



SFERS

San Francisco Employees' Retirement System

REQUEST FOR PROPOSALS FOR

FIDUCIARY GOVERNANCE CONSULTING SERVICES

FOR THE SAN FRANCISCO CITY AND COUNTY EMPLOYEES' RETIREMENT SYSTEM

DATE: FRIDAY, MARCH 5, 2021

DEADLINE FOR SUBMISSION: MONDAY, APRIL 5, 2021, 5:00 P.M. (PACIFIC TIME)

San Francisco City and County Employees' Retirement System

Request for Proposals for

Fiduciary Governance Consulting Services

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- A. Required Vendor Forms: Listing and Internet addresses of Forms related to Chapters 12B, 12C, and 14B of the S.F. Administrative Code, to Business Tax, and to Employer Identification Number.
- B. Form of Consulting Agreement

I. Introduction

The San Francisco City and County Employees' Retirement System ("SFERS" or "Retirement System") is a defined benefit pension fund for eligible employees of the City and County of San Francisco and other participating employers. As of December 31, 2020, the market value of the SFERS Trust was \$30.6 billion.

The seven member SFERS Retirement Board ("Board") has plenary authority and fiduciary responsibility for the investment of Trust assets and administration of the Retirement System, and the conditions under which SFERS members receive and continue to receive benefits under the Retirement System. Generally, the Board meets once a month in a noticed public meeting (currently held remotely) to, among other things, set policy, review and consider administrative and benefits matters, review investment performance, and consider new investment opportunities. The Board and Retirement System conduct all administrative, benefit and investment activities in accordance with applicable laws and policies and procedures adopted by the Board, and in the sole interest of members and their beneficiaries.

Over the last twenty years, the Retirement Board has promulgated various governance policies and seeks a qualified governance consulting firm to conduct periodic reviews of and as needed to propose revisions to these policies as well as to provide on-going analysis, education and recommendations regarding governance principles and best practices in Board decision-making, defining fundamental roles of the Board, the Executive Director and staff, the Chief Investment Officer and investment staff, and Board consultants, delegating authority while maintaining appropriate oversight, strategic planning, and other relevant fiduciary and governance activities. By this Request for Proposals ("RFP"), SFERS is soliciting proposals from qualified professional consulting firms to provide fiduciary governance consulting services to the Retirement Board and the Retirement System. The selected firm will work closely with the Board and SFERS staff. The selected firm must demonstrate extensive experience and superior capability for providing fiduciary governance consulting services to institutional investor clients, preferably public pension systems, of comparable size to or larger than SFERS.

The consulting agreement anticipated under this RFP will have a term of five (5) years.

II. Scope of Services

The consultant engaged under this RFP will assist SFERS and the Retirement Board in maintaining its comprehensive governance structure including documentation of roles and responsibilities, decision-making channels, as well as its policies and procedures, and Board oversight responsibilities. Examples of the core services to be provided by the selected consulting firm shall include:

- 1) Periodic review of and as needed proposed revisions or updates to Retirement Board governance policies. If requested by SFERS staff or the Board, attendance at committee and Board meeting when the governance policies are discussed or considered for action;

- 2) Consultation with the Retirement Board and staff related to fiduciary governance of SFERS. If requested, educational presentations to staff and Board related to fiduciary governance topics;
- 3) Development of additional governance policies as needed to identify or enhance accountabilities, improve clear decision-making channels, and provide additional information necessary for the Board and staff to fulfill their fiduciary duties;
- 4) Preparation of a Governance Report on an every other calendar year basis which will measure and report compliance with the Board's governance policies and terms of reference;
- 5) Coordination of annual Board Education Needs Assessment survey and consultation with staff and Board to plan and deliver identified education needs;
- 6) Assistance in the governance orientation for new Board members;
- 7) Assistance with the Executive Director and Actuarial Services Coordinator annual performance evaluations; and
- 8) Other fiduciary governance-related activities.

The selected governance consultant may also be asked to provide other services as required by the Board or SFERS staff.

