




Inter Office Memo

DEPARTMENT OF
PERSONNEL SERVICES

ITEM 10

DATE: March 16, 2015

TO: Deferred Compensation Management Council

FROM: Paul Nerland, Personnel Services Manager 

SUBJECT: Deferred Compensation Plan Consultant RFP evaluation committee

Background

The Board of Supervisors approved Agreement #11-731 with Heintzberger-Payne Advisors on December 13, 2011. The Agreement provided for a three (3) year term (ending December 12, 2014) with two (2) one-year extensions upon written consent of both parties. As your Council is aware, the Board of Supervisors approved the first one-year extension on May 20, 2014.

Issue

In anticipation of the termination of Agreement #11-731 on December 12, 2015, staff is preparing a Request for Proposals (RFP) for the Deferred Compensation Plan Consultant. Staff is requesting that your Council provide direction regarding the evaluation committee that will review and score the Deferred Compensation Plan Consultant RFP responses, interview finalists, and make a recommendation to your Council on a winning bidder.

Recommended Action

Staff is recommending that the Council select one of the options below regarding the composition of the Deferred Compensation Plan Consultant RFP evaluation committee, or provide other direction.

Option #1: Direct staff to appoint an evaluation committee that will report its findings and make a winning bidder recommendation to the Council.

Option #2: Appoint one (1) or more members of the Council to work with staff on the evaluation committee.