

---

APRIL 27, 2017

AGENDA ITEM 06  
ACTION ITEM

CALIFORNIA ABLE ACT BOARD

*Amendment to Request for Proposals (“RFP”) No. ABLE 05-16 for Program Administrator and Investment Manager (“Program Manager”) Services*

---

***Action Recommended***

Option 5, no changes and proceed as planned; or alternatively Option 1, nominating up to two Board members to join the evaluation committee to evaluate the written proposals.

***Background***

On February 7, 2017, the Board adopted Resolution No. 2017-02 relating to the approval to issue a request for proposals for program administrator and investment manager services. Request for Proposals No. ABLE 05-16 (the “RFP”) was issued on February 28, 2017 with a proposal submission deadline of April 11, 2017. On March 27, 2017, staff issued a first addendum to extend the submission deadline to May 2, 2017 in order to provide the Board with another opportunity to consider the proposal evaluation process.

After issuing the RFP, some of the Board members expressed an interest to become more involved in the evaluation process. Staff, with the assistance of legal counsel, have assembled all possible options for the Board to consider, which are detailed below.

In all the options below, Board members have the opportunity to read the proposals without participating as a member of the evaluation committee.

**Option 1: Up to two Board members join the evaluation committee**

The Board will select up to two Board members to be part of the evaluation committee to evaluate the written proposals.

Implications: The selected Board member(s) will first review each of the proposals independently and then score the proposals with the other evaluation committee members.

Tentative Key Action Dates

<b>Date</b>	<b>Action</b>
May 2, 2017, 4pm PT	Deadline for Proposal Submission
May 17, 2017	Notice of Intent to Award
May 24, 2017	Contract Award
May 31, 2017	Commencement of Contract (pending DGS approval)
October 2017	Launch of CalABLE

Staff recommend this option.

**Option 2: Up to two Board members join the evaluation committee and the Board conducts interviews of the top two bidders**

The Board will select up to two Board members to be part of the evaluation committee to evaluate the written proposals.

The Board will also publicly conduct interviews of the top two (2) bidders with the highest total scores in the following categories: Firm Background, Organization, and Compliance; Investment Structure and Experience; Administration, Recordkeeping and Customer Service; Marketing and Outreach; and Fees.

The Board will abide by the following rules for the interviews: 1) Chairperson will ask each bidder the same scripted questions; 2) Board members may not ask follow up questions to any bidder; 3) Each Board member will individually score responses for each bidder using the scoring criterion and scoring sheet provided by staff (scores will be averaged).

Recommended Interview Questions

*Question 1: With respect to compliance, elaborate on how your firm has gone above and beyond to serve people with disabilities access financial services.*

*Question 2: How would your firm collaborate with advocacy organizations and future ABLÉ beneficiaries to address their concerns with and interest in the ABLÉ Plan? Please also explain how you would work with advocacy organizations to market CalABLE across the State.*

*Question 3: Our target population is hopeful that one day they might be able to access automatic bill pay options. Please elaborate on a strategy your firm could enact to get this type of functionality for CalABLE participants.*

*Question 4: The evaluation committee may provide the Board with one or more questions to ask the bidders to clarify the written proposals. Any and all questions will be the same for each bidder.*

After the interviews are completed, the Board will take a recess. Staff will collect Board members' interview score sheets and calculate the average interview score for each bidder. The meeting will resume, where the Board will announce the bidder with the highest total score. The Board will vote on program direction.

Implications: The Board will issue an addendum to change the Key Action Dates and include interviews of the top two (2) bidders as part of the evaluation process, along with the interview questions that have been decided upon by the Board. The selected Board member(s) will first read each of the proposals independently and then score the written proposals with the other evaluation committee members. The Board will interview the top two (2) bidders in a public meeting.

Tentative Key Action Dates

<b>Date</b>	<b>Action</b>
May 2, 2017, 4pm PT	Deadline for Proposal Submission
June 6, 2017	Board Interviews Bidders
June 7, 2017	Notice of Intent to Award
June 14, 2017	Contract Award
June 21, 2017	Commencement of Contract (pending DGS approval)
November 2017	Launch of CalABLE

Staff do not recommend this option.

**Option 3: All Board members join the evaluation committee**

All Board members will be part of the evaluation committee to evaluate the proposals.

Implications: The Board will issue an addendum to the RFP to change the Key Action Dates. Board members will score the proposals during a public meeting pursuant to the Bagley-Keene Open Meeting Act. All comments regarding the proposals during this evaluation process will be public. Each Board member will independently read all proposals before evaluating them with other Board members in a public meeting.

Tentative Key Action Dates

<b>Date</b>	<b>Action</b>
May 2, 2017, 4pm PT	Deadline for Proposal Submission
June 6, 2017	Board Evaluates Proposals
June 7, 2017	Notice of Intent to Award
June 14, 2017	Contract Award
June 21, 2017	Commencement of Contract (pending DGS approval)
November 2017	Launch of CalABLE

Staff do not recommend this option.

**Option 4: All Board members join the evaluation committee and the Board conducts interviews**

All Board members will be part of the evaluation committee to evaluate the written proposals in a public meeting. The Board will also publicly conduct interviews of the top two (2) bidders with the highest total scores in the following categories: Firm Background, Organization, and Compliance; Investment Structure and Experience; Administration, Recordkeeping and Customer Service; Marketing and Outreach; and Fees.

Interview questions, rules, and procedures will be the same as in Option 3, above.

Implications: The Board will issue an addendum to change the Key Action Dates and include interviews of the top two (2) bidders as part of the evaluation process, along with the interview questions that have been decided upon by the Board. Each Board member will independently read all written proposals before evaluating them with other Board members in a public meeting. Board members will score the written proposals during a public meeting pursuant to the Bagley-Keene Open Meeting Act. All comments regarding the written proposals during this evaluation process will be public. The Board will also interview the top two (2) bidders in a public meeting.

Tentative Key Action Dates

<b>Date</b>	<b>Action</b>
May 2, 2017, 4pm PT	Deadline for Proposal Submission
June 6, 2017	Board Evaluates Written Proposals
July 11, 2017	Board Interviews Bidders
July 12, 2017	Notice of Intent to Award
July 19, 2017	Contract Award
July 26, 2017	Commencement of Contract (pending DGS approval)
November 2017	Launch of CalABLE

Staff do not recommend this option.

**Option 5: No change**

The Board elects to make no changes to the RFP evaluation process.

Implications: The evaluation committee comprised of CalABLE staff and the Chairperson's designee, State Treasurer's Office General Counsel, will evaluate the written proposals as planned.

Tentative Key Action Dates

<b>Date</b>	<b>Action</b>
May 2, 2017, 4pm PT	Deadline for Proposal Submission
May 17, 2017	Notice of Intent to Award
May 24, 2017	Contract Award
May 31, 2017	Commencement of Contract (pending DGS approval)
October 2017	Launch of CalABLE

Staff highly recommend this option.