



CITY OF PITTSBURGH
OTHER POST EMPLOYMENT BENEFIT TRUST FUND

REQUEST FOR PROPOSAL
FUND CUSTODIAL AND INVESTMENT SERVICES

Department of Finance
1st Floor, City-County Building
Pittsburgh, PA 15219

April 28, 2014

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I. INTRODUCTION

- A. General Information.** The City of Pittsburgh ("City") Other Post Employment Benefit Trust Fund ("OPEB Fund") is searching for a qualified candidate to act as custodian of the OPEB Fund and to provide investment advice to the Board of Trustees of the OPEB Fund.

To be considered, one original and three (3) copies of the proposal must be received by 4:00 p.m. on May 30, 2014. Please direct proposals to:

Kathleen Butter, Fiscal Supervisor
City of Pittsburgh, Department of Finance
1st Floor, City-County Building
414 Grant Street
Pittsburgh, PA 15219

Proposals submitted will be evaluated by the Board of Trustees of the OPEB Fund.

The OPEB Fund reserves the right to reject any or all proposals submitted.

During the evaluation process, the OPEB Fund reserves the right, where it may serve the OPEB Fund's best interest, to request additional information or clarification from proposers, or to allow corrections of error or omissions. At the discretion of the OPEB Fund Board of Trustees, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The OPEB Fund reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the proposing firm of the conditions contained in this request for proposal.

It is anticipated that the OPEB Fund will choose a custodian in June, 2014. Following the notification of the selected firm, it is expected that the contract will begin in July, 2014 .

- B. Term of Engagement.** The term of the engagement will be for an indefinite term, subject to termination by either party upon the giving of 30 days' prior written notice of termination to the other.
In addition, the engagement is reliant on the satisfactory negotiation of terms (including a price acceptable to both the OPEB Fund and the selected firms). Critical to the OPEB Fund's evaluation of candidates is the ability of the proposing firm to perform within a timely manner.
- C. Subcontracting.** Minority Business Enterprise (MBE) and/or Women Business Enterprise (WBE) participation is requested in all OPEB Fund contracts. Such participation may be demonstrated by utilization of MBE/WBE firms through the use of subcontracts with such firms in support services, supplies, etc.

Proposals shall include a plan on how and to what extent the MBE/WBE participation will be utilized. A copy of a current MBE/WBE certification letter for the bidding firm or the subcontractor must be submitted with the proposal. PENNDOT, the County of Allegheny, the City of Pittsburgh and the Commonwealth of Pennsylvania Department of General Services are recognized governmental certifications. Certifications by the Port Authority of Allegheny County and regional minority purchasing councils must be accompanied by one of the above-mentioned governmental entities.

The goals suggested by the OPEB Fund for the MBE and/or WBE utilization are 25% and 10%, respectively. The manager of the MBE/WBE program for the City will review each proposal in cooperation with the Minority and Women's Business Enterprise Review Committee.

Proposed subcontracting firms must be clearly identified in the proposal. Following the award of the audit contract, no additional subcontracting will be allowed without the express prior written consent of the OPEB Fund.

II. NATURE OF SERVICES REQUIRED

- A. **General.** The OPEB Fund is searching for a qualified candidate to act as custodian of the OPEB Fund and to provide investment advice to the Board.
- B. **Scope of Work to be Performed.** The scope of services will be to act as custodian of the OPEB Fund. The custodian of the OPEB Fund will be responsible for maintaining records of the assets of the OPEB Fund and to produce monthly reports of the assets. The custodian also will be responsible for making such disbursements from the OPEB Fund as the Board or its designee directs and to maintain records of the disbursements. The custodian will also provide the Board with investment advice as to the investment of the funds as permitted by law and such other services as the Board may from time to time request, including but not limited to the development of investment policy/strategy.

III. TIME REQUIREMENTS

- A. **Proposal Calendar.** The following is a list of key dates up to and including the date proposals are due to be submitted:

Request for quote issued	April 28, 2014
Due date for proposals	May 30, 2014

- B. **Notification.**

Selected firm notified	June 2014
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IV. PROPOSAL REQUIREMENTS

A. General Requirements.

- Inquiries. Inquiries concerning the request for proposals and the subject of the request for proposals must be made to:

Kathleen Butter, Fiscal Supervisor
City of Pittsburgh, Department of Finance
1st Floor, City-County Building
414 Grant Street
Pittsburgh, PA 15219
(412) 255-8866

- Submission of Proposals. The following material is required to be received by 4:00 PM, May 30, 2014, for a proposing firm to be considered:

A master copy (so marked) of a Technical Proposal and three (3) copies to include the following:

- Title Page showing the request for proposals subject; the firm's name; the name, address and telephone number of the contact person; and the date of the proposal.
- Table of Contents
- Transmittal Letter signed with brief statement of the firm's understanding that the proposal is a firm and irrevocable one (1) year offer.
- Detailed Proposal following the order set forth in "Section IV, B" of the request for quote.
- Executed copies of Proposer Guarantee and Proposer Warranties, attached to this request for quote (Appendix A and Appendix B).

An original and three (3) copies of a bid, plus a CD with the bid documents, in five (5) separate sealed envelopes marked as follows:

SEALED DOLLAR COST BID PROPOSAL
City of Pittsburgh Other Post Employment Benefit Trust Fund
PROFESSIONAL EVALUATION SERVICES
[DATE]

The completed proposal consisting of five (5) separate envelopes to the following address:

Kathleen Butter, Fiscal Supervisor
City of Pittsburgh, Department of Finance
1st Floor, City-County Building
414 Grant Street
Pittsburgh, PA 15219

B. Technical Proposal.

- 1. General Requirements.** The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake the present value calculations in conformity with the requirements of this request for quote. As such, the substance of proposals will carry more weight than their form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this project.

