



REQUEST FOR BID

Payroll and Employer of Record Services for
Division of Vocational Rehabilitation (DVR) Consumers

RFB No.: ILG0012

Issued: August 24, 2026

Responses Due: September 10, 2026, AND 2:00 PM CST

LATE BIDS WILL BE REJECTED

There will not be a public opening for this RFB

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1.0 INTRODUCTION AND PURPOSE

1.1 DEFINITIONS

For the purposes of this Request for Bid and resulting Contract(s), the following definitions of terms shall apply, unless otherwise indicated.

Agency:	An office, department, Agency, institution of higher education, association, society or other body in State government created or authorized to be created by the constitution or any law, which is entitled to expend moneys appropriated by law, including the legislature and the courts, but not including an authority.
Authorized Users:	Includes any State Agency, University of Wisconsin campus, or other state or local public body authorized to use Contracts, as established in §16.70 (1b), (1e), (2), (4) and (8), §16.73 and §66.0301 of the Wisconsin Statutes and PRO-502 of the State Procurement Manual.
Bid:	A price quotation specifically given to a prospective purchaser by a prospective seller; a Bid is an offer to sell. For the purposes of this RFB, a Bid includes all requisite forms, response completed as instructed.
Bidder/Supplier:	A person or firm that responds to this Request for Bid.
Commodity:	A tangible article of trade or item of merchandise; goods, products, materials, supplies, or finished products. A Commodity is not a Service for purposes of this RFB, but a Commodity may include incidental or related Services.
Contract:	The written agreement between the successful Bidder and the State covering the commodities and Services to be performed pursuant to this RFB.
Contract Administrator:	The Agency employee responsible for oversight of the implementation, administration, and completion of the Contract.
Contractor:	The person or entity that has been awarded the Contract as a result of this Bid, and who is required to provide equipment, materials, supplies, contractual Services, or leasing real property to the Procuring Agency.
Contract Manager:	The employee of an Agency responsible for 1) resolving contractual matters that cannot be resolved with the Contract Administrator; and 2) facilitating and/or completing all official actions under the Contract including but not limited to amendments, renewals, and termination.
Disabled Veteran-Owned Business (DVB):	A business that has been certified by the Department of Administration under Wis. Stat. §16.283.
Department:	The Department of Workforce Development.

Division of Vocational Rehabilitation (DVR):	A Division within the Department of Workforce Development, that is responsible for the delivery of employment services to individuals with disabilities.
DWD:	The Department of Workforce Development.
Federal Unemployment Tax Act (FUTA):	Means the Federal Unemployment Tax Act that allows the government to tax businesses with employees for the purpose of collecting revenue that is then allocated to state unemployment agencies and paid to unemployed workers who are eligible to claim unemployment insurance.
Federal Insurance Contributions Act (FICA):	Means the Federal Insurance Contributions Act under which money is taken out of workers' paychecks to pay older Americans' Social Security retirement and Medicare (Hospital Insurance) benefits. It is a mandatory payroll deduction.
Internship, Temporary Work (I/TW):	Means a job/task for the purpose of obtaining work experience for a limited period of time.
Minority-Owned Business Enterprise (MBE):	A business that has been certified by the Department of Administration under Wis. Stat. §16.287
Municipality:	Any Wisconsin county, city, village, town, school district, board of school directors, sewer district, drainage district, vocational, technical and adult education district, or any other public body having the authority to award public Contracts (Wis. Stat §16.70(8)).
Notice of (Intent to) Award:	A writing issued by the Procuring Agency notifying all Bidders of the Procuring Agency's intent to award a Commodity Contract to the successful Bidder(s), or in the case of Services, the Procuring Agency's intent to award a Contract to the successful Bidder(s).
On-the Job Assessment (OJA):	An evaluation tool to provide a DVR consumer with a job for no more than 10 business days. The purpose may be to try a job of interest, determine readiness for employment, gain employer feedback, or develop new skills.
Procurement Specialist/Agent	The individual responsible for overseeing and administering the procurement process for a Bid.
Procuring Agency:	The State Agency conducting the purchasing transactions.
Services or Contractual Services:	An intangible product, including actions, recommendations, plans, research, customizations, modifications, documentation, and maintenance and support, including all related material necessary to fulfill that which the successful Bidder is obligated to accomplish or to provide under this RFB.
Specification:	A descriptive statement of the physical, functional and performance characteristics of the Commodity or service required by the Procuring Agency. A Specification may be a description of the physical or functional characteristics, or of the nature of a supply. It may

	include a description of any requirement for inspecting, testing or preparing a supply item for delivery, or the necessary performance criteria. When used throughout this RFB, this term is used interchangeably with the term "requirement".
State:	Means the State of Wisconsin
State Unemployment Insurance (SUI):	Means State Unemployment Insurance which is an employer-funded tax that offers short-term benefits to employees who lost their jobs through a layoff or a firing that is not misconduct related.
WDA:	Means the Workforce Development Area, which are the 11 regional offices that make up a service delivery area for Vocational Rehabilitation services in Wisconsin.

1.2 PURPOSE AND SCOPE

The State of Wisconsin, Department of Workforce Development (DWD), on behalf of DVR, requests bids for Payroll and Employer of Record Services and intends to use the results of this process to award a Contract to provide statewide Payroll and Employer of Record Services for DVR Consumers. DWD does not guarantee it shall purchase any specific quantity or dollar amount. Bids that require a minimum number of commodities or services be ordered will be rejected. There shall be no guarantee to purchase any specific quantity or pay any minimum Contract price during the term of the Contract.

1.2.1 OVERVIEW, BACKGROUND, AND OBJECTIVES

DVR provides employment related services to individuals with disabilities to assist them in reaching their employment goals. This is a valuable service provided to DVR consumers as a paid work option which includes I/TW and OJA services. In Wisconsin, DVR contracts with an Employer of Record service provider to assist in providing wages and coverage of insurance along with other payroll related functions for these paid work options.

I/TW and OJA services are designed to provide DVR consumers with an in-depth knowledge of day-to-day work requirements in a competitive integrated work setting. Possible purposes may be to try out a job, determine an appropriate vocational goal, determine needs for rehabilitation technology or job accommodations, assist with work hardening, or develop a current work reference or new skills. Services will typically range from two weeks to three months. The timeframe for the temporary work placement is individualized, based on consumer and employer input and the purpose of the placement.