III. Submission Requirements

For the duration of the RFP process, the SFERS and the Retirement Board will enter into a "blackout" period during which communications and meetings between interested parties and SFERS staff and Retirement Board members will be prohibited. This blackout will continue until the review and selection of an Governance Consultant is completed.

This blackout is effective immediately upon release of this Request for Proposal.

This blackout will enable the SFERS to treat all respondents fairly during the RFP process and permit the Retirement System review of the responses without bias.

Blackout conditions are outlined below:

Interested parties are to refrain from meeting or communications with the SFERS staff, Retirement Board members and Governance Committee.

The only exceptions are communications with Jay Huish, Executive Director, Caryn Bortnick, Deputy Executive Director, presentations for finalists scheduled by the Retirement System, and publicly noticed meetings of the Retirement Board and Governance Committee.

This blackout remains in effect until the successful bidder(s) enters into a contractual agreement with SFERS.

Communications include telephone conversations, letters, and email.

Interested parties may meet (currently all meetings are conducted remotely) with the SFERS staff or a Board member only if the meeting consists of an exchange of information that is not relevant to the RFP. The Executive Director of the Retirement System will be notified of these meetings in advance and any meeting will be documented.

Nothing in this black out period shall limit a Proposer who is currently engaged by SFERS as a service provider from participating in meetings and communications with SFERS staff and Board members that are required to effectively conduct the business and services under the existing engagement

If you have any questions regarding the blackout, please contact Jay Huish, Executive Director at (415) 487-7015.

A. Time and Place for Submission of Proposals

Proposals must be submitted and received by 5:00 p.m. (Pacific Time), Monday, April 5, 2021.

Proposals may be mailed or delivered to:

Jay Huish
Executive Director
Attn: Fiduciary Governance Consultant RFP
San Francisco Employees' Retirement System
1145 Market Street, 5th Floor,
San Francisco, CA 94103
jay.huish@sfgov.org

Proposers shall submit five (5) paper copies and one (1) electronic copy of their proposal in a sealed envelope or box.

Late submissions will not be considered. Postmarks will not be considered in judging the timeliness of submissions. Proposals, which are submitted by fax, will **not** be accepted. Timely submission of only an electronic version of the proposal is insufficient to timely submit the proposal.

C. Transmittal Letter

An individual who is authorized to bind the Proposer contractually must sign a transmittal letter, which is an integral part of the response. This transmittal letter must indicate the signer is so authorized. Responses with an unsigned transmittal letter will be rejected. The transmittal letter must include the following:

1. The Proposer's name, address, telephone and fac number, and website address.
2. The Proposer's Federal Employer Identification Number and corporate identification number, if applicable.
3. The name, title or position, and telephone number of the individual signing the transmittal letter.
4. The name, title or position, and telephone number of Proposer's primary contact for the RFP, if different from the individual signing the transmittal letter.

5. A statement expressing the Proposer's willingness to perform the services as described in this RFP, and an acknowledgement that Proposer agrees to be a fiduciary to the Board, SFERS and SFERS' members and their beneficiaries.
6. A statement expressing Proposer's availability of staff and other required resources for performing all services and providing all deliverables requested by the RFP.
7. A certification that all fees and conditions set forth in the proposal are firm for a period of 180 days from the deadline for submission of proposals and that the quoted fees are genuine and not the result of collusion or any other anti-competitive activity.
8. A statement that Proposer has reviewed the RFP schedule in Section V(A) of this RFP and will ensure that all of Proposer's key personnel are available for interviews and Board and Governance Committee meetings.
9. A certification that no officer, employee or agent of SFERS and no Retirement Board member has any known personal or pecuniary interest, direct or indirect, in this agreement or the proceeds thereof.
10. A statement that identifies any personal, professional or financial relationships between Proposer and its officers and employees and any Retirement Board member or SFERS officer or employee.
11. A statement that Proposers acknowledges that materials submitted pursuant to this RFP are public records. See Section VI(l) of this RFP.
12. A description of Proposer's professional relationships involving SFERS, the State of California and any of its political subdivisions for the past five (5) years from the date of the RFP response, together with a statement explaining why such relationships do not constitute a conflict of interest.

