



# REQUEST FOR PROPOSAL

RFP 2020-04

Investment Consultant

Bay County Purchasing Division

On behalf of

Bay County Employees' Retirement System (BCERS)

JIM BARCIA

BAY COUNTY EXECUTIVE

**REQUEST FOR PROPOSAL – THIS IS NOT AN ORDER OR OFFER**

IF FOR ANY REASON YOU CANNOT RETURN THIS PROPOSAL, PLEASE RETURN THIS FORM INDICATING SO TO INSURE THAT YOUR NAME MAY BE RETAINED ON OUR BIDDER LIST

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<b>DATE OF REQUEST</b>	SEPTEMBER 11, 2020
<b>REFERENCE PROPOSAL NUMBER</b>	RFP 2020-04
<b>DEADLINE FOR VENDOR QUESTIONS</b>	SEPTEMBER 18, 2020 5:00 PM
<b>RESPONSES DUE FROM COUNTY</b>	SEPTEMBER 25, 2020 5:00 PM
<b>PROPOSED DATE/TIME REQUIRED</b>	OCTOBER 2, 2020 11:00 AM
<b>PROPOSAL SUBMITTAL</b>	BAY COUNTY FINANCE DEPT. PURCHASING DIVISION ATTN: FRANCES MOORE BAY COUNTY BUILDING 515 CENTER AVENUE 7 <sup>TH</sup> FLOOR BAY CITY, MI 48708-5128
<b>MARK PROPOSAL</b>	“BCERS INVESTMENT CONSULTANT - DELIVER TO PURCHASING IMMEDIATELY”

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**PLAN PROFILE**

The Bay County Employees’ Retirement System (BCERS) as of June 30, 2020 had over \$350 million in its investment portfolio with a breakdown of 71% domestic stock, 20% bonds, 7% real estate and 2% cash equivalents. BCERS is an ordinance based defined benefits pension plan that provides pension benefits for nearly 980 retirees, over 1,100 active employees, and 93 deferred and vested former employees. The System requires contributions from both the employer and employees in order to provide assets sufficient to meet the benefits promised to members. The general administration, management and responsibility for the proper operation of the System is vested with the Board of Trustees. The Board consists of nine Trustees; four elected active member representatives and five appointed representatives. The appointed representatives are as follows; two County Commissioners, Treasurer of Bay County, chairperson of the Bay County Board of Human Services ex officio, and chairperson of the Bay-Arenac Behavioral Health Authority Board of Directors.

BCERS has a complex makeup that consists of seven different financial units: General County, Department of Water and Sewer, Library, Bay Arenac Behavioral Health, Bay Medical Care Facility, Sheriff's Department, and Road Commission. Within each the units there are 33 different divisions with different multipliers and eligibility requirements. The Board employs the use of an investment consultant, an actuary firm and a custodian bank. As of June 30, 2020 there were 15 investment managers. Legal counsel is provided by County Corporation Counsel with assistance from outside counsel as needed. There is no actuary on staff.

The Bay County Voluntary Employees' Beneficiary Association as of June 30, 2020 had over \$65 million in its investment portfolio. The general administration, management and responsibility for the proper operation of the Trust is vested with the Board of Trustees. The Board consists of nine Trustees: four elected active member representatives and five appointed representatives. The appointed representatives are as follows; two County Commissioners, Treasurer of Bay County, chairperson of the Bay County Board of Human Services ex officio, and chairperson of the Bay-Arenac Behavioral Health Authority Board of Directors.

## **SCOPE OF SERVICES**

We are seeking independent investment consultants (Consultant) to work with already established relationships with custodian bank, direct brokerage, money managers, and transition manager. The Consultant shall provide BCERS services and VEBA services related to investing the funds in compliance with the investment policy and other directives as adopted by the Retirement Board and in compliance with state and federal law. The Consultant must be a registered investment advisor under the Investment Advisors Act of 1940 and shall acknowledge its responsibilities as a fiduciary under Public Act 314 of 1965, as amended. The primary role of the Board's Investment Consultant is to provide objectives, third-party advice and counsel that will enable the BCERS and VEBA Boards to make well-informed and well-educated decisions regarding the investment of the Bay County Employees' Retirement System's and Voluntary Employees' Beneficiary Association's assets.