The awarded vendor shall provide services statewide for a wide range of Payroll and Employer of Record Services for DVR consumers to include, but is not limited to: consistent payments, processing of payments, managing and issuing of wage payments, and withholding of income and payroll taxes for DVR consumers participating in an I/TW and/or OJA.

Additional services include the development and issuance of W-2 forms, associated costs of Unemployment Insurance, provision of Worker's Compensation Insurance coverage and all other required insurance coverage(s) determined necessary for specific job categories, while ensuring confidentiality and fiduciary protection for the DVR consumer in all areas of service provision.

Approximately 2,400 individuals per year received the Payroll and Employer of Record services between 2023 – 2025.

1.3 **CONTRACT TERM**

This Contract will run for an initial one-year period, starting October 1, 2026 through September 30, 2027. The Procuring Agency and the Contractor, upon written mutual agreement, may renew the Contract for up to an additional four (4) one-year renewal periods.

The RFB documents, the awarded Bidder's response as accepted by DWD and any purchase order related to this RFB shall become the Contract between the parties unless a separate Contract is executed.

1.4 **MODIFICATIONS OF CONTRACT**

The Contract must not be used for purchasing commodities or services outside of the general scope and intent of the original Request for Bid. Any modifications made to the Contract must fall within the scope of the Bid and be rendered in writing and signed by both parties otherwise, they will be void.

1.5 **ORDER OF PRECEDENCE**

In the event of Contract award, the contents of this RFB (including all attachments), RFB addenda and revisions, the Bid response from the successful Bidder as accepted by the Department of Workforce Development, and any additional terms agreed to in writing by the parties shall be incorporated into the Contract. Failure of the successful Bidder to accept these elements into the Contract will result in the cancellation of the Contract award.

All the following shall be considered as integral parts of the bid and resulting contract. Any ambiguity or inconsistency among those documents shall be resolved by applying the following order of precedence shall prevail:

1. Laws, regulations and policies of the State of Wisconsin and Federal government;
2. Official Wisconsin Department of Workforce Development purchase order and subsequent change orders (Standard Terms and Conditions attached to any of these procurement documents govern unless modified within the document) with clarifications included;
3. Final Signed Contract including any/all amendments and clarifications;
4. Awarded vendor's Bid Response as accepted by the State of Wisconsin;
5. This Request for Bid and all amendments and addenda.

2.0 **BIDDER QUALIFICATIONS AND REQUIREMENTS**

Mandatory Bidder qualifications and/or requirements in this RFB document must be minimally met without exception; failure to meet such will disqualify your Bid. Before the award of any Contract, the Procuring Agency shall be satisfied that the Bidder has sufficient qualified resources available for performing the work described in this Bid. It is the Bidder's responsibility to acquaint the Procuring Agency with these qualifications by submitting appropriate or supporting documentation.

Certain qualifications/Specifications will be presented by the Procuring Agency as itemized questions that require an affirmative response from you that you can meet them (e.g., "yes/no" prompt, dropdown menu, required attachment). Other requirements may be presented in a

grouped manner (e.g., "Does your company meet requirements 2.1-2.8?"). For any itemized or grouped requirements that you cannot meet, you must check "no" and provide a supplemental document as an attachment to explain.

Failure to meet a qualification will disqualify your Bid. However, in the event that no Bidder is able to meet an individual mandatory requirement, the State reserves the right to continue the review of Bids and to select the Bid that most closely meets the requirements specified in this RFB.

Bidder must use Attachment B to respond to this section.

- 2.1 Bidders must have the technical competence, expertise in payroll and staffing services, professional staff, and administrative and fiscal management systems to meet the required specifications as outlined in this solicitation.
- 2.2 All services provided under this contract must be performed in the United States; and all information must be stored in the United States.
- 2.3 Bidder shall designate a Bidder Contract Administrator for this Contract and name them on Attachment B. This person will serve as a single point of contact for general contract administration items such as contract renewals and second level problem resolution. Contractor shall keep the State's Contract Administrator currently informed of all changes to the information submitted in the company's bid, including, but not limited to, merger or sale of the company, address changes and changes in vendor personnel assigned to the Contract.

3.0 MANDATORY REQUIRED SPECIFICATIONS OF BID

All requirements in this section are mandatory. The following requirements must be met at no additional cost above the pricing provided in the Bid. All Specifications are defined as minimum mandatory requirements unless otherwise stated. Failure to meet any mandatory requirement will result in rejection of the Bid. However, in the event that no Bidder is able to meet an individual mandatory requirement, the State reserves the right to continue the review of Bids and to select the Bid that most closely meets the requirements specified in this RFB.

Bidder must use Attachment B to respond to this section.

3.1 TECHNICAL REQUIREMENTS

Contractor shall comply with all state and federal reporting responsibilities associated with the operation of a payroll system. Contractor shall also provide administration and coordination of services, including, but not limited to, the entry of each participant into a payroll system, timely review and processing of participant time sheets and payroll, distribution of payroll via paycheck, debit card or direct deposit, timely resolution of any payroll and/or participant payment related issues, and submission of payroll register to DWD/DVR. Any proposed changes by the Contractor to the Technical Requirements after the initial contract start date requires at least a 90-day notice and prior approval from DVR.

- 3.1.1 Detailed specifications of the payroll system shall include, but are not limited to, the following:
 - 3.1.1.1 The selected Contractor(s) for the administration and operation of the payroll system will be the Employer of Record. Employer of Record shall

provide certificate of Worker's Compensation Insurance for DVR participants upon request. The cost of the insurance coverage(s) will be a pass-through cost. Ages of participants, types of activities, work assignments, and expected dates will be provided to the successful Contractor via a standardized process agreed upon by DVR and the Contractor(s).

- 3.1.1.2 Contractor(s) shall deposit all payroll funds provided by DWD/DVR for participant payrolls into a separate bank account specifically for DVR participants in I/TW or OJA. Payroll funds must not be commingled with any other funds. Contractor shall facilitate timely transfers of payroll funds from DVR. Contractor(s) shall manage funds so cash on hand is not in excess of three (3) days operating expenses at any one time.

