

# Orange County Sheriff's Office



## **REQUEST FOR PROPOSALS #183-18**

### **457(b) Deferred Compensation Plan**

OCSO FISCAL MANAGEMENT  
PURCHASING SECTION  
2500 West Colonial Drive  
Orlando, Florida 32804  
407-254-7150

Issue Date: September 19, 2018

## INTRODUCTION

The Sheriff of Orange County, Florida (“Sheriff,” “Orange County Sheriff’s Office,” or “OCSO”), invites interested parties to submit sealed proposals **no later than 4:00 p.m. on Tuesday, October 16, 2018**, for custodial, recordkeeping/administration, and communication/education services for the OCSO 457(b) Deferred Compensation Plan.

“Request for Proposal,” “RFP,” “bid,” “proposal,” “bidder,” “proposer,” “vendor,” “contractor,” or “respondent” will be used interchangeably throughout this document.

RFP 183-18, which includes an extensive Excel spreadsheet, may be downloaded at [ftp://ftp.ocfl.net/divisions/purchasing/pub/Current%20Bids%20and%20RFPs%20-%20Large%20Files/RFP%20183-18,%20457\(b\)%20Deferred%20Compensation%20Plan/](ftp://ftp.ocfl.net/divisions/purchasing/pub/Current%20Bids%20and%20RFPs%20-%20Large%20Files/RFP%20183-18,%20457(b)%20Deferred%20Compensation%20Plan/). It may also be obtained from Shawna Wells, Purchasing Manager, by calling (407) 254-7150 or by emailing [shawna.wells@ocfl.net](mailto:shawna.wells@ocfl.net)

**Proposers are encouraged to request clarification or guidance on any questions involving this solicitation before submitting their proposal.** Shawna Wells, Purchasing Manager, is their point of contact (407-254-7150), [shawna.wells@ocfl.net](mailto:shawna.wells@ocfl.net). **Proposers may contact Shawna Wells at any time during this process.**

A proposer must submit two copies of its proposal in hard copy form and on marked USB flash drives. Sealed proposals will be accepted at the following address:

Orange County Sheriff’s Office  
Fiscal Management Purchasing Section  
2500 West Colonial Drive  
Orlando, Florida 32804

At 10 a.m. on Thursday, October 18, 2018, all proposals will be opened publicly at the OCSO Fiscal Management Purchasing Section. The names of all proposers will be read aloud.

## TABLE OF CONTENTS

### RFP SCHEDULE

Wednesday, September 19, 2018	RFP Posting to Orange County Website and Distribution to Vendors
Sunday, September 23, 2018	1 <sup>st</sup> Publication (Orlando Sentinel)
Sunday, September 30, 2018	2 <sup>nd</sup> Publication (Orlando Sentinel)
Wednesday, October 3, 2018	Deadline for Receipt of Vendor Questions
Tuesday, October 16, 2018	Deadline for Receipt of all Proposals
Thursday, October 18, 2018	Proposal Opening

\*Presentations will be scheduled at a later date (if applicable).

## I. PROPOSAL DELIVERY INSTRUCTIONS

As noted above, qualified firms or companies desiring to provide the services described in the Scope of Work shall submit sealed proposals to:

Orange County Sheriff's Office  
Fiscal Management Purchasing Section  
Attention: Shawna Wells  
2500 West Colonial Drive  
Orlando, Florida 32804

**Offers by e-mail, telephone, or fax shall not be accepted. They shall be rejected as non-responsive regardless of when and where they are received. Proposals received after the specified date and time shall be returned unopened. The decision to refuse to consider a proposal that was received via e-mail, telephone, or fax, or that was beyond the date/time established in the solicitation, shall not be the basis for a protest.**

It is the sole responsibility of the proposer to ensure that their proposal reaches the OCSO Fiscal Management Purchasing Section in an appropriate manner and on a timely basis. All proposals meeting the applicable delivery requirements will be date/time stamped upon receipt and will serve as the official record of conformity with the established guidelines.

Respondents are cautioned that they are responsible for delivery to the specific location cited above. If their proposal is delivered by an express mail carrier or by any other means, it is their responsibility to ensure delivery to the above address. This office is not responsible for deliveries made to any place other than the specified address.

It is also the sole responsibility of the proposer to obtain proof of delivery.

## II. TERMS AND CONDITIONS

### Public Entity Crime

Per Florida Statute 287.133(3)(d), the Florida Department of Management Services maintains a list of the names and addresses of those who have been disqualified from participating in the public contracting process.

