



BOARD REPORT 18-23

Date: May 15, 2018

To: Board of Deferred Compensation Administration

From: Staff

Subject: Plan Audit Request for Proposal

Board of Deferred Compensation Administration

John R. Mumma
Chairperson

Vacant

Vice-Chairperson

Raymond Ciranna
First Provisional Chair

Robert Schoonover
Second Provisional Chair

Wendy G. Macy
Third Provisional Chair

Cliff Cannon

Neil Guglielmo

Linda P. Le

Don Thomas

Recommendation:

That the Board of Deferred Compensation Administration approve and authorize release of proposed Request for Proposal for Deferred Compensation Plan financial auditing services.

Discussion:

At its March 20, 2018 meeting, the Board considered a staff report concerning developing a plan for conducting ongoing audits of the City's Deferred Compensation Plan. Staff informed the Board that creating a Request for Proposal (RFP) for auditing services would be an important first step to obtaining the relevant scope and pricing information that would be necessary for the Board to make final decisions regarding whether audits should be conducted and at what frequency. As a result, the Board approved staff's recommendation to draft for its review and approval an RFP for financial auditing services.

A. Request for Proposal Design and Content

Staff has prepared a draft RFP for Deferred Compensation Plan Financial Auditing Services (**Attachment A**). Staff recommends that the Board adopt and authorize the release of the draft RFP according to the timetable indicated in this report. The draft RFP includes the following essential components:

(1) Plan Profile & Scope of Services

In each of the Board's procurements, it is essential to be as transparent as possible with prospective RFP respondents about the design, services, and features of the City's Plan, as well as the services included within a particular search process. This RFP's Plan Profile and Scope of Services provide the vendor community with a broad overview of the City's plan and the procured services.

(2) RFP Questionnaire

Plan RFPs typically include both a written questionnaire as well as performance exams as methods of inquiry to exchange information with RFP respondents. The written questionnaire requests information in various narrative or table-driven formats and represents the most substantial portion of the means by which the City will compare and assess, qualitatively and quantitatively, each provider's services and capabilities. Performance exams provide opportunities to assess further a vendor's resources, philosophy, and skills on specific services included in the written proposals. For this RFP, a single exam will be used to explore each proposer's auditing background and approach.

(3) RFP Evaluation Categories

Proposed evaluation categories and weightings are included in the "Evaluation" section of the RFP.

(4) Evaluation Panels and Process

Staff will perform evaluation of the proposals with technical support provided by Segal Consulting. Upon completion of its review and analysis, the review panel and Segal Consulting will present a report to the Board with findings and recommendations for selection.

B. Procurement Schedule

Month	Action	Status
June 2018	Finalize and Release RFP	Pending
August 2018	Responses Due	Pending
October 2018	Complete Evaluation of RFP Responses/Submit Recommendations to Board	Pending
October 2018 - November 2018	Contract Development and Execution	Pending
November 2018	Begin Services	Pending

Submitted by: _____
Matthew Vong

Approved by: _____
Steven Montagna