

REQUEST FOR PROPOSALS

Database Development and Computer Programming Services

Issued by

Board of Trustees
Employees Retirement System
of the
City of St. Louis

Date of Issue

October 28, 2014

Date of Closing

4 pm, November 18, 2014

OBJECTIVE

The objective of this Request for Proposal is to identify the individual or the firm that can provide the highest quality database development and computer programming to the Board of Trustees of the Employees Retirement System of the City of St. Louis (“the Board”) in a timely manner.

The Employees Retirement System of the City of St. Louis (“ERS”) is presently seeking proposals for developing a custom application to track and process their membership. Bidders should be able to provide systems analysis, computer programming, data base administration, and project management. The final product should consist of an on-line user-friendly database and sufficient computer programs to support that database.

The database would have to interface well with the City’s new payroll system (New World Systems), which is currently undergoing a parallel test. The New World Systems payroll system is scheduled to “go live” for the first pay check of July, 2015. Therefore, this project for ERS must also be ready on July 1, 2015, to coincide with the New World Systems project.

The Board’s use of a specialized database is due to the unique and highly specific nature of the Employees Retirement System of the City of St. Louis. Proposals will be accepted from firms with significant expertise in database development and computer programming that indicate the project will be completed before July 1, 2015.

INSTRUCTIONS

1. SEALED PROPOSALS:

Responses to this request shall be submitted in a sealed envelope clearly identified as:

Database Development and Computer Programming Services
and mailed to or delivered to:

Mr. Richard R. Frank, Secretary
Employees Retirement System
of the City of St. Louis
1114 Market Street, Room 900
Saint Louis, MO 63101

All who respond must submit a signed original of their proposal, along with ten (10) copies, and an electronic copy in PDF format.

2. RESPONSES:

The Board of Trustees of the Employees Retirement System of the City of St. Louis

is soliciting proposals for Database Development and Computer Programming Services. Proposals will be accepted until **4:00 p.m., November 18, 2014**, at which time all proposals properly received will be opened.

Any previously received proposals for this service should be considered to have been rejected by the Board, and anyone interested in providing these services must resubmit any prior proposal furnished to ERS.

A tentative award will be made to the highest ranked respondent, subject to successful negotiation of a contract for the services. The Board reserves the right to negotiate any aspect of any proposal whatsoever.

In the event the Board receives more than one proposal from any company, the Board shall request the company to review such proposals and advise the Board as to the one proposal it wishes the Board to consider. Should the company not advise the Board, all proposals received from the company shall be rejected.

The successful firm must provide proof that it is current with respect to all applicable City taxes and licenses prior to the initiation of the contract. Please note, a City Business License is required and no such license will be issued without a Statement of Clearance issued jointly by the Collector of Revenue and the License Collector of the City of St. Louis.

Your proposal must be signed by an officer of your company and indicate that such officer is authorized to commit on behalf of your firm.

Any questions regarding this Request for Proposals shall be submitted in writing to Mr. Richard R. Frank, Secretary, Employees Retirement System of the City of St. Louis, 1114 Market Street, Room 900, St. Louis, MO 63101 and emailing a copy of the same to Denise Droege, his authorized designee, at the following email address: DroegeD@stlouis-mo.gov. All questions received shall be answered, summarized and forwarded to the designated email address of each entity requesting a copy of this Request for Proposals and posted on the City of St. Louis website (www.stlouis-mo.gov). ERS will maintain a list of all entities requesting copies of the Request for Proposals and shall ensure that copies of all questions and responses thereto shall be made available to each entity on such list. Questions must be submitted no later than **4:00 pm, November 11, 2014**. Contact with members of the Board or ERS staff, other than the aforementioned designated contact person, is strictly prohibited.