3.1.2 Payroll System Specifications include, but are not limited to, the following:

3.1.2.1 Payroll Distribution:

- a. Master control, indicating Month to Date and Year to Date information and pertinent employee data (e.g., employee wages, cumulative earnings and deductions, payroll summary, etc.).
- b. Scheduling and coordination for direct deposit of checks and/or debit cards (as applicable).
- c. Backup payroll system(s), including ability to run supplemental payrolls as needed in case of late timesheets or to correct errors.
- d. Monthly reconciliation of bank account.
- e. Adhering to terms of paid work through DVR point of contact (start/end date of temporary work, wage, hours of work, etc.), as specified in a DVR Purchase Order (PO)/Authorization.
- f. Process electronic checks, manual checks, or debit cards based on approved time sheets within twenty-four (24) hours of the close of the pay period.

3.1.2.2 Reporting/Accounting:

- a. Check Register numerically by case number and alphabetically listed, activity, hours wages, location and Workforce Development Area, and Social Security Number of participant(s).

3.1.2.3 Provisions of edits/reports to ensure the following:

- a. No duplication of employee name and/or social security number;
- b. No missing employee information (i.e. address, social security number);
- c. No overtime payments, and no employees reporting more than authorized hours per week;
- d. Employee changes are tracked and required changes made.

3.1.2.4 Ability to sort data by various, flexible criteria (i.e., Workers' Compensation code, sub vendor, location, worksite, zip code, etc.).

3.1.2.5 Reports to be produced monthly, including:

- a. Employee Changes Report;
- b. Summary of Total Wages for the month sorted by Workers' Compensation Code for all I/TW and OJA occupations;

- c. Missing Employee Information Edit Report;
 - d. Monthly Wage Report (wages earned each month);
 - e. Monthly Register listed numerically indicating check number, name of payee, amount of check (Net), total checks written and total amount.
- 3.1.2.6 Reports to be filed Quarterly:
- a. All State and Federal Wage and Tax Reports.
- 3.1.2.7 Reports shall be produced annually on a Federal Fiscal year (FFY):
- a. Summary and Detail of Total Wages, sorted by Workers' Compensation Code;
 - b. Summary Labor Distribution by Sub vendor;
 - c. Detail listing by employee indicating each payment;
 - d. Missing Employee Information Edit Report;
 - e. State and Federal Wage and Tax Reports;

3.2 **PERFORMANCE REQUIREMENTS**

The following Specifications are minimum acceptable requirements. Any proposed changes by the Contractor to the Performance and Support Specifications after the initial contract start date requires at least a 90-day notice and prior approval from DVR. Specific reference to manufacturer(s) and/or catalog/model/stock numbers provided is to establish the design, type of construction, quality, functional capability and performance level desired. Bidder(s) shall use Attachment B to respond to this section. The successful bidder shall meet the following requirements:

- 3.2.1 Ensure DVR participant confidentiality and fiduciary protection in all areas of service provisions.
- 3.2.2 Process weekly payroll. Contractor must verify that time sheets submitted are consistent with the terms of the ITW Agreement and DVR PO/ Authorization prior to issuing payments to DVR participants.
- 3.2.3 Submit a check register for auditing purposes to the designated DVR billing contact(s) on a weekly basis.
- 3.2.4 Respond to billing inquiries from the designated DVR billing contact(s) within three (3) business days of inquiry submission.
- 3.2.5 Create payroll record, setup debit card and/or direct deposit, assist I/TW and/or OJA service providers, DVR participants, and staff with issues related to setup.
- 3.2.6 In collaboration with DVR, DVR Service Providers, and work site businesses, establish a wage and hours verification process, payroll schedule and timesheets, and assist with any discrepancies related to payments and/or time entry. If payment is issued to a DVR participant for hours not worked and the Contractor invoices and is reimbursed by DVR for those hours, the Contractor must return the payment to DVR within 30 calendar days. The Contractor may not seek reimbursement for the overpayment from the DVR Service Provider assigned to the I/TW.

- 3.2.7 Provide payroll withholding taxes; submit local, state, and federal payroll taxes (FICA, FUTA, and SUI).
- 3.2.8 Confirm within two (2) business days of start date with I/TW or OJA DVR Service Provider and DVR staff that I/TW or OJA can begin.
NOTE: the DVR PO/authorization and I/TW or OJA agreement will be provided to the Contractor at least seven (7) calendar days prior to I/TW or OJA start date.
- 3.2.9 Provide an Incident/Accident Reporting system and instructions for recording DVR participant incidents/accidents.
- 3.2.10 Provide, collect and process time sheets for accurate payroll and DVR records retention.
- 3.2.11 Prepare, process, and manage W-2 statements and all related federal and state requirements.
- 3.2.12 Provide onboarding, payroll, and/or time entry related training to DVR staff, DVR Service Providers, DVR participants and/or work site businesses as requested by DVR. Training content, dates, format and other applicable training components are subject to the approval of DVR.
- 3.2.13 Provide technical assistance and follow-up to DVR, DVR Service Providers, DVR participants and/or work site businesses as needed to resolve issues pertaining to wages, hours, timesheets, Contractor's onboarding process, payroll, and/or time entry systems and other related matters.
- 3.2.14 Provide accounting and collection responsibilities for three (3) months after end of Contract if future contract is awarded to another vendor.
- 3.2.15 Submit cumulative Quarterly Reports to DVR within 30 days of the end of each quarter for all I/TW and OJAs to include the following:
 - a. DVR Service Provider Name
 - b. DVR Participant Name
 - c. DVR Participant Case ID (as it appears on the DVR PO/authorization)
 - d. Work Site Business Name
 - e. Work Site Business Address
 - f. Job Title
 - g. Pay Rate
 - h. Gross Wages
 - i. Paid Hours
 - j. Federal and State Tax
 - k. Federal Insurance Contributions Act (FICA)
 - l. Medicare
 - m. Start and End Dates of the I/TW or OJA
 - n. Purchase Order Number

3.3 **IMPLEMENTATION REQUIREMENTS**

Implementation and/or transfer are desired as soon as possible after award of the Contract is made. Please indicate on Attachment B your estimated implementation time in calendar days.

4.0 SPECIAL TERMS AND CONDITIONS

The State reserves the right to negotiate special terms and conditions when it is in the best interest of the State to do so. The Bidder shall not submit its own contract document as a substitute for the State's Special Terms and Conditions.

Bidders must accept all terms and conditions or submit point-by-point exceptions along with proposed alternative or additional language for each point. The State may or may not consider any of the Bidder's suggested revisions. Any changes or amendment to any of the terms and conditions will occur only if the change is in the best interest of the State.

