

Deferred Compensation Plan BOARD REPORT 10-19

Date: May 24, 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 calendar for developing, issuing and evaluating a Request for Proposal (RFP) for Third-Party-Administrator services for the Deferred Compensation Plan, and direct staff to begin developing the RFP and Board reports in accordance with the proposed calendar.

Discussion:

The current contract with Great-West Retirement Services for third party administration of the City's Deferred Compensation Plan expires December 31, 2011. Although this expiration date is over a year and a half away, the initiation of a competitive search process should begin well in advance of that date due to the complexity and importance of the services and potential transition time if a new vendor is selected.

Staff has developed a proposed calendar for that process (see attachment). This calendar uses the same type of format staff uses to execute Board elections. The calendar proposes that the process begin on July 1, 2010, and conclude by the date of the regular Board meeting on May 17, 2011. Following that point, approximately seven months would remain for contract development and/or transition before the current contract expires.

The draft Request for Proposal document will be developed jointly by staff and the consultant, Mercer Investment Consulting. The first report to the Board will concern confidentiality and conflict-of-interest for staff and Board members; that report will be submitted at the Board's July meeting. Following that, staff will provide a report at the Board's August 17, 2010 meeting proposing major areas of inquiry and draft evaluation categories/rating factors. Staff's timetable provides for up to two Board meetings for the Board to consider the proposed RFP, so that the Board will have ample opportunity to provide feedback before final approval.

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	
301	7/20/2010	Board Report - Conflict of Interest Statement	
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	