

State of Wisconsin  
Department of Workforce Development  
Division of Administrative Services



Bureau of Procurement  
and Information Management  
P.O. Box 7892  
Madison, WI 53707

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**Amendment # 2**  
by and between  
**Wisconsin Department of Workforce Development**  
and  
**Randolph Sheppard Vendors of Wisconsin**

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**COMMODITY OR SERVICE:**

Administrative Services for the  
Wisconsin Blind Facility Vending Program

**REQUEST FOR BID:**

ILB0005

**RENEWAL PERIOD:**

July 1, 2023, through June 30, 2024

**CONTRACT NO:**

44500-O22-ILB0005-00

WHEREAS, the State of Wisconsin Department of Workforce Development, Division of Vocational Rehabilitation ("DVR") and Randolph Sheppard Vendors of Wisconsin ("Contractor") entered into a contract, fully executed on June 30, 2021, for a one (1) year period beginning July 1, 2021, through June 30, 2022, with four (4) one-year renewals, for Administrative Services pursuant to the Request for Bid No.: ILB0005. This Contract was previously renewed by the Contractor and the Department through the following amendments: Amendment #1 for a one (1) year period beginning July 1, 2022, through June 30, 2023.

WHEREAS, this Amendment #2 to the Contract is made by the Contractor and the Department (the "Parties").

WHEREAS, the Parties have agreed to amend the Contract by renewing the Contract for an additional one (1) year period.

NOW, THEREFORE, IT IS AGREED BY AND BETWEEN THE PARTIES HERETO:

1. The Contract is renewed for a period of one (1) year starting July 1, 2023, through June 30, 2024.
2. The original Contract Exhibit A-Scope of Services is adding the following:
  - A.18: Requests involving information designated as "high importance" by the State Licensing Agency (SLA) shall be submitted to the SLA within two (2) business days of request. In cases where the Contractor is unable to provide the requested information, Contractor shall notify the SLA within two (2) business days to explain why the information cannot be provided and the anticipated timeframe for providing the information to the SLA.
  - A19: In cases involving equipment removal or replacement, the Contractor and SLA shall determine roles and responsibilities prior to either party taking a course of action to prevent any duplication of effort.
  - B10: Annual Highway Vending Report due to DWD Finance and SLA by January 15<sup>th</sup>.
3. Exhibit A, Fiscal Year 24 Goals, and Exhibit B, Fiscal Year 24 Budget included in this Amendment #2, shall replace Exhibit A and Exhibit B of Amendment #1.
4. All other terms and conditions and pricing of the original Contract shall remain unchanged.

**In Witness Whereof**, the Contractor and the State have, through their duly authorized representatives, entered into this Amendment. The parties, having read and understood the foregoing terms of this Amendment, do by their respective signatures dated below agree to the terms thereof.

DocuSigned by:



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Sally Zenchenko, President  
Randolph Sheppard Vendors of Wisconsin

7/18/2023

Date

DocuSigned by:



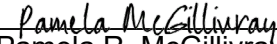
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Delora Newton, DVR Division Administrator  
DWD/Division of Vocational Rehabilitation

7/19/2023

Date

DocuSigned by:



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Pamela R. McGillivray, Deputy Secretary  
Department of Workforce Development

7/19/2023

Date

## Exhibit A RSVW Contract 23-24 Goals

### State Fiscal Year 23-24 Goals:

As the BEP program continues to adjust post-COVID the following description of goals for 2023-2024 include a plan to address the changing factors that are contributing to profitability by location for each Wisconsin Business Enterprise Program Operator.

