

**City of St. Louis  
Request for Proposal  
Deferred Compensation Consulting Services**

**I. Overview**

The City of St. Louis (“City”), acting by and through the Deferred Compensation Committee (“Committee”) requests Proposals from interested parties (hereafter referred to as (“Respondents”) to provide deferred compensation consulting services.

The City offers a 457 Deferred Compensation Plan to its employees. There are 17 funds from which members may choose with current assets in the amount of \$156.4 million (\$63 million in the fixed account and \$93.4 million in variable funds). There is a direct brokerage account participants may utilize as well as a loan feature. Total active participation is approximately 3,400 of the 6,900 eligible employees. The City does not contribute in the employee’s behalf.

**II. Timetable**

Following is the timetable for the selection process.

October 15, 2009	Specifications released
November 16, 2009, 3:00 p.m. CST	Proposals due to City of St. Louis
December 16, 2009	Contract awarded

**III. Objectives**

- A. To retain a consultant to review and evaluate the current investment options and history.
- B. To retain a consultant to review the current recordkeeper’s administration of the plan.
- C. To retain a consultant to review and evaluate funds in the fund line up and compare to plans of similar size.
- D. To retain a consultant to determine the need to bid the plan and if necessary to bid, to prepare a Request For Proposal, evaluate the responses and make a recommendation to the Committee.
- E. To allow all qualified firms interested in providing consulting services an equal opportunity to do so.

#### **IV. Evaluation Criteria**

For those proposals deemed responsive, which determination shall be within the sole discretion of the City, the City will evaluate such proposals on, but not limited to, the following criteria:

1. The organization's experience in the administration of similar consulting projects.
3. The organization's experience in the St. Louis metropolitan area.
4. The qualifications and experience of individuals to be assigned to the project.
5. The cost to the City.
6. The ability to assist the City address its' needs.
7. The degree to which the proposal addresses the proposal requirements.
8. The level of minority participation, both nationwide and at the local level.

The City reserves the right to accept any of the proposals submitted, to reject any and all proposals submitted, and/or to modify or amend any proposal prior to acceptance, and/or to proceed to effect any agreement otherwise as it may deem in the best interests of the City and its employees.

#### **V. Instructions**

*All companies submitting a proposal must provide the information requested. Please respond in the same format as used in this request so that the review process may be streamlined.*

Karen Toal is the designated contact person and no contact with committee members representing the Mayor, the Comptroller or the President of the Board of Aldermen is permitted.

Sealed proposals shall be clearly identified as "**PROPOSAL FOR DEFERRED COMPENSATION CONSULTING SERVICES**" and mailed or delivered to:

Ms. Karen Toal  
Department of Personnel  
Suite 900  
1114 Market Street  
St. Louis, MO 63101

**Proposals will be accepted until 3:00 p.m. CST, Monday, November 16, 2009 at the address listed above.**

All contacts and questions shall be submitted via e-mail and should be directed to:

Karen Toal  
Department of Personnel  
E-mail: [toalk@stlouiscity.com](mailto:toalk@stlouiscity.com)

no later than 3:00 p.m. CST, Thursday, November 9, 2009. Responses to all contacts and questions will be provided in writing, including questions, to all vendors requesting a Request For Proposal.

- \$ Interested parties are asked to be as complete as possible in their responses. Incomplete answers may necessitate inquiries which will cause delays or may result in less than full consideration of a proposal.
- \$ All who respond shall submit an original proposal plus five (5) copies on standard 8-1/2" x 11" paper.
- \$ All who respond must submit a timetable for the completion of the work outlined.
- \$ All previously received proposals for this service shall be considered to have been rejected by the City. Anyone interested in providing the services requested must submit a new proposal in response to this RFP.
- \$ The City reserves the right to selectively negotiate for those services it deems to best address its benefit consulting needs.
- \$ Your proposal must be signed by an officer of your company and indicate that such officer is authorized to commit on behalf of your firm.
- \$ The City will not be responsible for any expenses incurred in the preparation of any proposal or presentation, including travel.