Contractual service for investment consulting will include, but not be limited, to the following:

1. Development of Investment Policy, Objectives and Guidelines

In collaboration with the Board, develop a policy statement and provide advice on the implementation and periodic review of investment strategies that properly reflect the Board's tolerance for risk while monitoring and accounting for the Board's expected rate-of-return, funded status and administrative objectives.

2. Asset Allocation Studies

Conduct an asset allocation study to determine whether or not the current asset allocation falls within the Board's objectives and guidelines. The first study is to be completed within the first year of service. The study will generally include a review of the following:

- Actuarial report and assumptions,
- BCERS and VEBA financial statements,
- Current investment policy and guidelines,
- BCERS and VEBA's liquidity needs

- Other data, as may be required to conduct a comprehensive review to educate and provide advice on fund assets, investment strategy, and related policies.

Assist the Board in the development of an investment manager structure that provides adequate diversification with respect to the number and types of investment managers to be retained by the Board including the development of an asset allocation policy.

### 3. Investment Manager Search

When deemed necessary, assist the Board in its due diligence and search for new investment managers utilizing the appropriate database.

### 4. Development of Investment Manager Performance Standards/Guidelines

- Analysis leading to the identification of appropriate manager roles consistent with long-term investment objectives and existing manager roles.
- Development of objective screening criteria and scanning of investment manager databases for qualified candidates.
- Development of objective screening criteria and scanning of investment manager databases for qualified candidates.
- Facilitate review and completion of manager contract and related documentation, negotiate fees with the chosen manager, develop a formal transition plan, which may or may not require a transition manager, and prepare other necessary correspondence between client, custodian and managers, as well as oversee the funding process.

### 5. General Consulting Services

Provide advisory services and consulting as requested by the Retirement Board, including, but are not limited to the following:

- Trading cost and commission recapture evaluation, by investment manager.
- Suggestions and/or recommendations for changes in asset allocation as deemed appropriate for rebalancing, liquidity or strategic purposes.
- Monitor activities of the Fund's investment managers and alert the Board as to changes in ownership, management, key personnel, etc.
- Assistance and advice for rebalancing of the Fund to target allocation.
- Assistance and advice with ongoing Fund liquidity needs.
- Investment education for the Trustees.
- Prepare written correspondence between Board, custodian and managers

### 6. Performance Measurement and Monitoring

Monitor and make recommendations on the performance of the investment managers to provide the Retirement System with the ability to determine the progress toward the Retirement Board's investment objectives, including but not limited to the following:

- Calculation and analysis of investment return and risk of the BCERS and VEBA funds and each investment portfolio, an overview of the capital markets environment, results of the present investment strategy and a peer group comparison of the BCERS and VEBA funds and investment managers' performance.
- Reports compiled pursuant to this provision to be delivered approximately four to six weeks after the end of every calendar quarter. The measurement and analysis of investment performance will include all investment portfolios and the total fund using custodian data supplied by the System's custodian bank. The reports may also include, if applicable, up to ten (10) years of historical, quarterly investment returns for existing portfolios.
- Attribution analysis of each manager's results.
- Analysis of total plan cash flows and current asset allocation versus policy.
- Written statement of each manager's compliance with local and statutory guidelines.
- Written conclusions and recommendations.
- To be presented, quarterly, in person to the Trustees and Administration.

#### 7. Monitor compliance with Act 314

Monitoring the investment of the Bay County Employees Retirement System's assets concerning Public Act 314 of 1965, as amended, with written quarterly reports submitted to the Board.