D. Format and Content of Proposals

Firms interested in responding to this RFP must submit the following information, in the order specified below:

COMPLETENESS, CLARITY, AND BREVITY ARE IMPORTANT. CANDIDATES SHOULD SUBMIT ALL INFORMATION REQUESTED IN THIS RFP IN THE SPECIFIED FORMAT. RESPONSES NOT MEETING FORMAT REQUIREMENTS OR THAT ARE INCOMPLETE IN ANY WAY MAY BE REJECTED. CANDIDATES ARE URGED TO READ THIS RFP CAREFULLY, TO TAKE CARE IN THE PREPARATION OF RESPONSES, AND TO CAREFULLY PROOFREAD THE FINAL VERSIONS FOR ACCURACY AND COMPLETENESS.

The Candidate's response to this request for proposal must be organized in the format listed below.

1. Transmittal Letter
2. Introduction and Executive Summary;
3. Statement of Qualifications including statement of respondent firm and team members' specific background and experience in providing fiduciary governance consulting services to government organizations and/or other public or private pension clients, and the names,

background, experience and qualifications of the individuals at Proposer who would be leading the project or providing services to SFERS;

4. Previous Project Description and Sample Reports including a concise description from inception to completion of one project completed within two (2) years from the date of this RFP with services similar to the services proposed in response to this RFP;
5. Hourly consulting rates for each staffing level proposed in your response to this RFP, and any other charges or costs you would include on invoices for these services;
6. Confirmation that Proposer and its counsel have reviewed the form Consulting Agreement in Appendix B, and either (a) a statement that Proposer has no requested changes to that Agreement, or (b) if Proposer does request changes, either a marked copy of the Agreement with requested changes or a document with a list of the sections to which Proposer would request changes and the requested changes;
7. References of three (3) local government agencies and/or public or private pension clients that the respondent has provided services substantially similar to the services requested in this RFP within five (5) years from the date of this RFP – at least two (2) of the references must be from entities other than the City and County of San Francisco

IV. Evaluation and Selection Criteria

A. Minimum Qualifications - Unless otherwise indicated, all qualifications must be met as of submission of the bid response due date.

The Proposer must meet the following minimum qualifications:

1. The Proposer must meet or exceed the following standards:
 - a. The assigned lead consultant must have ten (10) years experience in fiduciary governance consulting for government organizations and/or other public or private pension clients;
 - b. The Proposer firm must have five (5) years experience providing services substantially similar to the services requested in this RFP for public or governmental entities.
2. The Proposer must be directly responsible for the management of the fiduciary governance consulting services, and all personnel responsible for the consulting services must be employees of the firm.
3. The Proposer must carry Errors and Omissions Insurance coverage or must have applied for it by the submission date of the RFP. E&O insurance will be required throughout the duration of the assignment.

The determination of whether a Proposer satisfies the minimum qualifications is solely and exclusively within the judgment of SFERS. Any proposal that does not demonstrate that the Proposer meets these

minimum requirements by the deadline for submittal will be considered non-responsive and will not be eligible for consideration or award of the contract.

B. Selection Criteria

Each written proposal will be evaluated by a selection team of subject matter experts. SFERS intends to evaluate the proposals relative to each other generally in accordance with the criteria and maximum points for each category itemized below.

1. Respondent Qualifications (70 points)

- a. Proposer's response, including any statements of service and staff qualifications and previous project description clearly and specifically demonstrates expertise and experience substantially similar to what is requested for the services described in this RFP.
- b. Breadth and depth of the Proposer's and the proposed team members' experience and expertise.

2. Consulting Hourly Rate Proposal (5 points)

Fees and any other charges or costs are an important factor in the evaluation of proposals; however, SFERS is not required to select the lowest cost bidder.

3. Respondent References (25 points)

- a. Appropriateness of the experience on the references' projects to SFERS needs.
- b. References' evaluation of Proposer's expertise in the services required by SFERS as stated in this RFP.
- c. Quality of services, staffing, adherence to schedules, budgets and deadlines, and problem-solving ability for previously completed projects similar to proposed by SFERS as stated in the RFP.

