

# Municipal Employees' Annuity & Benefit Fund of Chicago

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## REQUEST FOR INFORMATION (RFI)

RISK AND FUNCTIONAL REQUIREMENTS ASSESSMENT FOR  
INFORMATION TECHNOLOGY INFRASTRUCTURE AND RELATED SYSTEMS

C H I C A G O

## **Background:**

This Request for Information (“RFI”) is issued by the Municipal Employees’ Annuity and Benefit Fund of Chicago (the “MEABF” or the “Fund”) to solicit information from Respondents ( “Firm” or “Respondent”), with the possibility of engaging a Respondent to provide a risk and functional requirements assessment of the MEABF’s information technology infrastructure and related systems.

The Fund seeks to gather information from a number of Respondents qualified to provide expert advice and assistance with respect to the MEABF’s information technology infrastructure.

The MEABF is a statutorily created public pension plan administered pursuant to Article VIII of the Illinois Pension Code (40 ILCS 5/8-1 *et seq*). The MEABF has 50 full-time staff members and is governed by a five-member Board of Trustees (the “Board”).

## **Information about the Fund’s Information Technology Infrastructure:**

MEAB has about 50 employees. Our users access network resources via workstations and thin clients. We are in a process of moving our remaining workstations to thin clients. Most of our servers are virtualized and we use MS Hyper-V to manage these servers. We protect our data using cloud backup. All data is protected by AES-256 encryption both in transit and in the cloud. Point in time rollbacks allow us to resolve a ransomware attack and minimize down time during disaster recovery. Our main application servers use client/server model and they are Pension Benefit System (PBS), Insite (imaging), and Great Plains (accounting). For email we have in-house exchange server and use Sonicwall email security. We use ADP to handle our employees’ attendance and process their payroll. Northern Trust is our vendor we use to process our members’ benefit payments.

Our website is hosted outside (Liquid Web) our network and is maintained and support by an outside vendor.

The Fund also maintains and stores data regarding its participants that contains personal information that is confidential pursuant to the Illinois Personal Information Protection Act (the “Privacy Act”) and the Health Insurance Portability and Accountability Act of 1996 (“HIPPA”). Such information must be maintained on the MEABF server in compliance with the Privacy Act and HIPPA.

MEABF Pension Administration Statistics: December 31, 2017

<b>Item</b>	<b>Quantity</b>
Number of Active Members	30,922
Number of Retirees and Beneficiaries receiving Monthly Payments	25,383
Number of Tiers	3
Number of Contributing Employers	7
Annual number of New Annuities (Employee, Spouse and Child)	1,124
Annual number of Disabilities (Ordinary, Duty and Occupational)	373

## **Requested Information**

The Fund seeks to gather the following information from qualified Firms. Firms may also provide the Fund with any information the Firm deems relevant in order for the Fund to consider possible engagement with a Firm able to undertake a risk and functional requirements assessment of the Fund's information technology infrastructure and related systems.

### **Firm Overview**

1. Provide background on the Firm's capabilities to provide an assessment of the risk and functional requirements of the Fund's information technology infrastructure and related systems.

### **Services**

2. Provide information on the Firm's ability to perform the following services for the Fund:
  - a. Perform a complete risk assessment of the MEABF's information technology infrastructure and related systems, including the security levels of such systems.
  - b. Provide a detailed report assessing the risks to the MEABF's information technology infrastructure and related software, including recommended actions to mitigate identified risks.
  - c. Provide information technology and cyber security policy recommendations to the MEABF.
  - d. Provide business continuity and disaster recovery plan recommendations to the MEABF.
  - e. Development of information technology infrastructure and related systems' functional requirements.
  - f. Provide a detailed report describing any identified gaps in the needs of office staff and the capabilities of existing infrastructure and systems.
  - g. Provide recommendations that would allow the MEABF to meet the functional requirements detailed in said assessment.

### **Project Team**

3. Provide an organizational chart of the proposed team, primary point of contact, and the roles and responsibilities of the team members.

### **Relevant Experience**

4. Describe the Firm's risk and functional requirements assessment experience for similar assignments, specifically defined benefit pension fund plan assignments.
5. Provide three references of clients for whom the Firm has performed work similar to that discussed in this RFI. Include the reference name, title, company, address, telephone number, and a description of the services provided.
6. Provide information regarding the Firm's experience and track record of providing assessments for risk and functional requirements for governmental and/or corporate clients.

### **Conflicts of Interest & Due Diligence**

7. Please list any potential conflicts of interest the Firm may encounter.
8. Has the Firm ever been involved in a lawsuit, regulatory proceeding or investigation in the last ten (10) years involving any services provided by the Firm?

## Compensation

9. Describe the Firm's compensation structure for the proposed services discussed in this RFI. State any special considerations with respect to billing or payment of fees and expenses that the Firm offers and that you believe would differentiate the Firm and make the Firm's services more cost effective to the MEABF.

## MWDBE Disclosures

10. It is the policy of the Fund to encourage vendor participation involving Minority Business Enterprises, Women-owned Business Enterprises or a Business Owned by a Person with a Disability, as such terms are defined in the Illinois Business Enterprise for Minorities, Females and Persons with Disabilities Act. Respondents should disclose the following numerical data as part of the information provided to the Fund pursuant to this RFI:
  - (a) The number of the Firm's staff who are (i) minority person, (ii) female, or (iii) persons with a disability;
  - (b) The number of contracts, oral or written, that the Firm has in place for consulting services and professional and artistic services that constitute a (i) minority owned business, (ii) female owned business, or (iii) business owned by a person with a disability; and
  - (c) The number of contracts, oral or written, that the Firm has in place for consulting services and professional and artistic services where more than 50% of services performed pursuant to a contract are performed by a (i) minority person, (ii) female, or (iii) persons with a disability but do not constitute a business owned by a minority, female or persons with a disability.

## Conclusion

This RFI does not constitute an offer and should not be considered a contract with the MEABF. This RFI is solely a request for information from qualified Firms capable of providing an assessment of the risk and functional requirements of the Fund's informational technology infrastructure.

The term of any future engagement will be governed by the negotiated contract or agreement with the MEABF. The Firm's response to this RFI is to be prepared at the Firm's sole cost and expense.

The information that a Firm submits will be subject to the Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*) ("FOIA"). FOIA provides generally that all records in the custody or possession of a public body are presumed to be open to inspection or copying. The MEABF will determine, in its sole discretion, whether the materials prepared in connection with this RFI are subject to public disclosure pursuant to FOIA. By submitting information pursuant to this RFI, the Firm agrees to indemnify, save, and hold the MEABF harmless from and against any and all claims arising from or relating to MEABF's complete or partial disclosure of the Firm's information if the MEABF determines, in its sole discretion, that such disclosure is required by law.

If a Firm is interested in providing any information to the Fund related to this RFI, please provide such information and have a representative from the Firm that is capable of binding the Firm with respect to the information provided execute where indicated below. Please email the Firm's information to [searches@meabf.org](mailto:searches@meabf.org). Responses will be accepted until further notice. Any questions regarding the RFI

submitted to [searches@meabf.org](mailto:searches@meabf.org). Questions and answers will be posted as additional information on the Fund's Procurement page.