#### 8. Assist in Fund Diversification

Assist the Board in the development of an investment manager structure that provides adequate diversification with respect to the number and types of investment managers to be retained by the Board.

#### 9. General Consulting Services

Provide general consulting services as requested by the Board, including, but not limited to negotiating with money managers to ensure best possible fees, annual review of Advisors ADV Part 2A Disclosure documents annually, consulting with trustees and staff, assist in custodial search and selection, develop and provide trustee education sessions, etc. Attend monthly meetings and special meetings, currently two per year, and be available to address Board and administration questions from time to time.

## **MINIMUM QUALIFICATIONS**

1. The firm must be registered with the SEC as an investment advisor under the Investment Company Act of 1940. Each Individual Advisor Representative who may advise or perform any work for BCERS and VEBA, must be registered with the State of Michigan, possess a Series 65 license and be in good standing with FINRA and the SEC.
2. Agree to act as a fiduciary with respect to BCERS and VEBA.
3. Have been in business for a minimum of ten (10) years; if the firm has not been in business for at least ten (10) years, the designated individual advisor must have at least twenty (20) years of experience advising institutional clients at an SEC registered investment consulting firm.
4. Have provided similar investment consulting services to other public retirement systems of similar asset size to \$350 million (BCERS); \$60 million (VEBA).
5. Employ a professional team or department that is dedicated to investment manager research and analysis;
6. Disclose all conflicts of interest, all sources of revenue and all affiliations and related parties, especially, but not limited to, investment managers recommended by the firm.

## **SELECTION CRITERIA**

The criteria for selection will include, but are not limited to the following.

1. Industry Experience of the consultant assigned (represents 20% weight in final score).
2. Proposed consultant's years of experience advising Michigan and/or municipal public retirement systems (represents 20% weight in final score).
3. Demonstration of knowledge, experience and resources to provide required services (represents 20% weight in final score).
4. Independence of affiliations and avoidance of conflicts of interest in providing advice and services (represents 20% weight in final score).
5. Proposed fees (represents 20% weight in final score).

## **SPECIFICATIONS**

### **Business Organization Background**

1. State the full name and address of your organization and, if applicable, the branch office or other subordinate elements that will perform or assist in performing the work. Indicate whether you operate as an individual, partnership or corporation. Provide a general description of the firm,

including size, number of employees, breakdown by classification (consulting, management, clerical, etc.), other business or services, and other descriptive material.

2. Please submit biographical profiles on the individual(s) who will be assigned to our account. Where are they located? Who will attend review meetings? How many senior people have left your company in the last three years? How many support staff have left your company in the last three years? Be specific as to experience, performance measurement, manager search, investment policy consulting.
3. What is your experience in supporting institutional/public fund clients? What do you believe our needs to be and how would your firm meet our needs? How is your firm uniquely qualified to service our account?
4. How many accounts/clients have you gained in the last 3 years? How many have left your company in the last three years and why?
5. Describe the ownership structure, including any significant changes within the organizational structure of the firm over the last five years. Describe any anticipated changes within your firm over the next 12-18 months.
6. Explain the size, composition, and source of your performance measurement data base. What indices are used for relative comparisons? Were your software systems developed in-house or purchased from outside sources? If you do not maintain databases, whose do you use?
7. Describe your record retention policy and systems backup process.
8. Please disclose formal or informal business relationships with investment managers or other service providers to pension trust funds.
9. Describe the transition process when taking on a new client.
10. For your most recent year, please state your assets under advisement. Include details about the average client's portfolio size.

#### Conflicts of Interest

1. Is your organization a subsidiary, parent or affiliate of any other firm? If yes, please describe in detail. Do any of these affiliates provide any other retirement fund services such as investment management, actuarial work, etc.? If you provide more than one service, how do you protect against conflicts of interest? Are there any circumstances specifically related to your investment activities under which your firm, its officers, or employees receive direct or indirect compensation, or anything of value from investment managers? If so, please describe in detail.
2. Has your firm or any parent or affiliated firm derived any direct or indirect revenue from the investment managers included in the firm's investment manager database? If so, please describe in detail. Examples include, but not limited to, money manager or client conferences; soft dollar arrangements; finder's fees; database fees and/or other services provided fees.