V. Schedule

A. Schedule of Events

<u>Action</u>	<u>Responsibility</u>	<u>Date</u>
RFP is advertised and issued	SFERS Staff	Friday, March 5, 2021
Deadline to submit written questions and requests for interpretation	Proposers	Monday, March 15, 2021
Response to written questions to be provided to all proposers	SFERS Staff	Wednesday, March 17, 2021
Submission of proposal	Proposers	Monday, April 5, 2021

Review of proposals, selection of finalists	SFERS Staff	April 2021
Finalist interviews	SFERS Staff	April-May 2021
Recommend finalist to SFERS Board	SFERS Staff	May 2021
Contract negotiations	SFERS Staff	May 2021
Consulting Agreement becomes effective		June 2021

B. Explanation of Events

1. Release of RFP – the RFP will be advertised and posted on the SFERS website. All firms meeting minimum qualifications, as stated in Section IV(A), will be welcome to participate.
2. Any requests for information concerning the RFP must be in writing and emailed to Executive Director Jay Huish at jay.huish@sfgov.org not later than 5:00 p.m. on Monday, March 15, 2021. SFERS' responses to these requests will be issued in writing and posted on the SFERS website by Wednesday, March 17, 2021.
3. In preparing their responses, candidates should rely only on written material concerning this RFP issued by SFERS.
4. Deadline for submission of the RFP response is **5:00 p.m. Pacific Time on Monday, April 5, 2021 – no exceptions to this deadline will be granted.**
5. Submissions will be considered public documents. Any material that the candidate considers "Business-Confidential" should be so marked.

C. Contract Award

To be considered, all proposals must comply with the requirements and specifications outlined in this RFP.

During contract negotiations, if SFERS or its agent is unable to agree to contract terms with the Proposer receiving the highest evaluation in this RFP process, the Retirement Board reserves the right to terminate contract negotiations with that Proposer without undertaking another RFP process, and to negotiate with another qualified Proposer.

1. Termination – This RFP in no manner obligates the Retirement Board or any of its agencies to the eventual procurement of services described, implied or which may be proposed, until confirmed by a written contract. Progress toward this end is solely at the discretion of the Retirement Board and may terminate at any time prior to the signing of a contract.

The Retirement Board reserves the right to cancel this RFP at any time and to reject any and all proposals submitted in response to this RFP, if the Retirement Board determines such action or actions are in its best interest.

2. Proposal Applicability – To allow sufficient time for contract negotiation, all fees and conditions stated in the proposal must be firm for a period of 120 days from the deadline for submission of proposals.
3. Legal Review – The Retirement Board expects that all candidates will agree to be bound by the terms and conditions articulated in this RFP. For this reason, it is strongly recommended that Proposers have the terms and conditions contained herein reviewed with corporate counsel and that concerns be brought to the attention of SFERS Staff in a timely manner.
4. Governing Law – This procurement and any agreement with Proposers that may result shall be governed by the laws of the State of California and the City and County of San Francisco. Submission of a proposal constitutes acceptance of this condition.
5. Basis for Proposal – Only information supplied by the SFERS staff in writing or in this RFP should be used in the preparation of proposals.
6. Proposal Preparation Cost – Any cost incurred by the Proposer in the preparation, transmittal or presentation of any proposal or material submitted in response to this RFP will be borne solely by the Proposer.
7. Proposer Qualification – The Retirement Board may take such investigations as necessary to determine the ability of the Proposer to adhere to the items as identified within the questionnaire portion of this RFP. The Retirement Board reserves the right to reject the proposal of any Proposer who, in the Retirement Board's opinion, is not a responsible candidate as defined below:

"Responsible candidate" means a candidate who submits a complete proposal and who has furnished, when required, information and data to prove that its financial resources, production and service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services described in the proposal.

8. Non-Discrimination in Contracts - All contracts are subject to the non-discrimination ordinance of the City and County of San Francisco. Contractors should note the provision prohibiting discrimination by contractors in the provision of benefits between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees.

