



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 Proposal (RFP)**

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# **ADMINISTRATION AND OPERATIONAL MANAGEMENT OF TRUSTEE ELECTIONS**

## **Responses Due July 19, 2024**

The Retirement Board of the Policemen’s Annuity and Benefit Fund of Chicago  
**Request for Proposal**  
**Administration and Operational Management of Annual Trustee Election**  
**Timeline**

Release Date	<b>July 8, 2024</b>
Proposal Due Date	<b>July 19, 2024</b> (4:00 p.m. CST)
Request for Proposal (RFP) Administrator	Kevin Reichart, Executive Director Email: <a href="mailto:kreichart@chipabf.org">kreichart@chipabf.org</a>
Questions	Must be emailed to the RFP Administrator by 4:00 p.m. CST on <b>July 12, 2024</b> .
Responses	Responses to all questions will be posted on the Fund’s website: <a href="http://www.chipabf.org">www.chipabf.org</a> by 4:00 p.m. CST on <b>July 15, 2024</b> .
Official RFP Notices/Addendum	All requirements are specified in this RFP to ensure no respondent is provided advantage over another. Any changes to the requirements will be posted as an addendum to the RFP on the Fund’s website, <a href="http://www.chipabf.org">www.chipabf.org</a> . Proposers are solely responsible for monitoring the website and adhering to RFP notices/addendums.
Prohibited Communication	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.

## I. 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 27,650 members composed of approximately 12,750 active members and 14,900 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.

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 Board is seeking proposals from qualified respondents (“Firm” or “Respondent”) to administer and provide operational management of the elections regarding the three elected and active police officers and one elected annuitant Board members.

## II. BACKGROUND

In accordance with 40 ILCS 5/5-179, the Fund holds triennial elections for the elected members of the Board at least 30 days prior to the expiration of the three-year term of office of any elected member.

The Fund will hold its next triennial elections no later than October 30, 2024 for Board member at the rank of Investigator or a rank inferior thereto and annuitant and no later than October 30, 2026 for the Board member at the rank of Sergeant and at the rank of Lieutenant or a rank superior thereto. In addition, as needed, the Fund may be required to hold a special election in the event an elected member vacates the Board prior to the expiration of their term.

### 1. Rank of Investigator or inferior thereto

At any election for the active police officer at the rank of Investigator or a rank inferior thereto, all such police officers of the appropriate rank employed by the CPD when the election is held have a right to vote in the election. The current number of eligible voters for this member’s election is approximately 11,100.

### 2. Annuitant

At any election for the annuitant member, all annuitants and pensioners (except children less than age 18) and the legal guardian of any child annuitant or child pensioner, whose parent or stepparent is not an annuitant or pensioner of the fund, shall have a right to vote. The current number of eligible voters for this member’s election is approximately 14,900.

### 3. Rank of Sergeant

At any election for the active police officer at the rank of Sergeant, all such police officers of the appropriate rank employed by the CPD when the election is held have a right to vote in the election. The current number of eligible voters for this member’s election is approximately 1,300.

4. Rank of Lieutenant or a rank superior thereto

At any election for the active police officer at the rank of Lieutenant or a rank superior thereto, all such police officers of the appropriate rank employed by the CPD when the election is held have a right to vote in the election. The current number of eligible voters for this member's election is approximately 350.

**III. MINIMUM REQUIREMENTS**

The Respondent should have at least five years of experience providing similar services, preferably for pension fund trustee elections.

**IV. SCOPE OF SERVICES**

Please specify your ability to provide the services listed below. If you cannot provide a particular service, please indicate the reason. During the contractual period, the Respondent will be expected to provide a full range of services, both required and "Ad Hoc," including but not limited to:

1. Provide a fully managed election online and/or via telephone for a minimum period of one week.
2. 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 seven (7) calendar days prior to the commencement of voting. Institute a process for undeliverable mailers.
3. Provide printed ballots to accompany the electronic voting notification for the annuitant members in the event the Fund chooses to offer a traditional mail-in ballot option for those members.
4. 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.
5. Provide a secure process for managing the mail-in ballots including a description of how the Firm will prevent any duplicate votes.
6. Provide a centralized, online location for candidate information that is accessible to electors.
7. Provide real-time security review of online and telephone voting.
8. Provide election results within two (2) hours of the close of the online and/or telephone polls.
9. Archive the election data for a period of at least twelve (12) months, if necessary.

