



**CONTRACT FOR SERVICES MODIFICATION**  
**between**  
**State of Wisconsin Department of Health Services (DHS)**  
**and**  
**Vendor**  
**for**  
**Include, Respect, I Self-Direct (IRIS) Program**

This Contract is between the State of Wisconsin Department of Health Services (DHS), at 1 West Wilson Street, Madison, Wisconsin 53703, and [Vendor] at [vendor address]. With the exception of the terms being modified by this Contract modification, all other terms and conditions of the existing contract, including funding, remain in full force and effect. This Modification, including any and all attachments herein and the existing contract, collectively, are the complete contract of the parties and supersede any prior contracts or representations. DHS and the Contractor acknowledge that they have read the Modification and understand and agree to be bound by the terms and conditions of the existing contract as modified by this action. This Modification becomes null and void if the time between the earlier dated signature and the later dated signature exceeds sixty (60) days, unless waived by DHS.

**Contract ID Number:** 435700-W23-IRISProvidr-

**Contract Amount:** Article XV. Payment to IRIS Contractors, in contract amendment issued January 1, 2024

**Contract Term:** January 1, 2023 – December 31, 2024

**Optional Renewal Terms:** n/a

**DHS Division:** Division of Medicaid Services

**DHS Contract Administrator:** Amy Chartier, [Amy.Chartier@dhs.wisconsin.gov](mailto:Amy.Chartier@dhs.wisconsin.gov)

**DHS Contract Manager:** Dana Raue, [Dana.Raue@dhs.wisconsin.gov](mailto:Dana.Raue@dhs.wisconsin.gov)

**Contractor Contract Administrator:**

**Contractor Telephone:**

**Contractor Email:**

**Modification Description:** Added reconsideration language for Service Authorization Accuracy recoupment, updated effective date for in and out timesheets requirement.

## Article VII. Consulting Services

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### H. Service Authorization Accuracy

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5. The Department will provide the ICA with at least 45 days' notice of a recoupment under this section. The notice will include detail for each participant on the total amount permitted, excess amount authorized, and amount spent used to determine the recoupment. If the ICA believes part or all of the recoupment is inaccurate in total amount(s) permitted and/or excess amount(s) authorized, the ICA may submit a rebuttal within 30 days of the notice given. The rebuttal must include all supporting information the ICA believes will demonstrate the portion of the recoupment included in the rebuttal is inaccurate. The Department will delay that portion of the recoupment until a determination is made on the rebuttal. The Department will determine whether or not the

rebuttal is sustained based upon the supporting information provided by the ICA; if the rebuttal is sustained then that portion of the recoupment will not be made.

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**Article IX. Service Providers**

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**E. Payments to Workers**

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**3. Timesheets**

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- b. Effective August 1, 2024, timesheets must show times in and out, including times out and in for unpaid meal periods, if taken.

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**State of Wisconsin**

**Department of Health Services**

Authorized Representative

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Contractor**

Contractor Name: \_\_\_\_\_

Authorized Representative

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## SUPPLIER DIVERSITY AMENDMENT

**The Wisconsin Department of Health Services (DHS) and Contractor agree to the below change to the Agreement. The below Agreement amendment is hereby incorporated by reference into the Agreement and is enforceable as if restated therein in its entirety.**

**The Agreement is hereby amended by incorporating and adding the following Section:**

### **SUPPLIER DIVERSITY AND REPORTING REQUIREMENTS**

Minority-Owned Business Enterprises (MBE) and Disabled Veteran-Owned Businesses (DVB) are certified by the Wisconsin Department of Administration (DOA). This program can be found at:

<https://doa.wi.gov/Pages/DoingBusiness/SupplierDiversity.aspx>

The State of Wisconsin is committed to the promotion of MBEs and DVBS in the State's purchasing program. The Contractor is strongly urged to use due diligence to further this policy by awarding Subcontracts to MBEs and DVBS or by using such enterprises to provide goods and services incidental to this Agreement.

The Contractor shall furnish appropriate monthly information about its efforts to subcontract with MBEs and DVBS, including the identities of such businesses certified by the Wisconsin Supplier Diversity Program, their contract amount, and spend for each period to DHS. A listing of certified MBEs and DVBS, as well as the services and goods they provide, is available at: <https://wisdp.wi.gov/Search.aspx>

In accordance with WI Stats. Ch. 16.75 (3m), after completion of this contract, the Contractor shall report to DHS any amount of this contract that was subcontracted to DOA certified MBEs and DVBS.

DHS shall have the right to request any information regarding the use of subcontractors including, but not limited to, MBEs and DVBS. The Contractor shall provide any such information as requested by DHS and within a time period that is specified by DHS.

The Contractor shall submit monthly reports of efforts to subcontract with MBEs, DVBS, and other diverse entities/suppliers to DHS. A link to the Supplier Diversity PowerForm for submitting these reports can be found on the DHS Compliance Documentation page found here: <https://www.dhs.wisconsin.gov/business/compliance.htm>

For the duration of this Agreement, the Contractor shall provide monthly reporting of efforts to subcontract with MBEs and DVBS no later than the 15<sup>th</sup> of the following month.

For questions about reporting, please contact DHS Contract Compliance at [DHSContractCompliance@dhs.wisconsin.gov](mailto:DHSContractCompliance@dhs.wisconsin.gov)

### **HIGH-RISK IT REVIEW**

Pursuant to Wis. Stat. 16.973(13), Contractor is required to submit, via the contracting agency, to the Department of Administration for approval any order or amendment that would change the scope of the contract and have the effect of increasing the contract price. The Department of Administration shall be authorized to review the original contract and the order or amendment to determine whether the work proposed in the order or amendment is within the scope of the original contract and whether the work proposed in the order or amendment is necessary. The Department of Administration may assist the contracting agency in negotiations regarding any change to the original contract price.