

**REQUEST FOR PROPOSALS
FOR
FURNISHING AND DELIVERY
OF
DEFINED BENEFIT ADMINISTRATION SERVICES
FOR
THE CURATORS OF THE UNIVERSITY OF MISSOURI
ON BEHALF OF
UNIVERSITY OF MISSOURI SYSTEM
RFP # 21-3001-KS-U
DUE DATE: July 24, 2020
TIME: 3:00 p.m. CDT**

THE CURATORS OF THE UNIVERSITY OF MISSOURI
Prepared by:
Kristine Schimpf
Strategic Sourcing Specialist
University of Missouri Procurement
2910 LeMone Industrial Blvd
Columbia, MO 65201

Date Issued: June 29, 2020

RFP # 21-3001-KS-U

Defined Benefit Administration Services

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NOTICE TO RESPONDENTS

The University of Missouri requests proposals for the Furnishing and Delivery of Defined Benefit Administration Services, **RFP #21-3001-KS-U** which will be received by the undersigned at University of Missouri Procurement, until **July 24, 2020 at 3:00 p.m.** **The University assumes no responsibility for any vendor's on-time receipt at the designated location for proposal opening. Faxed or emailed responses sent directly to the University will not be considered.**

Specifications and the conditions of Request for Proposal together with the printed form on which Request for Proposals must be made may be obtained by accessing the following website: <http://www.umsystem.edu/ums/fa/procurement/bids> or from the Strategic Sourcing Specialist identified within this document.

In the event a Respondent chooses to use the Word version of the RFP to aid in preparation of its response, the Respondent should only complete the response information. Any modification by the Respondent of the specifications provided will be ignored, and the original wording of the RFP shall be the prevailing document.

If you have any questions regarding the RFP, please send them to:

*Kristine Schrimpf
University of Missouri Procurement
2910 LeMone Industrial Blvd
Columbia, Missouri 65201
schrimpfkr@umsystem.edu*

All questions regarding the RFP must be received no later than 5:00 PM CST on July 8th, 2020.

The University reserves the right to waive any informality in Request for Proposals and to reject any or all Request for Proposals.

THE CURATORS OF THE UNIVERSITY OF MISSOURI
Prepared by:
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Columbia, MO 65201

**UNIVERSITY OF MISSOURI
REQUEST FOR PROPOSAL (RFP)
GENERAL TERMS AND CONDITIONS
&
INSTRUCTIONS TO RESPONDENTS**

A. General Terms and Conditions

1. **Purpose:** The purpose of these specifications is to require the furnishing of the highest quality equipment, supplies, material and/or service in accordance with the specifications. These documents, and any subsequent addenda, constitute the complete set of specification requirements and proposal response forms.
2. **Governing Laws and Regulations:** Any contract issued as a result of this RFP shall be construed according to the laws of the State of Missouri. Additionally, the contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable.
3. **Taxes:** The contractor shall assume and pay all taxes and contributions including, but not limited to, State, Federal and Municipal which are payable by virtue of the furnishing and delivery of item(s) specified herein. Materials and services furnished the University are not subject to either Federal Excise Taxes or Missouri Sales Tax.
4. **Sovereign Immunity:** The Curators of the University of Missouri, due to its status as a state entity and its entitlement to sovereign immunity, is unable to accept contract provisions, which require The Curators to indemnify another party (537.600, RSMo). Any indemnity language in proposed terms and conditions will be modified to conform to language that The Curators are able to accept.
5. **Preference for Missouri Firms:** In accordance with University policy, preference shall be given to Missouri products, materials, services and firms when the goods or services to be provided are equally or better suited for the intended purpose. As long as quality is equal, preference by a differential not to exceed 5% shall be given. Firms are considered "Missouri firms" if they maintain a regular place of business in the State of Missouri.
6. **Appropriation:** The Curators of the University of Missouri is a public corporation and, as such, cannot create indebtedness in any one year (the fiscal year beginning July 1 to June 30) above what they can pay out of the annual income of said year as set forth in 172.250, RSMo. Therefore, if the University determines it has not received adequate appropriations, budget allocations or income to enable it to meet the terms of this contract, the University reserves the right to cancel this contract with 30 days' notice.
7. **Equal Opportunity and Non-Discrimination:** In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all

subcontractors shall agree not to discriminate against any recipients of services, or employees or applicants for employment on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. The contractor shall comply with federal laws, rules and regulations applicable to subcontractors of government contracts including those relating to equal employment of minorities, women, persons with disabilities, and certain veterans. Contract clauses required by the United States Government in such circumstances are incorporated herein by reference.

8. **Supplier Diversity Participation:** The University of Missouri System is committed to and supports supplier diversity as an essential part of the University's mission and core values. To qualify as a Diverse Supplier, the company must be at least 51% owned and controlled by someone in one of the recognized groups (see below). These firms can be a sole proprietorship, partnership, joint venture or corporation. Diverse suppliers should be certified from a recognized certifying agency.

The University of Missouri recognizes the following groups:

- MBE (Minority Owned Business Enterprise)
 - African American
 - Asian American
 - Pacific Asian American
 - Subcontinent Asian American
 - Hispanic American
 - Native American
- WBE (Women Owned Business Enterprise)
- DVBE (Service Disabled Veteran Owned Business Enterprise)
- VBE (Veteran Owned Business Enterprise)
- LGBT (Lesbian, Gay, Bisexual, Transgender)
- DBE (Disadvantaged Business Enterprise)

Tier 2 Diverse Supplier Spending and Reporting: The University strongly encourages Supplier Diversity participation in all of its contracts for goods and services. Tier 2 spend is spend reported by primary (non-diverse) suppliers of the University of Missouri who subcontract work to, or make purchases from a diverse supplier. Depending upon the contract, primary (non-diverse) suppliers may be asked to submit Tier 2 information with Women and Diverse Owned Companies. Suppliers have two options in reporting Tier 2 dollars depending on the terms on the contract: Direct and Indirect.

- Direct dollars – dollars directly spent with Women and Diverse Owned suppliers in the fulfillment of the contract.
- Indirect dollars – dollars based on a percentage of revenue the University represents to the supplier. An example is as follows:
 - 1) Supplier's Total Revenues: \$10,000,000

- 2) Revenues from University \$: \$4,000,000
- 3) University % of Total Revenues: 40% (#2 divided by #1)
- 4) Total MBE Dollars: \$150,000
- 5) Total WBE Dollars: \$150,000
- 6) Total University Attributable MBE \$: \$60,000 (#3 multiplied by #4)
- 7) Total University Attributable WBE \$: \$60,000 (#3 multiplied by #5)
- 8) Total University Attributable MWBE \$: \$120,000 (Sum of #6 and #7)
- 9) University % Attributable Revenue: 3% (#8 divided by #2)

Supplier Diversity Participation Form: If a respondent will be utilizing a diverse supplier as part of this contract, they must indicate their Supplier Diversity participation levels on the Supplier Diversity Participation Form included in this RFP (see Attachment A). The Respondent must describe what suppliers and/or how the Respondent will achieve the Supplier Diversity goals. Evaluation of proposals shall include the proposed level of Supplier Diversity participation. Proposals that do not meet the participation requirements for Supplier Diversity will not receive any of the points during proposal review.