VI. Terms and Conditions for Receipt of Proposals

A. Errors and Omissions in RFP

Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify SFERS, in writing, if the Proposer discovers any ambiguity, discrepancy, omission, or other error in the RFP. Any such notification should be directed to SFERS promptly after discovery, but in no event later than five working days prior to the date for receipt of proposals. Modifications and clarifications will be made by addenda as provided below.

B. Inquiries Regarding RFP

Inquiries regarding the RFP (i.e., clarification questions) must be directed by email, by March 15, 2021 to:

Jay Huish, Executive Director
San Francisco Employees' Retirement System
E-mail: jay.huish@sfgov.org

SFERS will post answers to all questions received by the deadline at <http://mysfers.org/about-sfers/request-for-proposal/> no later than March 17, 2021.

C. Addenda to RFP

SFERS may modify the RFP, prior to the proposal due date, by issuing written addenda to the RFP on the SFERS website. SFERS will make reasonable efforts to notify Proposers in a timely manner of modifications to the RFP. Notwithstanding this provision, the Proposer shall be responsible for ensuring that its proposal reflects any and all addenda issued by SFERS prior to the proposal due date regardless of when the proposal is submitted.

D. Term of Proposal

Submission of a proposal signifies that the proposed services and prices are valid for 180 calendar days from the proposal due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

E. Revision of Proposal

A Proposer may revise a proposal on the Proposer's own initiative at any time before the deadline for submission of proposals. The Proposer must submit the revised proposal in the same manner as the original. A revised proposal must be received on or before the proposal due date.

In no case will a statement of intent to submit a revised proposal, or commencement of a revision process, extend the proposal due date for any Proposer.

At any time during the proposal evaluation process, SFERS may require a Proposer to provide oral or written clarification of its proposal. SFERS reserves the right to make an award without further clarifications of proposals received.

F. Errors and Omissions in Proposal

Failure by SFERS to object to an error, omission, or deviation in the proposal will in no way modify the RFP or excuse the vendor from full compliance with the specifications of the RFP or any contract awarded pursuant to the RFP.

G. Financial Responsibility

SFERS accepts no financial responsibility for any costs incurred by a firm in responding to this RFP. Submissions of the RFP and associated materials will become the property of SFERS and may be used by SFERS in any way deemed appropriate.

H. Proposer's Obligations under the Campaign Reform Ordinance

Proposers must comply with Section 1.126 of the S.F. Campaign and Government Conduct Code, which states:

No person who contracts with the City and County of San Francisco, for the rendition of personal services, for the furnishing of any material, supplies or equipment to the City, or for selling any land or building to the City, whenever such transaction would require approval by a City elective officer, or the board on which that City elective officer serves, shall make any contribution to such an officer, or candidates for such an office, or committee controlled by such officer or candidate at any time between commencement of negotiations and the later of either (1) the termination of negotiations for such contract, or (2) three months have elapsed from the date the contract is approved by the Retirement System or the board on which a City elective officer serves.

If a Proposer is negotiating for a contract that must be approved by an elected local officer or the board on which that officer serves, during the negotiation period the Proposer is prohibited from making contributions to:

- the officer's re-election campaign
- a candidate for that officer's office
- a committee controlled by the officer or candidate

The negotiation period begins with the first point of contact, either by telephone, in person, or in writing, when a contractor approaches any city officer or employee about a particular contract, or a city officer or employee initiates communication with a potential contractor about a contract. The negotiation period ends when a contract is awarded or not awarded to the contractor. Examples of initial contacts include: (i) a vendor contacts a city officer or employee to promote himself or herself as a candidate for a contract; and (ii) a city officer or employee contacts a contractor to propose that the contractor apply for a contract. Inquiries for information about a particular contract, requests for documents relating to a Request for Proposal, and requests to be placed on a mailing list do not constitute negotiations.

