

# Municipal Employees' Annuity & Benefit Fund of Chicago

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**REQUEST FOR PROPOSAL (RFP)**

ADMINISTRATION AND OPERATIONAL MANAGEMENT OF ANNUAL  
TRUSTEE ELECTION

**MEABF**

C H I C A G O

## **Background:**

This Request for Proposal (“RFP”) is issued by the Municipal Employees’, Officers’ and Officials’ 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 assist with the MEABF’s annual Trustee Election.

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 approximately 32,000 active members who are eligible to vote for trustees. In accordance with Section 8-193 of the Pension Code, in each year, the board is required to conduct a regular election at least 30 days prior to the expiration of the term of the employee member whose term next expires, for the election of a successor for a term of 3 years.. Traditionally, the annual Trustee election is held the final week of October.

## **Requested Information**

### **Firm Overview**

1. Provide background on the Firm including, but not limited to, the Firm’s principal location, ownership structure, leadership team, and number of employees.

### **Services**

1. Provide information on the Firm’s ability to perform the following services for the Fund:
  - a. Provide a fully managed election online and/or via telephone for a minimum period of one week.
  - b. Establish, print and provide all qualified electors random, anonymous, individual voting criteria including a log-in and passcode through individual communication through the U.S. Postal Service to be delivered at least three calendar days prior to the commencement of voting. Institute a process for undeliverable mailers.
  - c. Provide a secure, unique website/portal/toll free telephone number for voting access. Monitor, maintain and secure voting activity. Receive, load and test the database specific to each election.
  - d. Provide a centralized, online location for candidate information that is accessible to electors.
  - e. Provide real-time security review of online and telephone voting.
  - f. Provide election results within two hours of the close of the online and telephone polls.
  - g. Archive the election data for a period of at least twelve (12) months

### **Project Team**

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

### **Relevant Experience**

1. Describe relevant experience for similar assignments, specifically for pension fund trustee elections.

2. Provide three references of clients for whom the Firm has performed work similar to that discussed in this RFP. Include the reference name, title, company, address, telephone number, and a description of the services provided.

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

1. Please list any potential conflicts of interest the Firm may encounter.
2. Has the Firm, anyone who has interest in the Firm of 5% or more, or any officer of the Firm been involved in a lawsuit, regulatory proceeding or investigation in the last ten (10) years involving any services provided by the Firm?
3. Has anyone who has an interest of 5% or more in the Firm, who is an officer of the Firm or who serves as a member of the Firm's leadership team been convicted of a felony or misdemeanor in the past twenty (20) years?

### **Compensation**

1. Describe the Firm's desired compensation for the proposed services discussed in this RFP. State any special considerations with respect to billing or payment of fees and expenses, especially with regard to services provided to units of local government, 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**

1. 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 non-clerical staff who are (i) minority person, (ii) female, or (iii) persons with a disability;

### **Conclusion**

This RFP does not constitute an offer and should not be considered a contract with the MEABF. This RFP is solely a request for proposals from qualified Firms capable of fulfilling the functional requirements of the Fund's annual Trustee election.

The term of any future engagement will be governed by the negotiated contract or agreement with the MEABF. The Firm's response to this RFP 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 RFP are subject to public disclosure pursuant to FOIA. By submitting information pursuant to this RFP, 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 RFP, 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). Reference TRUSTEE ELECTION in the Subject line of your submission.

**Responses will be accepted until 4:30 p.m., Thursday, July 15, 2021.** Any questions regarding the RFP submitted to [searches@meabf.org](mailto:searches@meabf.org). Questions and answers will be posted as additional information on the Fund's Procurement page.