Suppliers/contractors will be responsible for reporting Tier 2 diverse supplier participation on an agreed upon timing (e.g. quarterly, annually) when business is awarded.

The University will monitor the supplier/contractor's compliance in meeting the Supplier Diversity participation levels committed to in the awarded proposal. If the supplier/contractor's payments to participating diverse suppliers are less than the amount committed to in the contract, the University reserves the right to cancel the contract, suspend and/or debar the supplier/contractor from participating in future contracts.

9. **Applicable Laws and Regulations:** The University serves from time to time as a contractor for the United States government. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to subcontractors of government contracts including those relating to equal employment opportunity and affirmative action in the employment of minorities (Executive Order 11246), women (Executive Order 11375), persons with disabilities (29 USC 706 and Executive Order 11758), and certain veterans (38 USC 4212 formerly [2012]) contracting with business concerns with small disadvantaged business concerns (Publication L. 95-507). Contract clauses required by the Government in such circumstances are incorporated herein by reference.
10. **Applicable Digital Accessibility Laws and Regulations:** The University affords equal opportunity to individuals with disabilities in its employment, services, programs and activities in accordance with federal and state laws, including Section 508 of the Rehabilitation Act, 36 C.F.R., Pt. 1194. This includes effective communication and access to electronic and information communication technology resources, and the University expects that all products will, to the greatest extent possible, provide equivalent ease of use for individuals with disabilities as for non-disabled individuals. The University of Missouri has adopted the Web Content Accessibility Guidelines (WCAG), as specified by the University of Missouri Digital Accessibility Policy.

Supplier shall: (1) deliver all applicable services and products in reasonable compliance with University standards (Web Content Accessibility Guidelines 2.0, Level AA or above); (2) provide the University with an Accessibility Conformance Report detailing the product's current accessibility according to WCAG standards using the latest version of the Voluntary Product Accessibility Template (VPAT); (3) if accessibility issues exist, provide a "roadmap" plan for remedying those deficiencies on a reasonable timeline to be approved by the University; (4) promptly respond to assist the University with resolving any accessibility complaints and requests for accommodation from users with disabilities resulting from supplier's failure to meet WCAG guidelines at no cost to the University; and (5) indemnify and hold the University harmless in the event of any claims arising from inaccessibility.

When installation, configuration, integration, updates, or maintenance are provided, the supplier must ensure these processes are completed in a way that does not reduce the original level of WCAG conformance. If at any point after procurement it is determined that accessibility improvements need to be made in order to comply with the WCAG standards, the supplier agrees to work with the University to remedy the non-compliance by submitting a roadmap detailing a plan for improvement on a reasonable timeline. Resolution of reported accessibility issue(s) that may arise should be addressed as high priority, and failure to make satisfactory progress towards compliance with WCAG, as agreed to in the roadmap, shall constitute a breach of contract and be grounds for termination or non-renewal of the agreement.

- 11. Applicable Health Related Laws and Regulations:** If these specifications or any resulting contract involves health care services or products, the Contractor agrees to maintain, and will further assure such compliance by its employees or subcontractors, the confidential nature of all information which may come to Contractor with regard to patients of the University. All services provided pursuant to this contract shall be provided in accordance with all applicable federal and state laws including The Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, sections 261-264 (the Administrative Simplification sections) and the regulations promulgated pursuant thereto and regulations of the Joint Commission on Accreditation of Healthcare Organization and The Centers for Medicare & Medicaid Services (CMS).

Respondents understand and agree that the Curators of the University of Missouri, in the operation of MU Health Care, is regulated under federal or state laws with regard to contracting with vendors. The Contractor represents that it is not currently excluded or threatened with exclusion from participating in any federal or state funded health care program, including Medicare and Medicaid. Contractor agrees to notify the University of any imposed exclusions or sanctions covered by this representation.

The University will regularly check the "List of Excluded Individuals/Entities" (LEIE), maintained by the Office of Inspector General, United States Department of Health and Human Services ("OIG") to determine if any Respondents have been excluded from

participation in federal health care programs, as that term is defined in 42 U.S.C. §1320a-7b(f). The University reserves the sole right to reject any respondents who are excluded by the OIG, who have been debarred by the federal government, or who have otherwise committed any act that could furnish a basis for such exclusion or debarment.

12. **Inventions, Patents, and Copyrights:** The Contractor shall pay for all royalties, license fees, patent or invention rights, or copyrights and defend all suits or claims for infringements of any patent or invention right or copyrights involved in the items furnished hereunder. The Contractor shall defend, protect, and hold harmless the University its officers, agents, servants and employees against all suits of law or in equity resulting from patent and or copyright infringement concerning the contractor's performance or products produced under the terms of the contract.

Copyrights for any item developed for the University shall be the property of the University and inure to its benefit and the Contractor shall execute such documents as the University may require for the perfection thereof.

13. **Insurance:** The Contractor shall purchase and maintain such insurance as will protect the Contractor and the University against any and all claims and demands arising from the execution of the contract. Further, when stated in the Detailed Specifications and Special Conditions, the Contractor shall be required to procure and maintain the types and limits of insurance as specified.
14. **Performance Bond/Irrevocable Letter of Credit:** If a performance bond or irrevocable letter of credit is required in the Detailed Specifications and Special Conditions, the Contractor shall furnish to the University, along with their signed contract, a performance bond or unconditional irrevocable letter of credit payable to the Curators of the University of Missouri in the face amount specified in the Detailed Specifications and Special Conditions as surety for faithful performance under the terms and conditions of the contract.
15. **Vendor Gifts:** The contractor shall refrain in offering any offers of gifts to the University, and all University of Missouri employee's, in accordance with University of Missouri Policy #26301, Suppliers.
16. **Conflicts of Interest:** The University's policy is to obtain the best value from contractors and to give fair and equitable treatment to all. To ensure this result, bidders are required to disclose any real, apparent or potential conflicts of interest (personal or company) that may exist during the bidder's bid process, during bid evaluation, or during any subsequent agreement. In addition, bidders are expected to disclose any additional revenue they would receive as a result of being selected for the services in this RFP.

B. Instructions to Respondents

1. **Request for Proposal (RFP) Document:** Respondents are expected to examine the complete RFP document and all attachments including drawings, specifications, and instructions. Failure to do so is at Respondents' risk. It is the Respondents' responsibility to ask questions, request changes or clarifications, or otherwise advise the University if any language, specifications or requirements of the RFP appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the RFP to a single source.

Any and all communications from Respondents regarding specifications, requirements, competitive Request for Proposal process, etc., should be directed to the University buyer of record referenced in this RFP. It is the responsibility of the person or organization communicating the request to ensure that it is received.

The RFP document and any attachments constitute the complete set of specifications and Request for Proposal response forms. No verbal or written information that is obtained other than through this RFP or its addenda shall be binding on the University. No employee of the University is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to that contained in or amended to this written RFP document. In case of any doubt or difference of opinion as to the true intent of the RFP, the decision of the University's Chief Procurement Officer shall be final and binding on all parties.

