



MEMORANDUM TO THE BOARD

DATE: November 8, 2018

TO: Members of the Board of Retirement

FROM: Dave Nelsen, Chief Executive Officer, ACERA *DN*

SUBJECT: **Pension Administration Software Oversight Project Manager**

In September 2018, ACERA issued a Request for Proposal (RFP) to solicit a qualified firm to provide project oversight and consulting services in connection with the Pension Administration Software (PAS) replacement project.

In response to the RFP, ACERA received two proposals. After an initial review of the proposals, both respondents met the minimum qualifications and advanced to the next phase, which consisted of an oral presentation and an interview by the PAS Project Team. The PAS Project Team completed a scoring matrix for both respondents and ranked each firm independently based on experience, project management, and cost.

Recommendation – After a thorough evaluation process, Staff recommends that the Board of Retirement award the contract to LRWL Inc.

Attachments

1. Evaluation Process and Criteria for PAS Oversight Project Manager
2. PAS Oversight Project Manager Scoring and Cost Matrix

Evaluation Process and Criteria for PAS Oversight Project Manager

ACERA reserves the right to request additional information to clarify a submitted proposal. The evaluation of proposals will consist of three levels. Each proposer must pass Level I in order to advance to Level II, and must pass Level II to advance to Level III.

1. Level I - Compliance with RFP Submission Requirements

ACERA will conduct a preliminary evaluation of all proposals submitted by the deadline to determine compliance with proposal requirements and mandatory document submissions. As part of the evaluations, ACERA will review Proposer's performance on previous contracts to

Evaluation Process and Criteria for PAS Oversight Project Manager

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1. Level I - Compliance with RFP Submission Requirements

ACERA will conduct a preliminary evaluation of all proposals submitted by the deadline to determine compliance with proposal requirements and mandatory document submissions. As part of the evaluations, ACERA will review Proposer’s performance on previous contracts to determine the Proposer’s ability to meet contractual obligations. Proposer’s record of ethics and integrity must be satisfactorily met to be deemed responsive.

- a) Manner of Submission – Proposal must meet all RFP requirements for submission including deadlines and format.
- b) Information Requested – Proposal must include all information requested in the RFP.

2. Level II - Evaluation and Scoring Criteria of Proposal Items

For the purposes of Level II evaluation, the responsive proposals will be evaluated, ranked, and scored based on the criteria below:

Criteria	Possible Points
Professionalism ✓ Proposer demonstrated professionalism in the response to the RFP, such as: RFP presentation, well-written summary of the important features of the RFP, etc.	10
Proposed Scope of Services Description and Methodology ✓ Proposer demonstrated strong understanding of ACERA’s objectives and provides a proposed methodology and further refinement of the Requirements.	20
Qualifications, Experience, and Accomplishment ✓ Strength of prior experience in performing systems analysis and development in other public pensions. ✓ Demonstration of expertise in/knowledge of pension administration applications and systems. ✓ Strength of prior expertise in providing procurement support and oversight on project management/quality assurance services. ✓ Strength of favorable references during reference verification process.	50
Value of Cost ✓ The evaluation of the relative cost and value for each proposer based upon its submission of the proposed fee schedule. This evaluation will also consider cost on a qualitative basis, not necessarily on a quantitative basis.	20
Total	100

3. Level III - Interviews

Firms that are considered to be the most competitive based on the criteria in Levels I and II will be interviewed in person at ACERA's offices in Oakland, CA. Firms must include the key personnel proposing to work on the Requirements of this RFP. All costs associated with these interviews will be borne by the vendors.

Evaluation and Recommendation

Responsive proposals to this RFP will be ranked based on the combined results of interviews, reference checks, background checks, and the proposals submitted. ACERA may engage outside individuals to compose an evaluation panel.

Furthermore, ACERA reserves the right to conduct such investigations as ACERA considers appropriate with respect to the qualifications of each proposer or responsive proposer and any information contained in its proposal. ACERA reserves the right to conduct thorough background checks on the firm and the personnel proposing to work on the Requirements of this RFP. If information from a background check is found to contradict information in a proposal, that proposal will be rejected as non-responsive.

All proposals in response to this RFP will be evaluated solely on the basis of the criteria listed above and the ranking of any review panel will serve as a basis to formulate staff recommendations, setting forth the reasons for recommendation in a report to ACERA's Board.

After evaluation of the RFP's and approval by the ACERA Board, all bidders will be notified of the successful bid.

Once a vendor is selected and approved, contract negotiations will be initiated. ACERA expects contract negotiations to be brief. If contract negotiations stall and agreement cannot be reached, ACERA may, in its sole discretion, terminate negotiations with the selected vendor and commence contract negotiations with another vendor from the list with Board approval.

PAS Oversight Project Manager Scoring and Cost Matrix

Level I – Compliance with RFP Submission Requirements

Linea: PASSED

LRWL: PASSED

Scoring for Level II (Submitted Proposal) and Level III (Interviews), and Total Project Cost:

	Linea	LRWL
Level II Score:	88	89
Level III Score:	81.6	86.4
Total Project Cost:	\$1,806,870	\$1,961,940