3. Please disclose any potential conflicts of interest, or appearance of conflict, which may arise if your firm is selected to represent BCER's investment portfolio.
4. Can you work with any investment manager? If not, why?
5. Does your firm have any arrangements with broker-dealers under which you or a related company will benefit if money managers place trades for their clients with such broker-dealers?
6. Does your firm have written Conflict of Interest and/or Code of Ethics policies? Please provide a copy if applicable.

#### Investment Policy/Asset Allocation

1. Provide an outline of the steps you would follow when developing an Investment Policy and Objectives. Does your investment policy and asset allocation analysis fully integrate liabilities with assets? How do you interface with the retirement system's actuary?
2. What is your approach to the development of asset allocation guidelines? Please describe this process in detail, including application of major variables (e.g. – risk tolerance, emerging liabilities, etc.)
3. What asset classes are included in your work?

#### Investment Manager Selection

1. What is the procedure and criteria you will follow in the selection of additional investment advisors? How long might the process take from start to finish?
2. How many firms do you track for manager search purposes? How many managers have made final presentations from the total search base?
3. Do the consultants assigned to our account actually interface with prospective managers? How much time do they spend in an average week interviewing managers? How many managers a week do our assigned consultants see? Is due diligence performed for all managers offices? If so, please explain your due diligence process. How are consultants apprised with respect to developments about managers?
4. What computer systems do you utilize to help in your manger screening? Which are purchased and which are proprietary?
5. Do you monitor your success in selecting managers? Explain how you measure the level of success of existing manager.
6. What criteria is use to recommend termination of a manger?



## Performance Evaluation

1. How soon after the end of a reporting period can you have copies of evaluation reports to us? How frequently do you recommend performance evaluation reviews?
2. Provide samples of your standard reports? How much variation is available?
3. Describe and illustrate any special indices constructed by your firm.
4. Please describe the optimal role your firm would like to take in manager presentations to the Retirement Board. What other services are provided, if any?

## Miscellaneous

1. Is your company a member of MAPERS? What other affiliations does your company maintain to keep apprised of unique issues and developments affecting Michigan public employees' retirement systems?
2. Please provide all complaints received by the Securities and Exchange Commission and the National Association of Securities Dealers. Has your firm been involved in litigation within the last five years or are there any pending litigations arising out of your performance? If yes, explain in detail.
3. Has your firm been investigated by any state or federal regulatory or law enforcement agency in the last ten years? If yes, please describe in detail the substance and results of each.
4. Has your firm been a party to any lawsuit, including suits involving misfeasance or professional neglect, with the last ten years? If so, please describe the substance and result of each.
5. Are you registered with the SEC or state securities regulator as an investment advisor? Have you provided all the disclosures required under those laws?
6. Will you acknowledge in writing that you have a fiduciary obligation as an investment adviser to the plan while providing consulting service we are seeking?
7. Do you consider yourself a fiduciary under ERISA with respect to the recommendations you provide the plan?

## Other

1. Describe the firm's knowledge and experience in specific asset class(s) or strategy including private equity, real estate and alternative investments.
2. Describe and/or list educational programs the firm has developed or made available to clients.
3. What is your firm's position on Commission Recapture Programs and how would the Board's participation in such programs affect your services?
4. Describe your firm's capabilities to evaluate securities lending programs.

5. Describe your firm's capabilities to evaluate securities litigation programs.
6. Describe the firm's investment and economic research capabilities and how such research is available and/or distributed to clients.