2. **Preparation of Request for Proposals:** All Request for Proposals must be submitted in the format and number of copies as specified in the detailed specifications and must be enclosed in a sealed envelope plainly marked: **Request for Proposal #21-3001-KS-U for Defined Benefit Administration Services, mailed and/or delivered to University of Missouri Procurement, 2910 LeMone Industrial Blvd, Columbia, MO 65201, ATTN: Kristine Schrimpf.**

Curcio Webb, LLC ("Curcio Webb") has been engaged to assist the University in the provider selection process. In addition to the formal submission please email a complete draft to Curcio Webb directly using the contact information below:

Chris Siciliano
Curcio Webb, LLC
Phone: (847) 279-7353
Email: csiciliano@curciowebb.com

To receive consideration, Request for Proposals must be received, at the above address, prior to the Proposal due date and time stated in this RFP. It is the respondent's full responsibility for the actual delivery of Proposals during business hours at the specified address.

Unless otherwise specifically stated in the RFP, all specifications and requirements constitute minimum requirements. All Requests for Proposals must meet or exceed the stated specifications or requirements. All equipment and supplies offered must be new, of current production, and available for marketing by the manufacturer unless the RFP clearly specifies that used, reconditioned, or remanufactured equipment and supplies may be offered. Unless specifically stated and allowed in the Detailed Specifications and Special Conditions, all pricing submitted in response to this RFP is firm and fixed.

Whenever the name of a manufacturer, trade name, brand name, or model and catalog numbers followed by the words "or equal" or "approved equal" are used in the specifications, it is for the purpose of item identification and to establish standards of quality, style, and features. Proposals on equivalent items of the same quality are invited. However, to receive consideration, such equivalent proposals must be accompanied by sufficient descriptive literature and/or specifications to clearly identify the item and provide for competitive evaluation. The University will be the sole judge of equality and suitability. Whenever the name of a manufacturer is mentioned in the specifications and the words "or equal" do not follow, it shall be deemed that the words "or equal" follow unless the context specifies "no substitution." Unless noted on the Request for Proposal form, it will be deemed that the article furnished is that designated by the specifications. The University reserves the right to return, at contractor's expense, all items that are furnished which are not acceptable as equals to items specified and contractor agrees to replace such items with satisfactory items at the original proposal price.

Time will be of the essence for any orders placed as a result of this RFP. The University reserves the right to cancel any orders, or part thereof, without obligation if delivery is not made in accordance with the schedule specified by the respondents Proposal and accepted by the University. Unless otherwise specified in the Detailed Specifications and Special Conditions, all proposals shall include all packing, handling, and shipping charges FOB destination, freight prepaid and allowed.

- 3. Submission of Proposals:** Respondent shall furnish information required by the solicitation in the form requested. The University reserves the right to reject proposals with incomplete information or which are presented on a different form. All proposals shall be signed, in the appropriate location, by a duly authorized representative of the Respondent's organization. Signature on the proposal certifies that the Respondent has read and fully understands all RFP specifications, plans, and terms and conditions.

By submitting a proposal, the Respondent agrees to provide the specified equipment, supplies and/or services in the RFP, at the prices quoted, pursuant to all requirements and specifications contained therein. Furthermore, the Respondent certifies that: (1) the proposal is genuine and is not made in the interest of or on behalf of any undisclosed person, firm, or corporation, and is not submitted in conformity with any agreement or rules of any group, association, or corporation; (2) the Respondent has not directly or indirectly induced or solicited any other Respondent to submit a false or sham proposal; (3) the Respondent

has not solicited or induced any person, firm, or corporation to refrain from responding; (4) the Respondent has not sought by collusion or otherwise to obtain any advantage over any other Respondent or over the University.

Modifications or erasures made before proposal submission must be initialed in ink by the person signing the proposal. Proposals, once submitted, may be modified in writing prior to the exact date and time set for the RFP closing. Any such modifications shall be prepared on company letterhead, signed by a duly authorized representative, and state the new document supersedes or modifies the prior proposal. The modification must be submitted in a sealed envelope marked "Proposal Modification" and clearly identifying the RFP title, RFP number and closing date and time. Proposals may not be modified after the RFP closing date and time. Telephone and facsimile modifications are not permitted.

Proposals may be withdrawn in writing, on company letterhead, signed by a duly authorized representative and received at the designated location prior to the date and time set for RFP closing. Proposals may be withdrawn in person before the RFP closing upon presentation of proper identification. Proposals may not be withdrawn for a period of sixty (60) days after the scheduled closing time for the receipt of proposals.

All proposals, information, and materials received by the University in connection with an RFP response shall be deemed open records pursuant to 610.021 RSMo. If a Respondent believes any of the information contained in the Respondent's response is exempt from 610.021 RSMo, the Respondent's response must specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption; otherwise, the University will treat all materials received as open records. The University shall make the final determination as to what materials are or are not exempt

4. **Evaluation and Award:** Any clerical errors, apparent on its face, may be corrected by the Buyer before contract award. Upon discovering an apparent clerical error, the Buyer shall contact the Respondent and request clarification of the intended proposal. The correction shall be incorporated in the notice of award. The University reserves the right to request clarification of any portion of the Respondent's response in order to verify the intent. The Respondent is cautioned, however, that its response may be subject to acceptance or rejection without further clarification.

The University reserves the right to make an award to the responsive and responsible Respondent whose product or service meets the terms, conditions, and specifications of the RFP and whose proposal is considered to best serve the University's interest. In determining responsiveness and the responsibility of the Respondent, the following shall be considered when applicable: the ability, capacity, and skill of the respondent to perform as required; whether the respondent can perform promptly, or within the time specified without delay or interference; the character, integrity, reputation, judgment, experience and efficiency of the respondent; the quality of past performance by the Respondent; the previous and existing compliance by the Respondent with related laws and regulations; the sufficiency of

the Respondent's financial resources; the availability, quality and adaptability of the Respondents equipment, supplies and/or services to the required use; the ability of the respondent to provide future maintenance, service and parts.

The University has established formal protest procedures. For more information about these procedures, contact the Buyer of Record.

In case of any doubt or difference of opinion as to the items and/or services to be furnished hereunder, the decision of the Assistant Vice President Management Services, UM System shall be final and binding upon all parties.

The University reserves the right to accept or reject any or all proposals and to waive any technicality or informality.

5. **Contract Award and Assignment:** The successful Respondent(s) shall, within ten (10) days after the receipt of formal notice of award of the contract, enter into a contract prepared by the University. The Contract Documents shall include the Advertisement for Request for Proposals, Specifications and Addenda, Exhibits, Request for Proposal Form, Form of Contract, Statement of Work, Letter of Award, University Purchase Order, and Form of Performance Bond, if required.

The contract to be awarded and any amount to be paid thereunder shall not be transferred, sublet, or assigned without the prior approval of the University.

6. **Contract Termination for Cause:** In the event the Contractor violates any provisions of the contract, the University may serve written notice upon Contractor and Surety setting forth the violations and demanding compliance with the contract. Unless within ten (10) days after serving such notice, such violations shall cease and satisfactory arrangements for correction be made, the University may terminate the contract by serving written notice upon the Contractor; but the liability of Contractor and Surety for such violation; and for any and all damages resulting there from, as well as from such termination, shall not be affected by any such termination.
7. **Contract Termination for Convenience:** The University reserves the right, in its best interest as determined by the University, to cancel the contract by given written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.
8. **Warranty and Acceptance:** The Contractor expressly warrants that all equipment, supplies, and/or services provided shall: (1) conform to each and every specification, drawing, sample or other description which was furnished or adopted by the University, (2) be fit and sufficient for the purpose expressed in the RFP, (3) be merchantable, (4) be of good materials and workmanship, (5) be free from defect. Such warranty shall survive delivery and shall not be deemed waived either by reason of the University's acceptance of or payment for such equipment, supplies, and/or services.