[http://www.dms.myflorida.com/business\\_operations/state\\_purchasing/vendor\\_information/convicted\\_suspended\\_discriminatory\\_complaints\\_vendor\\_lists/convicted\\_vendor\\_list](http://www.dms.myflorida.com/business_operations/state_purchasing/vendor_information/convicted_suspended_discriminatory_complaints_vendor_lists/convicted_vendor_list)

A person or affiliate who has been placed on the Convicted Vendor List following a conviction for a public entity crime shall not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; shall not submit bids on leases of real property to a public entity; shall not be awarded or perform work as a contractor, supplier, subcontractor, or Contractor under a contract with a public entity; and shall not transact business with any public entity in excess of the threshold amount provided in Florida Statute 287.017 for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the Convicted Vendor List.

### Acceptance/Rejection/Cancellation

The Sheriff reserves the right to accept or reject any or all proposals, with or without cause; to waive technicalities; and to accept the proposal which, in his sole judgment, best serves the interest of the OCSO. The Sheriff also reserves the right to award a contract to the next most qualified proposer, as the Sheriff so determines, if a successful proposer does not execute a contract within thirty (30) days after approval of the selection.

The Sheriff reserves the right, and has absolute and sole discretion, to cancel a solicitation at any time before approving the award.

### Clarification

The Sheriff reserves the right to request clarification of information submitted and to request additional information of one or more proposers.

### Proposal Preparation

The Proposer is solely responsible for all costs associated with preparing a response to this RFP. The Sheriff assumes no liability for any such costs incurred by the Proposer. The Proposer also agrees the Sheriff bears no responsibility for any costs, including attorney fees, associated with any administrative or judicial proceedings arising from the solicitation process.

## Mandatory Requirements

The OCSO has established certain mandatory requirements which must be included as a part of any proposal. The use of the terms “shall,” “must,” or “will” in this document indicates a mandatory requirement or condition.

The Sheriff’s Office reserves the right to determine which proposal(s) meet the mandatory requirements of the RFP.

## Tax Status

The OCSO is a tax exempt governmental agency. As such, no federal, state, or local taxes shall be charged or included in the bid price. A copy of the Sheriff’s Tax Exempt status will be provided if requested by the Vendor.

## Sealed Proposals

Proposals shall be delivered in a sealed envelope and should be labeled as follows:

- A. Request for Proposal Number
- B. Date of Opening
- C. Name of Proposer

## Evaluation of Qualifying Proposals

The OCSO Deferred Compensation Advisory Committee is responsible for performing oversight of the Sheriff’s 457(b) plan. The committee consists of representatives from Human Resources, Fiscal Management, Legal Services, and the sworn ranks. There are seven members in all. Benchmark Financial is the investment consultant to the plan. Holland & Knight provides specialized legal advice.

The committee is responsible for reviewing all qualifying proposals and for making recommendations to the Sheriff. The consultants will assist the committee. The vendors may be asked for clarification of their proposals.

## Award and Protests

Award may be all or none, by item, or any other basis as determined to be in the best interest of the OCSO. After the Sheriff has made a selection, the OCSO Purchasing Manager will issue a written award notice to all respondents. Award notification will be posted on the following website: <http://apps.ocfl.net/orangebids/bidopen.asp>.

The award notice may also be obtained by contacting Shawna Wells, Purchasing Manager, whose contact information is listed above.

A protest must be in writing and sent to Shawna Wells, Purchasing Manager, in the same manner as specified above for proposals. Failure to file a protest with the Purchasing Manager by 5:00 PM on the fifth (5<sup>th</sup>) business day following the award notification date posted on the OCSO website shall constitute a waiver of a bid protest.

#### Withdrawal of Proposal

Any proposal may be withdrawn until the deadline above for the submission of proposals. Any proposals not so withdrawn shall constitute an irrevocable offer for no longer than ninety (90) days from the submission deadline.

#### Contract Term

It is the intent of the Sheriff to enter into a five (5) year term contract with a renewal clause for one (1) additional five (5) year term for the services described herein.

#### Availability of Funds

The Sheriff's performance and obligation to pay under a contract arising from this RFP is contingent upon an annual appropriation for its purpose by the Board of County Commissioners, or other specified funding source for this procurement.

#### Equal Opportunity

It is hereby declared that equal opportunity and nondiscrimination shall be the Sheriff's policy intended to provide equal opportunities to every person, regardless of race, religion, sex, sexual orientation, gender expression/identity, color, age, disability, or national origin in securing or holding employment in a field of work or labor for which the person is qualified.

