



Contract

Commodity or Service: Electronic Printing and Mail Service

Request for Bid/Proposal No: ETH0004
Amendment 2

Contract Period: January 1, 2010 through December 31, 2010 with no current options to renew.

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;
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 order of precedence is: the official purchase order; this contract; State's revisions, addendum, and supplements to RFB; State's request for Bid (RFB) ETH0004 dated October 1, 2007; National Data Services of Chicago, Inc response to RFB dated October 22, 2007.

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The First contract Amendment dated January 23, 2009, including Cost Sheet Attachment 4 signed and dated December 29, 2008 modify the contract

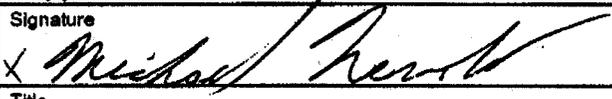
7.

The Second contract Amendment dated March 5, 2010, modifies the contract.

This document can be made available in accessible formats to qualified individuals with disabilities.

Contract Number: ETH0004 Electronic Printing and Mail Services

State of Wisconsin Department of Administration Department of Employee Trust Funds	
By (Name)	Robert J. Conlin
Signature	
Title	Deputy Secretary
Phone	608-261-7940 bob.conlin@etf.state.wi.us
Date (MM/DD/YYYY)	03/31/2010
Witness (1):	 03/31/2010
Witness (2):	

To be Completed by Contractor	
Company Name	National Data Services of Chicago, Inc
Company Address (City, State, Zip)	620 STEIN AVE ST CHARLES IL 60194
By (Name)	X MICHAEL NEVILA
Signature	X 
Title	X SUP SALES & MARKETING
Phone	X 630-845-7000 x 370
Date (MM/DD/YYYY)	X 3/15/2010
Witness (1):	
Witness (2):	

Amendment #2: ETH0004 National Data Services Contract

- 1) **Section 1.10, Amendment 1.1** The contract entered into by and between the State of Wisconsin, Department of Employee Trust Funds (ETF), and National Data Services (NDS) from November 15, 2007 through December 31, 2008, and January 1, 2009 through December 31, 2009, has been extended. The new contract is in effect from January 1, 2010 through December 31, 2010. Rates and conditions must remain unchanged during any extension period unless a bid rate and paper price adjustment is requested and approved.
- 2) **Section 5.2.4, 5.4, Amendment 1.3** In addition to forms ET-7333 and ET-2802, one copy of the *Trust Fund News*, Inactive Edition, will be inserted with all inactive participants' Statements of Benefits. This insert will be printed with a two color front and two color back. NDS will print the additional insert. Per David Moore's e-mails to Jerry Dietzel dated January 18, 2010, November 6, 2009, and November 4, 2009, the cost for the 8.5" x 11" additional insert will be as follows:

\$25.03 per 1,000 inserts at a quantity of 120,000.

Per David Moore's November 4, 2009 e-mail to Jerry Dietzel, additional costs associated with the insert are estimated as follows:

- a. Twelve hours of programming/composition work billed at \$150.00 per hour.
 - b. \$15.00 per 1,000 to insert the selective insert on the equipment.
- 3) **Section 5.6.3.8 Member I.D.'s**, As part of ETF's movement towards implementing an Member ID strategy, the 2009 Statements of Benefit will include the member ID in place of the Social Security Number and date of birth on the Statements.

4) **Section 6.0, Amendment 1.8 IMPLEMENTATION TIMELINE**

ETF and vendor tasks and responsibilities shall be completed according to the following schedule. It is acceptable for the vendor to expedite the processing of the statements:

Vendor and ETF Review Vendor-Supplied Envelopes March 17, 2010

Vendor Programming SOBs: (There will be program changes required to place the Member ID on the Statements as well as remove the Social Security Number field and Date of Birth field) March 23, 2010

Vendor and the ETF Preliminary User Test (testing of the new Member ID field as well as the removal of the Social Security Number and Date of Birth fields will need to be done.) March 25, 2010

Vendor Meets with the ETF for Final Changes	March 29, 2010
Vendor and the ETF Final User Test	April 2, 2010
Vendor Receives and Stores SOB Forms	April 2, 2010
Vendor Receives Files and Verifies Statement Counts	April 5, 2010
Vendor Prints Production Sample SOB's for the ETF Review and	April 6, 2010
Vendor and the ETF Meet for Processing and Mailing Details	April 6, 2010
Vendor Prints and Mails All School Districts SOBs	April 13, 2010
Vendor Prints and Mails All Local Employers and State Employers	April 13, 2010
Vendor Prints and Mails all Inactive and QDRO SOBs	April 20, 2010
Vendor Return Extra Forms to the ETF	May 5, 2010
Vendor Prepares to Print Duplicate SOBs on a Weekly Basis	May 1, 2010
Vendor and the ETF Meet for Post Production Meeting	To be determined