The following **tentative** schedule has been established for the selection process:

Date of issue of RFP

October 28, 2014

Date of closing for proposals

November 18, 2014 (4 pm)

SCOPE OF SERVICES

- Gather requirements from ERS
 - Business rules
 - Membership
 - Current employees (about 5500 members)
 - Civil Service employees
 - County employees
 - Independent employers
 - Art Museum, who uses Ceridian
 - Library, who uses Ceridian
 - Zoo, who uses Ceridian
 - Taxi Commission, who is currently entered manually
 - Mental Health Board, who is currently entered manually
 - Tower Grove Park, who is currently entered manually
 - The ERS staff, who is currently entered manually
 - Former employees who are vested but not yet retired (about 2500 members)
 - Civil Service
 - County employees
 - Independent employers
 - Art Museum
 - Library
 - Zoo
 - Taxi Commission
 - Mental Health Board
 - Tower Grove Park
 - The ERS staff

- Note: For purposes of this project, retirees are not included in this retirement database. Retirees are managed by a separate database, which is independent of this project.
 - Several rules for retirement eligibility
 - Rule of 85 (age + length of service), with full benefits
 - Age 65, with full benefits
 - Age 60 + 5 years of service, with reduced benefits
 - Age 55 + 20 years of service, with reduced benefits
 - Any age with 30 years of service, with reduced benefits
 - Several options upon retirement
 - Life-only
 - Joint-annuitant (a survivor benefit option)
 - Life with 10-year certain (a survivor benefit option)
 - Deferred Retirement Option Plan (DROP), whereby an employee is eligible to retire with full benefits, but chooses to defer retirement and continue work for the City. Employees in the DROP are maintained on a separate database, which will require a data feed of member SSNs, names and home addresses from the database developed by this project.
- Required functionality
 - Provide a pension calculator, which can project future pension benefits and options, under various scenarios
 - Rule of 85
 - 2 year average
 - 3 year average
 - Retain existing reports
 - Build an employment history for each employee
 - Perform an actuarial process, which occurs twice annually:
 - At the end of the ERS fiscal year(October 1)
 - At the end of the calendar year (January 1); the January process updates the database with creditable service
 - Annual statements to ERS members

- Other required functionality, as might be specified by the Employees' Retirement System
 - Desired functionality
 - User-friendliness
 - Use of sensible labels rather than codes
 - Track pensionable sick leave
 - Periodic extract of names and addresses, to be used by the DROP database and Retirees' database
 - Security
 - Requirements for converting data
- Conversion plan
- Database design
 - This needs to be done with future functionality in mind.
 - Set up cubes to allow for ERS staff to view data in meaningful ways.
- .NET interfaces for ERS system
 - Provide update screens
 - Provide dashboards
- SQL Server database administrator
 - Ensure efficiency needed for users
 - Provide the necessary security

The Information Technology Services Agency of the City of St. Louis (“ITSA”) plans to assign two programmer/analysts during the development phase, to work alongside the contractors and become specialists for the ERS office. The contractors would remain available after the database system goes live, until ERS deems the database system is stable. At that point, ITSA would assume full responsibility for maintaining and enhancing the ERS software/database. Therefore, the contractors should be able to mentor ITSA’s two programmers/analysts during the development phase and until ERS deems the system/database is stable.

ASSUMPTIONS

We will receive a daily feed from New World Systems, giving us the necessary information:

- New hires
- Re-hires
- Separations
 - Separation reason, such as termination, going on leave, etc.
- Salary changes

- Department changes
- SSN changes
 - This occurs when an SSN was entered incorrectly
 - All information from the incorrect SSN needs to be copied to the correct SSN and the incorrect information deleted
- Name changes
- Status changes
 - Change in ERS eligibility
 - Classification change(position/grade)
 - Percent worked
 - Return from leave
- Pension change
 - Change from one retirement plan to another, such as from ERS to the Firefighters' Retirement Plan
 - Into or out of the Deferred Retirement Option Plan (DROP)

Note: All information from New World Systems will have an effective date.

METHOD OF COMPENSATION

Fees will be paid on a mutually agreed basis. All fees should be clearly defined including development, site licensing, employee training, ongoing maintenance, troubleshooting, & ongoing support. Proposals should clearly define one time-set up fees and annual maintenance fees. Anticipated fees for program upgrades should also be included.