Further, the Contractor shall abide by the following provisions:

The Contractor shall represent that the Contractor has adopted and maintains a policy of nondiscrimination.

The Contractor shall allow reasonable access to all business and employment records for the purpose of ascertaining compliance with the non-discrimination provision of the contract.

The provisions of the prime contract shall be incorporated by the Contractor into the contracts of any applicable subcontractors.

## Questions/Communications Regarding this RFP

All questions or concerns regarding this RFP must include the RFP number and be submitted to Shawna Wells, Purchasing Manager, at [shawna.wells@ocfl.net](mailto:shawna.wells@ocfl.net) by no later than 4:00 p.m. on Wednesday, October 3, 2018.

Questions must be submitted utilizing the form listed as "Attachment B: Proposal Templates, Exhibit B-3 Vendor Questions." The Purchasing Manager will answer all vendor questions received by the specified deadline via an addendum. The addendum will be the official OCSO response to vendor questions. It will be available on the OCSO website for access by potential proposers.

Proposers are instructed not to contact the initiating division directly. No oral interpretation of this RFP shall be considered binding. **You may contact Shawna Wells at any time during this process.**

This provision exists solely for the convenience and administrative efficiency of the OCSO. No proposer or other third party gains any rights by virtue of this provision or the application thereof, nor shall any proposer or third party have any standing to sue or cause of action arising therefrom.

Vendors will not, under any circumstances, contact any OCSO, Orange County Comptroller, or Orange County Government personnel other than Shawna Wells, OCSO Purchasing Manager, to discuss this RFP.

No negotiations, decisions, or actions will be initiated or executed by a bidder as a result of any discussion with any employee(s) of the above referenced entities. Vendors must not divulge submitted bid information prior to the official bid opening. Proposers shall not direct any queries or statements concerning their proposal to any OCSO employees from the time of submitting a proposal to executing a contract.

Any proposer who initiates any discussions about this RFP with OCSO staff other than Shawna Wells, Purchasing Manager, in any manner is subject to disqualification from this procurement.

## Reference Checks

The contact person listed as a reference shall be someone who has personal knowledge of the proposer's performance during the referenced contract. Vendors shall inform all such contact persons that they are being used as a reference and that the OCSO may contact them for information. More than one person can be listed but all shall have knowledge of the project. Vendors SHALL NOT list principals or officers who will not be able to answer specific questions regarding the project.

Failure of references listed to respond to OCSO inquiries may negatively impact the evaluation of the proposal.

## Confidential Information

In accordance with Chapter 119, Florida Statutes (public records law), and except as may be provided by other applicable state or federal law, all proposers should be aware that RFP's, Invitations to Bid, and the responses thereto are in the public domain. **Proposers must identify specifically** any information contained in their response which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, **citing specifically the applicable exempting law.** If a proposer fails to cite the applicable exempting law, the information will be considered subject to disclosure.

## Presentations

Details pertaining to an oral presentation phase of the RFP process, if any, will be confirmed after proposal submission.

If a vendor is asked to give an oral presentation, the vendor should prepare a comprehensive presentation that concentrates on the business and technical aspects of the proposal; they should NOT be marketing discussions. **THE VENDOR MAY NOT ALTER OR ENHANCE ITS PROPOSAL DURING THE ORAL PRESENTATION.**

Appropriate visual and written materials are expected, but the format will be left to the discretion of the vendor. A soft copy of all presentation materials must be delivered to Shawna Wells, OCSO Purchasing Manager, at least two (2) business days before the beginning of the presentation. The vendor should also bring a sufficient number of printed copies of the materials for the OCSO attendees at the presentation. The number of attendees will be determined by the Sheriff.

The OCSO may provide a last minute agenda or other direction for the vendor's presentation based on the OCSO's initial review of the proposals.

## Negotiations

The OCSO expects to conduct detailed negotiations with each of the down selected vendors. Details regarding this process will be provided at the appropriate time to down selected vendors and may include discussions based on any aspect of a proposal.

The OCSO intends to have various representatives participate in all negotiations. The OCSO encourages down selected providers, as appropriate, to have its legal counsel participate as well. However, the OCSO will not be precluded by the absence of counsel for a down selected provider from having its counsel participate, and down selected providers will not be permitted to defer or revisit any matter due to the necessity of consultation with counsel.

### Supplemental Information

If additional relevant material is produced by, or becomes available to, the OCSO, it will be transmitted through the issuance of an addendum posted on the OCSO website. A vendor should consider such information in its proposal, and the OCSO will assume all changes or additional requirements transmitted have been taken into account in a vendor's proposal (including with respect to pricing), unless otherwise specified. All limitations, terms, conditions, and requirements for the original RFP shall apply to any addendums.

