



## Contract

**Commodity or Service:** Electronic Printing and Mail Service

**Request for Bid/Proposal No:** ETH0004

**Contract Period:** November 15, 2007 through 12/31/2008 with option to renew for two (2) additional one-year periods

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.



**STATE OF WISCONSIN**  
**Department of Employee Trust Funds**  
**David A. Stella**  
SECRETARY

801 W Badger Road  
PO Box 7931  
Madison WI 53707-7931

1-877-533-5020 (toll free)  
Fax (608) 267-4549  
<http://etf.wi.gov>

***CORRESPONDENCE MEMORANDUM***

**DATE:** November 30, 2007  
**TO:** Bob Conlin  
**FROM:** Jon Kranz  
**SUBJECT:** Attached NDS Contract (Statement of Benefits Printing)

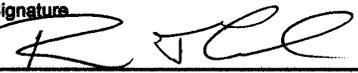
Attached are two copies of the contract with National Data Services of Chicago Inc. (NDS) for your review and approval. This is a one-year contract with the option for two one-year renewals. The contract is for the printing of the annual Statement of Benefits and is also used for the production and mailing of Board election ballots.

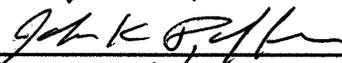
This contract was the result of a bid prepared by representatives of DTFES and DoIT. NDS was deemed the lowest qualified vendor. Staff reviewed the bid responses and performed a site visit. OIAB recommends approval.

Please sign both copies where noted. The signed copies should be returned to OIAB. One copy will be filed in the contracts file and the other will be forwarded to the vendor.

Please contact me should you desire any additional information.

**Contract Number: ETH0004 Electronic Printing and Mail Services**

<b>State of Wisconsin Department of Administration Department of Employee Trust Funds</b>	
By (Name)	Robert J. Conlin
Signature	
Title	Deputy Secretary
Phone	608-261-7940 bob.conlin@etf.state.wi.us
Date (MMDDCCYY)	12/3/07
Witness (1):	
Witness (2):	

<b>To be Completed by Contractor</b>	
Company Name	National Data Services of Chicago, Inc
Company Address (City, State, Zip)	620 STEYSON AVE.
By (Name)	MARK D. PETERSON
Signature	
Title	PRESIDENT
Phone	630 845 9183
Date (MMDDCCYY)	11/29/07
Witness (1):	
Witness (2):	