

**The Public School and Education Employee
Retirement Systems of Missouri (PSRS/PEERS)**

3210 W. Truman Blvd. • Jefferson City, MO • 65109



2024 Board of Trustees Election

Prepared: January 2, 2024

REQUEST FOR PROPOSAL

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I. Introduction and Background:

The Public School and Education Employee Retirement Systems of Missouri (PSRS/PEERS) provide service retirement, disability, and survivor benefits for more than 130,000 active and over 107,000 retired Missouri public school teachers, school employees, and their families.

Together, PSRS and PEERS are one of the 50 largest defined benefit plans in the United States with approximately \$55.2 billion in assets.

II. Scope of Services

In connection with the 2024 election to the Board of Trustees of the Public School Retirement System of Missouri (PSRS) and the Public Education Employee Retirement System of Missouri (PEERS), as specified in the attached statutory provision and policy of the Board, PSRS/PEERS is seeking an election administrator to provide the following services:

1. Contract with qualified vendors for the printing of mailing envelopes, election ballots with appropriate security measures, background candidate information sheets and instructions on election procedures as provided by PSRS/PEERS, and business reply return envelopes. The total number of ballots is estimated to be between 230,000 and 240,000. All procedures to certify candidates prior to the ballot printing will be performed by PSRS/PEERS. Certification will be completed by March 11, 2024.
2. Affix addresses provided by PSRS/PEERS to ballot envelopes and mail ballots to eligible voters on April 18, 2024. A signed confidentiality agreement will be required. First-class postage is to be provided by the election administrator. No postage for return of voted paper ballots is required.
3. Act as receiving agent for all votes cast and for returned and/or completed paper ballots.
4. Provide eligible voters with the choice to vote by paper ballot, telephone or Internet with proper security to allow only one ballot/vote per eligible member.
5. Verify and tally returned paper ballots and votes made by telephone or Internet.
6. Certify and report election results to PSRS/PEERS Board of Trustees by May 17, 2024.

Election Ballot

1. A ballot for the election of two candidates, both of whom must be a member of The Public School Retirement System of Missouri (PSRS), to the Board of Trustees shall be distributed through the United States Postal Service on April 18, 2024 to each eligible voter at his or her home address of record with PSRS or PEERS. An eligible voter shall be a member or retiree of PSRS or PEERS.
2. The ballot, which will allow the election of two candidates---each from PSRS, will include instructions for marking and returning the ballot, or for voting by telephone or Internet as well as a short biography for each candidate and a return envelope.
3. Completed paper ballots must be returned through the United States Postal Service.
4. No ballots are to be reissued. If the original paper ballot is returned by the United States Postal Service, it may be re-mailed if requested by the member.
5. All votes must be received by the election administrator before the close of business on May 4, 2024. Or, if using a paper ballot, ballot must be postmarked on or before May 4, 2024.

6. The election administrator will record all votes whether received by paper ballot, telephone or Internet.
7. Results of the election will be certified to the Board of Trustees by the election administrator by May17, 2024

Invalid Votes

The following are to be declared invalid votes and are not to be counted in the election:

- a. Votes cast for individuals whose names are not listed as certified candidates on the official ballot.
- b. Votes submitted by individuals who are not eligible voters as defined above.
- c. Second or succeeding votes cast by the same voter.
- d. Votes cast in excess of those allowed on the ballot.
- e. Ballots with more than one vote cast for the same candidate.
- f. Paper ballots not returned through the United States Postal Service.
- g. Votes or ballots not cast, returned or postmarked within the time period prescribed.

III. Proposal Specifications

Award of the contract resulting from this RFP will be based upon the most responsive Vendor whose offer will be the most advantageous to PSRS/PEERS in terms of cost, functionality, and other factors as specified elsewhere in this RFP.

PSRS/PEERS reserve the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Vendor
- Accept other than the lowest price offered
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers.

Please note in Section Six of the PSRS Board of Trustees Election Procedures that if only one valid nominating petition is certified for a vacancy, the board shall declare the person nominated in that petition to be elected. In this case, there will be no need for further action and the project will end without an election.

A. Response Deadlines

The completed Response must be received by January 29, 2024. Responses received after the response deadline will not be considered.

B. Contacts

Contact person for all responses and communications:

Monica Cain
PSRS/PEERS
P.O. Box 268 Jefferson City, MO 65102
573-638-1014
Fax: 573-634-7934
Email: MCain@psrsmo.org

C. Questions Relating to this RFP

All questions concerning this RFP must be received in writing by fax or email by the contact person by January 15, 2024.

IV. Selection Process

PSRS/PEERS Board of Trustees and Staff will evaluate all timely and complete responses. PSRS/PEERS reserve the right to request that any response be clarified or supplemented.

Any award to be made pursuant to this RFP will be based upon the proposal with appropriate consideration given to operational, technical, cost, and management requirements. Evaluation of offers will be based upon the Vendor's responsiveness to the RFP and the total price quoted for all items covered by the RFP.

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a Vendor or Vendors:

1. Completion of all required responses in the correct format.
2. The extent to which Vendor's proposed solution fulfills PSRS/PEERS stated requirements as set out in this RFP.
3. An assessment of the Vendor's ability to deliver the indicated service in accordance with the specifications set out in this RFP.
4. The Vendor's stability, experiences, and record of past performance in delivering such services.
5. Availability of sufficient high quality Vendor personnel with the required skills and experience for the specific approach proposed.
6. Overall cost of Vendor's proposal.