- \$ The company selected must obtain a valid City business license and be current in City earnings tax.
- \$ All materials submitted in accordance with this RFP will become and shall remain the property of the City and will not be returned. All Proposals shall be considered public records, but may be deemed and treated as “closed” or “exempt” by the City, at the sole discretion of the City, pursuant to the City’s understanding and interpretation of the laws of the State of Missouri. All Proposal material may become open records. The City cannot guarantee confidentiality of any materials during the evaluation process or at any other time. Thus, Proposals and communications exchanged in response to this RFP should be assumed to be subject to public disclosure.
- \$ Respondents will be notified if they have been selected for further consideration. The City reserves the right to interview, or call for a presentation from, any firm submitting a response. The City also reserves the right to discuss the Proposals with any or all respondents. Nothing in this RFP is intended to be, nor should anything herein be construed as, an offer of engagement. A selection or designation of a successful Respondent shall not be construed as an offer of engagement until and unless a contract is fully negotiated.
- \$ The company must have the appropriate licensure and must be current in all taxes and payments prior to execution of an agreement. City license information can be found on the City’s website at <http://stlouis.missouri.org>.
- \$ Proposer(s) shall be required to comply with all ordinances of the City of St. Louis including Ordinance No. 65597, the St. Louis Living Wage Ordinance. This Ordinance can be found on the City’s website at <http://stlouis.missouri.org>. The Mayor of the City of St. Louis has issued Executive Order #28 regarding Minority and Women Business Enterprise. A copy may be obtained from the Office of the Register, Room 18 City Hall, St. Louis, MO. Proposals should discuss how you will comply with the provisions of said order 28.
- \$ As a condition for the award of this contract or grant, Contractor, shall, pursuant to the provisions of Sections 285.530 through 285.555 of the Revised Statutes of Missouri 2000, as amended, by **sworn affidavit** (attached hereto as Exhibit 1) **and provision of documentation**, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with this Agreement. Contractor shall also sign an affidavit (attached hereto as Exhibit 1) affirming that it does not knowingly employ any person who is an unauthorized alien in connection with this Agreement pursuant to the above-stated Statutes.

## **VI. Proposal Requirements**

Please submit the following information:

**1. Written responses to the attached questions.**

To expedite the selection committee's review, please restate each question and furnish your response immediately following.

**2. Resumes of key personnel who will provide service to the City.**

These resumes should correspond to the people who will be doing the actual work. No changes in these personnel will be permitted without the approval of the City.

**3. A sample "blind" deferred compensation administrator Request for Proposal that your firm prepared for another client.**

**4. Affirmative statement to the effect that your company's retention, if selected, shall not result in a conflict of interest with any party which may be affected under this agreement.**

**5. A Statement certifying that your company agrees, that if selected, it would be prohibited from receiving any brokerage fees or any form of commission from those providers who might respond to your prospective Request for Proposal.**

**6. If your company or any company(s) affiliated with your company has or recently (within the last 24 months) had a financial arrangement, including but not limited to a brokerage relationship, with any deferred compensation administrators, please disclose all such associations.**

### **SPECIFIC QUESTIONS**

#### **A. Company Information**

1. Please provide the address of your company's home office as well as the location of any regional or local office which would be responsible for the services proposed. Include the name, telephone number, fax number and e-mail address of the contact person for this proposal.
2. Give a brief description of your company and its history of benefit consulting to the public sector.

3. Give a brief description of your experience in the area of 457 Plans.
4. Describe any pending agreements to merge or sell your company.
5. Provide a brief description of minority and women representation in your firm and of your firm's business experience with minority and women owned service subcontractors.
6. For this specific engagement please describe minority and women representation and level of involvement.

**B. Scope of Services and Personnel**

1. Describe the experience, size, and resources of your firm in establishing and maintaining a project of this nature.
2. Please provide a brief description of the consulting approach you would use for this project, keeping in mind the City's goals as stated on page 1 of this RFP, and be specific as to the services your company proposes to provide to the City. Please include the names and titles of the company personnel who will provide each service if your proposal is selected. Please provide resumes of key personnel which highlight significant case experience.
3. List the names of at least five (5) organizations similar in size to the City's group for which your firm has served as the benefit consultant responsible for plan review, evaluation, etc. Give address, telephone number and title of person to be contacted for reference. The City of St. Louis reserves the right to contact those clients to determine the scope of the work you performed and their evaluation of your services. By responding to the questionnaire you are authorizing the City of St. Louis to contact such persons.
4. Have any of your Consulting Service contracts been terminated for cause? If so, by whom and under what circumstances?
5. Describe how, why and using what criteria you would recommend a deferred compensation administrator to the City's selection committee.
6. Describe your role as a consultant and how you would integrate your efforts with those of the selection committee?
7. Describe how you would insure that minority and women operated companies would be afforded an equal opportunity to compete in your prospective Request for Proposal.

**C. Project Administration**

- . Prepare a Gantt chart detailing your proposed RFP project activities, time frames (i.e., starts and finishes), designations of responsibility (i.e., consultant, City, or joint) and associated dollar costs. Include additional fee for preparing and letting a RFP for recordkeeping services.
- . Prepare a brief description of the rationale and requirements of each activity area required in item C-1 above.
- . Please describe in detail (i.e., rationale, cost, etc.) **any** additional effort area(s) that you consider necessary to successfully complete this project.
- . Please list with a short description the information which would be required in the preparation of the deferred compensation specification.

**D. Additional Information**

- . If you feel that the manner in which this Request for Proposals has been structured is faulty in any way or does not elicit a proposal which is in the best interests of the City, please explain what you feel are the deficiencies and how your proposal sought to convey that necessary information.
- . Please provide any other information, concepts or ideas which you feel the selection committee should consider in making its decision.