

# REQUEST FOR PROPOSALS

RFP 2021-006

Advising/Consulting Services for  
City of Burnet's Deferred  
Compensation Plan



RESPONSE DUE BY:  
FRIDAY, 1-7-2022  
2:00 P.M. CST

City of Burnet  
1001 Buchanan, Suite 4  
Burnet, TX 78611  
512.715.3213  
[www.cityofburnet.com](http://www.cityofburnet.com)

## 1.0 Notice to Proposers

The City of Burnet (the “City”) is soliciting sealed Requests for Proposals (RFP) to provide advising/consulting services to the City of Burnet’s Deferred Compensation Plan. Vendors/Businesses are invited to submit qualifications and proposals for the provision of these services. In order to be considered, proposals must address each of the requests for information included in this document.

All addenda, notices, additional information, etc. will be posted to the City of Burnet website at <https://www.cityofburnet.com>.

One (1) original copy of the proposal must be sealed and returned to the City of Burnet, City Hall, no later than 2:00 p.m. CST on Friday, January 7, 2022, to the attention of:

Burnet City Hall  
Human Resources Director  
1001 Buchanan, Suite 4  
Burnet, TX 78611

All proposals must be clearly marked with “Consulting Services for Deferred Compensation Plan RFP.” Proposer is responsible for delivery of response by the date and time set for the closing of the proposal acceptance. Responses received after the date and time set for the closing will not be considered.

The City of Burnet reserves the right to reject any and all proposals and waive informalities in proposals received.

All inquiries concerning the RFP must be made in writing and addressed to the address or email address listed below, with e-mail being the preferred method.

City of Burnet  
City Secretary  
P.O. Box 1369  
Burnet, TX 78611  
Email: [kdix@cityofburnet.com](mailto:kdix@cityofburnet.com)

## 2.0 Scope of Services

### **QUALIFICATIONS**

To assist in the evaluation of potential advisors/consultants, please provide a statement of qualifications to include the following information:

## **FIRM**

- Firm name, address, and contact information.
- Telephone, facsimile, and website address.
- Type of firm: individual, partnership, corporation, subsidiary, or government entity.
- Organizational structure of the firm, history, including number of years in existence, and location of offices, total number of employees.
- Describe the ability of your firm to provide local service to our Plan.
- Names and titles of all principals/officers of the firm (name, title, phone number).
- List applicable certifications and licenses and the associated numbers.
- How many years has your firm been providing investment advisor services to public agencies?
- Discuss your company's resources and activities as they relate to knowledge and understanding of our industry.
- Describe the organization's legal research capabilities and how you communicate legislative updates to your clients.
- What amount of Fiduciary Liability insurance, Errors & Omissions insurance and bonding coverage is maintained by your firm and provide evidence your company carries all applicable insurance coverages and licenses.

## **REFERENCES**

- List the public agencies for which your firm provided similar services within the past three (3) years. List the number of employees for each agency. Please include the contact person and phone number for each organization.

## **SERVICE TEAM**

- Describe the responsibility, experience, and qualifications of the individual(s) who would comprise the service team.

## **SCOPE OF WORK/SERVICES**

- Describe your firm's resources or methods to provide education on best practices, trends, or hot topics.
- What relevant issues should the Committee be aware of and focus on, if any?
- Provide a written description of your technical approach to assisting with a record keeper Request for Proposal. Be sure to address the following tasks:
  - Assessment of current Plan and developing objectives
  - Fee and service negotiation on behalf of the Plan with selected service provider
  - Communication
  - Transition Planning
- Provide a written description of the ongoing investment consulting services you will provide, as well as additional services you would recommend to us.

## **CONFLICTS OF INTEREST**

- Is your firm directly or indirectly affiliated with any organization that provides banking, brokerage, insurance, investment management of any other financial service?

- Does your firm, its employees, or any affiliated or related entities derive any economic benefit from any investment entities, intermediaries or service providers?
- Are there any actual, perceived, or potential conflicts of interest your organization has or may have in serving as our consultant?

**FEE INFORMATION**

- Provide an all-inclusive fee for providing the services described in your proposal.