SELECTION CRITERIA

The following criteria will be used to evaluate responses and to select the finalists:

- A. Complete responses to all response items, including the attached questionnaire;
- B. Ability to meet service requirements;
- C. Experience in providing similar services to other clients (& specifically pension database development and computer programming services related to government plans)
- D. Specialized experience, qualifications and technical competence of the firm, its principals, and those individuals to be assigned to this engagement;
- E. Quality of written proposals;

- F. Quality of oral presentation, if any;
- G. Aggregate service cost, for a three year term (incl. hourly billing costs, etc.);
- H. Public pension fund experience;
- I. Approach to the project and any unusual problems anticipated;
- J. The capacity and capability of the firm to perform the work within the time limitations;
- K. Past record and performance with respect to schedule compliance, cost control, and quality of work;
- L. Ability of the firm to provide innovative solutions;
- M. Proximity of the firm to the City of St. Louis;
- N. Fees or fee structure as may be appropriate as required to complete the work;
- O. Availability of financial resources as required to complete the work;
- P. Ability of the firm to meet statutory or ordinance requirements;
- Q. Other items that arise as the result of the proposal or interview.
- R. Ability to complete the project not later than July 1, 2015.

Following review of the proposals received, the Board may schedule a conference with the firms judged to meet the criteria most closely.

TERMS AND CONDITIONS:

- A. The Board reserves the right to reject any and all proposals and has the right to waive any irregularities or information at any time during the process until agreement has been executed by the parties.
- B. The award, if any, will be to the proposal which, in the Board's opinion, is in the best interest of the ERS, taking into consideration all aspects of the response, including but not limited to the total net cost to the Plan.
- C. The Board will not be responsible for any expenses incurred in the presentation of any proposal or presentation.

- D. The Board reserves the right to cancel this Request For Proposals at any time; to void this Request For Proposals and the review process and/or terminate negotiations at any time; to revise any conditions and stipulations contained herein, as convenient or necessary; to further negotiate financial and other arrangements; to establish further criteria for selection; to ask respondent to submit additional information with respect to any aspect of respondent's submission whatsoever; and to negotiate with respondent as to any aspect of respondent's proposal whatsoever.
- E. By accepting this Request For Proposals and/or submitting a proposal in response thereto, respondent agrees for itself, its successors and assigns, to release, indemnify, and hold the Board and the ERS along with all of their various agents, commissioners, directors, consultants, attorneys, officers and employees harmless from and against any and all claims and demands of whatever nature or type, which any such respondent, its representatives, agents, contractors, successors or assigns may have against any of them as a result of issuing this Request For Proposals, revising this Request For Proposals, conducting the selection process and subsequent negotiations, making a final recommendation, selecting a contractor and/or negotiating or executing an agreement incorporating the commitments of the selected contractor.
- F. Respondent shall carefully examine this Request For Proposals and shall make all necessary investigations to fully inform themselves as to the local conditions and requirements under which work is to be performed. Respondent shall familiarize themselves with all applicable federal, state, and local statutes, regulations, ordinances relating to the conduct of work pursuant to this Request for Proposals, and shall comply with all applicable federal, state, and local laws, ordinances, and rules and regulations. No pleas of ignorance of conditions, statutes or ordinances will be accepted as an excuse for any failure or omission on the part of the respondent to fulfill every requirement of the Request for Proposals and to perform as described in such respondent's proposal.
- G. No proposal received after the specified date and time will be considered, unless the specified date and time included in this document is extended or all proposals are rejected and a subsequent Request for Proposals is issued.
- H. All permits or licenses required by all applicable federal, state, local governments for conduct of work and provision of products pursuant to this Request For Proposals shall be obtained and paid for by the respondent.
- I. By submitting a response to this Request for Proposals, respondent acknowledges having read this Request For Proposals in its entirety and agrees to all terms and conditions set out in this Request For Proposals.