### No Representations or Warranties

The OCSO makes no representations or warranties regarding the accuracy or completeness of the information contained in this RFP or otherwise provided by the OCSO through the RFP process. Vendors are responsible for making their own evaluation of information and data contained in this RFP or otherwise provided by the OCSO, and for preparing and submitting responses to the RFP.

The OCSO has attempted to validate the information provided in this RFP, but it is possible a vendor may detect inconsistencies or potential errors. While it should identify these potential issues in its questions, the vendor should use the information provided on an "as is" basis for its proposal.

### Use of Contract by Other Government Agencies

At the option of the Contractor, the use of the contract resulting from this solicitation may be extended to other governmental agencies, including the State of Florida, its agencies, political subdivisions, counties, and cities.

Each governmental agency allowed by the Contractor to use this contract shall do so independent of any other governmental entity. Each agency shall be responsible for its own purchases and shall be liable only for goods or services ordered, received and accepted. No agency receives any liability by virtue of this bid and subsequent contract award.

### **III. BACKGROUND INFORMATION ON OCSO 457(b) PLAN:**

Approximate # of Eligible Employees:	2,299
Approximate # of Participants:	2,928
Approximate # of Contributing Participants:	1,686
Approximate Biweekly Contributions:	\$309,000
Approximate Total Plan Assets:	\$116,300,000
Approximate Average Account Balance:	\$51,100
Approximate Number of Loans	583
Approximate Total Loan Balance:	\$3.9 million

Number of Incumbent Vendors:	1
Names of Incumbent Vendor:	The Vanguard Group
Number of Anticipated Vendors:	1
Number of Payroll Systems:	1
Number of Locations:	10

The plan also includes four participants with a total of approximately \$100,000 in a “fixed account” with a previous vendor.

Plan participants who are OCSO employees (not separated from service) pay 3% of their salary on a pre-tax basis to the Florida Retirement System (“FRS”). FRS, which is operated by the State of Florida, includes a defined benefit plan and a defined contribution plan for providing retirement benefits to participants. FRS provides on-site and web-based presentations on a variety of financial wellness subjects. The on-site PowerPoint presentations are typically given by Certified Financial Planners. The FRS hotline provides free financial counseling to plan participants. Its advisors are on salary (no commissions), and they are typically Certified Financial Planners.

The OCSO 457(b) plan generally employs a passive management investment strategy utilizing low cost index mutual funds. A participant wanting to achieve broad diversification using index funds alone may easily do so. Among the index options in the plan are a total U.S. equities fund, total U.S. investment grade bonds fund, total international equities fund, and total international investment grade bonds fund. There are actively managed and other index funds in the plan as well.

The plan features auto enrollment with a target date option as the default. The target date options in the plan utilize index funds.

A “pooled” stable value fund featuring synthetic investment contracts of high credit quality in a collective trust is included. It is subject to an equity wash rule.

See Attachment “A” for the list of investment options in the plan’s main menu.

All plan participants pay an annual hard dollar fee for record keeping, which is reflected on their quarterly statements. They also pay an expense ratio for investment management of each option they select. Plan participants may incur individual hard dollar fees in certain circumstances (self-directed brokerage option, loans, Qualified Domestic Relations Order).

There is a limited self-directed brokerage window in the plan. The plan also includes a loan program.

The plan does not include variable annuities or clone funds. There are no sales charges, pay to play, or revenue sharing. No surrender charge, market value adjustment, or other such transfer restriction applies.

Plan participants have the benefit of multimedia communication and education campaigns throughout the year, phone support, an app, and an extensive website. They also have the opportunity at least twice a year to attend on-site PowerPoint presentations conducted by a vendor representative, typically a Certified Financial Planner, or to meet with that representative for discussion.

The vendor meets with the OCSO advisory committee to conduct an annual review of the plan. The vendor also works with the committee and designated OCSO personnel on changes to plan design approved by the Sheriff (e.g., auto enrollment implemented in 2014).