No equipment, supplies, and/or services received by the University pursuant to a contract shall be deemed accepted until the University has had a reasonable opportunity to inspect said equipment, supplies and/or services. All equipment, supplies, and/or services which do not comply with specifications and/or requirements or which are otherwise unacceptable or defective may be rejected. In addition, all equipment, supplies, and/or services which are discovered to be defective or which do not conform to any warranty of the Contractor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.

9. **Payment:** Preferred settlement method is through the use of Electronic Accounts Payable solutions. Payment terms associated with these forms of payment will be issued as net 30 after the date of invoice. Payment terms associated with settlement by check will be considered to be net 30 days. Cash discounts for prompt payment may be offered but they will not be considered in determination of award unless specifically stated in the Detailed Specifications and Special Conditions. The University may withhold payment or make such deductions as may be necessary to protect the University from loss or damage on account of defective work, claims, damages, or to pay for repair or correction of equipment or supplies furnished hereunder. Payment may not be made until satisfactory delivery and acceptance by the University and receipt of correct invoice have occurred.

For consulting services and/or contract labor services performed for MU Health Care, the hourly rate and the number of hours worked must be included in the agreement and/or on the invoice submitted. Payment will not occur unless this information has been provided.

The University encourages suppliers to opt into its Single-Use Account (SUA) credit card program for payment of invoices. The SUA is an electronic, credit card-based payment solution that acts like a check. It provides a single 16-digit virtual account number for each payment. Similar to a check, the credit limit on each SUA is set to the specific payment amount. Payment terms for Suppliers who participate in the SUA program are Net 0 as opposed to the standard Net 30 terms.

10. **Accounting Practices:** The Contractor shall maintain, during the term of the contract, all books of account, reports, and records in accordance with generally accepted accounting practices and standard for records directly related to this contract. The Contractor agrees to make available to the University, during normal business hours, all book of account, reports and records relating to this contract for the duration of the contract and retain them for a minimum period of one (1) year beyond the last day of the contract term.
11. **Debarment and Suspension Certification:** The contractor certifies to the best of its knowledge and belief that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency in accordance with Executive Order 12549 (2/18/86).

12. **Cooperative Purchasing:** The intended coverage of this RFP, and any Agreement resulting from this solicitation, shall be for the use by all faculty, staff, students, departments, locations and affiliates of the University of Missouri, including MU Health Care.

The University of Missouri System seeks to make the terms and prices of this contract available to other higher education institutions and public entities in the State of Missouri. Extension of the terms and prices to any or all other Missouri higher education institutions and public entities is at the discretion of respondents and shall not be considered in the award of this contract. The contractor shall further understand and agree that participation by other higher education institutions and public entities is discretionary on the part of these institutions, and the University of Missouri System bears no financial responsibility for any payments due the contractor by such entities, nor will the University be responsible for contract administration for other institutions.

UNIVERSITY OF MISSOURI DETAILED SPECIFICATIONS AND SPECIAL CONDITIONS

1. OBJECTIVE

The Curators of the University of Missouri, a public organization, propose to contract on behalf of University of Missouri System (hereinafter referred to as "University") with an organization (hereinafter referred to as "Supplier"), to provide Defined Benefit Administration Services as described herein.

2. SCOPE

University of Missouri Campus/System is seeking proposals from qualified professional firms interested in providing the following Defined Benefit Administration Services:

Specifically, the scope of the RFP includes:

- DB Recordkeeping & Administration
- Division of Benefits Order Administration
- System-generated communications
- Administrative & Financial Reporting
- Communications
- Power of Attorney Administration
- Benefits Portal

Service center support is requested as an optional service as it may be added in the future. University of Missouri Campus/System wants to move to increased outsourcing, potentially using a phased approach. In this RFP, we request a minimum level of outsourcing support (via a co-sourcing model) and a complete outsourcing model (including customer service) for purposes of collecting capabilities and fees. Pension trust and disbursement services are not in the scope of this RFP.

The following is a high-level summary of the services currently supported by the University's administration team and systems and which services are included in the scope of work for this proposal:

Service	Current Provider	Included in Scope
Defined Benefit Plan Administration – Operations	UM System	Yes
Defined Benefit Plan Administration – Customer Service	UM System	Yes – as a future option
Pension Disbursement Services	UM System	No
Division of Benefits Order Administration	UM System	Yes (per event)
POA Administration	UM System	Yes (per event)

The following charts are summaries of plan and administrative-related statistics to assist respondents in determining staffing levels and complexity factors:

GENERAL STATISTICS (AS OF SEPTEMBER 30, 2019)	
Employees	
■ Active	■ 18,400
■ LTD	■ 140
Annual new hires and rehires	New Hires = 2,500 Rehires = 150
Annual terminations	2,500
Annual retirements	Typically, between 500-600
Annual deaths	
■ Actives	■ ~30
■ Term Vested	■ ~15
■ In payment	■ ~350
Service center	
■ Defined Benefit calls (annual)	■ 2,500

GENERAL STATISTICS (AS OF SEPTEMBER 30, 2019)	
Self-service	
<ul style="list-style-type: none"> ■ Internet site visits ■ Mobile visits 	<ul style="list-style-type: none"> ■ 40,000-50,000 ■ N/A – current platform does not have mobile

QUALIFIED DB PLAN COUNTS (AS OF SEPTEMBER 30, 2019)				
Retirement, Disability and Death Benefit Plan (“RDD”)	Actives	Terminated Vested	Retirees, Beneficiaries	Total
Defined Benefit Retirement Plan	~13,100	~5,000	~10,800	28,900
Hybrid Retirement Plan	~5,300	~50	~45	5,395
Not eligible for Pension Plan	6,600	N/A	N/A	6,600
Total Headcounts – Eligible for RDD	18,352	5,046	10,836	34,234

DEFINED BENEFIT PLAN STATISTICS (AS OF SEPTEMBER 30, 2019)	
Annual commencements	180
<ul style="list-style-type: none"> ■ Qualified plans 	
Employees with employee contributions	All active employees in DB Plan (18,352)
Annual manual calculations (DBOs, disability, data flags, etc.)	~10/month
Annual RMDs	N/A
Annual internet calculations	25,000-30,000
Monthly payment delivery	Check: ~170/month DD: ~11,000/month
<ul style="list-style-type: none"> ■ Check ■ ACH/Direct deposit 	
Monthly number of lump sum payments (including partial)	~50/month

DEFINED BENEFIT PLAN STATISTICS (AS OF SEPTEMBER 30, 2019)	
DBOs ■ Approved ■ Processed	<5 per month
Power of Attorney ■ Approved ■ Processed	~12 per month

3. BACKGROUND UNIVERSITY INFORMATION

The University of Missouri has provided teaching, research and service to Missouri since 1839. It was the first publicly supported institution of higher education established in the Louisiana Purchase territory. Today, the University of Missouri is one of the nation’s largest higher education institutions with more than 73,000 students, 28,000 faculty and staff on four campuses, an extension program with activities in every county of the state, comprehensive distance learning services and an extensive health care network.