### **BEP Program Goals 2022-2023 with summary of 2022-2023 activities**

#### **SFY 2023-2024**

- The program will begin a project of "rightsizing" locations over the next several years. **Profitability by site location** details has been developed by RSVW for each operator using a detailed spreadsheet for each location and a summary face sheet. The purpose was for the SLA, RSVW and the operator to determine if program assets (i.e., vending machines or equipment) can be removed or redeployed to other more profitable locations based on sales data. The review of profitability will help to **create standardized factors to determine asset planning** for each operator and location. During this review, each site location was also reviewed for potential designation as an interim site that could be used in the future for training of a new BEP Operator(s).
- Use and installation of **telemetry units** will be carefully considered in the next SFY. We expect few installations to occur. The units do not work in locations where internet service isn't readily available and formats for monitoring product using telemetry are not easily accessible for BEP Operators using screen readers. Customer service has historically been extremely challenging. Operators have been paying the monthly fee to be able to monitor the product remotely, the BEP program has paid the cost of renting the units.
- The pilot micro market at **Department of Revenue** will continue with an in-depth analysis of profitability. Traditional vending has continued. The BEP program has an operator willing and able to deliver the updated service if it can be a profitable venture. RSVW has not yet determined the correct balance of products to include in the micro market given the changing census of state employees in the building. If removing the micro market is needed, a service plan will be coordinated with the DOR.
- Rebalance the program budget in alignment with the 10/4/22 Federal Register Notice issued by Rehabilitation Services Administration (RSA with active participation with the Elected Committee of Blind Vendors (ECBV). The purpose is for the State Licensing Agency (SLA) to determine the most productive **use of set-aside as Federal match** and use and allocation of the other funding sources available to the BEP.
- Research was completed and it has been determined that the BEP can use existing **procurement contract** for purchase, delivery, repair, and replacement of program equipment assets. RSVW currently identifies replacement or new equipment assets for use by the BEP program. A process guide is in development to coordinate identification of which assets need to be moved, replaced, or reallocated and the responsibilities identified for the SLA and RSVW.
- The **BEP website** has been updated and improved this past year. The BEP Specialist will work with communications staff to add videos and photos to the site along with a fact sheet to inform site visitors and potential Operators about BEP as a work opportunity.
- Work with the **Department of Administration** (DOA) to optimize the Business Enterprise Program (BEP) footprint to better meet the needs within the Vision 2030 Plan that fosters flexibility in the new mobile work environment while continuing to support our state workforce food service needs.
- The BEP expects to maintain the same number of **state rest area** locations this SFY.

#### **Statistics SFY 2022-2023**

Currently (6/22/23) there are 14 Operators.

In the past SFY, 2 Operators have retired

1 has requested a transfer opportunity (pending legal review)

3 potential Operators have been identified by DVR

The following sites were put out for bid since June 2022:

Oshkosh/Green Bay bid notice: Sept 21, 2022

- Awarded: to Terry Campbell on Oct 5, 2022

Taycheedah Correctional: June 20, 2022

- Awarded: to Lee Young July 6, 2022

Dodge and Waupun Correctional: June 2022

- Awarded: to Lee Young July 6, 2022

Fox Lake and John C Burke Correctional Centers: June 9, 2022

- Awarded: to Theresa Taylor July 7, 2022

## **2022-2023**

### **Activities Completed**

- Reassessment of the replacement and scale of telemetry units in BEP program assets.
- Individual BEP Operator and site analysis.
- Identification of statewide procurement resource.
- BEP website updated.

### **In Process Activities from 2022-2023**

Department of Revenue Pilot

Department of Administration planning

## Exhibit B - RSVW Contract 23-24 Budget

Budget Categories	SFY 23/24	SFY 22/23	Difference
Travel	\$21,465.60	\$18,879.60	\$2,586.00
Payroll	\$191,880.97	\$204,755.91	(\$12,874.94)
Operations	\$30,153.75	\$25,668.70	\$4,485.05
Office/Warehouse	\$34,197.12	\$35,497.56	(\$1,300.44)
Training /Site Development	\$1,909.62	\$6,544.00	(\$4,634.38)
	<b>\$279,607.06</b>	<b>\$291,345.76</b>	<b>(\$11,738.71)</b>

Notes:

- Travel - Projected higher based on the beginning of the asset management restructuring review and implementation. Also, we are anticipating a millage rate increase due to the current gas prices.
- Payroll - Reduction due to increased operational efficiencies
- Training/Site Development - Reduction due to the pilot program with DOR micro market coming to either continuing with a BEP operator or restructuring back to traditional vending.
- Operations - Increase due to intangible goods cost rising
- Office/Warehouse - Reduction to utility cost and garbage frequency pickup
- Training/Site Development - Reduction due to the DOR micro market pilot being resolved

**RSVW Comments:** As we all know, the changes to RSA capitalization guidance are possibly changing our approach to location upgrades or reduction of assets will continue to be a challenge, but we are confident we can overcome these challenges and continue to rebuild the Wisconsin Business Enterprise Program. This historic program can and will continue to provide viable employment opportunities to Wisconsin's blind and visually impaired. Please let me know if any additional information is needed.