#### **IV. SCOPE OF SERVICES**

The scope of services shall include, but not be limited to, the following minimum requirements:

1. Provide recordkeeping, plan administration, and participant services for the Sheriff's 457(b) deferred compensation plan, e.g., contributions, fund transfers, rebalancing, account balances, rollovers, distributions, loans, hardship withdrawals, tax reporting, quarterly participant statements, web access, phone support, technical support.
2. Provide custodian/trustee services for the assets of the plan.
3. Provide a single point of contact (relationship manager) who is responsible for quality control of the vendor's overall performance (e.g., resolving problems, expediting services).
4. Maintain a secure method for electronic data interchange with the Plan Sponsor for enrollments, participant address changes, contribution processing, participant employment termination data, etc.
5. Provide an investment menu that features primarily low cost index mutual funds, including at a minimum a "total" U.S. stocks index fund; "total" international stocks index fund; "total" U.S. investment grade bonds index fund; "total" international grade bonds index fund; REIT index fund; a TIPS index fund, and target date funds that employ a passive management investment strategy utilizing low cost index mutual funds. Also provide a limited number of actively managed funds as options; a "pooled" stable value fund featuring synthetic investment contracts of high credit quality in a collective trust (no general or special account stable value funds); a U.S. Government securities money market fund; and a self-directed brokerage window.
6. Provide most favored nation pricing and allocation of services compared to other plans of similar size for which the vendor provides record keeping during the length of the agreement.

7. Provide a transparent hard dollar figure that plan participants pay annually for record keeping (no asset based record keeping fee) and a share class of mutual funds that offers lower expense ratios than retail shares. Provide a complete list of all other fees, e.g., loans, self-directed brokerage window. DO NOT include an asset based fee for record keeping or plan administration (e.g., wrap fee). DO NOT include sales charges, pay to play, or revenue sharing. DO NOT propose clone funds or a variable annuity. DO NOT propose a general or separate account as a stable value option. DO NOT include a surrender charge, market value adjustment, or other such transfer restriction.
8. In coordination with designated OCSO staff, provide multimedia communication/education campaigns at various times throughout the year and have qualified representatives (preferably Certified Financial Planners) make on-site visits at least twice yearly to conduct PowerPoint presentations and consult with employees on pertinent topics (e.g., enrollment, retirement planning).
9. Provide a secure website for the Plan Sponsor that provides information about the plan and assists with managing it, e.g., statistics on plan level participation, plan demographics, investment selections, participant accounts, beneficiaries, participant loans, and hardship withdrawals. The site must include the ability to download information to Microsoft Excel for report purposes.
10. Provide a robust and secure website for plan participants to manage their accounts and access educational and planning resources, e.g., change beneficiary designation and investment options; view statements and personal rates of return; utilize a retirement income calculator that includes pension and Social Security inputs. The website must provide the plan participant with a straightforward explanation of all plan rules, vendor services, investment options (including prospectuses and reports), and fees. It must also provide resources designed to increase general financial literacy.
11. Provide a robust and secure app for various mobile devices to assist plan participants with managing their accounts and accessing educational and planning resources.
12. Maintain a toll-free customer service number for participants and additionally provide access to multilingual customer service representatives either directly or through a free translation service.
13. Monitor, administer, and communicate Required Minimum Distributions (RMD) to affected participants in accordance with regulatory requirements.
14. Provide timely turnaround on participant requests, e.g., fund transfers, contribution changes, phone inquiries.
15. Provide an all-in fee report to the Plan Sponsor annually and as otherwise requested.

16. Meet with the advisory committee for the Sheriff's plan at least annually to review the plan. The Sheriff expressly reserves the right to administer the plan as he deems appropriate to meet his fiduciary obligations as Plan Sponsor and to provide a cost effective benefit to plan participants. The successful vendor will work with the advisory committee and designated OCSO personnel to implement changes to plan design approved by the Sheriff (e.g., eliminate or add an investment option).

17. Offer procedures consistent with federal law for distributing small balances of plan participants who are separated from service and whose accounts hold either \$1,000 or less or more than \$1,000 but less than \$5,000 (e.g., establish individual IRA).

18. Establish and execute a transition process, e.g., transition website and on-site meetings to communicate with plan participants about mapping funds, any blackout periods, services available, etc.

19. Maintain, archive, and ensure the confidentiality of all data, records, and files pertaining to the plan, participants, and accounts. The Plan Vendor may share such information with the following: (1) Plan Sponsor; (2) a plan participant, or his or her Power of Attorney or successor in interest, about the participant's account; (3) in accordance with a court order; and (4) an entity authorized by the Plan Sponsor to provide services for the plan, to the extent necessary to provide such services (e.g., company providing mutual funds for the plan, trust operating as custodian of the plan assets). This does not preclude the Plan Vendor from including anonymous statistical measures of the plan when compiling data about the vendor's defined contribution plans for purposes of a public report.