**V. TIME REQUIREMENTS**

**Proposal Calendar**

Request for proposals issued	<b>July 8, 2024</b>
Due date for proposals	<b>July 19, 2024</b>
Oral presentations (by invitation)	TBD – if necessary

**Notification and Contract Dates**

Selected firm notified (tentative)	<b>August 1, 2024</b>
Engagement letter due date (tentative)	<b>August 15, 2024</b>

## VI. PABF RFP PROCEDURES

The Fund will post notice of the RFP on its website. Neither this RFP nor any response to this RFP should be construed as a legal offer.

All responses must be submitted in accordance with the proposal submission instructions below. PABF reserves the right to reject any or all responses. All material submitted in response to the RFP will become the property of the Fund. PABF is not responsible for any costs incurred by the Respondents in responding to this RFP.

If, prior to the due date, the RFP is revised or additional information is provided, then an addendum will be provided to all known Respondents and posted on the Fund's website. If an addendum is necessary, the Fund may extend the due date.

Respondents are advised that proposal materials are subject to the Illinois Freedom of Information Act, 5 ILCS 140, et seq. ("FOIA"), which can be found [here](#). After completion of the RFP, selection by the Fund and successful negotiation of a contract, if any, proposals submitted may be viewed and copied by any member of the public, including news agencies and competitors. Respondents claiming a statutory exemption under FOIA for information within the Respondents' proposals must identify relevant language as confidential, and identify in the email transmission of the proposal whether confidential information is included. Further, each page of confidential documentation must be labeled as such. The Respondent must also specify which statutory exemption applies for each piece of confidential information. PABF reserves the right to make determinations of confidentiality. If PABF disagrees with a Respondent's confidential designation, it may either reject the proposal or discuss its interpretation of the exemption(s) with the Respondent. If agreement can be reached, the proposal will be considered. If agreement cannot be reached, then PABF will not consider the proposal.

The Fund's staff shall open the responses and review each for content, quality, and compliance with the RFP's requirements. Following the review, the Fund may narrow the field of Respondents. Finalists may be asked to present their qualifications before the Board. If satisfied with the capabilities of one or more Respondents, the Board will make a final selection.

Once proposals have been submitted, *ex parte* communications between the Fund's staff and interested parties, including Respondents, or non-interested parties, shall be prohibited until a final decision is made (known as the "quiet period"). Notwithstanding, the Fund's staff may communicate with a particular Respondent for the sole purpose of gaining clarification regarding information provided in response to this RFP. Furthermore, Respondents are prohibited from communicating with any member of the Board about this RFP until the Fund's final decision regarding the search is posted on the Fund's website.

Respondents may send written questions concerning the RFP via e-mail to the undersigned by 4:00 p.m. CST on **July 12, 2024**. Responses to properly submitted questions will be consolidated in a single Q & A document and posted on the Fund's website by 4:00 p.m. CST on **July 15, 2024**. The source of the questions will not be disclosed.

## VII. PROPOSAL SUBMISSION

The Executive Director shall oversee the RFP process. Respondents must submit electronic copies of their responses by 4:00 p.m. CST on **July 19, 2024**, by emailing them to:

**SEARCH CONTACT:** Kevin Reichart  
Executive Director  
[kreichart@chipabf.org](mailto:kreichart@chipabf.org)

If the Fund's staff has questions regarding how to interpret a Respondent's proposal, the Fund's staff is authorized to request additional information from that Respondent. In addition, the Fund will not consider any proposal that is either incomplete or received after 4:00 p.m. CST on **July 19, 2024**.