With an unwavering commitment to academic freedom and freedom of expression, the university educates students to become leaders, promotes lifelong learning by Missouri’s citizens, fosters meaningful research and creative works, and serves as a catalyst for innovation, thereby advancing the educational, health, cultural, social and economic interests to benefit the people of Missouri, the nation, and the world.

The University of Missouri Campus/System including the Board of Curators, the President, General Officers and their leadership teams contributed to the following Guiding Principles of effectiveness in order to fulfill the vision and missions of the University. These discussions were formalized into a University Task Force Report, approved by the Board of Curators in July 2018. The approach for specific actions and behaviors of the Board, president, chancellors, leadership and staff are listed after each Guiding Principle below:

- Leadership and Excellence – Support courageous and proactive leadership that is articulate, unified, and committed to excellence in carrying out our existing core missions of teaching, research, engagement and economic development and in meeting the changing needs of the world and the state.
- Collaboration and Mutuality – Establish a collaborative environment in which UM System universities work together to achieve collective results that cannot be achieved individually and are committed to each other and our mutual success.
- Exercising Central Authority to Optimize Institutional Strengths – Exercise central authority that recognizes and respects institutional distinctiveness, appropriate deference and accountability.

- Collaborative Decision-Making – Enact informed decisions based on collaboratively developed strategic directions and planning.
- Core Values – Identify and promote systemwide core values, including respect for all people, transparency, accountability, stewardship and purposeful self-assessment of performance.

4. CONTRACT PERIOD

The contract period shall be from the date of award for five (5) years with the option to renew for three (3) one-year periods.

The Curators of the University of Missouri is a public corporation and, as such, cannot create an indebtedness in any one year (the fiscal year beginning July 1 to June 30) above what they can pay out of the annual income of said year as set forth in Section 172.250 RS MO. Therefore, if the University determines it has not received adequate appropriations, budget allocations or income to enable it to meet the terms of this contract, the University reserves the right to cancel this contract with thirty (30) days' notice.

5. INSTRUCTIONS FOR PROPOSAL RESPONSE

Respondents are required to fully respond with compliance statements to each of the mandatory specifications. Respondents are required to fully respond with description of ability to meet (and how) the evaluation questions.

Respondents must be clear and concise in responses in order to be fully credited in the evaluation. Attach and reference any relevant documentation that would ensure the evaluating committee that specifications are met. If “no response” or insufficient response to substantiate compliance is provided, the University reserves the sole right to reject vendor’s proposal from further consideration. Do not include responses that are superfluous or irrelevant to the specific question asked. These are not valuable in the volume of information the various evaluating teams must review.

Proposals must be submitted in the number and manner as specified below:

Volume I – Functional Section is to be submitted with five (5) total copies; one (1) original, three (3) paper copies and one (1) electronic copy via flash drive (not password protected) and must contain:

- Response to Information for Respondents and General Conditions
- Mandatory Specifications with vendor confirmation response
- Desirable Specifications with vendor confirmation response
- Any vendor related contract documentation that must be signed as part of doing business

- Scope of Services response – Attachment E
- Performance Metrics response – Attachment F
- Transition Services response – Attachment G
- Change Order response – Attachment H

This section includes all response information, except pricing information and Supplier Diversity Participation Form.

Volume II – Financial Section is to be submitted with three (3) total copies, one (1) original, one (1) paper copy and one (1) electronic copy via flash drive (not password protected) and contain:

- Authorized Respondent Representation Form
- Request for Proposal Form (Pricing form with any supplemental pricing schedules if applicable) – Attachment D
- Supplier Diversity Participation Form
- Supplier Registration Information Form
- Financial statements that may be required are also to be included in this section

Respondent must complete and return the University Proposal Form with proposal response. Vendor quote sheets are not acceptable forms of bidding and could cause rejection of response. **All proposals must be enclosed in a sealed envelope plainly marked: Request for Proposal #21-3001-KS-U for Defined Benefit Administration Services mailed and/or delivered to University of Missouri Procurement, 2910 LeMone Industrial Blvd., Columbia, MO 65201, Attn: Kristine Schimpf.**

Curcio Webb has been engaged to assist the University in the provider selection process. In addition to the formal submission please email a complete draft to Curcio Webb directly using the contact information below:

Chris Siciliano
Curcio Webb, LLC
Phone: (847) 279-7353
Email: csiciliano@curciowebb.com

Note: Any Respondent's Request for Proposal that makes material modifications to the University's Terms and Conditions may be found non-responsive, as solely determined by the University.

Confidentiality of Information:

All records received from a Supplier will be deemed public records and presumed to be open. If the supplier submits with the Request for Proposal any information claimed to be exempt under the Revised Statutes of Missouri, Chapter 610, this information must be placed in a separate envelope and marked with:

"This data shall not be disclosed outside the University or be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate the Request for Proposal; however, if a contract is awarded to this Supplier as a result of or in connection with the submission of such information, the University shall have the right to duplicate, use, or disclose this information to the extent provided in the contract. This restriction does not limit the University's right to use information contained herein if it is obtained from another source."

Use of Information – Curcio Webb, LLC

The work products produced by Curcio Webb for this search are considered proprietary and are fully owned by Curcio Webb, LLC. Bidders and their employees are not permitted to use or distribute these work products – even after sanitizing sensitive or UM System-specific information – for any purposes other than for this RFP process. The work products in question, most of which are marked with a copyright notice, include supplemental materials required by this RFP, regardless of format (e.g., hardcopy, electronic, etc.) produced by Curcio Webb.

6. EVALUATION AND CRITERIA FOR AWARD OF PROPOSAL

Respondents must meet the mandatory/limiting criteria to be “qualified” for scoring. If requirements are not met, the respondents are disqualified from further evaluation/award. Qualified remaining respondents will be scored on their ability to meet scored desirable criteria, which includes qualitatively, how specifications are met. A team of University individuals will evaluate and assign points to vendors’ responses to the evaluation questions. At the sole option of the University, the functional/technical review team may decide to go on a site visit, at their expense, or request vendors to perform a presentation/demonstration to confirm specifications are met as provided in responses. The University could elect to not award to a potential respondent if site visits/presentations revealed compliance inconsistency.

The University may request vendors selected as finalists to come onsite to the University, at the vendor’s expense, for presentations as part of the RFP selection.

Proposals will be awarded based upon the functional and financial evaluation.

TIMELINE AND AWARD OF CONTRACT

Release of RFP:	06/29/2020
Submission of questions regarding RFP:	07/08/2020
UM posts answers to questions:	07/13/2020
RFP response due:	07/24/2020
Finalist presentations:	09/04/2020
Best-and-final service and fee request	09/18/2020
Notice of award:	10/01/2020
Execute contract	12/31/2020
Go live with all services	05/01/2020

7. INSURANCE REQUIREMENTS

Contractor agrees to maintain, on a primary basis and at its sole expense, at all times during the life of any resulting contract the following insurance coverages, limits, including endorsements described herein. The requirements contained herein, as well as the University’s review or acceptance of insurance maintained by Contractor is not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Contractor under any resulting contract. Coverage to be provided as follows by a carrier with A.M. Best minimum rating of A- VIII.