20. The successful vendor must agree in the event of future termination by the Plan Sponsor to, without cost, furnish all required data and records necessary to administer the plan to any new provider; not assess a surrender charge, market value adjustment, or any other transfer restriction on plan assets; and otherwise cooperate as requested by the Plan Sponsor in the change of vendor. Such transfer of data and records may be accomplished by electronic means.

21. The successful vendor must be authorized to do business in the State of Florida.

## **V. PROPOSAL FORMAT**

The Sheriff reserves the right to award a contract pursuant to this RFP without further discussion with proposers. Therefore, it is important that each proposal is complete, adheres to the format and instructions contained herein, and is submitted in the most favorable manner possible.

This section describes all the contents of the vendor's proposal and provides an outline of how the vendor **must** submit its proposal. The vendor's proposal will not be considered responsive unless it fully complies with the requirements in this section.

### Excel Template

The vendor shall use the Excel template to provide the required information. The form can be downloaded at

<ftp://ftp.ocfl.net/divisions/purchasing/pub/Current%20Bids%20and%20RFPs%20-%20Large%20Files/RFP%20183->

[18,%20457\(b\)%20Deferred%20Compensation%20Plan/](18,%20457(b)%20Deferred%20Compensation%20Plan/) or by emailing Shawna Wells at shawna.wells@ocfl.net.

In the "Mutual Fund Proposal" section of the Excel spreadsheet form, please provide no more than two options for each asset class. You have complete discretion as to those selections, which reflect your research and investment philosophy. The only requirement is that all proposals include an index fund in each asset class other than "Stable Value."

### References

The vendor shall use "Attachment B: Proposal Templates; Exhibit B-2: References" to provide project descriptions and verifiable references for at least three (3) vendor customers that, to the extent possible, are local (or state) governments, have plans that are similar in size to the OCSO plan, and for which the vendor has provided similar services.

### Required Documents

The vendor shall provide all proposed contracts and shall complete and attach all of the following forms listed in "Attachment C: Required Documents:"

- Exhibit C-1 Acknowledgement of Addenda Form
- Exhibit C-2 Conflict/Non-Conflict of Interest Statement Form
- Exhibit C-3 Authorized Signatories/Negotiators Form
- Exhibit C-4 Drug-Free Workplace Form
- Exhibit C-5 Proposed Contracts

## **VI. PROPOSAL SUBMISSION**

Vendors desiring to provide the specified services as specified in this RFP must submit two (2) USB flash drives, each containing the entire proposal (including PDF's and Excel files), and two (2) complete printed copies of its proposal (including PDF's and the Excel spreadsheet); no later than **4:00 p.m. on Tuesday, October 16, 2018 to:**

**For Mail Delivery:**

Orange County Sheriff's Office  
Purchasing Section  
P.O. Box 1440  
Orlando, FL 32802

**For Hand Delivery or Overnight Carrier (mark package "URGENT"):**

Orange County Sheriff's Office  
Attention: Shawna Wells, Purchasing Manager  
2500 West Colonial Drive  
Orlando, FL 32804

All vendors delivering bid packages to the physical address listed above must notify Purchasing at (407) 254-7147 or (407) 254-7150 **immediately upon arrival.**

Upon acceptance of the bid package, Purchasing Section personnel will furnish a bid receipt to the vendor confirming delivery.

**The sealed envelope must be marked in the lower left outside corner with the Vendor name and "RFP 183-18".**

Proposals may not be amended after the submission deadline.

**All materials submitted in connection with the vendor's response to this RFP, notwithstanding any legends on the proposal or any other statements to the contrary, will become the property of the OCSO and may be returned only at the OCSO's option.**

The vendors acknowledge the State of Florida has a broad public records law (Chapter 119, F.S.) and documents submitted by them in response to this RFP will be accessible to the public in accordance with this law.

If your response contains any information deemed confidential, in accordance with Chapter 119, F.S., provide an additional USB flash drive with a redacted version of your response labeled REDACTED. The electronic copy must be in Microsoft Word or Adobe – the most recent software version.

With respect to the information contained on the vendor's USB flash drives:

The folders and/or files should be organized in such a way as to preserve the order and labeling of how such information is presented in the vendor's printed copy of its proposal.

Each document (and file name) should clearly show the name of the vendor.

Each file should be pre-formatted by the vendor to facilitate on-line viewing and printing in a form consistent with the vendor's printed copy of its proposal.

All documents should be presented in a native Microsoft Office format (e.g., Word, Excel, PowerPoint, Project or PDF).

Documents should not include embedded files or external links.

