
MARCH 24, 2014

AGENDA ITEM 3
ACTION ITEM

SECURE CHOICE RETIREMENT SAVINGS INVESTMENT BOARD

Project Management and Procurement Support Services

Presenter

Grant Boyken

Actions Recommended

Because the board did not receive a responsive offer to the Request for Offer (RFO), staff recommends the Board authorize staff to enter into an interagency agreement with the California State Treasurer's Office to provide project management and procurement support services for the two Request for Proposals (RFPs) recommended by the Board at its January 27, 2014 meeting.

Background

At its January 27, 2014 meeting, the Board directed staff to initiate the process of selecting a vendor to provide project management services and procurement assistance for two RFPs.

After reviewing a list of vendors on the California Department of General Services' California Multiple Award Schedules (CMAS) list that provide both non-IT procurement support services and non-IT project management services, staff sent an RFO to seven vendors on February 18, 2014. In an effort to increase the likelihood of receiving offers from qualified vendors, the deadline to submit questions was extended and vendors were given an additional week to submit an offer.

Unfortunately, only one vendor submitted an offer, which was determined to be nonresponsive to the requirements of the RFO.

Of the vendors that did not submit an offer, two declined due to limited resources to dedicate to the project. One declined because they are considering bidding on the Request for Proposal for the market analysis/financial feasibility study. Three of the vendors did not provide an explanation as to why they did not submit an offer.

In addition to the RFO, on Feb. 18, 2014, a letter was sent to six large departments of the State of California to determine whether they had staff to provide the Board with project management and procurement support services. Of the six, one declined citing limited staff resources due to current workload demands. Two declined without providing a reason. Secure Choice staff had

discussion with representatives at two departments who asked for more information about the services needed, but neither submitted a subsequent response. One department provided no response.

Recommended Next Steps

Pursue an interagency agreement with the California State Treasurer's Office to provide project management and procurement support services for the two Request for Proposals (RFPs) recommended by the Board at its January 27, 2014 meeting. An interagency agreement would allow the Board to reimburse the Treasurer's Office for staff hours and other expenses dedicated to this work.

If the Board directs staff to pursue an interagency agreement with the California State Treasurer's Office, staff will present the interagency agreement at the Board's next meeting and seek authorization from the Board to execute the interagency agreement. During the intervening month, staff would begin the work of drafting the RFP for outside legal counsel and the RFP for the market analysis and financial feasibility study.