1) electronic file or document **EXCLUDING all confidential and proprietary information/documents** in Adobe Acrobat 9.0 or greater format. This file must be labeled “[Vendor Name] REDACTED RFI RESPONSE ETF0055.” **This is the file that will be submitted to requestors for open records requests.** (Note that no matter what method the vendor uses to redact, ETF is not responsible for checking that the redactions match the vendor’s **ETF0055 Designation of Confidential and Proprietary Information** form. The Vendor should be aware that ETF may need to electronically send the redacted materials to members of the public or vendors when responding appropriately to records requests. ETF is not responsible for checking that redactions, when viewed on-screen via electronic file, cannot be thwarted. ETF is not responsible for responding to records requests via printed hard copy, even if redactions are only effective on printed hard copy. ETF may post redacted responses on ETF’s public website in exactly the same file format the Vendor provides, and ETF is not responsible if the redacted file the Vendor provides does not adequately protect the information when the redacted file is copied and pasted, uploaded, emailed, and/or transferred via any electronic means.);
3. ETF0055 Non-Disclosure Agreement (NDA); and
4. ETF0055 Designation of Confidential and Proprietary Information.

Responses must be sent via electronic mail (e-mail) to:

- ETF_SMBProcurement@etf.wi.gov; and
- gsander@segalco.com.

The e-mail subject line shall be in the following format:

RFI ETF0055 – Response: [Vendor’s name]

Response due by **June 24, 2016 at 5:00 p.m. CST.**

RFI Terms

1. This RFI is issued solely for information and planning purposes, and does not constitute a solicitation. Responses to the RFI will not be returned. Responses to this RFI are not an offer and cannot be accepted by the State to form a binding contract. The State of Wisconsin is not liable for any cost incurred by the vendor in response to this RFI.
2. ETF will not respond with answers to any questions submitted as part of the response.
3. Responses to this RFI will be reviewed and may be used to further develop, change, alter or delete specifications, terms or conditions within the RFP document. Providing a response to this RFI is not a prerequisite to submitting a proposal should ETF offer such an opportunity in the future. Nor would the contents of any response to this RFI be considered in the review or evaluation of future bids or proposals.
4. ETF reserves the right to ask for clarification of the vendor’s response.

RFI Attachments

- DRAFT RFP ETG0003 (Including all of the exhibits, appendices, attachments and forms)
- ETF0055 Non-Disclosure Agreement (NDA)
- ETF0055 Designation of Confidential and Proprietary Information

Thank you in advance for your time and effort in assisting ETF and the Board in putting together a clear and concise final RFP.