Commercial General Liability: Contractor agrees to maintain Commercial General Liability at a limit of not less than \$1,000,000 Each Occurrence, \$3,000,000 Annual Aggregate. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability.

Contractor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest “Each Occurrence” limit for either Commercial General Liability or Business Auto Liability. Contractor agrees to endorse The Curators of the University of Missouri, its officers, employees and agents as Additional Insured on the Umbrella or Excess Liability, unless the Certificate of Insurance state the Umbrella or Excess Liability provides coverage on a “Follow-Form” basis.

Workers’ Compensation & Employers Liability Contractor agrees to maintain Workers’ Compensation in accordance with Missouri State Statutes or provide evidence of monopolistic state coverage. Employers Liability with the following limits: \$500,000 each accident, disease each employee and disease policy limit.

Data Breach If capturing, transmitting or access to PII, PHI or PCI then coverage must also include Data Breach coverage of \$1,000,000 per occurrence.

Contract Language

The Curators of the University of Missouri, its officers, employees and agents are to be Additional Insured with respect to the project to which these insurance requirements pertain. A certificate of insurance evidencing all coverage required is to be provided at least 10 days prior to the inception date of the contract between the contractor and the University. Contractor/Party is required to maintain coverages as stated and required to notify the University of a Carrier Change or cancellation within 2 business days. The University reserves the right to request a copy of the policy. The University reserves the right to require higher limits on any contract provided notice of such requirement is stated in the request for proposals for such contract.

Indemnification

The Contractor agrees to defend, indemnify, and save harmless The Curators of the University of Missouri, their Officers, Agents, Employees and Volunteers, from and against all loss or expense from any cause of action arising from the Contractor's operations. The contractor agrees to investigate, handle, respond to and provide defense for and defend against any such liability, claims, and demands at the sole expense of the Contractor or at the option of the University, agrees to pay to or reimburse the University for the Defense Costs incurred by the University in connection with any such liability claims, or demands.

The parties hereto understand and agree that the University is relying on, and does not waive or intend to waive by any provision of this Contract, any monetary limitations or any other rights, immunities, and protections provided by the State of Missouri, as from time to time amended, or otherwise available to the University, or its officers, employees, agents or volunteers.

Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the University shall have the right to cancel and terminate the contract without notice.

The insurance required by the provisions of this article is required in the public interest and the University does not assume any liability for acts of the Agency/Service and/or their employees and/or their subcontractors in the performance of this contract.

8. PAYMENT TERMS AND CONDITIONS

Payment in full will be made within thirty (30) days after receiving invoices for good/services rendered as meeting all performance specifications. The University reserves the right to withhold a portion of the payment until the services have been completed. Any different payment terms desired by the respondent must be clearly stated and may or may not be accepted by the University.

Preferred settlement method is through the use of Electronic Accounts Payable solutions.

Payment terms associated with these forms of payment will be issued as net 30 after the date of invoice. Payment terms associated with settlement by check will be considered to be net 30 days. Cash discounts for prompt payment may be offered but they will not be considered in determination of award unless specifically stated in the Detailed Specifications and Special Conditions. The University may withhold payment or make such deductions as may be necessary to protect the University from loss or damage on account of defective work, claims, damages, or to pay for repair or correction of equipment or supplies furnished hereunder. Payment may not be made until satisfactory delivery and acceptance by the University and receipt of correct invoice have occurred.

The University encourages suppliers to opt into its Single-Use Account (SUA) credit card program for payment of invoices. The SUA is an electronic, credit card-based payment solutions that acts like a check. It provides a single 16-digit virtual account number for each payment. Similar to a check, the credit limit on each SUA is set to the specific payment amount. Payment terms for Suppliers who participate in the SUA program are Net 10 as opposed to the standard Net 30 terms.

9. SECURITY REQUIREMENTS FOR INFORMATION TECHNOLOGY PURCHASES

Please see Attachment C **IT Standards and Requirements Questionnaire (ITSRQ)** excel spreadsheet in this RFP. As part of the selection process, Respondents must demonstrate compliance with the stated requirements. Respondents may not embed formulas, white pages, add or delete sections/tabs within the spreadsheet but shall ***simply state Yes (Y), No (N), Alternate (ALT), or Not Applicable (NA) in the designated sections, and provide narrative comments in the designated sections.*** Validation of the answers provided by the respondent may be conducted during the review/assessment process. Any erroneous information could limit the respondent's ability to finalize implementation of the proposed solution. Please include any security white papers, technical documents, or policies that are applicable. Respondents **MUST** complete ALL sections/tabs listed in the ITSRQ spreadsheet. Failure to provide the necessary information to meet the requirements in this section could lead to disqualification.

The ITSRQ consists of the following sections:

- Accessible ICT Standards
- IT Security Questionnaire
- Authentication
- Business Continuity & Disaster Recovery

The University assigns data classification levels (DCL) for all University owned or hosted IT-based systems. **This system will have a DCL level of 4.** Security requirements for all DCS levels can be found at: <https://www.umssystem.edu/ums/is/infosec/classification-device->

[guidelines](#). The University of Missouri reserves the right to periodically audit any or all hardware and/or software infrastructure provided by the supplier to ensure compliance with industry standards and best practices, as well as the requirements of the University's DCS. When applicable, the University of Missouri requires compliance with the Health Insurance Portability and Accountability Act (HIPAA), FERPA, GLBA, PCI specifications, and all other applicable state, local and federal laws and regulations.

Authentication

It is the University's preference that the vendor allow authentication to their system through existing University authentication methods for University of Missouri affiliated users (those that have Single Sign-On/SSO). For vendor-hosted systems, Shibboleth/SAML 2.0 (SP initiated) is required. In addition to completing the Authentication tab of the attached ITSRQ document, Respondent must provide details regarding how authentication will be accomplished

10. MANDATORY CRITERIA

Respondents must meet all mandatory requirements in this section in order to continue with a response to this RFP. Any Respondent that does not meet all of the following requirements will be removed from further consideration. Respondents must provide a written, affirmative response to each of the criteria stated below and provide substantiating information to support your answer.

10.1 Does the respondent have experience in administering Defined Benefit plans for public Higher Education within the last two years?

Yes _____ or No _____

10.2 Does the respondent have experience servicing clients with at least twenty-five thousand (25,000) Defined Benefit plan participants?

Yes _____ or No _____

10.3 Does respondent attest to the fact that it can offer the University flexible Defined Benefit plan administration capabilities which will work seamlessly with the current service center function at the University?

Yes _____ or No _____

10.4 Can the respondent provide a customized self-service portal to plan participants that can always be accessed (outside of standard maintenance windows)? Is the self-service portal designed to deliver high satisfaction rates and accurate information to all users?