## **VII. EVALUATION CRITERIA**

The following criteria, not necessarily listed in order of importance, will be used to review the proposals. The Sheriff and OCSO advisory committee reserve the right to weigh the evaluation criteria as they deem appropriate:

- Proposer's demonstrated ability to provide the services specified in the "Scope of Services" herein and to comply with all applicable legal requirements.
- The extent to which the proposal conforms to the specifications in the "Scope of Services" herein.
- The extent to which the proposal generally employs a passive management investment strategy utilizing low cost index mutual funds.
- The extent to which the proposal includes a competitive and transparent fee structure.
- Proposer's approach to communication/education services.
- Proposer's commitment to investing in technology to provide and improve services.

### Qualifying Proposals

The OCSO will review each submitted proposal to determine whether it is a qualifying proposal. A qualifying proposal is one that meets all of the criteria set forth herein. All proposals that **ARE NOT** a qualifying proposal will be disqualified from this RFP process.

A qualifying proposal is a proposal:

**Submitted by the due date specified in "Section VI: Proposal Submission."**

**Submitted in the form and format outlined in "Section V: Proposal Format."**

**Conforms to the scope and requirements specified in "Section IV: Scope of Services."**

## VIII. LIST OF ATTACHMENTS AND EXHIBITS

### Attachment A: Additional Plan Data

### Attachment B: Proposal Templates

- Exhibit B-1 Excel Spreadsheet Response
- Exhibit B-2 References
- Exhibit B-3 Vendor Questions

### Attachment C: Required Documents

- Exhibit C-1 Acknowledgement of Addenda Form
- Exhibit C-2 Conflict/Non-Conflict of Interest Statement Form
- Exhibit C-3 Authorized Signatories/Negotiators Form
- Exhibit C-4 Drug-Free Workplace Form
- Exhibit C-5 Proposed Contracts

**ATTACHMENT “A”:  
INVESTMENT OPTIONS IN MAIN MENU**

<u>Name of Fund</u>	<u>Fund Symbol or Number</u>
Vanguard Institutional Target Retirement 2015 Fund	VITVX
Vanguard Institutional Target Retirement 2020 Fund	VITWX
Vanguard Institutional Target Retirement 2025 Fund	VRIVX
Vanguard Institutional Target Retirement 2030 Fund	VTTWX
Vanguard Institutional Target Retirement 2035 Fund	VITFX
Vanguard Institutional Target Retirement 2040 Fund	VIRSX
Vanguard Institutional Target Retirement 2045 Fund	VITLX
Vanguard Institutional Target Retirement 2050 Fund	VTRLX
Vanguard Institutional Target Retirement 2055 Fund	VIVLX
Vanguard Institutional Target Retirement 2060 Fund	VILVX
Vanguard Institutional Target Retirement 2065 Fund	VSXFX
Vanguard Institutional Target Retirement Income Fund	VITRX
Vanguard Total Stock Market Index Fund Admiral	VTSAX
Vanguard 500 Index Fund Admiral	VFIAX
Vanguard Extended Market Index Fund Admiral	VEXAX
Vanguard Growth Index Fund Admiral	VIGAX
Vanguard Value Index Fund Admiral	VVIAX
Vanguard Morgan Growth Fund Admiral	VMRAX
Vanguard PRIMECAP Core Fund	VPCCX
DFA US Large Cap Value Institutional	DFLVX
Vanguard Small-Cap Growth Index Fund Admiral	VSGAX
Vanguard Small-Cap Value Index Admiral	VSIAX

## ATTACHMENT "A" CONTINUED

<u>Name of Fund</u>	<u>Fund Symbol or Number</u>
DFA US Small Cap Portfolio Institutional	DFSTX
DFA US Small Cap Value Portfolio Institutional	DFSVX
Vanguard Real Estate Index Admiral	VGSLX
DFA Real Estate Securities Portfolio Institutional	DFREX
Vanguard Total International Stock Index Fund Admiral	VTIAX
Vanguard International Growth Fund Admiral	VWILX
DFA International Value Portfolio Institutional	DFIVX
DFA Emerging Markets Value Institutional	DFEVX
DFA International Small Company Portfolio Institutional	DFISX
Vanguard Total International Bond Index Fund Admiral	VTABX
Vanguard Total Bond Market Index Fund Admiral	VBTLX
Vanguard Short Term Inflation Protected Securities Index Fund Admiral	VTAPX
Vanguard Inflation-Protect Securities Fund Admiral	VAIPX
Vanguard Intermediate-Term Treasury Fund Admiral	VFIUX
Vanguard Retirement Savings Trust III	0340
Vanguard Federal Money Market Fund	VMFXX
Vanguard Treasury Money Market	VUSXX

