

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  
RECEIVED  
EMPLOYEE TRUST FUNDS  
801 W. Badger  
Road  
P. O. Box 7931  
Madison, WI 53707-7931  
2010 APR 30 AM 8:19

**Contract By Authorized Board**

**Commodity or Service:** Compliance Audit Services For Group Life Insurance  
**Request for Bid/Proposal No:** ETJ0005  
**Authorized Board:** Employee Trust Funds Board  
**Contract Period:** 1/1/10 thru 12/31/2015 with option for one (1) additional three-year period

1. This contract is entered into by and between the State of Wisconsin, Department of Employee Trust Funds (Department), the State of Wisconsin Employee Trust Funds Board (Board) and the contractor whose name, address, and principal officer appears on page 2. The Department is the sole point of contract for Board contracting;
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 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 Department. Technical assistance regarding this clause is provided by the Purchasing Agent, Department of Employee Trust Funds, P.O. Box 7931, Madison, WI 53707-7931, (608) 266-8989, mark.blank@eff.state.wi.us.
5. Amendment 1 is created as part of this contract to clarify information provided by the Contractor in the Contractor's proposal and bid.
6. Exhibit 1—Time line is created as part of this contract to reflect the proposed dates and frequency of audits to be performed by the Contractor, in accordance with Section C, 1.5 of the RFP.
7. For purposes of administering the contract, the Order of Precedence is:
  - (a) This contract with Wipfli LLP
  - (b) Amendment -1 dated April 20, 2010 with Wipfli LLP;
  - (c) Exhibit 1- Timeline dated April 20, 2010
  - (d) RFP ETJ0005 dated August 24, 2009 (including all appendices and amendments);
  - (e) Wipfli LLP, Inc reply dated October 8, 2009.

Amendment 1  
April 20, 2010

AMENDMENT 1  
Contract for  
Compliance Audit Services for  
Wisconsin Public Employers Group Life Insurance Program  
ETJ0005

The parties to this contract agree to the following:

1. Triennial (every three years) audits will be conducted by the Contractor as identified in Exhibit 1 of this contract, and will cover administrative services provided by Minnesota Life Insurance Company for the Wisconsin Public Employers Group Life Insurance Program.
2. The Contractor will inform the Department of any changes in key staff assigned under this contract as identified in Section B., Part 1.3 of RFP ETJ0005.
3. Progress reporting intervals and draft and final reports, as identified in Section C., Part 4.0 for RFP ETJ0005 will be determined and mutually agreed to by the Contractor and the Department

Exhibit 1  
April 20, 2010

EXHIBIT 1  
Contract for  
Compliance Audit Services for  
Wisconsin Public Employers Group Life Insurance Program  
ETJ0005

SCHEDULE OF TRIENNIAL AUDITS

Audit	Proposed Audit Start and Completion Date		Plan Years Audited
	Approximate Start Date	Preferred Completion Date	Group Life Insurance
Initial	April, 2010	July, 2010	2006, 2007, 2008
Second	January 2013	May, 2013	2009, 2010, 2011
Third	January, 2016	May, 2016	2012, 2013, 2014

Contract Number & Service: ETJ0005 - Compliance Audit Services For Group Life Insurance

State of Wisconsin Department of Employee Trust Funds
By Authorized Board (Name) Employee Trust Funds Board
By (Name) Robert J. Conlin,
Signature 
Title Deputy Secretary
Phone 608-261-7940
Date (MM/DD/CCYY) 05/11/2010
Witness (1): Nancy Ketterhagen
Witness (2): Shauna Walk

To be Completed by Contractor
Legal Company Name Wipfli LLP
Trade Name Wipfli LLP
Taxpayer Identification Number 39-0758449
Company Address (City, State, Zip) 2501 W. Bellline Hwy, Ste. 401 Madison, WI 53713
By (Name) Craig R. Grinde
Signature 
Title Partner
Phone 608-270-2910
Date (MM/DD/CCYY) 4/26/10
Witness (1): 
Witness (2): Bonnie Jo Belg