THERE SHOULD BE NO DOLLAR UNITS OR TOTAL COSTS INCLUDED
IN THE TECHNICAL PROPOSAL DOCUMENT.

The Technical Proposal should address all the points outlined in the request for proposal (excluding any cost information which should only be included in the sealed dollar cost bid). The Proposal should be prepared simply and economically, providing straightforward, concise description of the firm's capabilities to satisfy the requirements of the request for proposal. While additional data may be presented, the following subjects, item Nos. 2 through 5, must be included. They represent the criteria against which the proposal will be evaluated.

- 2. License to Practice in the Commonwealth of Pennsylvania.** An affirmative statement should be included that the firm and all assigned key professional staff are properly registered and or licensed to practice in the Commonwealth of Pennsylvania, if applicable.
- 3. Firm Qualification and Experience.** The firm should state the size of the firm, the location of the office from which the work on this project is to be performed, the number and nature of the professional staff to be employed on this project on a full-time basis, and the number and nature of the staff to be so employed on a part-time basis.

If the firm is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified. The firm that is to serve as the principal custodian should be noted, if applicable.

- 4. Partner, Supervisory and Staff Qualifications and Experience.** The firm should identify the principal supervisory and management staff, project partners, managers, supervisors, specialists and seniors, who would be assigned to this project. The firm should also provide information on the relevant experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this project.

The firm should provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education of the specific staff to be assigned to this project and also indicate how the quality of staff over the term of the agreement will be assured.

The firm should identify the extent to which staff to be assigned to this project reflects the OPEB Fund's commitment to Affirmative Action.

Partners, managers, supervisory staff, specialists and seniors may be changed if those personnel leave the firm, are promoted, or are assigned to another office so long as all requested information has been provided with regard to the individuals who will be completing the assignment. These personnel may also be changed for other reasons with the express written permission of the OPEB Fund. However, in either case, the OPEB Fund retains the right to approve or reject replacements.

Other personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

- 5. Prior Work with the City.** List separately all engagements within the last five years with the City of Pittsburgh, ranked on the basis of total staff hours and by type of engagement (i.e., evaluation services, other). Indicate the scope of work, date, partners, total hours, the location of the firm's office from which the work was performed, and the name and telephone number of the principal client contact.
- 6. Disclosure required pursuant to Act 44 of 2009 of the Commonwealth of Pennsylvania**

Provide the following information:

- a. Whether any individual who will be assigned to the contract is a current or former official or employee of the City or the OPEB Fund. If applicable, provide details.
- b. Whether any individual who will be assigned to the contract has been a registered Federal or Pennsylvania lobbyist. If applicable, provide details.

NO DOLLARS SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL

C. Sealed Dollar Cost Bid

1. **Fee Structure.** The sealed dollar cost bid should contain all pricing information relative to this project for the OPEB Fund.

The OPEB Fund will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost bid. Such costs should not be included in the proposal.

The first page of the sealed dollar cost bid should include the following information:

- a. Name of Firm.
- b. Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the quote, and authorized to sign a contract with the OPEB Fund.
- c. Proposed fee or fee structure.

V. EVALUATION PROCEDURES

- A. **Evaluation.** Proposals submitted will be evaluated by the Board of Trustees of the OPEB Fund.

- B. **Review of Proposals.** The Board of Trustees will use a point formula during the review process to score proposals. Each member of the Board will first score each technical proposal by each of the criteria described in Section V C below. The full Board will then convene to review and discuss these evaluations and to combine the individual scores to arrive at a composite technical score for each firm. At this point, firms with an unacceptably low technical score will be eliminated from further consideration.

The OPEB Fund reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

- C. **Evaluation Criteria.** Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria that will be considered during the evaluation process:

1. Mandatory Elements

- a. The firm is independent and licensed to practice in the Commonwealth of Pennsylvania.
- b. The firm has no conflict of interest with regard to any other work performed by the firm or by the City of Pittsburgh or the OPEB Fund; and hiring the Firm will

not be in violation of the requirements of Act 44 of 2009 for a professional services contract.

- c. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.

2. Technical Qualifications:

- a. Expertise and Experience
 - (i) The firm's past experience and performance on comparable projects.
 - (ii) The quality of the firm's professional personnel to be assigned to the project and the quality of the firm's management support personnel to be available for technical consultation.
 - (iii) Ability to provide the requested reports in a timely manner.

3. Price: Cost will not be the primary factor in the selection.

D. Final Selection. The Board will approve the selected firm. It is anticipated that a decision will be made by June, 2014. Following notification of the selected firm, it is expected that the contract will begin in July, 2014.

E. Right to Reject Proposals. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the OPEB Fund and the firm selected. The OPEB Fund reserves the right without prejudice to reject any or all proposals.

APPENDICES

A. Proposer Guarantee

B. Proposer Warranties

APPENDIX A

PROPOSER GUARANTEE

The proposer certifies it can and will provide and make available, as a minimum, all services set forth in Section II, Nature of Services Required.

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____

APPENDIX B

PROPOSER WARRANTIES

- A. Proposer warrants that it is willing and able to comply with Commonwealth of Pennsylvania laws with respect to Commonwealth of Pennsylvania or foreign corporations.
- B. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
- C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the OPEB Fund.
- D. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____