- J. By submitting a response to this Request For Proposals, respondent acknowledges and agrees that the Board has the right to make any additional inquiry or investigation they deem appropriate to substantiate or supplement information contained in respondent's proposal, and authorizes the release to the Board and/or Board personnel and/or consultants of any and all information sought in such inquiry or investigation.
- K. Any misrepresentations or false statements contained in a response to this Request for Proposals, whether intentional or unintentional, shall be sufficient grounds for the Board to remove respondents from competition for selection at any time.
- L. By submitting a response to this Request for Proposals, respondent commits that, if selected, respondent is willing and able to carry out the work proposed in accordance with the schedule proposed and as described in respondent's proposal.
- M. By submitting a response to this Request for Proposals, respondent acknowledges that:
- a. This Request For Proposals is not a contract or a commitment of any kind by the Board and does not oblige the Board to award a contract or to pay any cost incurred in the submission of a response. The Board reserves the right to accept or reject in whole or in part, submittals received in response to this request, to negotiate with any qualified source, to request and receive additional information with respect to the respondent and/or respondent's proposal, or to cancel in whole or in part this Request For Proposals. Failure to provide any of the requested data within the specified submission period may cause the Board to reject the submittal or require the data to be submitted forthwith.
 - b. All submitted materials will become the property of the Board, may become public documents at any time during the selection process, and will become public documents at the conclusion of the selection process. Any and all documents submitted by the respondent may become public if and when they are submitted to any advisory or legislative public body, or pursuant to the Missouri Sunshine Law.
 - c. The qualifications of each corporate and individual member of the respondent team are important criteria in the selection process. The selected respondent will not be allowed to substitute any member of the respondent team without prior approval by the Board. The Board, in its sole discretion, reserves the right to accept or reject proposed changes to the respondent team and/or to negotiate the composition of respondent teams. The Board is not requiring respondent team members to form exclusive relationships with any one respondent for purposes of responding to this Request for Proposals. Team members may participate in multiple team submittals.

- d. By submitting a response to the Request for Proposals, respondent expressly waives any and all rights that it may have to object to, protest or judicially challenge the following:
 - i. Any part of this solicitation and Request for Proposals process, including but not limited to the selection procedure sections of the Request for Proposals; and
 - ii. The invitation, evaluation and award process, including but not limited to the review and analysis of qualifications of the respondents, evaluation of proposals, tentative or final selection of successful respondents, evaluation of proposals, or other aspects of the respondent selection and award.
- N. A respondent may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter. ERS will not merge, collate or assemble proposal materials.
- O. Respondents will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The respondent must submit a written withdrawal request signed by the respondent's duly authorized representative(s) addressed to the Secretary of ERS or his authorized designee.
- P. In the event that it becomes necessary to clarify or revise this Request for Proposals, such clarification or revision will be by addendum. There are no designated dates for release of addenda. Therefore, interested respondents should check the City website on a daily basis from time of Request for Proposals issuance through Request for Proposals deadline date. It is the sole responsibility of the respondent to be knowledgeable of all addenda related to this Request for Proposals.
- Q. Any cost incurred by the respondent in preparation, transmittal, or presentation of any proposal or material submitted in response to this Request for Proposals, including oral presentation and demonstration if required, shall be borne solely by the respondent.
- R. The Board and the City of St. Louis along with the Board's and City's auditors and accountants shall be afforded access during the term of any contract adopted pursuant to this Request for Proposals, and for five (5) years following termination, to all of the company's books and records without limitation whatsoever for the purpose of conducting audits. All books and records shall be open to inspection and/or reproduction to the extent necessary to adequately permit evaluation and verification of the company's full compliance with contract documents. In those situations where the company's records have been generated from computerized

data or records, in addition to hard copy (reports), contractor shall provide such information on disk or in a suitable alternative electronic format.