## **FEES**

1. Please indicate your fee schedule for investment performance analysis services, asset allocation, investment policy, manager search, etc.
2. Would you charge separately for travel expenses? If so, explain in detail your policy.
3. What other costs of expenses might we incur with your firm?
4. Describe the various types of insurance and indemnification provided to protect client of service(s) proposed, including (be sure to include specific dollar coverages):
  - a. Errors and Omissions Coverage
  - b. Risk Coverage
  - c. Carriers
  - d. Levels
  - e. Limits
  - f. Deductibles

## **GENERAL INFORMATION:**

1. **CHANGES TO RFP:** All additions, corrections or changes to the solicitation documents will be made in the form of a written Change Form signed by Purchasing Agent, Frances Moore, only. Firms shall not rely upon interpretations, corrections, or changes made in any other manner, whether by telephone or in person. Additions, corrections, and changes shall not be binding unless made by such a written, signed Change Form. All written, signed Change Forms issued shall become part of the Agreement documents. Change Forms will be sent to all known potential firms by e-mail.
2. **CONTACT INFORMATION:** To receive future communications related to this RFP, possible firms are asked to immediately send contact information by email to Frances Moore, Bay County Purchasing Agent, at [mooref@baycounty.net](mailto:mooref@baycounty.net); failure to do so may limit your ability to submit a complete, competitive proposal.
3. **RIGHT TO WITHDRAW BIDS:** By submitting a Proposal in response to this RFP, Firm agrees to be bound by this RFP's terms and conditions. Proposals may be withdrawn by the Firm without penalty at any time before notification that the Firm's Proposal has been selected. However, if the Firm withdraws after selection of its Proposal but before executing the Contract for any reason ("Late Withdrawal"), Firm shall pay liquidated damages to the County in an amount equal to five percent (5%) of the amount of the Proposal ("Liquidated Damages"). The County and Firm intend these Liquidated Damages to constitute compensation and not a penalty. The parties acknowledge and agree that the harm caused to the County by such a Late Withdrawal of a Proposal would be impossible or very difficult to

accurately estimate at the time of the Late Withdrawal and that the Liquidated Damages are a reasonable estimate of the anticipated or actual harm that might arise from such a Late Withdrawal. Firm's payment of the Liquidated Damages shall be Firm's sole liability and entire obligation and County's exclusive remedy for Late Withdrawal of Firm's Proposal.

4. RFP, PROPOSALS AND ACCEPTANCE DO NOT OBLIGATE: The parties agree that they will not consider either distribution of this RFP or receipt of Proposals by the County or even notification of Proposal acceptance by the County as an obligation or commitment by the County to enter into a contractual agreement. Rather, the parties understand that the County will have no binding obligation until it signs the Contract approved by its legal counsel.
5. TAX-EXEMPT STATUS: The County is a tax-exempt entity. A tax-exempt form will be provided to the successful firm.
6. FOIA: All bids are confidential until the listed bid opening time and date; however, as a public entity, the County is subject to the Michigan Freedom of Information Act (FOIA). Information contained in proposals may be subject to FOIA requests.
7. RESPONSIBILITY: Firms are solely responsible for ensuring their bid is received by the Bay County Purchasing Agent in accordance with the solicitation requirements, before the date and time specified in this Request, and at the place specified.

The Bay County Purchasing Agent shall not be responsible for any delays in mail or by common carrier or mistaken delivery. Delivery of proposal shall be made to the Bay County Purchasing Agent, Bay County Building, 7<sup>th</sup> Floor, Bay City, MI 48708.

Deliveries made before the due date and time but to the wrong office will be considered non-responsive unless re-delivery is made to the office specified before the due date and time specified in this request.