Yes _____ or No _____

- 10.5 Does the respondent attest to the fact that all data is stored on servers based in the U.S. even if specific administrative tasks are performed outside of the U.S.?
Yes _____ or No _____
- 10.6 Does the respondent have experience accepting, validating and loading data from PeopleSoft HRIS systems?
Yes _____ or No _____
- 10.7 Does the respondent have experience sending monthly pension payment instructions and retiree data changes to client-owned payroll systems instead of financial institutions?
Yes _____ or No _____
- 10.8 Will the respondent staff the account team assigned to work with the University with subject matter experts and take necessary steps to ensure minimal team turnover with clear succession planning?
Yes _____ or No _____
- 10.9 Will the respondent deliver operational excellence with a focus on quality, accuracy and plan compliance? Will the respondent incorporate the use of standardized processes and procedures to ensure adherence to quality and accuracy measures?
Yes _____ or No _____
- 10.10 Will the respondent provide extensive reporting capabilities to the University including standard reports, ad hoc reporting and audit support?
Yes _____ or No _____
- 10.11 Can the respondent assign a singular point-of-contact who will manage all respondent resources and serve as the focal point for the University staff? Will the point-of-contact from the respondent own weekly plan management / open items calls to review case progress, inquiries, customer service integration, system updates, etc.?
Yes _____ or No _____
- 10.12 Will the respondent present a competitive, transparent and inclusive fee structure for both implementation and ongoing administration – eliminating out-of-scope charges for activities that can be reasonably and readily anticipated and putting meaningful fees at risk for substandard performance?
Yes _____ or No _____

10.13 Can the respondent provide and adhere to projected change order fees that are in-line with industry standards?

Yes _____ or No _____

10.14 Does respondent attest to the fact that it can offer the University highly flexible system-generated communication materials that are simple to update and incorporate into existing processes? Can the respondent integrate all details of the University pension plan into the communication materials?

Yes _____ or No _____

11. DESIRABLE CRITERIA

It is the Respondent's responsibility to supply sufficient and complete information for a full evaluation of all items in this section, including detailed explanations.

11.2 Briefly describe the respondent organization. Include details related to ownership structure, including private equity ownership and ownership interest, and primary business growth areas for 2020 and beyond. Will the respondent solution require delivery partners (third-party organizations included in the delivery of functions found in this RFP)? If so, please describe.

11.3 Detail the key assigned team members, project role and percentage of dedication who will be responsible for implementing and managing ongoing delivery for the University's solution. It is recognized that some resources might have responsibilities and commitments change, however it is critical for the respondent to show the University that it has qualified resources and capacity to handle this complex project.

11.4 Provide an overview of the respondent's administration delivery. The overview should detail the structure of the administration team assigned to the University and include an organizational chart. Additional information is required if tasks and functions are performed offshore. List all offshore administration locations and specific functions to be performed at each offshored location. What services are delivered as a shared service versus a dedicated team structure? Where are shared service teams located?

11.5 Discuss respondent's reporting capabilities. What database does the ad hoc reporting tool utilize? Is it the same database that houses administration data or is it separate? If separate, how often is the database updated? How long is historical data able to be accessed within the reporting database and/or is it archived at any point in time?

- 11.6 Describe respondent's plan sponsor tools directly available to the applicable University staff members. Include descriptions of summary dashboards and case management tools available. Does the respondent have experience with incorporating client-owned service center resources with standard plan sponsor tools?
- 11.7 Does respondent have a technology roadmap for the next two years? Describe the roadmap specific to the solution being requested in this RFP. Which product enhancements will be optional to the client and which will be standard services?
- 11.8 Provide the names of 3 organizations with over 20,000 participants that have hired the respondent for qualified defined benefit administration services. Include 1 client who has been implemented in the last year and include at least 1 client that employed the proposed implementation lead and ongoing lead. Include a brief description of the company, the services provided, and the year implemented.
- 11.9 Detail the number of new clients the respondent has implemented in 2019 and the number of clients lost in 2019. What are the number of new clients expected to be implemented in 2020? How many current Defined Benefit administration clients have over 20,000 participants?
- 11.10 Describe the approach to assuring individual final pension calculations are accurate. Include a description of manual and automated quality checks and audits.
- 11.11 Describe the applications and systems that support the Defined Benefit administration services provided by respondent. Describe the interaction between systems when multiple applications are used to meet the needs of the scope of work.
- 11.12 What Defined Benefit calculations does the respondent expect to be manual after reviewing the plan document materials? Explain the participant experience for these situations.
- 11.13 Describe respondent's standard monthly pension payroll reconciliation process and include a timeline of activities that are completed by both the administrator and pension payroll provider. What is the respondent's typical monthly cutoff to receive retirement forms in order to make payments the first of the following month?
- 11.14 How does respondent's system account for interest rate changes on lump sums that occur during the retirement process?

- 11.15 Discuss the peer review process that the respondent follows for manual calculations. Discuss the experience of the staff involved in the process and any separate internal groups (i.e. quality control) that are integrated into the process. What are the types of calculations that typically require multiple reviews?
- 11.16 What calculation details are shown to participants on the portal and retirement kits? Is this customizable for the University? Provide sample screenshots or calculation worksheets.
- 11.17 How will the respondent maintain prior calculation worksheets provided to terminated vested participants and retirees by the current administrative system?
- 11.18 Discuss respondent's capability to administer lump sum window events and respond to the following items: a) Typical take rate for your clients (both terminated vested and retiree windows), b) Approach to customer service (i.e. use of a dedicated call representative team), c) Training of customer service representatives for the lump sum window, d) Call volume and call minute assumptions, e) Communications included, f) Additional costs that the University would be responsible for (i.e. fulfillment, postage).
- 11.19 If respondent is waiving or amortizing any portion of the implementation fees, what is the value of your internal implementation cost / investment? If there are explicit implementation fees, what is the schedule for collecting these fees?
- 11.20 Across respondent's book of business, what percentage of overall revenue is attributed to change order expenses?
- 11.21 What is respondent's definition of a "Participant" for billing purposes?
- 11.22 When does respondent charge for fulfillment? What is the basis for the fulfillment fees (per printed document, per insert, etc.)? What documentation can you provide with each University invoice to substantiate any fulfillment fees? What special pricing is available for batch print jobs?
- 11.23 Does respondent charge for postage? If so, does respondent charge for all pieces or only batch mailings? Does respondent have preferred postage meter pricing?

12. SCOPE OF SERVICES

It is the Respondent's responsibility to read the instructions laid out in the Scope of Services and fully complete the required information contained within the document.

Curcio Webb has been engaged to assist the University in the provider selection process. Please contact Curcio Webb directly using the contact information below to receive the Scope of Services document:

Chris Siciliano
Curcio Webb, LLC
Phone: (847) 279-7353
Email: csiciliano@curciowebb.com

Use of Information – Curcio Webb, LLC

The work products produced by Curcio Webb for this search are considered proprietary and are fully owned by Curcio Webb, LLC. Bidders and their employees are not permitted to use or distribute these work products – even after sanitizing sensitive or UM System-specific information – for any purposes other than for this RFP process. The work products in question, most of which are marked with a copyright notice, include supplemental materials required by this RFP, regardless of format (e.g., hardcopy, electronic, etc.) produced by Curcio Webb.

13. PERFORMANCE METRICS

It is the Respondent's responsibility to read the instructions laid out in the Performance Metrics document and fully complete the required information contained within.