4.1 BACKGROUND CHECKS

Due to the nature of this solicitation, DWD reserves the right to require the Contractor to conduct criminal background checks on its officers and employees, and subcontractors, if applicable, in order to determine whether any conviction exists that is substantially related to the solicited Commodity or service, or if such conviction may otherwise adversely affect the Contractor's ability to perform under the resulting Contract. If the Contractor makes the determination that an individual does not have a conviction record substantially related to the position, the Contractor must certify that to DWD for each contracted personnel assigned to a Contract. If the Contractor makes the determination that the conviction is substantially related, then they must notify DWD of the results if they nonetheless want this individual to perform work under the Contract, so that DWD can determine whether mitigating circumstances exist to allow the contracted personnel to perform work at DWD.

4.2 CONFIDENTIAL INFORMATION

Contractor shall comply with confidentiality requirements under 34 CFR 361.38 and Wis. Admin. Code Ch. DWD 68. Contractor acknowledges that some of the data and documentation it may become privy to in the performance of this Contract is of a confidential nature. Contractor may not disclose any information concerning any person who applies for or receives DVR services except when necessary to carry out this Contract. Contractor shall ensure that its employees and subcontractors are apprised of, and agree to maintain, the confidential nature of such information in accordance with the terms of the Contract and with applicable federal and state laws.

Contractor or its employees may have direct or indirect contact with clients, staff, or other parties. All information regarding clients is confidential in nature. Contractor shall make all reasonable efforts to ensure that it or its employees and subcontractors do not disseminate such confidential information, including but not limited to identity of clients or services being received.

4.2.1 Duty of Non-Disclosure and Security Precautions

4.2.1.1 Contractor shall not use Confidential Information for any purpose other than the limited purposes set forth in the Contract and all related and necessary actions taken in fulfillment of the obligations thereunder.

4.2.1.2 Contractor shall institute and maintain such security procedures as are reasonably required to maintain the confidentiality of the Confidential Information while in its possession or control and shall apply the same level of care as it employs to protect its own Confidential Information of like nature, but at least a reasonable degree of care.

- 4.2.1.3 The Contractor shall return all Consumer Information it maintains, possesses, or controls upon termination of this Contract, or as otherwise directed by DWD. Notwithstanding the foregoing, the Contractor may retain Confidential Information that has been redacted to eliminate Consumer Identifying Information for archival purposes to evidence Contractor's services under the Contract.
- 4.2.1.4 At the end of the retention period of six (6) years, as required by Section 7.0 - Recordkeeping and Record Retention - of the Supplemental Standard Terms and Conditions for Procurement for Services, all personally identifiable information and any other DVR participant-related information shall be shredded or otherwise destroyed in a manner which protects the confidentiality of the information.

4.2.2 Survival

- 4.2.2.1 The respective rights and obligations under this clause shall survive termination or expiration of this Contract.

4.3 **SECURITY INCIDENT NOTIFICATION REQUIREMENTS**

- 4.3.1 In the event that consumer data in the custody of the Contractor is lost, stolen or otherwise compromised or put at risk of misuse, the Contractor shall notify DVR in writing within 24 hours of the incident, including a copy of any law enforcement report. The Contractor shall cooperate with DVR by providing notice of the data breach to affected consumers and taking any other corrective steps specified by DVR, including but not limited to the purchase of credit risk counseling services for the affected consumers. DVR may conduct a compliance review of the Contractor's security procedures in place to protect its Confidential Information under this Contract.

4.4 **CONTINUITY OF SERVICES**

- 4.4.1 The Contractor recognizes that the service(s) to be performed under this Contract are vital to the State and must be continued without interruption and that, upon Contract expiration, a successor, either the State or another contractor, may continue them. The Contractor agrees to:
 - 4.4.1.1 Furnish phase-in training; and;
 - 4.4.1.2 Exercise its best efforts and cooperation to affect an orderly and efficient transition to a successor.
- 4.4.2 The Contractor shall, upon the State's written notice:
 - 4.4.2.1 Furnish phase-in, phase-out services for up to sixty (60) days after this Contract expires; and
 - 4.4.2.2 Negotiate in good faith a plan with a successor to determine the nature and extent of phase-in, phase-out services required. The plan shall specify a training program and a date for transferring responsibilities for each division of work described in the plan and shall be subject to the State's approval. The Contractor shall provide sufficient experienced personnel during the phase-in, phase-out period to ensure that the

services called for by this Contract are maintained at the required level of proficiency.

4.4.3 The Contractor shall allow as many personnel as practicable to remain on the job to help the successor maintain the continuity and consistency of the services required by this Contract. The Contractor also shall disclose necessary personnel records and allow the successor to conduct on-site interviews with these employees. If selected employees are agreeable to the change, the Contractor shall release them at a mutually agreeable date and negotiate transfer of their earned fringe benefits to the successor.

4.4.4 The Contractor shall be reimbursed for all reasonable pre-approved by DWD/DVR phase-in, phase-out costs (i.e., costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations).

4.5 **ADDITIONAL SERVICES**

TDWD/DVR reserves the right to add additional or new items, features or services provided by the Contractor to this contract based on technology changes or changes to standards unknown at the time of this bid. The Contractor and DWD/DVR shall negotiate the cost for the additional items, features or services.

4.6 **CONTRACT AUDIT REQUIREMENTS**

Duly authorized representatives of the state and the Wisconsin Legislative Audit Bureau shall have the right to audit, review, examine, copy and transcribe any pertinent records or documents, relating to any contract resulting from this RFB.

State and/or federal auditors and State employees may require access to Contractor records pertaining to the Contract for purposes of conducting audits and business process reviews. The Contractor agrees to allow access to their location upon receiving a twenty-four (24) hour notice.

4.7 **PAYMENT TERMS**

Payment will not be made until the service is determined to meet all Specifications, requirements and deliverables and has been accepted by DWD/DVR. Before payment is made, DWD/DVR must verify that all invoiced charges are correct as per the contract. Only properly submitted invoices shall be officially received for payment. Thus, prompt payment requires that invoices be clear and complete in conformity with the instructions below.

