



Open Session Item

SUBJECT: Contract Award (PUR-1413) – Investment Services for the "Defined Benefits Retirement Plan for the Employees of Washington County" and the "Length of Service Awards Program (LOSAP)" for the Washington County Emergency Services Volunteers

PRESENTATION DATE: March 26, 2019

PRESENTATION BY: Rick Curry, CPPO – Director of Purchasing and Alton Fryer (the County's Contracted Provider for Record-Keeping/Actuarial Services), Committee Facilitator

RECOMMENDED MOTION: Move to award the contract to the responsive, responsible proposer, Marquette Associates, Inc. of Chicago, IL with the lowest fee schedule as indicated in its proposal dated February 26, 2019 based on 12.5 basis points on assets of \$150 million for the annual lump sum contract price of \$187,500, totaling \$937,500 over five (5) years.

REPORT-IN-BRIEF: Washington County requires the services of a firm to provide investment services for the "Defined Benefits Retirement Plan for the Employees of Washington County", for the "Length of Service Awards Program (LOSAP)" for the Washington County emergency services volunteers, and for the Other Post-Employee Benefits Plan (OPEB). The contract is for a one (1) year period, with an option by the County to renew for up to four (4) additional consecutive one (1) year periods.

The RFP was advertised in the local newspaper, on the State's *eMaryland Marketplace* web site, as well as on the County's web site. One hundred (100) persons/firms downloaded the RFP document. The Committee was comprised of the following members: County Administrator (Chairman), County Chief Financial Officer, County Purchasing Director, County Health & Services Director, Human Resources Manager for City of Hagerstown, and the Western Maryland Consortium Executive Director. Representatives from Bolton Investment consulting Group Benefits and Insurance Services served as the Facilitators for the Committee.

The Committee not only considered the firm's fee proposal, but also their qualifications and experience, investment philosophy, past performance, and responsiveness to the RFP. Twelve (12) proposals were received for the Committee's evaluation in response to the RFP. Eight (8) Qualifications & Experience Proposal submittals were considered responsive and the Committee evaluated the Technical Proposals of the eight (8) firms. The Committee considered five (5) firms to be responsive and evaluated their Price Proposals as indicated on the attached Price Proposal Information sheet. Two (2) firm's Qualification & Experience Proposal were considered non-responsive for not providing the required client information or their references did not respond to the reference check call.

The fee schedule of Marquette Associates, Inc. covers all client expenses and charges; that is, there are no additional fees or expenses outside of the scope of the RFP. In the unusual circumstance

where there would be a request for services outside the scope of the RFP, additional fees, if any, would be negotiable. During the previous contract, there were no additional fees.

The City of Hagerstown and the Western Maryland Consortium began utilizing this service contract in 2003 and are interested in continuing to contract with the selected investment services provider for investing the pension funds of their entities.

DISCUSSION: N/A

FISCAL IMPACT: Fees are supported by the Fund's return on investment.

CONCURRENCES: As recommended by the Coordinating Committee

ALTERNATIVES: N/A

ATTACHMENTS: (1) Consultant's Letter of Recommendation, and (2) Price Proposal Information

AUDIO/VISUAL NEEDS: N/A