Curcio Webb has been engaged to assist the University in the provider selection process. Please contact Curcio Webb directly using the contact information above to receive the Performance Metrics document.

14. TRANSITION SERVICES

It is the Respondent's responsibility to read the instructions laid out in the Transition Services document and fully complete the required information contained within.

Curcio Webb has been engaged to assist the University in the provider selection process. Please contact Curcio Webb directly using the contact information above to receive the Performance Metrics document.

15. CHANGE ORDERS

It is the Respondent's responsibility to read the instructions laid out in the Change Order menu and fully complete the required information contained within.

Curcio Webb has been engaged to assist the University in the provider selection process. Please contact Curcio Webb directly using the contact information above to receive the Change Order menu.

16. PRICING SHEET

It is expected that the selected respondent will be held to their proposed fees for this project. It will not be acceptable to state that the implementation was more complex than expected and therefore require additional fees, or that ongoing administration requires the University to pay additional “out-of-scope” fees for the administration services described therein. This should be thoroughly evaluated, including the impact to future administrative capabilities. Respondents will also be asked to provide pricing for full pension outsourcing services that includes service center capabilities. Respondents are required to use the attached Excel pricing sheet.

REQUEST FOR PROPOSAL FORM

**REQUEST FOR PROPOSALS
FOR
FURNISHING AND DELIVERY
OF
DEFINED BENEFIT ADMINISTRATION SERVICES
FOR
THE CURATORS OF THE UNIVERSITY OF MISSOURI
ON BEHALF OF
THE UNIVERSITY OF MISSOURI SYSTEM
RFP # 21-3001-KS-U
DUE DATE: July 24, 2020
TIME: 3:00 p.m., CDT**

The undersigned proposes to furnish the following items and/or services in accordance with all requirements and specifications contained within this Request for Proposal issued by the University of Missouri.

AUTHORIZED RESPONDENT REPRESENTATION

Authorized Signature		Date	
Printed Name		Title	
Company Name			
Mailing Address			
City, State, Zip			
Phone No.		Federal Employer ID No.	
Fax No.		E-Mail Address	
Number of calendar days delivery after receipt of order: _____		Payment Terms: _____ Note: Net 30 is default. Early pay discounts encouraged.	
Select Payment Method: SUA ACH Check			
Circle one: Individual Partnership Corporation			
If a corporation, incorporated under the laws of the State of _____			
Licensed to do business in the State of Missouri? ___yes ___no			
Maintain a regular place of business in the State of Missouri? ___yes ___no			

-----THIS FORM **MUST** BE SUBMITTED WITH THE RESPONSE-----

**ATTACHMENT A
SUPPLIER DIVERSITY PARTICIPATION FORM**

The University of Missouri System is committed to and supports supplier diversity as an essential part of the University’s mission and core values. The University’s Supplier Diversity efforts reflect this mission.

Tier 2 Supplier Diversity Information - The University strongly encourages Supplier Diversity participation in all of its contracts for goods and services. Tier 2 Spend is spend reported by primary (non-diverse) suppliers of the University of Missouri who subcontract work to, or make purchases from a diverse supplier. Depending upon the contract, primary (non-diverse) suppliers will be asked to submit Tier 2 information with Women and Diverse Owned companies. Suppliers have two options in reporting Tier 2 dollars depending on the terms of the contract: Direct and Indirect. Awarded suppliers may be asked to utilize CVM Solutions for reporting Tier 2 spend.

- Direct dollars - those dollars directly spent with Women and Diverse Owned suppliers in the fulfillment of the contract.

- Indirect dollars - based on a percentage of revenue the University represents to the supplier. An example is as follows:
 - Supplier's Total Revenues: \$10,000,000
 - Revenues from University \$: \$ 4,000,000
 - University % of Total Revenues: 40% (#2 divided by #1)
 - Total MBE Dollars \$: \$ 150,000
 - Total WBE Dollars \$: \$ 150,000
 - Total University Attributable MBE \$: \$ 60,000 (#3 multiplied by #4)
 - Total University Attributable WBE \$: \$ 60,000 (#3 multiplied by #5)
 - Total University Attributable MWBE \$: \$ 120,000 (Sum of #6 and #7)
 - University % Attributable Revenue: 3% (#8 divided by #2)

1. Does your company have a Supplier Diversity Program? If so, describe efforts your company has made to increase business with Women and Diverse Owned businesses (i.e. does your company have a policy statement, participate in outreach activities, promote diverse firm subcontracting, publicize contract opportunities, provide certification assistance, etc.?) Please provide examples (use additional pages if needed): _____

2. If you are a non-diverse owned company, what percentage of your company's total contracting and procurement spend for the prior year was with Women and Diverse Owned businesses? Are you able to provide this information specific to University of Missouri business?

3. If you are a non-diverse owned company, complete the following table indicating the percentage your company will subcontract with certified Women and Diverse Owned businesses should your company be the successful bidder. Note: If your company does not plan to use Women and Diverse Owned businesses to fulfill your contract obligations, please explain why not.

Supplier Name	% of Contract	Specify Direct or Indirect

If there are questions regarding supplier diversity at the University, contact Teresa Vest, vestt@umsystem.edu.

-----THIS FORM MUST BE SUBMITTED WITH THE RESPONSE-----

**ATTACHMENT B
SUPPLIER REGISTRATION INFORMATION**

Completion of this section is strongly encouraged. Please review and check ALL applicable boxes.

SMALL BUSINESS CONCERN: Yes No

The term “small business concern” shall mean a business as defined pursuant to Section 3 of the Small Business Act and relevant regulations issued pursuant thereto. Generally, this means a small business concern organized for profit, which is independently owned and operated, is not dominant in the field of operations in which it is bidding. We would consider any firm with 500 employees or less a “small business concern”.

WOMAN OWNED BUSINESS (WBE): Yes No

A woman owned business is defined as an organization that is 51% owned, controlled and/or managed, by a woman. The determination of WBE status depends solely on ownership and operation and is not related to employment. The firm should be certified by a recognized agency (e.g., state, local, federal, etc.). Please see Public Law 106-554 for more detail.

MINORITY BUSINESS ENTERPRISE (MBE): Yes No

A minority business is defined as an organization that is 51% owned, controlled and/or managed by minority group members. The determination of minority status depends solely on ownership and operation and is not related to employment. The firm should be certified by a recognized agency (e.g., state, local, federal, etc.). Please see Public Law 95-507 for more detail. Place an X by the appropriate space below.

1. Asian-Indian - A U.S. citizen whose origins are from India, Pakistan and Bangladesh (A)
2. Asian-Pacific - A U.S. citizen whose origins are from Japan, China, Indonesia, Malaysia, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Thailand, Samoa, Guam, the U.S. Trust Territories of the Pacific or the Northern Marianas. (P)
3. Black - A U.S. citizen having origins in any of the Black racial groups of Africa. (B)
4. Hispanic - A U.S. citizen of true-born Hispanic heritage, from any of the Spanish-speaking areas Mexico, Central America, South America and the Caribbean Basin only. (H)
5. Native American - A person who is an American Indian, Eskimo, Aleut or Native Hawaiian, and regarded as such by the community of which the person claims to be a part. (N)