Invoices must be emailed to dvrvendorinv@dwd.wisconsin.gov unless otherwise directed by DWD/DVR. Invoices shall include the following:

- Dates of service(s)
- Invoice date
- Federal ID# or FEIN
- Invoice number
- Purchase Order number – (located at the top of the purchase order)
- Remit to address
- Recipient of services (including DVR participant first and last name and IRIS case number)
- Number of hours worked by DVR participant
- Itemized list of goods/services provided with dollar breakdown for each DVR participant

- Invoice total
- Contractor name, address, and contact information
- Signature of authorized representative of the Contractor

DWD/DVR will pay properly submitted invoices (not statements) within 30 days of receipt, provided the reports and services have been delivered and accepted by DVR as specified.

4.7.1 WITHHOLDING

4.7.1.1 DVR shall have the right to withhold payments due under the terms of the Contract if: the Contractor fails to provide services consistent with this Contract, or DVR reasonably determines it necessary to protect DVR against potential losses or liabilities, including potential Federal disallowances or sanctions.

4.7.1.2 Payments withheld will be in an amount to protect DVR against potential losses and/or liabilities, and such amount will be withheld until the failure to provide the services or meet the Contract provision is cured or until the potential loss and/or liability ceases. DVR will withhold funds pursuant to this subsection only after DVR has given notice to withhold funds.

4.8 CERTIFICATES OF INSURANCE

At the time that the Notice of Intent to Award is issued, the winning Contractor will be required to provide copies of applicable insurance certificates. The Agency will evaluate all insurance certificates for compliance. Should the Contractor not provide the appropriate Certificates of Insurance within fifteen (15) days of the State's issuance of the Notice of Intent to Award, the Contractor shall be given an additional ten (10) days to comply. Should the appropriate Certificates of Insurance not be received within that time, the State reserves the right to cancel the award or Contract and make another award.

The Certificates of Insurance listed in this Section shall be provided as stated herein to:

Department of Workforce Development
Bureau of Procurement and Information Management
201 E. Washington Ave., Room G400
PO Box 7518
Madison, WI 53707-7518

4.9 CANCELLATION AND TERMINATION

4.9.1 TERMINATION FOR CAUSE

The State may terminate this Contract after providing the Contractor with thirty (30) calendar days written notice of the Contractor's right to cure a failure of the Contractor to perform under the terms of this Contract.

The Contractor may terminate this Contract after providing the State one hundred and twenty (120) calendar days' notice of the State's right to cure a failure of the State to perform under the terms of this Contract.

Upon the termination of this Contract for any reason, or upon Contract expiration, each party shall be released from all obligations to the other party arising after the date of

termination or expiration, except for those that by their terms survive such termination or expiration.

4.9.2 TERMINATION FOR CONVENIENCE

Either party may terminate this Contract at any time, without cause, by providing a written notice; the State of Wisconsin by providing at least thirty (30) calendar days' notice to the Contractor, and the Contractor providing at least one hundred and twenty (120) calendar days' notice to the State in advance of the intended date of termination.

In the event of termination for convenience, the Contractor shall be entitled to receive compensation for any fees owed under the Contract. The Contractor shall also be compensated for partially completed Services. In this event, compensation for such partially completed Services shall be no more than the percentage of completion of the Services requested, at the sole discretion of the State, multiplied by the corresponding payment for completion of such Services as set forth in the Contract. Alternatively, at the sole discretion of the State, the Contractor may be compensated for the actual Service hours provided. The State shall be entitled to a refund for goods or services paid for but not received or implemented, such refund to be paid within 30 days of written notice to the Contractor requesting the refund.

4.9.3 TERMINATION DUE TO LOSS OF FUNDING

The Contract is contingent upon the availability and continued appropriation of funds and by authorization of state and federal law. In the event of termination due to elimination of or reduction in funding or the nonappropriation of funds by the funding source, DWD may terminate this Contract without penalty or further obligation. DWD shall provide notice, in writing, to the Contractor of termination due to loss and/or reduction of funding, and any such termination pursuant to this paragraph will be effective upon the date of the written notice unless otherwise indicated. Notice by email shall be deemed sufficient.

4.9.4 CONTRACT CANCELLATION

The State reserves the right to cancel this Contract in whole or in part without penalty if the Contractor:

- Fails to perform any material obligation required under the Contract
- Files a petition in bankruptcy, becomes insolvent, or otherwise takes action to dissolve as a legal entity
- Allows any final judgment not to be satisfied or a lien not to be disputed after a legally imposed, 30-day notice.
- Makes an assignment for the benefit of creditors
- Fails to follow the sales and use tax certification requirements of s. 77.66 of the Wisconsin Statutes
- Incurs a delinquent Wisconsin tax liability
- Fails to submit a non-discrimination or affirmative action plan as required in the Standard Terms and Conditions (DOA-3054)
- Fails to follow the non-discrimination or affirmative action requirements of subch. II, Chapter 111 of the Wisconsin Statutes (Wisconsin's Fair Employment Law)
- Becomes a federally debarred Contractor
- Is excluded from federal procurement and non-procurement contracts
- Fails to maintain and keep in force all required insurance, permits and licenses as provided in this Contract

- Fails to maintain the confidentiality of the State's information that is considered to be Confidential Information, proprietary, or containing Personally Identifiable Information
- Contractor performance threatens the health or safety of a State employee or State customer.

4.10 **SUSPENSION AND DEBARMENT**

This contract is a covered transaction for purposes of 2 CFR pt. 180 and 2 CFR pt. 3000. As such, the contractor is required to verify that none of the contractor's principals (defined at 2 CFR § 180.995) or its affiliates (defined at 2 CFR § 180.905) are excluded (defined at 2 CFR § 180.940) or disqualified (defined at 2 CFR § 180.935). The contractor must comply with 2 CFR pt. 180, subpart C and 2 CFR pt. 3000, subpart C, and must include a requirement to comply with these regulations in subcontracts it enters into to carry out this Contract.

4.11 **USE OF FEDERAL FUNDS**

This is an acknowledgement that Federal funds will be used to fund all or a portion of this contract. The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract.

