



The Retirement Board of the  
**Policemen's Annuity and Benefit Fund of Chicago**

221 North LaSalle St – Suite 1626, Chicago, IL 60601  
(312) 744-3891 [www.chipabf.org](http://www.chipabf.org)

## REQUEST FOR INFORMATION FROM REGISTERED LOBBYISTS

### A. OVERVIEW

The Policemen's Annuity and Benefit Fund of Chicago ("PABF" or the "Fund") is a defined benefit, single employer benefit plan established by the Illinois General Assembly to provide retirement, survivors, and disability benefits to sworn members of the Chicago Police Department ("CPD"), their spouses, and children (40 ILCS 5/5 et seq.). Currently, the Fund serves over 26,000 members composed of approximately 12,700 active members and 14,000 retiree and survivor annuitants. The Fund is administered by an eight-member Board of Trustees ("Board"), which includes three elected and active police officers (consisting of one at the rank of Investigator or a rank inferior thereto, one at the rank of Sergeant, and one at the rank of Lieutenant or a rank superior thereto), one elected annuitant, and four Mayoral appointees. More information about the PABF is available at: [www.chipabf.org](http://www.chipabf.org).

The PABF is a component unit of the City of Chicago, and as such, is included in the City of Chicago financial statements as a fiduciary pension trust fund. The Fund is administered in compliance with all applicable provisions of the Illinois Pension Code (40 ILCS 5). The statutes governing the Fund can be found at: [www.ilga.gov](http://www.ilga.gov).

The PABF is seeking to enter into an agreement with a registered lobbyist to provide services during the period April 1, 2023, through December 31, 2023, with the possibility of annual renewals thereafter.

### B. RFI TIMELINE

Issue Date: **January 13, 2023**

Response Due Date: **February 10, 2023 by 4p.m. CDT**

Response Contact: Inquiries and responses should be submitted via email to:

Mr. Kevin Reichart  
Executive Director  
[kreichart@chipabf.org](mailto:kreichart@chipabf.org)

Following a review of submitted materials, selected individuals or firms should be prepared to possibly make a presentation to the PABF Board of Trustees at a date and location to be determined by the PABF. All costs of responding to the RFP, including any travel expenses incurred, are at the cost of the Respondent and will not be reimbursed by the PABF. Minority-owned businesses, women-owned businesses, and businesses owned by a person with a disability, as those terms are defined in the Illinois Business Enterprise for Minorities, Women, and Persons with Disabilities Act, are encouraged to submit responses to this RFP.

PABF reserves the right to award a contract, if at all, to the Respondent which will provide the best match to the requirements of the RFP and the needs of the Fund, which may not be the proposal offering the lowest fees. PABF may take into consideration any factor it deems relevant, including but not limited to, past experience, financial stability, the ability to perform the requirements as set forth in this RFP, or who has previously failed to perform similar contracts in accordance with the terms, or in a timely manner, and other relevant criteria. PABF is not required to accept for consideration any proposal that fails to address or does not comply with each of the requirements or the criteria set forth in this RFP.

### C. SCOPE OF SERVICES

The PABF is seeking the services of a registered lobbyist (“Respondent”) to provide legislative liaison consulting services that will include, but are not limited to, the following:

1. Strategy: Reviewing the PABF’s legislative agenda as established by the Board of Trustees and providing advice and assistance on developing and implementing that agenda. Developing a plan for off session activities in coordination with PABF staff.
2. Tracking and Reporting: Identifying and tracking legislation and legislative proposals that may have an impact on the PABF and reporting such activity by phone calls, emails, and written monthly reports. Maintaining close and frequent communication with the PABF’s Executive Director and Board of Trustees.
3. Public Affairs: Representing the PABF as its contact person for legislators, legislative staff, public officials, other pension funds, labor unions, and other lobbyists related to matters that may affect the PABF.
4. Advocacy: Pursuing the PABF’s legislative agenda by educating legislators, legislative staff, and public officials, and by attending hearings and providing testimony and submissions by the PABF before legislative, administrative, and executive governmental bodies.