## VIII. ALL PROPOSALS MUST CONTAIN THE FOLLOWING DOCUMENTS:

1. **Transmittal Letter** -- A transmittal letter must be submitted on the Respondent's official business letterhead. The letter must identify all documents provided in response to the RFP, and must be signed by an individual authorized to contractually bind the Respondent. The letter must also contain the following:
  - A. The name and address of any entity that is a parent of or owns a controlling interest in the Firm.
  - B. A statement that the proposal is being made without fraud or collusion; that the Respondent has not offered/received any finder's fees, inducements or any other form of remuneration, monetary or non-monetary, to/from any individual or entity relating to the RFP, the Respondent's proposal or the Fund's selection.
  - C. An acknowledgement by the Respondent that the proposal is a firm and irrevocable offer good for six (6) months from the date of the proposal.
  - D. A statement that identifies any current or potential conflicts of interest, including but not limited to any current business relationship or any current negotiations for prospective business with the Fund, the Fund's Executive Director, or any member of the Board or proxy acting on a Board member's behalf.
  - E. A statement that the Firm is willing and able to perform the services described in the Scope of Services section of this RFP.
  - F. A statement that the Firm has available the staff and other resources required to perform all services required by the RFP and to provide all required deliverables.
  - G. The name, title or position, e-mail address, and telephone number of the individual signing the transmittal letter on behalf of the Firm.
2. Background of the Firm including, but not limited to, the Firm's principal location, ownership structure, leadership team, and number of employees.
3. An organizational chart of the proposed team; primary point of contact; resumes and roles and responsibilities of key personnel who will be assigned to the PABF account.
4. 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.
5. Provide information regarding any lawsuit, regulatory proceeding or investigation involving the Firm, anyone who has interest in the Firm of 5% or more, or any officer of the Firm in the last ten (10) years related to any services provided by the Firm and the outcome.

6. Disclose whether 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 has been convicted of a felony or non-traffic related misdemeanor in the past twenty (20) years.
7. Identify all complaints filed against your personnel by a professional board or other regulatory authority within the last five (5) years. Indicate all corrective actions the Firm took in response to all such complaints.
8. Compensation: The Firm's fee schedule including any additional costs the Firm may reasonably expect to incur based on the proposed scope of services. The proposal should include a single price estimate, and/or a range with a not to exceed amount. Please identify services that are priced based on the totality of the service or estimated time and materials. Include any guarantees that can be given regarding increases in future years.
9. MWDBE Disclosures: 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 number of the Firm's non-clerical staff who are (i) minority persons, (ii) female, or (iii) persons with a disability.
10. Explain why the Board should select your Firm to serve as the Fund's vendor for administration of its elections.
11. Certificates of insurance for your Firm's general liability and professional liability insurance coverage.
12. Any other information you would like the Board to consider.

## **IX. Award Criteria**

The Board will select the Respondent whose proposal is responsive, is considered the best of those submitted, and with whom the Fund is able to negotiate a fair agreement and reasonable fee structure.

The Executive Director shall determine how well the proposal meets the review criteria. The Executive Director shall present to the Board a summary of all responsive Respondents and an analysis on the most qualified Respondents regarding key aspects identified below:

1. Completeness and Quality of Proposal
2. Organization
3. Key Personnel
4. Process
5. Fees

The Fund will attempt to negotiate a fair agreement and reasonable fee structure with the awarded Respondent. If the Fund is unable to do so, the Fund reserves the right to award and negotiate with the next most qualified Respondent. The Fund shall consider the offer, including the Respondent's qualifications, reputation, fees, and other relevant factors, in negotiating a fair agreement and reasonable fee structure.

An electronic copy of your proposal, in a pdf format, must be received by PABF by 4:00 p.m. CST on **July 19, 2024**. The proposers bear sole responsibility for ensuring that their proposals are delivered on time. To be eligible for consideration, the completed proposal, must be delivered by the deadline to:

Kevin Reichart, Executive Director

Email for electronic delivery: [kreichart@chipabf.org](mailto:kreichart@chipabf.org)