4.12 **COMPLIANCE WITH FEDERAL REGULATIONS AND LAWS**

The Contractor will comply with the following federal laws and regulations as applicable to this Contract:

- OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement), 2 C.F.R. Part 180, including the requirement to include a term or condition in all lower tier covered transactions (contracts and subcontracts described in 2 C.F.R. Part 180, subpart B) that the award is subject to 2 C.F.R. Part 180 and Treasury Department's implementing regulation at 31 C.F.R. Part. 19.
- Byrd Anti-Lobbying Amendment, 31 U.S.C. 1352.
- Clean Air Act (42 U.S.C. 7401-7671g.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended.
- Whistleblower Protection, pursuant to 41 U.S.C. 4712.
- Titles VI and VII of the Civil Rights Act of 1964.
- Title IX of the Education Amendments of 1972.
- Equal Protection Clause of the Fourteenth Amendment.

4.13 **BIDDER REFERENCES / CLIENT LIST**

Each contractor must furnish a minimum of three (3) references that are willing and capable of verifying information supplied by the vendor in their bid. Contractors should submit additional Reference Data Sheet forms if they have more than three (3) references. The State reserves the right to contact and/or visit any party listed as a reference, which has previously utilized or is presently utilizing product(s) and/or service(s) proposed by the contractor. The State may also utilize other sources of information about the product(s) and/or service(s) proposed by the contractor where these sources are publicly available and are equally available for all competing contractors. Failure to obtain consistent positive references will be cause for disqualification.

The Bid shall include Bidder references by completing Attachment C (DOA-3832), listing at least three (3) names or companies with whom the Bidder has done business similar in size and scope as required by this RFB within the last five (5) of years. For each organization listed, the Bidder shall include the company name, address, contact person, email address, and telephone

number along with a brief description of the product or service that formed the basis of the business relationship. The Procuring Agency will determine which references to contact in order to assess the quality of the product or service.

4.14 USE OF SUBCONTRACTORS

The Contractor will be responsible for the Contract performance of its subcontractors. The Contract will be between the Department of Workforce Development and the awardee. The Contractor will be responsible for its subcontractors' performance of the pertinent Contract obligations including related Specifications, insurance requirements, and applicable regulations. The Bidder shall identify any potential subcontractor it intends to use to provide the product or service it will provide if awarded the Contract.

All subcontractors shall be approved in writing by the Procuring Agency. Any proposed substitution of an approved subcontractor shall be submitted in writing to the Department of Workforce Development thirty (30) days prior to implementation of the substitution, and include the substitute's qualifications, the reason for the change, and the intended effective date of the substitution. Failure to notify the Procuring Agency may result in cancellation of the Contract without notice and without penalty to the State.

4.15 FEDERAL DEBARMENT

Federal Executive Order (E.O.) 12549 "Debarment" requires that all contractors receiving individual awards using federal funds and all subrecipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or Agency from doing business with the Federal Government. Information on debarment is available at the following website: <https://www.sam.gov/portal/SAM>. See Section 15.0 of the Standard Terms and Conditions (DOA-3054).

4.16 ADVERTISING / PROMOTIONS

The Contractor shall not issue news releases, advertisements or news articles, or any other information of any kind related to the Contract without prior written approval from DWD.

5.0 COST STRUCTURE AND PRICE SHEET INSTRUCTIONS

5.1 METHOD OF BID

The Bidder must use the Price Sheets – Attachment A to submit a Per Participant Price and, if applicable, an extended total for each item specified. Prices must be in U.S. dollars unless otherwise indicated. In the event of errors in calculation, Unit Price shall prevail.

5.2 PRICE SHEET INSTRUCTIONS

Bidders shall complete the attached Price Sheet – Attachment A. Bidders may not alter the Bid Price Sheets in any manner unless instructions on the Bid Price Sheets indicate otherwise. Failure to follow Bid Price Sheets instructions may result in disqualification of Bid.

5.3 REQUESTING PRICE ADJUSTMENTS

Prices shall be firm for the first year of the contract. Any price increases proposed after the second year must be submitted in writing to DWD Purchasing ninety (90) days before the proposed effective date of the increase. Any cost increase must be fully documented.

Any price decreases from the manufacturer or supplier that are passed through to the Bidder are required to be passed to the Agency within 30 days of the effective date of the price decrease.

6.0 BID PROCEDURE AND INSTRUCTIONS

6.1 CALENDAR OF EVENTS

Listed below are important dates and times by which actions related to this Request for Bid must be completed. In the event that the Procuring Agency finds it necessary to change any of these dates and times (except estimated dates and times), it will do so by posting an amendment to this RFB on Wisconsin eSupplier Portal.

DATE	EVENT
August 24, 2026 @ 4:00 PM	Date of Issue of the RFB
September 2, 2026 @ 2:00 PM	Date Questions Due
September 6, 2026	Responses to Questions Posted
September 10, 2026 @ 2:00 PM	Bids Due from Bidders
September 16, 2026 est.	Anticipated Award Date
October 1, 2026 est.	Contract Start Date

6.2 CORRESPONDENCE, CLARIFICATIONS AND QUESTIONS

All communication and/or questions on all matters regarding this Request for Bid # ILG0012 shall be made in writing and directed to the following Procurement Agent:

Edson Olson

Edson.Olson@dwd.wisconsin.gov - Email is the preferred method of written contact.

Bidders are expected to raise any questions, exceptions, or additions concerning the RFB document by September 2. If at any time prior to the Bid due date a Bidder discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFB, the Bidder shall immediately notify the Procuring Agency representative named below of the issue in writing and request modification or clarification of the RFB document.

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFB, supplements or revisions will be posted to the Wisconsin eSupplier Portal.

Bidders are responsible for reviewing this website periodically and addressing in their bid any clarifications provided by DWD. Each bid shall stipulate that it is predicated upon the requirements, terms and conditions of this RFB, and any supplements or revisions thereof.

All contact or communication with any employee or officer of the State of Wisconsin concerning this RFB, except for the Procurement Agent, listed above, is strictly prohibited during the period from the date this RFB is released until the date the notice of intent to award is issued. The Procurement Agent may authorize in writing contact or communication with another State employee or officer as circumstances may dictate. Prospective Bidders who hold a current

Contract with the Procuring Agency may continue to communicate with the Procuring Agency Contract Administrator regarding the performance of that current Contract only.

6.3 **REASONABLE ACCOMMODATIONS**

Upon request, the Department of Workforce Development shall provide reasonable accommodations, including the provision of informational material in an alternative format, for qualified individuals with a disability. If accommodations are needed, please contact:

Edson Olson - Edson.Olson@dwd.wisconsin.gov.