Violation of Section 1.126 may result in the following criminal, civil or administrative penalties:

- (a) Criminal. Any person who knowingly or willfully violates section 1.126 is subject to a fine of up to \$5,000 and a jail term of not more than six months, or both.
- (b) Civil. Any person who intentionally or negligently violates section 1.126 may be held liable in a civil action brought by the civil prosecutor for an amount up to \$5,000.
- (c) Administrative. Any person who intentionally or negligently violates section 1.126 may be held liable in an administrative proceeding before the Ethics Commission held pursuant to the Charter for an amount up to \$5,000 for each violation.

For further information, Proposers should contact the San Francisco Ethics Commission at (415) 252-3100.

I. Sunshine Ordinance

In accordance with S.F. Administrative Code Section 67.24(e), contractors' bids, responses to RFPs and all other records of communications between the City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefits until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

J. Public Access to Meetings and Records

If a Proposer is a non-profit entity that receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the S.F. Administrative Code, the Proposer must comply with the reporting requirements of that Chapter. The Proposer must include in its proposal (1) a statement describing its efforts to comply with the Chapter 12L provisions regarding public access to Proposer's meetings and records, and (2) a summary of all complaints concerning the Proposer's compliance with Chapter 12L that were filed with the City in the last two years and deemed by the City to be substantiated. The summary shall also describe the disposition of each complaint. If no such complaints were filed, the Proposer shall include a statement to that effect. Failure to comply with the reporting requirements of Chapter 12L or material misrepresentation in Proposer's Chapter 12L submissions shall be grounds for rejection of the proposal and/or termination of any subsequent Agreement reached on the basis of the proposal.

K. Reservations of Rights by SFERS

The issuance of this RFP does not constitute an agreement by SFERS that any contract will actually be entered into by SFERS. SFERS expressly reserves the right at any time to:

- 1) Waive or correct any defect or informality in any response, proposal, or proposal procedure;
- 2) Reject any or all proposals;
- 3) Reissue a Request for Proposals;
- 4) Prior to submission deadline for proposals, modify all or any portion of the election procedures, including deadlines for accepting responses, the specifications or requirements for any materials,

equipment or services to be provided under this RFP, or the requirements for contents or format of the proposals;

- 5) Procure any materials, equipment or services specified in this RFP by another means; or
- 6) Determine that no project will be pursued.

L. No Waiver

No waiver by SFERS of any provision of this RFP shall be implied from any failure by SFERS to recognize or take action on account of any failure by a Proposer to observe any provision of this RFP.

M. Chapter 12B and 12C: Nondiscrimination in Employment and Benefits

Chapter 12B and 12C of the San Francisco Administrative Code are incorporated by reference as though fully set forth herein. Chapters 12B and 12C prohibit discrimination by City contractors in employment, the use of property, the provision of public accommodations and in the provision of benefits to employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees.

Please refer to Appendix C regarding the requirements of San Francisco Administrative Code Chapters 12B and 12C.

N. Local Business Enterprise Participation

SFERS strongly encourages proposals from qualified Local Business Enterprises ("LBEs") as defined in Chapter 14B of the San Francisco Administrative Code. If a Proposer desires to participate in the City's Local Business Enterprise Program, which helps certain financially disadvantaged businesses increase their ability to compete effectively for City contracts, go to the "How to Qualify to Do Business with the City" tab on the Office of Contract Administration website at www.sfgsa.org for details and required forms.

O. Conflicts of Interest

The successful proposer will be required to agree to comply fully with and be bound by the applicable provisions of state and local laws related to conflicts of interest, including Section 15.103 of the City's Charter, Article III, Chapter 2 of City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California. The successful proposer will be required to acknowledge that it is familiar with these laws; certify that it does not know of any facts that constitute a violation of said provisions; and agree to immediately notify the City if it becomes aware of any such fact during the term of the Agreement.

Individuals who will perform work for the City on behalf of the successful proposer might be deemed consultants under state and local conflict of interest laws. If so, such individuals will be required to submit a Statement of Economic Interests, California Fair Political Practices Commission Form 700, to the City within ten calendar days of the City notifying the successful proposer that the City has selected the proposer.

