

Solicitation summary (1294)

Details

Reference number: RFP No. 2019-09 Rebid

Procedure: Sealed without Preselection

Description:

General Information About this Solicitation:

This is a rebid of RFP No. 2019-09 that was issued on January 27, with a modification to a requirement.

Description and Declarations

The Board of Trustees of the Town of Palm Beach Retirement System is seeking professional plan administration services from proposers with outstanding qualifications, experience and knowledge in the administration of public retirement plans.

The Board of Trustees of the Town of Palm Beach Retirement System (Board), hereby gives notice that proposals will be accepted from all individuals or firms interested in providing pension plan administration services in accordance with all applicable local, state, and federal rules, codes, regulations and/or laws.

The Board is also seeking to upgrade the pension calculation software. If the plan administrator offers an in-house calculator, please provide a quote. The availability of a calculator is not a requirement for this bid.

The Board will award the contract for a period of three (3) years with two (2) additional one (1) year periods at the Board's option.

Existing Plan

The Town of Palm Beach has defined benefit ("DB") and defined contribution ("DC") retirement plans, which cover all permanent full-time employees. The Board holds regularly scheduled quarterly meetings, the dates for 2019 are as follows: May 17, 2019, August 16, 2019 and November 15, 2019. Additional meetings may be required as determined by the board chairman.

A special called board meeting has been scheduled for May 6, 2019. All trustees have indicated attendance and will serve as the Administrator RFP selection committee that will rank the qualified proposals. The selection committee (Board) may decide on finalists to be chosen for interview at the quarterly scheduled board meeting on May 17.

The plan's Actuary is GRS Retirement Consulting. The current custodian is State Street Bank and Trust, and the Investment Consultant is AndCo. A copy of the most recent Actuarial Report and the Investment Consultant Statement are attached. The current plan administrator is retiring. The current pension calculator system is provided by Ellen Schaeffer.

If you are interested in this solicitation and would like to view additional details click the 'participate' button below. Selecting the participate button in no way obligates you to submit a response to this RFP but is necessary in order to see the detail of this RFP.

PRE-PROPOSAL CONFERENCE

A "NON-MANDATORY" pre-proposal meeting will be held on:

Date/Time:

March 27th, 2019 at 10:00 PM

Location:

Public Works Building

Meeting Room

951 Okeechobee Road,

West Palm Beach, Florida 33401

QUESTION DEADLINE

The deadline for questions is SEVEN (7) CALENDAR DAYS before the end of the Offer Phase (due date).

Questions should be submitted through this software platform using the Question & Answer feature.

The Town may provide written addenda up to FIVE (5) calendar days before the date fixed for receiving the bid proposals. Any oral explanation(s) given before the bid opening will not be binding.

DESIGNATED PROCUREMENT REPRESENTATIVE

The Designated Procurement Representative for this Solicitation is:

Duke Basha, Assistant Purchasing Manager
solicitations@townofpalmbeach.com; dbasha@townofpalmbeach.com
(561) 227-7001

ALL communications regarding this solicitation will be handled by this Town representative.

ASSISTANCE & SUPPORT

Attached below is a file titled 'Getting Started in Negometrix - Supplier Guide'. This file will provide useful information in how Suppliers use the system to obtain the solicitation information and submit their own Solicitation Response. Suppliers may also contact the Negometrix support desk at the number provided.

Negometrix Support Contact:

(Technical) Assistance (Mon - Fri: 8 am to 6 pm)
Negometrix Service Desk
Telephone: (724) 888-5294
Email: servicedesk@negometrix.com

Awarded supplier(s)

- Gabriel, Roeder, Smith & Company (Gabriel, Roeder, Smith & Company)

Offers/Applications from suppliers

- **Suppliers** (Number of suppliers: 10)
 - Retirement Ready Advisers
 - Participant since : Apr 15 2019 5:37:35 PM
 - Elenburg Consulting Inc.
 - Participant since : Apr 8 2019 6:14:55 PM
 - Lewis, Longman & Walker
 - Participant since : Apr 4 2019 10:55:52 AM
 - J. Patterson Cooper
 - Participant since : Mar 31 2019 11:55:35 AM
 - Town Demo
 - Participant since : Mar 27 2019 9:32:13 AM
 - Lincoln Financial Group
 - Participant since : Mar 26 2019 8:51:43 AM
 - Gabriel, Roeder, Smith & Company
 - Participant since : Mar 26 2019 8:49:50 AM
 - Findley
 - Participant since : Mar 25 2019 2:10:13 PM
 - The Segal Group
 - Participant since : Mar 22 2019 2:45:46 PM
 - Lauterbach & Amen, LLP
 - Participant since : Mar 22 2019 12:24:49 PM
- **Offer phase** (Number of offers in phase: 3)
 - Lauterbach & Amen, LLP (Lauterbach & Amen, LLP) Time and date of submitting: Apr 23 2019 11:33:59 AM
 - Gabriel, Roeder, Smith & Company (Gabriel, Roeder, Smith & Company) Time and date of submitting: Apr 23 2019 9:10:11 AM
 - J. Patterson Cooper (J. Patterson Cooper) Time and date of submitting: Apr 21 2019 4:05:36 PM
- **Evaluation** (Number of offers in phase: 1)
 - Gabriel, Roeder, Smith & Company (Gabriel, Roeder, Smith & Company)

- **Awarding** (Number of offers in phase: 1)
 - Gabriel, Roeder, Smith & Company (Gabriel, Roeder, Smith & Company)

Schedule

Name	Type	Start date	End date	Responsible person
Creation date	Date	Mar 18 2019 9:58 AM	—	Solicitations Palm Beach
Preparation	Phase	Mar 18 2019 9:58 AM	Mar 22 2019 12:00 PM	
Offer phase	Phase	Mar 22 2019 12:00 PM	Apr 23 2019 2:00 PM	
Evaluation	Phase	Apr 23 2019 2:00 PM	May 17 2019 3:00 PM	
Award phase	Date	May 17 2019 3:00 PM	—	

Results

- **Offer phase** (Mar 22 2019 - Apr 23 2019)

Result

Rank	Name	Knockouts	unanswered question(s)	Uploads missed	Incomplete evaluations	Unanswered buyer questions	Price	Quality score	Allowed to next phase
1	Lauterbach & Amen, LLP	—	—	3	—	—	\$90,000	0%	No
2	Gabriel, Roeder, Smith & Company	—	—	4	5	—	\$120,000	0%	Yes
3	J. Patterson Cooper	—	—	—	—	—	\$130,000	0%	No

- **Evaluation**

Result

Rank	Name	Knockouts	unanswered question(s)	Uploads missed	Incomplete evaluations	Unanswered buyer questions	Price	Quality score	Allowed to next phase
1	Gabriel, Roeder, Smith & Company	—	—	4	5	—	\$120,000	0%	Yes

- **Awarding**

Result

Rank	Name	Knockouts	unanswered question(s)	Uploads missed	Incomplete evaluations	Unanswered buyer questions	Price	Quality score
1	Gabriel, Roeder, Smith & Company	—	—	4	5	—	\$120,000	0%

Contracts

There are no contracts added

Comments

No comments