### D. PROPOSAL REQUIREMENTS

All proposals must include the following information:

1. A letter of interest from an individual with authority to legally bind the proposer, including:
  - a. A statement that no fees, commissions, or payments of any kind have been or will be paid to any third party in connection with the proposal or any services to be provided to the PABF;
  - b. A statement that the proposer has received and agrees to comply with the PABF’s Ethics Policy, which is attached as Exhibit A; and
  - c. A statement certifying Respondent’s compliance with the Illinois Lobbyist Registration Act and Respondent’s compliance with other relevant Illinois, federal and local laws and regulations relating to the services detailed herein.
2. The names of all individuals who would be providing services to the PABF and their areas of responsibility;
3. Experience and qualification of the individuals named above;
4. The number of Respondent’s senior staff and percentage of its senior staff who are (1) a minority person; (2) a female; or (3) a person with a disability, as defined in the Illinois Business Enterprise for Minorities, Women and Persons with Disabilities Act (30 ILCS 575/1 *et seq.*)

5. References from at least three clients for whom the proposer has provided lobbying services within the past three years and an example of a success achieved for each client. Include the client, contact name, email address and phone number;
6. A complete list of current clients and a list of any client lost within the last three years;
7. Identify any potential or actual conflicts of interest you have in providing services to PABF. If so, please state the name of each such client or former client, contact information, and the nature and time frame of such representation. In providing such information you consent to and agree to release PABF from any liability that may result from contacting such client(s) and communicating with such client(s) about your prior engagements, and soliciting an opinion regarding the work performed for such reference. In addition, please state how you intend to resolve any potential or actual conflict of interest;
8. The proposed fee structure for the aforementioned services. Please indicate whether you would consider providing a shared fee arrangement if you provide similar services to a similarly situated public pension fund in Chicago; and
9. A statement confirming that all prices, terms, warranties, and benefits offered by the Respondent in its proposal are comparable or better than those offered by the Respondent in agreements with substantially similar governmental or quasi-governmental clients. Should the Respondent make available more favorable terms to a substantially similar governmental or quasi-governmental client with respect to the types of services set forth in Respondent's proposal, the Respondent will make such prices, terms or conditions available to the PABF.

#### **E. PABF Right to Reject, FOIA, and Representations**

1. The PABF reserves the right to reject any or all proposals and to cancel this request for information. This request for information is not a contract and the submission of a proposal does not create any obligation by the PABF to enter into a contract. Further, the PABF reserves the right to procure all, some or none of the services referenced herein from one or more vendors.
2. All material submitted in response to this RFI shall become the property of the PABF upon receipt by the PABF. The PABF is subject to the Illinois Freedom of Information Act, 5 ILCS 140/1, et seq., and materials submitted to the PABF may be made available to the public.
3. The representations made in the successful proposal shall be binding and incorporated by reference in the PABF's contract with the proposer.

#### **F. PROHIBITED COMMUNICATIONS**

Respondents are prohibited from communicating with Board members or staff, other than the RFP Administrator, concerning this RFP or the resulting contract from the RFP release date until a contract for these services is fully executed.

## ETHICS POLICY

The Trustees elected or appointed to serve as governing board members of the Policemen's Annuity and Benefit Fund of Chicago desire to enhance and promote the professional management of the Fund in order to provide retirement and other benefits to participants and beneficiaries who have served the City of Chicago and its citizens.

To further these objectives and the provisions of the Illinois Pension Fund governing the Fund and the Trustees, all Trustees and Employees of the Fund shall adhere to legal and ethical standards in the fulfillment of their fiduciary responsibilities, and to the following statements of policy:

### Definitions.

The definitions used in this Policy are limited to the Policy and shall not be binding on the Fund for any other purpose. Whenever used in this Policy, the following terms shall have the following meanings:

- (a) **"Administrative action"** means any decision on, or any proposal, consideration, enactment or making of any rule or any other official action or non-action involving the expenditure of Fund assets by the Board, the executive director, or by any Employee of the Fund, or any matter which is within the jurisdiction of the Board.
- (b) **"Board"** means the Board of Trustees of the Retirement Board of the Policemen's Annuity and Benefit Fund of Chicago.
- (c) **"Board Member"** means each elected, appointed, or ex officio member of the Board.
- (d) **"Compensation"** means money, thing of value or other pecuniary benefit received or to be received in return for, or as reimbursement for, services rendered or to be rendered.
- (e) **"Domestic partner"** means a "qualified domestic partner" as defined in Section 2-152-072 of the Municipal Code of Chicago, as amended.
- (f) **"Economic interest"** means any interest valued or capable of valuation in monetary terms; provided, that "economic interest" is subject to the same exclusions as "Financial Interest."
- (g) **"Employee"** means an individual employed by the Fund, whether part-time or full-time, but excludes Board Members and vendors of the Fund.
- (h) **"Financial Interest"** means (i) any interest as a result of which the owner currently receives or is entitled to receive in the future more than \$2,500.00 per year; (ii) any interest with a cost or present value of \$5,000.00 or more; or (iii) any interest

representing more than ten percent of a corporation, partnership, sole proprietorship, firm, enterprise, franchise, organization, holding company, joint stock company, receivership, trust, or any legal entity organized for profit; provided, however, financial interest shall not include (a) any interest of the spouse or domestic partner of a Board Member or Employee which interest is related to the spouse's or domestic partner's independent occupation, profession or employment; (b) any ownership through purchase at fair market value or inheritance of less than one percent of the shares or a corporation, or any corporate subsidiary, parent or affiliate thereof, regardless of the value of or dividends on such shares, if such shares are registered on a securities exchange pursuant to the Securities Exchange Act of 1934, as amended; (c) the authorized Compensation paid to an Employee for his office or employment; (d) any economic benefit provided to participants by virtue of their participation in the Fund in accordance with Article V of the Illinois Pension Code; (e) a time or demand deposit in a financial institution; (f) an endowment or insurance policy or annuity contract purchased from an insurance company.