PSRS/PEERS may, at their discretion and without explanation to the prospective Vendors, at any time choose to discontinue this RFP without obligation to such prospective Vendors.

V. Tentative Timetable

The following is the tentative time schedule for PSRS/PEERS' search for firms to provide the requested information. All dates are subject to modification by PSRS/PEERS

- | | |
|---------------------------------------|------------------|
| • Issuance of RFP | January 8, 2024 |
| • Question Deadline | January 16, 2024 |
| • PSRS/PEERS response to questions | January 19, 2024 |
| • RFP response deadline | January 29, 2024 |
| • Selection Made/Project commencement | February 5, 2024 |

VI. Proposal Content

At a minimum, the proposal should include the following information:

A. Company Data

Include a summary of your company including the length of time in business, narrative of your company's qualifications to perform the work identified in this proposal, and a brief narrative of similar projects completed.

B. Company Contact Information

Include contact data for the primary contact on this RFP. Include name, title, and contact information for the staff you plan to assign to this project. Also include a brief bio for each staff member assigned to this project including their experience, education and work history with your company.

C. Work Plan

- Detailed project approach including a description of steps the vendor will take to complete this project including a timeline for each step.
- Description of how the vendor will consult with PSRS/PEERS staff during the course of this project.
- A description of any potential problems anticipated in completing the project scope and the vendor's approach to resolving these problems
- Any special assistance that will be requested from PSRS/PEERS staff.

D. References

- Provide three (3) clients that we can use as references. The preference is for organizations similar in size and industry to PSRS/PEERS.

- Contact data for the three references.
- Description of the scope of the project.
- Beginning and ending dates of the project.

E. Cost

Provide a fixed-fee cost to complete the project. Separately detail any anticipated out-of-pocket reimbursable expenses to be billed to PSRS/PEERS.

F. Additional Information

Provide any additional information you believe is relevant to this project.

VII. Terms and Conditions

PSRS/PEERS makes no representations or warranties, expressed or implied, as to the accuracy or completeness of the information in the RFP and nothing contained herein is or shall be relied upon as a promise or representation, whether as to the past or the future. The RFP does not purport to contain all of the information that may be required to evaluate the RFP and any recipient hereof should conduct its own independent analysis of PSRS/PEERS and the data contained or referenced herein. PSRS/PEERS does not anticipate updating or otherwise revising the RFP. However, this RFP may be withdrawn, modified, or re-circulated at any time at the sole discretion of PSRS/PEERS.

PSRS/PEERS reserves the right, at its sole discretion and without giving reasons or notice, at any time and in any respect, to alter these procedures, to change and alter any and all criteria, to terminate discussions, to accept or reject any response, in whole or in part, to negotiate modifications or revisions to a response and to negotiate with any one or more respondents to the RFP.

PSRS/PEERS is not and will not be under any obligation to accept, review or consider any response to the RFP, and is not and will not be under any obligation to accept the lowest offer submitted or any offer at all. PSRS/PEERS is not and will not be under any obligation to any recipient of, or any respondent to, the RFP except as expressly stated in any binding agreement ultimately entered into with one or more parties, either as part of this RFP process, or otherwise. This RFP is not an offer but a request to receive a response. PSRS/PEERS will consider a response as an offer to develop an agreement based upon the contents of the response. Respondents agree that the contents of their responses are valid for one year from the date of submission. PSRS/PEERS will not be liable for any cost incurred in the preparation of a response and will not reimburse any respondents for their submission. Expenses related to the production of a response are the sole responsibility of the respondent.

Vendor acknowledges that, pursuant to the Missouri Open Records Act, section 610.010, et seq., PSRS/PEERS may be required to release to third parties all information provided by Vendor in response to this RFP, regardless if such information is labeled “confidential,” “proprietary” or is otherwise intended by Vendor not to be released to third parties, without providing advance notice to Vendor of a request for such information or the release of such information. By submitting a response, Vendor acknowledges and agrees that PSRS/PEERS shall have no liability to Vendor or to any other person or entity for disclosing information in accordance with the Missouri Open Records Act, as interpreted by PSRS/PEERS.

Vendor acknowledges that all lawsuits involving PSRS/PEERS must be brought in Cole County Circuit Court, Cole County, Missouri, and be subject to Missouri Law, whether or not related to this RFP or any contract or agreement entered into pursuant to this RFP.

If the cost of the services will exceed \$100,000, the vendor must be willing to certify, pursuant to Section 34.600 RSMo., that it is not currently engaged in, and shall not for the duration of the Agreement with PSRS/PEERS, engage in a boycott of (1) goods or services from the State of Israel, (2) companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel, or (3) or persons or entities doing business in the State of Israel. For purposes of this certification, "boycott Israel" and "boycott of the State of Israel" means engaging in refusals to deal, terminating business activities, or other actions to discriminate against, inflict economic harm, or otherwise limit commercial relations specifically with the State of Israel, companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel, or persons or entities doing business in the State of Israel, that are all intended to support a boycott of the State of Israel." The vendor must be willing to acknowledge and agree that the parties' Agreement will be void in the event this certification is breached.

VIII. Attachments

- I. The Public School Retirement System of Missouri Board of Trustees Election Procedures
- II. 2024 Election Schedule
- III. Missouri Revised Statutes Chapter 169 Section 169.020