VII. Contract Requirements

A. Standard Contract Provisions

The successful Proposer will be required to enter into a contract substantially in the form of the Agreement for Professional Services, attached hereto as Appendix B. Failure to timely execute the contract, or to furnish any and all certificates, bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another firm and may proceed against the original selectee for damages. Full text of all referenced San Francisco municipal codes can be viewed on-line at www.sfgov.org at the *Municipal Codes* link under the *Government* tab on the San Francisco homepage (tab is located at the top of the page).

B. Required Standard City Forms

Before the City can award any contract to a Proposer, the Proposer must file three standard City forms with the Retirement System. The required forms are:

1. Vendor Profile Application (includes New Vendor Number Request Form and IRS Form W-9)
2. P-25 - Business Tax Declaration
3. CMD 12B-101 Declaration of Nondiscrimination in Contracts and Benefits

A complete description of these three (3) required forms and where to find them on the Internet is provided in Appendix A of this RFP. If these forms are not filed at the time you submit your proposal, the proposal may be determined to be non-responsive and rejected.

Please submit one (1) copy of the above three (3) required forms at the time you submit your proposal. The forms should be submitted under separate cover in a separate, sealed envelope addressed to:

Jim Burruel, Finance Manager
San Francisco Employees' Retirement System
Attention: Deferred Compensation –Investment Consultant RFP
1145 Market Street, 5th Floor
San Francisco, CA 94103

If a Proposer has previously completed and submitted the required forms to the Retirement System, the Proposer should not do so again unless the Proposer's answers have changed.

Appendix A

Required Vendor Forms

Office of Contract Administration

Vendor Eligibility Forms:

Form	Purpose/Info	Routing
Business Tax Declaration Form (Form P-25)	This declaration is required for city vendors to determine if you are required to obtain a Business Registration Certificate.	Email: ttx.VendorAccounts@sfgov.org Fax: (415) 554-6207 Mail: Treasurer & Tax Collector City Hall, Room 140 1 Dr. Carlton B. Goodlett Pl. San Francisco, CA 94102
Declaration of Nondiscrimination in Contracts and Benefits <i>with supporting documentation</i> (Form CMD-12B-101)	This Declaration is used by the City's Contract Monitoring Division to determine if a vendor offers benefits to employees. When a vendor offers benefits, it must be verified that all benefits, including insurance plans and leaves, are offered equally to employees with spouses and employees with domestic partners. For more information and assistance, please visit the City Administrator's Contract Equal Benefits web page.	Website: www.sfgov.org/cmd Email: cmd.equalbenefits@sfgov.org Mail: CMD, 30 Van Ness Ave., Suite 200 San Francisco, CA 94102-6033
Vendor Profile Application	Includes New Vendor Number Request Form and IRS Form W-9.	Email: Vendor.File.Support@sfgov.org Fax: (415) 554-6261 Mail: City and County of San Francisco Vendor Profile Application Vendor File Support City Hall, Room 488 1 Dr. Carlton B. Goodlett Place San Francisco, CA 94102-4685

Supplemental Forms:

Form:	Required If:
Minimum Compensation Ordinance (MCO) Declaration (pdf)	You have at least \$25,000 (\$50,000 for non-profit organizations) in cumulative annual business with a City department or departments and have more than 5 employees, including employees of any parent, subsidiaries and subcontractors.
Health Care Accountability Ordinance (HCAO) Declaration (pdf)	You have at least \$25,000 (\$50,000 for non-profit organizations) in cumulative annual business with a City department or departments and have more than 20 employees (more than 50 employees for nonprofit organizations), including employees of any parent, subsidiaries or subcontractors.
Insurance Requirements (pdf)	The solicitation requires the successful bidder to demonstrate proof of insurance.
Payment (Labor and Material) Bond (pdf)	The solicitation requires the awarded vendor to post a Payment (Labor and Material) bond.
Performance Bond (pdf)	The solicitation requires the awarded vendor to post a Performance bond.
Local Business Enterprise Program Application(Contract Monitoring Division)	You desire to participate in the City's Local Business Enterprise Program, which helps certain financially disadvantaged businesses increase their ability to compete effectively for City contracts.