6.4 **WISCONSIN eSUPPLIER PORTAL REGISTRATION**

Only Bidders registered with the State of Wisconsin's eSupplier Portal (the State's electronic purchasing information system) will receive future official notice for this service/Commodity. The State of Wisconsin purchasing information and Bidder notification service is available to all businesses and organizations that want to sell to the State. Anyone may access the Wisconsin eSupplier Portal on the internet at <https://eSupplier.wi.gov> to register as a Bidder with the State of Wisconsin. Bidders may use the same internet address for inclusion on the Bidders list for goods and Services that the organization wants to sell to the State. A subscription with notification guarantees the organization will receive an email message each time a State Agency, including any campus of the University of Wisconsin System, posts a request for bid in their designated Commodity/service area(s) with an estimated value over \$50,000.

Organizations without internet access receive paper copies in the mail. Increasingly, State agencies also are using Wisconsin eSupplier Portal to post simplified bids valued at \$50,000 or less. Bidders also may receive email notices of these simplified bid opportunities. Bidders may also visit VendorNet on the internet at <https://VendorNet.wi.gov> to get information on State purchasing practices and policies, goods and Services that the State buys, and tips on selling to the State.

6.5 **SUBMITTING A BID**

Bidders have two (2) options in responding to this RFB.

6.5.1 **WISCONSIN eSUPPLIER PORTAL BID SUBMITTAL (STRONGLY PREFERRED)**

Respond as directed herein and in the pages presented in the Wisconsin eSupplier Portal for this event. The State has developed questions that you will be prompted with online to guide your electronic response to the RFB. If you respond electronically, you do not need to submit a mailed copy of any materials unless you are directed to do so elsewhere in the Bid document.

Please note, Bidders must click "Submit" in the Wisconsin eSupplier Portal to have their Bid received. Only clicking "Save" does not submit the Bid response; therefore, it shall not be received or reviewed.

6.5.2 **EMAILED BIDS**

An emailed Bid shall be received by the DWD Purchasing Office prior to the Bid opening due date and time, at the place shown on the Request for Bid.

Prior to the Bid opening deadline, the Bidder is responsible for confirming that their emailed Bid response has been successfully received by the Procuring Agency. Proof of transmission doesn't constitute proof of receipt.

Emailed bids shall be submitted via email to:

ASDProcurement@dwd.wisconsin.gov

with the subject line: **ATTN: Edson Olson – ILG0012 Bid Response.**

Submitting a Bid to any email address other than

ASDProcurement@dwd.wisconsin.gov does not constitute receipt of a Bid by DWD.

It is the Bidder's responsibility to verify that the emailed Bid has been timely received and delivered to the Procuring Agency by the Bid opening date and time. The Procuring Agency is not responsible for late receipt of a Bid, regardless of the reason for the delay. Proof of transmission doesn't constitute proof of receipt.

Emailed Bids that do not meet this requirement will be rejected.

6.6 FAXED BIDS

Faxed bids shall not be accepted

6.7 FORMAT OF BID RESPONSE

Bidders responding to this RFB outside of the Wisconsin eSupplier Portal shall comply with the following format requirements:

The bidding company name must appear on each page of the bid.

Mandatory Requirements (Section 3.0) and Forms (Section 9.0) bid submissions must be in Microsoft Word or Adobe PDF format. Price Sheet Attachment A - submissions must be submitted in the posted Microsoft Excel spreadsheet must be submitted in Microsoft Word or Adobe PDF format. If submitting via email, two (2) separate emails must be submitted or your bid will be considered incomplete; one email for the mandatory and Forms portion and one email for the pricing portion. Including your pricing portion in the mandatory and forms section may disqualify your bid.

Mandatory Requirements & Forms Bids must be typed and submitted via email to

ASDProcurement@dwd.wisconsin.gov

In the subject line include the following information:

ATTN: Edson Olson Response to ILG0012 Mandatory Requirements & Forms

Pricing and additional information (optional) must be typed and submitted via email to

ASDProcurement@dwd.wisconsin.gov

In the subject line include the following information:

ATTN: Edson Olson Response to ILG0012 Price Sheet & Additional Information

Additional Information: Include all additional information that shall be essential to an understanding of the Bid. This might include diagrams, excerpts from manuals, or other explanatory documentation that would clarify and/or substantiate the Bid document.

Cost Information: Provide price information on the Price Sheet Attachment A included in this RFB. Include one electronic copy in Excel format. All prices for furnishing the product(s) and/or service(s) included in the Bid in accordance with the terms and conditions in this RFB shall be

included. No alternate price formats will be accepted. Alternate price formats may eliminate consideration for this Bid.

Bid Response Qualifications and Requirements: The Bidder shall include the Bid Response Qualifications and Requirements (included in Attachment B) included in this RFB. A response to each qualification and requirement listed shall be clearly checked and/or submitted as applicable and the sheet signed.

Any alteration of the Bid forms or supporting documentation is prohibited and will result in rejection of the Bid.

6.8 **MULTIPLE BIDS**

Multiple bids from a vendor will not be permissible

6.9 **INCURRING COSTS**

Neither the State of Wisconsin nor the Procuring Agency is liable for any costs incurred by the Bidder in responding to this RFB.

7.0 **BID ACCEPTANCE AND AWARD**

7.1 **BID OPENING**

There will be no formal Bid opening, however you may request a listing of only the names of vendors from whom responses have been received by contacting Edson Olson at Edson.Olson@dwd.wisconsin.gov.

7.2 **BID REVIEW**

All Bids will be reviewed by the DWD's Procurement Manager to ensure compliance with submittal requirements. DWD shall be the sole judge as to compliance with the Bidders' compliance with the Bid instructions.

This verification may include reviewing the vendor's bid document, contacting references furnished in the vendor's bid, requesting reports on the vendor's financial stability, reviewing demonstrations of the vendor's service(s), and reviewing results of past awards to the vendor by the State of Wisconsin. Vendors may not contact the State reviewer(s) except at the State's request. DWD may reject bids which do not comply with instructions or are unable to comply with specifications contained in this RFB. DWD retains the right to accept or reject any or all bids deemed to be in the best interest of DWD. DWD shall be the sole judge as to compliance with the specifications contained in this RFB.

Bids from certified Minority Business Entities and Disabled Owned Businesses may be provided a five percent (5%) preference. DWD shall be the sole judge as to Bidders' compliance with the Bid instructions.