## **Attachment B: Proposal Templates**

### **Exhibit B-1, Excel Spreadsheet Response**

\*\*\*Excel Spreadsheet File will be provided with this solicitation. It can be downloaded at [ftp://ftp.ocfl.net/divisions/purchasing/pub/Current%20Bids%20and%20RFPS%20-%20Large%20Files/RFP%20183-18,%20457\(b\)%20Deferred%20Compensation%20Plan/](ftp://ftp.ocfl.net/divisions/purchasing/pub/Current%20Bids%20and%20RFPS%20-%20Large%20Files/RFP%20183-18,%20457(b)%20Deferred%20Compensation%20Plan/) or by emailing Shawna Wells at shawna.wells@ocfl.net.

## Attachment B: Proposal Templates

### Exhibit B-2, References

Customer Name	
Industry	
Contact Name and Title Address	
Telephone	
Email Address	

## Attachment B: Proposal Templates

### Exhibit B-3, Vendor Questions

		Vendor Name and Contact Person
	<u>RFP</u> <u>Section</u>	<u>Question</u>
1		
2		
3		
4		
5		
6		
7		

## Attachment C: Required Documents

### Exhibit C-1, Acknowledgement of Addenda Form

The bidder/proposer shall acknowledge receipt of any addenda issued to the solicitation by completing the blocks below or by completion of the applicable information on the addendum and returning it with their respective proposal. Failure to acknowledge an addendum that has a material impact on the solicitation may negatively impact the responsiveness of your bid or proposal. Material impacts include, but are not limited to, changes to scope of service, delivery time, performance period, quantities, bonds, letters of credit, insurance, qualifications, etc.

Addendum No. \_\_\_\_\_, Date \_\_\_\_\_

## Attachment C: Required Documents

### Exhibit C-2, Conflict or Non-Conflict of Interest Statement Form

#### **CHECK ONE**

#### Conflict of Interest or Non-Conflict of Interest

[ ] To the best of our knowledge, the undersigned firm has no potential conflict of interest regarding this project due to any clients; contracts; property interest; or officer, director, or agent of the Orange County Sheriff's Office.

#### **OR**

[ ] The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest for this project due to clients; contracts; property interest; or officer, director, or agent of the Orange County Sheriff's Office.

#### Litigation Statement

[ ] The undersigned firm has not been sued in state or federal court by a local, state, or federal governmental entity in the last ten (10) years with regard to a 457(b) deferred compensation plan.

[ ] If such a lawsuit was filed by a local, state, or federal governmental entity, the undersigned firm, **BY ATTACHMENT TO THIS FORM**, submits a summary and disposition of the case.

[ ] The undersigned firm has not had a judgment entered against it in state or federal court in the last ten (10) years with regard to a 457(b) deferred compensation plan.

[ ] If such a judgment was entered, the undersigned firm, **BY ATTACHMENT TO THIS FORM**, submits a summary and disposition of the case.

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
NAME (PRINT OR TYPE)

\_\_\_\_\_  
TITLE

*Failure to check the appropriate blocks above may result in disqualification of your proposal. Likewise, failure to provide documentation of a possible conflict of interest, or a summary of past litigation and/or judgments, may result in disqualification of your proposal.*

## Attachment C: Required Documents

### Exhibit C-3, Authorized Signatories/Negotiators Form

The proposer represents the following persons are authorized to sign and/or negotiate contracts and related documents to which the proposer will be duly bound:

<u>Name</u>	<u>Title</u>	<u>Phone Number</u>

\_\_\_\_\_

(Signature) (Title)

\_\_\_\_\_

(Name of Business) (Business Telephone Number)

\_\_\_\_\_

(Mailing Address) (Business Physical Address)

\_\_\_\_\_

(City, State, Zip) (City, State, Zip)

The proposer shall complete and submit the following information with the proposal:

**Type of Organization**

\_\_\_\_\_ Sole Proprietorship      \_\_\_\_\_ Partnership

\_\_\_\_\_ Joint Venture              \_\_\_\_\_ Corporation

State of Incorporation: \_\_\_\_\_

Federal I.D. or Social Security number is \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Fax Number: \_\_\_\_\_

## Attachment C: Required Documents

### Exhibit C-4, Drug-Free Workplace Form

The undersigned vendor, in accordance with Florida Statute 287.087 hereby certifies that:

\_\_\_\_\_ does  
(Name of Company)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that August be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with above requirements.

Vendor's Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Attachment C: Required Documents**

Exhibit C-5, Proposed Contracts