



Interoffice Memorandum

July 9, 2018

To: Mayor Teresa Jacobs
and the Board of County Commissioners

From: Carrie Mathes, Manager, Procurement Division

Contact: Barry Skinner, Assistant Comptroller/Fiscal Division, Orange County
Comptroller's Office
407-836-5692

Subject: Consultant Selection, Request for Proposals, Y18-165-PD, Section
457 Deferred Compensation/Other Post Employment Benefits Trust
Fund Investment Consultant Services

RECOMMENDATION:

Selection of Dahab Associates, Inc. to provide Section 457 Deferred Compensation/Other Post Employment Benefits Trust Fund Investment Consultant Services, Request for Proposals, Y18-165-PD. Board authorization is also requested for the Procurement Division to negotiate and award a three-year contract within a budget of \$180,000. Further request authorization for the Procurement Division to renew the contract for two additional one-year terms.

This item was reviewed and approved by the Procurement Committee on June 27, 2018. Commissioner Emily Bonilla was assigned to the Procurement Committee.

PURPOSE:

To provide consulting services for the Section 457 deferred compensation plan and Section 115 other post employment benefits Trust Fund to include quarterly investment review services, as well as general consulting services. Quarterly investment review services include, but are not limited to, evaluation of the performance and cost of investments, and compensation of investment performance to established benchmarks. General consulting services include, but are not limited to, plan design and operation, investment policy statement review and amendment, implementation of new federal laws and regulations, employee communication, and investment education programs.

DISCUSSION:

Six proposals were received in response to this Request for Proposals (RFP). The proposals of Advanced Capital Group, AndCo Consulting, Burgess Chambers and Associates, Inc., Fiduciary First, LLC, Maketa Investment Group were deemed non-responsible for the reasons explained below. The Comptroller's Office hired an independent consulting firm (Benchmark Financial Services, Inc.) to conduct due

diligence reviews of all proposing firms which included investigation of conflicts of interest, scrutiny of prior work product, and contact with client references. After reviewing the report of the independent consultant, the Procurement Committee determined that five of the responses were non-responsible due to failure to comply with the RFP criteria regarding conflicts of interest. The RFP required that any firm proposing for these services cannot be affiliated in any manner whatsoever, either directly or indirectly, with any organization that provides brokerage, insurance, investment management, or any other service that, in the opinion of the County, constitutes a conflict of interest. Also, the firm may not derive compensation from any brokerage, insurance investment management or other provider that, in the opinion of the County, constitutes a conflict of interest. The County retained sole discretion to determine whether actual or potential conflicts of interest exist related to a proposer.

All firms determined to be non-responsible failed to meet the above stated standard.

The consensus score for the Procurement Committee's evaluation is attached.

RFP#:Y18-165-PD	Qualifications		Qualifications		Technical		M/WBE		Location		Fee		
Section 457 Deferred Compensation/Other Post Employment Benefits Trust Fund Investment Consultant Services	of Firm		of Staff		Approach		Utilization				Proposal		Total
WEIGHT	20		20		20		10		10		20		
	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	
Dahab Associates, Inc.	4.0	80.0	4.0	80.0	4	80.0	3	30.0	0	0.0		100.0	370.0
Advanced Capital Group	Non Responsible												
AndCo Consulting	Non Responsible												
Burgess Chambers and Associates, Inc.	Non Responsible												
Fiduciary First, LLC.	Non Responsible												
Maketa Investment Group	Non Responsible												
Advanced Capital Group, AndCo Consulting, Burgess Chambers and Associates, Inc., Fiduciary First and Maketa Investment Group were determined to be Non Responsible due to not meeting the minimum firm requirements.													



Interoffice Memorandum

June 6, 2018

To: Perry Davis, Senior Purchasing Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator 
Business Development Division

SUBJ: **RFP #Y18-165-PD, Section 457 Deferred Compensation/Other Post-Employment Benefits Trust Fund Investment Consultant Services**

Below are the respondents to the subject RFP with their firm's certified sub-consultants and MWBE participation score on a 1 – 5 rating:

1.	Maketa Investment Group		3 Points
	None	0%	
	Total MWBE Participation:	0%	
	EEO Staff	43%	
Bonus Points			
	Service-Disabled Veterans (SDV)	0	
	Welfare Recipients:	0	

2.	Dahab Associates, Inc.		3 Points
	None	0%	
	Total MWBE Participation:	0%	
	EEO Staff	38%	
Bonus Points			
	Service-Disabled Veterans (SDV)	0	
	Welfare Recipients:	0	



3.	AndCo Consulting		3 Points
	None	0%	
	Total MWBE Participation:	0%	
	EEO Staff	31%	
Bonus Points			
	Service-Disabled Veterans (SDV)	0	
	Welfare Recipients:	0	

4.	Burgess Chambers and Associates, Inc.		3 Points
*	None	0%	
	Total MWBE Participation:	0%	
	EEO Staff	32%	
Bonus Points			
*	Service-Disabled Veterans (SDV)	0	
*	Welfare Recipients:	0	

*The Schedule of Sub-Contracting – MWBE/SDV Participation and Displaced Worker forms were not submitted with the proposal.
Therefore, the evaluator could not assess points to those sections.

5.	Fiduciary First, LLC		0 Points
*	None	0%	
	Total MWBE Participation:	0%	
*	EEO Staff	0%	
Bonus Points			
*	Service-Disabled Veterans (SDV)	0	
*	Welfare Recipients:	0	

*The Equal Opportunity Workforce Schedule (form J) only indicates workforce in the Orlando Metropolitan Statistical Area (OMSA) and not the Total Workforce (TWF) for evaluation. The Schedule of Sub- Contracting – MWBE/SDV Participation and Displaced Worker forms were not submitted with the proposal.
Therefore, the evaluator could not assess points to those sections.

6.	Advanced Capital Group		0 Points
	None	0%	
	Total MWBE Participation:	0%	
	EEO Staff	0%	
Bonus Points			
	Service-Disabled Veterans (SDV)	0	
	Welfare Recipients:	0	

*The Equal Opportunity Workforce Schedule (form J), the Schedule of Sub-Contracting – MWBE/SDV Participation and Displaced Worker forms were not submitted with the proposal. Therefore, the evaluator could not assess points to those sections.