DWD may reject bids which do not comply with instructions or are unable to comply with specifications contained in this RFB. DWD retains the right to accept or reject any or all bids deemed to be in the best interest of DWD.

7.3 **BID ACCEPTANCE**

Bids that do not comply with instructions or are unable to comply with Mandatory Specifications will be rejected. Bids that do not comply with Special Terms and Conditions of Bid may be rejected. DWD in its sole discretion retains the right to accept or reject any or all Bids, or accept or reject any part of a Bid, if deemed to be in the best interest of the State.

7.4 **METHOD OF AWARD**

The Bid award(s) will be made on the basis of the lowest total price, responsive, responsible Bidder. Prices Bid shall be in US dollars unless otherwise indicated. Bids that require a specific quantity or dollar amount will be disqualified. In the event of Bidder error in calculation, unit price shall prevail in award.

The Department of Workforce Development intends to award one (1) Bidder, whichever is judged to be in the best interest of the State. The State is the sole determinant of its best interests.

7.5 **AWARD NOTIFICATION**

All Bidders who respond to this RFB with a Bid shall be notified in writing of the Agency's intent to Contract.

8.0 **SUPPLIER DIVERSITY**

8.1 **MINORITY-OWNED BUSINESS ENTERPRISE**

Minority-owned business enterprises (MBEs) are certified by the Wisconsin Department of Administration. This program can be found at: <https://supplierdiversity.wi.gov/Pages/Home.aspx>.

The State of Wisconsin is committed to the promotion of MBEs in the State's purchasing program. Wisconsin statutes allow a permissive 5% price preference for certified MBEs that compete for State Contracts. However, the permissive 5% price preference is currently paused for certified MBEs.

A listing of certified MBEs, as well as the services and commodities they provide, is available at: <https://wisdp.wi.gov/search.aspx>.

8.2 **VETERAN-OWNED BUSINESS**

The State Bureau of Procurement encourages the participation of veteran-owned businesses (VBs) in the statewide purchasing program by inviting VBs to actively solicit public purchasing business and by reducing undue impediments to such participation. VBs are certified by the Department of Veterans Affairs (DVA). Applicants must complete a Veteran-owned Business Request for Certification form (WDVA 1037).

Contact the DVA at: <https://dva.wi.gov/Pages/Home.aspx>. There is no price preference for certified VBs that compete for State Contracts.

8.3 **DISABLED VETERAN-OWNED BUSINESS**

Disabled veteran-owned businesses (DVBs) are certified by the Wisconsin Department of Administration. This program can be found at: <https://supplierdiversity.wi.gov/Pages/Home.aspx>.

The State of Wisconsin is committed to the promotion of DVBs in the State's purchasing program. Wisconsin statutes provide for a permissive 5% price preference for certified DVBs that compete for State Contracts. This means that State agencies may make an award to the DVB submitting the lowest qualified Bid when that qualified Bid is not more than 5% higher than the apparent low Bid. (A Bidder preference will not be considered on a printing or stationery procurement.)

Policy provides that DVBs should have the maximum opportunity to participate in the performance of its Contracts. The Supplier/Contractor is strongly urged to use due diligence to further this policy by awarding subcontracts to DVBs or by using such enterprises to provide commodities and services incidental to this agreement.

The Supplier/Contractor must furnish appropriate quarterly information about its efforts, including the identities of such businesses certified by the Supplier Diversity Program and their Contract amount.

A listing of certified DVBs, as well as the services and commodities they provide, is available at: <https://wisdp.wi.gov/search.aspx>.

8.4 WOMEN-OWNED BUSINESS ENTERPRISE

Woman-owned business enterprises (WBEs) are certified by the Wisconsin Department of Administration. This program can be found at: <https://supplierdiversity.wi.gov/Pages/Home.aspx>.

State certified WBEs are able to provide both governmental entities and private companies with a credible recognition of the business' ownership. The WBE certification may serve as an additional marketing tool when seeking Contract opportunities with entities that place a value on having a diverse supplier base. There is no price preference for certified WBEs that compete for State Contracts.

A listing of certified WBEs, as well as the services and commodities they provide, is available at: <https://wisdp.wi.gov/search.aspx>.

9.0 PROTEST AND APPEALS PROCESS

9.1 PROTESTS

A Notice of Intent to Protest a proposed Bid award and the actual protest shall be made in writing to the head of the Procuring Agency (or his or her designee) as set forth below. The protest procedure applies to only those requests for Bids for Services that are over \$50,000. The protest shall be as specific as possible; and should identify statutes and Wisconsin Administrative Code provisions that are alleged to have been violated.

The Notice of Intent to Protest shall be filed with the individual listed below; and received by the head of the Procuring Agency Head (or designee) no later than five (5) business days after the Notice of Intent to Award is issued.

The actual Protest also shall be filed with the individual listed below; and shall be received by the head of the Procuring Agency (or designee) within ten (10) business days after the Notice of Intent to Award is issued.

Lynda Jarstad
Department of Workforce Development
Division of Administrative Services
201 East Washington Avenue
Madison WI 53703

With a copy to:

Marcus Lange
Department of Workforce Development
Division of Administrative Services
201 East Washington Avenue, G400
Madison WI 53703

9.2 APPEALS

The decision of the head of the Procuring Agency may be appealed to the Secretary of the Department of Administration, in writing, within five (5) business days of the Procuring Agency's issuance of its written Protest decision.

A copy of the Appeal shall also be filed with the head of the Procuring Agency. The Appeal shall be as specific as possible; and should identify statutes and Wisconsin Administrative Code provisions that are alleged to have been violated.

Appeals shall be sent to:

Pamela McGillivray
Deputy Secretary of the Department of Workforce Development
Wisconsin Department of Administration
101 E Wilson Street, 10th Floor, PO Box 7864
Madison, WI 53703-7864

10.0 REQUIRED FORMS

The following is a list of forms pertaining to this RFB. An "X" preceding the form indicates that it must be completed and returned with the Bid response.

X	Bid Price Sheet	Attachment A
X	Bidder Checklist	Attachment B
X	Bidder Required Form (DOA-3832)	Attachment C
X	Certification Regarding Lobbying	Attachment D
X	Certification Regarding Debarment	Attachment E
	Standard Terms and Conditions	DOA-3054
	Supplemental Standard Terms and Conditions	DOA-3681
	Cyber Security Requirements	Exhibit 1_A