- (i) **"Fund"** means the Policemen's Annuity and Benefit Fund of Chicago.
- (j) **"Gift"** means any thing of value given without consideration or expectation of return; provided, however, Gift shall not to be deemed to include reimbursement of travel expenses relating to Fund business.
- (k) **"Person"** means any individual, entity, corporation, partnership, firm, association, union, trust, estate, as well as any parent or subsidiary of any of the foregoing, whether or not operated for profit.
- (l) **"Relative"** means a person who is related to a Board Member or Employee as spouse or as any of the following, whether by blood or by adoption: parent, child, brother or sister, grandparent, grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepfather or stepmother, stepson or stepdaughter, stepbrother or stepsister, half-brother or half-sister.
- (m) **"Seeking to do business"** means (1) taking any action to obtain business from the Fund when, if such action were successful, it would result in the Person's doing business with the Fund; and (2) the business sought has not been awarded to any Person.

## **Article 1 CODE OF CONDUCT**

### **Fiduciary duty.**

Board Members and Employees shall at all times in the performance of their duties owe a fiduciary duty to the Fund and its participants.

### **Offering, receiving and soliciting Gifts or favors.**

- (a) No Person shall give to any Board Member or Employee, or to the spouse,

domestic partner or minor child of either of them, and none of them shall solicit or accept, any anonymous Gift.

(b) No Person shall give or offer to give to any Board Member or Employee or to the spouse, domestic partner or minor child of either of them, and none of them shall solicit or accept, anything of value, including, but not limited to, a Gift, favor or promise of future employment, based upon any mutual understanding, either explicit or implicit, that the votes, official actions, decisions or judgments of any Board Member or Employee, concerning the business of the Fund would be influenced thereby. It shall be presumed that a nonmonetary Gift having a value of less than \$50.00 does not involve such an understanding.

(c) No Person who has an Economic Interest in any matter involving Fund business, including, without limitation, any investment management or administrative matter, shall give, directly or indirectly, to any Board Member or Employee whose decision or action may substantially affect such transaction, or to the spouse, domestic partner or minor child of such Board Member or Employee, and neither Board Members nor Employees shall solicit or accept, any Gift of (i) cash or its equivalent regardless of value, or (ii) an item or service other than one of nominal value (less than \$50.00) provided, however, nothing herein shall be construed to prohibit such Board Member or Employee from accepting Gifts from Relatives.

(d) Except as prohibited in subsections (a), (b) and (c), nothing in this Policy shall prohibit any person from giving or receiving: (i) opportunities, benefits and services that are available on the same conditions as for the general public; (ii) an award publicly presented in recognition of public service; (iii) commercially reasonable loans made in the ordinary course of the lender's business; (iv) political contributions, provided they are reported to the extent required by law; (v) reasonable hosting, including travel and expenses, entertainment, meals or refreshments furnished in connection with public events, appearances, meetings or ceremonies related to official Fund business, if furnished by the sponsor of such public event; (vi) reasonable hosting, including travel and expenses, entertainment, meals or refreshments furnished in connection with an event organized for charitable or political purposes if furnished by the sponsor of such charitable or political event; (vii) reimbursement of seminar or conference fees when the seminar relates to the Board Member's or Employee's job duties and is sponsored by the Fund's consultants or agents, or persons or entities seeking official action from the Fund; or (viii) anything provided by an individual as the basis of a personal friendship unless the Board Member or Employee has reason to believe that under the circumstances, the Gift was provided because of the official position or employment of the Board Member or Employee and not because of the personal friendship.

(e) Any Gift given in violation of the provisions of this Policy shall be returned to the giver of the Gift or, if appropriate, transferred to a charitable organization.

(f) Nothing in this Policy shall prohibit any Board Member or Employee, or his or her spouse, domestic partner or minor child, from accepting a Gift on the Fund's behalf; provided, however, the person accepting the Gift shall promptly report receipt of the Gift

to the Board of Trustees and to the executive director, who shall add it to the inventory of Fund property.

