
AUGUST 1, 2017

AGENDA ITEM 03
INFORMATION ITEM

CALIFORNIA ABLE ACT BOARD

Request for Proposals for Program Manager Services Update

Information Item

The Board will receive a verbal report from the Executive Director Christina Elliott. This report will include an update on Request for Proposals (RFP) for Program Manager Services.

Background

On February 7, 2017, staff recommended procuring the services of a qualified program manager to provide the Board with assistance in its role to administer the California ABLE Program Trust, including but not limited to funds management, administrative services, outreach and marketing.

On February 28, 2017, staff issued the RFP with a deadline of May 2, 2017. The evaluation committee determined that the proposals received were nonresponsive. Therefore, staff collaborated with the Board's 529A program consultant, 529A investment consultant, and legal counsel to revise the RFP language for a second solicitation in mid-June or early-July.

On July 10, 2017, staff reissued the RFP with a deadline of July 31, 2017. An Optional Pre-Proposal Conference was held on July 13, 2017, giving all interested firms an opportunity to ask questions or offer comments regarding the RFP. Staff received no questions or comments during this Conference. Staff also received no written questions regarding the RFP.