- S. This Request for Proposals in no manner obligates the Board to the eventual purchase of services offered until confirmed by an executed written Contract approved by the Board. Progress toward this end is solely at the discretion of the Board and may be terminated at any time prior to the signing of the Contract.
- T. This Request for Proposals, and any contract or agreement with respondents that may result, shall be governed by the laws of the State of Missouri.
- U. In connection with the contract resulting from this Request for Proposals, the firm agrees that in performing any services resulting from this Request for Proposals, neither he/she nor anyone under his/her control will permit discrimination against any business, employee, applicant, client or subscriber because of race, creed, color, disability, religion, sexual orientation, national ancestry or origin.
- V. Respondents will be expected to provide ERS with a copy of any Affirmative Action Plan utilized by Respondent.
- W. In connection with the furnishing of goods and services under any contract resulting from this Request for Proposals, the firm shall comply with all applicable requirements and provisions of the Americans with Disabilities Act (ADA).
- X. As a condition for the award of this contract, Contractor, shall, pursuant to the provisions of Sections 285.530 through 285.555 of the Revised Statutes of Missouri 2000, as amended, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with this Agreement. Contractor shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with this Agreement.
- Y. Any contract or agreement that results from this Request for Proposals is subject to annual appropriation by the ERS. Any contract or agreement that results from this Request for Proposals is voidable at any time by the Board if appropriation by the ERS is not made.
- Z. The Board reserves the right to interview, or call for a presentation from, any respondent submitting a proposal, as well as form additional evaluation criteria for the presentations. The Board also reserves the right to discuss the proposals with any or all respondents. Nothing in this Request for Proposals is intended to be, nor should anything herein be construed as, an offer of engagement. A selection or designation of a successful respondent shall not be construed as an offer of

engagement until and unless a contract is fully negotiated. For the contract to take effect, all applicable parties with the authority to bind the respective entity must sign the agreement.

QUESTIONNAIRE

Please complete the attached questionnaire and return it with your proposal.

DATABASE DEVELOPMENT AND COMPUTER PROGRAMMING SERVICES QUESTIONNAIRE

A. Background:

1. Briefly describe your firm's background, size, and history pertinent to the requested database development and computer programming services in this RFP. Indicate which office will serve the ERS.
2. Describe the relevant database development and computer programming services your firm provides, particularly those which may not be offered elsewhere.
3. What platform must the ERS use for your database to be compatible? Please include version of windows needed and browser required, if any.
4. Within the past three years, have there been any significant developments in your firm, such as changes in ownership or restructuring? Do you anticipate any significant changes in the future? Please describe.
5. What is your firm's policy on security? How do you ensure records are secure?
6. What is your firm's liability insurance in regards to system breaches?
7. Has your firm been involved in any litigation over security breaches or intellectual property disputes over the past five year or in the foreseeable future? If so, describe.
8. Describe any on-line services, publications, and other resources maintained by your firm dealing with your Pension programs and systems?
9. How does your HELP DESK work? What hours is it available? Is there an emergency number?
10. Is your system turnkey? Do we own the system/program or are we simply leasing the program? Explain in detail.
11. What pension reports are included with your system? Can they be customized?
12. Do any of the reports show "any co-branding" where your company information appears on them?

13. Does your firm provide database development and computer programming services for any other governmental pension plan? If so, list the full names of those plans.
14. Please provide your firm's data back-up features.
15. How often and how long does it take for system maintenance?
16. How often are upgrades available to the software? What are the fees for upgrades?
17. Does your service have any hidden fees? Include all licensing, maintenance, support, hourly costs, etc.?
18. Have any of your clients been in litigation due to erroneous reports generated by your software?
19. What is the extent of minority and women participation in ownership, and employment in your firm?
20. All firms must state they do not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. All firms must also state compliance with the American Disability Act and Patriot Act and provide a copy of any Affirmative Action Plan.

B. References:

Provide three client references for whom your firm has performed work similar to that requested in this RFP. Provide each client's name, name of a contact person, title of the contact person, mailing address, telephone number and email address.

C. Previous Clients:

Briefly describe your understanding of the reasons any governmental plan client has terminated a working relationship with you in the past three years. (if applicable)