

# Deferred Compensation Plan BOARD REPORT 10-25

Date: July 1, 2010  
To: Board of Deferred Compensation Administration  
From: Staff  
Subject: Third-Party-Administrator Request for Proposal

*Board of Deferred  
Compensation Administration  
Eugene Canzano, Chairperson  
Richard Kraus, Vice-Chairperson  
Sangeeta Bhatia  
Cliff Cannon  
Sally Choi  
John R. Mumma  
Michael Perez  
Maggie Whelan*

## Recommendation:

That the Board of Deferred Compensation Administration approve staff's proposed Board/staff disclosure form for the 2010/11 Request for Proposal Third-Party-Administration (TPA) for the City of Los Angeles Deferred Compensation Plan.

## Discussion:

At its meeting on June 15, 2010, the Board initiated the development process for a Request for Proposal (RFP) for third party administration of the City's Deferred Compensation Plan. The current contract for these services expires December 31, 2011. The Board adopted a proposed calendar for that process (see attachment). The first reporting item for the Board concerned the topic of conflict-of-interest.

In the prior 2006 RFP for these services which resulted in the current contract, members of the RFP Review Committee were each required to sign a disclosure form in conjunction with their work in reviewing proposals. Staff is recommending that this approach be broadened now to include all Board members and staff who will be involved in development, consideration, and decision-making for this RFP. This will ensure that the process will be fully transparent and strictly based on the qualifications of potential respondents. It will further ensure that any consideration or discussion of those qualifications will be limited to two venues: vendor proposals and public meetings of the Board to discuss those vendor proposals. Staff has attached a draft of this form and is recommending approval by the Board.

## **Contract Term**

The Board requested that staff review with the City Attorney options related to the length of the existing contract, and potential due diligence alternatives, for these services. Staff had not completed its research by the time of writing this report but will have this completed by the time of the Board's August 17, 2010 meeting.

Submitted by: \_\_\_\_\_  
Steven Montagna

Approved by: \_\_\_\_\_  
Alejandrina Basquez

**DEFERRED COMPENSATION ADMINISTRATION PLAN  
TPA REQUEST FOR PROPOSAL CALENDAR**

DAYS UNTIL FINAL BOARD SELECTION	DATE	ACTIVITY	STATUS
320	7/1/2010	Initiate staff/consultant development of RFP	Staff and Plan consultant (Mercer) have initiated their development of the RFP document.
301	7/20/2010	Board Report - Conflict of Interest Statement	Board report submitted at July 20, 1010 meeting.
288	8/2/2010	Staff/consultant review of discussion draft to be completed by this date	
273	8/17/2010	Board Report/Discussion - Primary Areas of Inquiry & Rating Categories	
244	9/15/2010	Staff/consultant Development of RFP Completed, submitted to Benefits Div. Mgmt for review	
230	9/29/2010	Benefits Division Management Review/Approval of RFP Due	
225	10/4/2010	Revised RFP Submitted to City Attorney for review	
216	10/13/2010	City Attorney Review/Approval of RFP Due	
209	10/20/2010	Revised RFP Submitted to Personnel Administrative Services Division (ASD) for review	
210	10/19/2010	Board Report/Discussion - RFP Development Update	
200	10/29/2010	Personnel (ASD) Review/Approval of RFP Due	
183	11/15/2010	RFP and RFP Review Panel Submitted to Board for approval	
147	12/21/2010	Revised RFP Submitted to Board for approval (if necessary); Board approves review panel members	
141	12/27/2010	RFP Released	
125	1/12/2011	RFP Pre-Bid Conference	
77	3/1/2011	RFP Response Due Date	
46	4/1/2011	Review committee meets to discuss responses and compare ratings	
16	5/1/2011	Complete report/recommendation from Review Committee to Board	
0	5/17/2011	Final Board Decision	