**Solicitation or receipt of money for advice or assistance.**

No Board Member or Employee, or the spouse, domestic partner or minor child of any of them, shall solicit or accept any money or other thing of value including, but not limited to, Gifts, favors, services or promises of future employment, in return for advice or assistance on matters concerning the operation or business of the Fund; provided, however, that nothing in this Policy shall prevent a Board Member or Employee or the spouse or domestic partner of a Board Member or Employee from accepting Compensation for services wholly unrelated to the Board Member's or Employee's duties and responsibilities to the Fund and rendered as part of his or her non-Fund employment, occupation or profession.

**Use or disclosure of confidential information.**

No current or former Board Member or Employee shall use or disclose, other than in the performance of his or her Fund related duties and responsibilities, or as may be required by law, confidential information gained in the course of or by reason of his position or employment. For purposes of this section, "confidential information" means any information that may not be obtained pursuant to the Illinois Freedom of Information Act, as amended.

**Conflicts of interest; appearance of impropriety.**

(a) No Board Member or Employee shall make or participate in the making of any decision relating to the Fund or its assets with respect to any matter in which he or she has any Economic Interest, Financial Interest or business relationship distinguishable from that of the general public.

(b) To avoid even an appearance of impropriety, any Board Member who has a business relationship with a person or entity with a matter pending before the Fund shall publicly disclose the nature of such business relationship on the record at a regularly scheduled meeting of the Board of Trustees and shall also notify the executive director of such relationship in writing as soon as the business relationship arises. The Board of Trustees shall make such disclosures available for public inspection and copying. The Board Member shall abstain from voting on any matter in which he or she has a Financial or Economic Interest but shall be counted present for purposes of a quorum. The obligation to report a potential conflict or interest under this subsection arises as soon as the Board Member is or should be aware of such potential conflict. For purposes of this subsection only: (i) "matter pending before the Fund" shall refer to Fund action involving the grant of disability benefits, award of investment management business, any contractual matters involving expenditure of Fund assets; and (ii) "business relationship" shall refer to any contractual or other private business dealing of a Board Member, or his or her spouse or domestic partner, or of any entity in which a Board Member or his or her spouse or domestic partner has a Financial or Economic Interest, with a person or entity

which entitles a Board Member or his or her spouse or domestic partner to compensation or payment in the amount of \$2,500 or more in a calendar year; provided, however, that "contractual or other private business dealing" shall not include any employment relationship of a Board Member's spouse or domestic partner with an entity when such spouse or domestic partner has no discretion concerning or input relating to the relationship between that entity and the Fund.

(c) Any Board Member or Employee who has a Financial or Economic Interest in any entity seeking to do business with the Fund or with respect to any matter pending before the Fund shall disclose the nature of such interest to the Board of Trustees. The obligation to disclose under this subsection arises as soon as the Board Member or Employee is or should be aware of the pendency of the matter.

#### **Representation of other persons.**

No Board Member or Employee may have an Economic Interest in the representation of, any person, in any judicial or quasi-judicial proceeding before any administrative agency or court in which the Fund is a party and that person's interest is adverse to that of the Fund.

#### **Prohibited conduct.**

No Board Member or Employee or the spouse or domestic partner of such Board Member or Employee, or any entity in which such Board Member or Employee or his or her spouse or domestic partner has a Financial Interest, shall apply for, solicit, accept or receive a loan of any amount from any person who is either doing business or seeking to do business with the Fund; provided, however, that nothing in this section prohibits application for, solicitation for, acceptance of or receipt of a loan from a financial lending institution, if the loan is negotiated at arm's length and is made at a market rate in the ordinary course of the lender's business. This subsection shall not apply to an entity in which the only financial interest of the Board Member or Employee is his or her spouse or domestic partner's independent occupation, profession or employment.

## **Article 2 PENALTIES FOR VIOLATION**

### **Sanctions.**

Any Employee found to have violated any of the provisions of this Policy, or to have furnished false or misleading information to the Board of Trustees, shall be subject to employment sanctions, including discharge, in accordance with procedures under which the employee may otherwise be disciplined. Any Board Member found to have accepted a Gift in violation of this Policy shall be required to reimburse the Person providing such Gift the cost of the Gift above \$50.00 and shall provide proof of such reimbursement to the Board.



**Invalid actions.**

All Fund contracts shall include a provision requiring compliance with this Policy. Any contracts negotiated, entered into, or performed in violation of any of the provisions of this Policy shall be voidable as to the Fund.

**Other remedies.**

Nothing in this Policy shall preclude the Fund from maintaining an action for an accounting for any pecuniary benefit received by any person in violation of this chapter or other law, or to recover damages for violation of this Policy.

Effective Date: October 20, 2004

Effective 4/3/2009 Illinois PA 096-0006 defines the monetary limits for trustees and staff to accept gifts, travel and or meals, limits which now are set in Illinois State Statutes and for purposes of this policy are controlling.