8. INSURANCE: The Firm shall purchase and maintain insurance sufficient to protect it from any and all claims which may arise out of or result from the Firm's services related to this RFP and any resultant contract, whether such service be by the Firm individually or by anyone directly or indirectly employed by Firm, or by anyone for whose acts Firm may be liable, including independent contractors. Insurance policies purchased and maintained shall include, but are not limited to, the following:
  - a. Worker's compensation insurance for claims under Michigan's Workers' Compensation Act or other similar employee benefit act of any other state applicable to an employee in the minimum amount as specified by statute;
  - b. Employer's liability insurance, in conjunction with workers' compensation insurance, for claims for damages because of bodily injury, occupational sickness or disease or death of an employee when workers' compensation may not be an exclusive remedy, subject to a limit of liability of not less than \$100,000 each incident;
  - c. Motor vehicle liability insurance required by Michigan law including no-fault coverage for claims arising from ownership, maintenance or use of a motor vehicle with liability limits of not less than \$1,000,000 per occurrence. Coverage shall include all owned vehicles, all non-owned

vehicles, and all hired vehicles.

- d. Commercial General Liability insurance for claims for damages because of bodily injury or death of any person, other than the Firm's employees, or damage to tangible property of others, including loss of use, which provides coverage for contractual liability, with a limit of not less than \$1,000,000 each occurrence and a mandatory \$2,000,000 annual aggregate.

Insurance required shall be in force until acceptance by the County of the entire completed work, and shall be written for not less than any limits of liability specified above. Certificates of insurance, acceptable to the County, shall be provided to the County's Department of Corporation Counsel no less than ten (10) working days prior to commencement of the project.

All coverage shall be with insurance carriers licensed and admitted to do business in Michigan, and are subject to the approval of the County.

All Certificates of Insurance and duplicate policies shall contain the following clauses:

1. "It is understood and agreed that thirty (30) days advance written notice of cancellation, non-renewal, reduction and/or material change in coverage will be mailed to Bay County's Department of Corporation Counsel, 515 Center Avenue, Suite 402, Bay City, MI 48708"; and
  2. "It is understood and agreed that the following are listed as additional insureds: The County of Bay, including all elected and appointed officials, all employees and volunteers, all boards, commissions, departments and/or authorities and their board members, employees and volunteers."
9. COST OF DEVELOPING PROPOSAL: The Firm shall be responsible for all costs incurred in the development and submission of its Proposal.
  10. PROPOSAL DELIVERY: Proposals must be returned no later than **October 2, 2020 @ 11:00 A.M.** in a sealed envelope clearly marked "**BCERS Investment Consultant**"--- **Deliver to Diane Skinner in the Purchasing Office immediately.** Please provide eight (8) printed copies of the submission as well as an electronic PDF file, provide one separate envelope for cost proposal. The same should be mailed or hand delivered to the Bay County Purchasing Office, Bay County Building, 7<sup>th</sup> Floor, Bay City, Michigan 48708.

**The County will not accept proposals sent by FAX machine or E-mail.**

11. NON-DISCRIMINATION: In the performance of the proposal and resultant contract, firm agrees not to discriminate against or grant preferential treatment to any individual or group on the basis of race, sex, color, ethnicity, or national origin in the operation of public employment, public education, or public contracting. Firm shall not discriminate against any employee or applicant for employment to be employed in the submission of this Proposal or in performance of the duties necessitated by an award of the proposed contract with respect to his or her hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, color, religion, national origin, ancestry, gender, height, weight, marital status, age, except where a requirement as to age is based on a bona fide occupational qualification, or disability that is unrelated to the individual's ability to

perform the duties of a particular job or position. Any breach of this provision will be regarded as a material breach of the contract.

12. PROPOSAL OPENING: There will be a public proposal opening immediately following the deadline to receive proposals in the Bay County Finance Department conference room located in the Bay County Building, 7<sup>th</sup> Floor, 515 Center Avenue, Bay City, Michigan. All firms are invited to attend and hear the proposals read.
13. PROPOSAL REJECTION/ACCEPTANCE: The County reserves the right to accept or reject any or all proposals, to waive any irregularities and to make the final determination as to the best low qualified proposal.
14. PROPOSAL AWARD: In the event the proposal is awarded directly by the Finance Officer, a Notice of Intent to Award will be used to notify all firms of her intent to award the proposal to the Firm providing the best value to the County.
15. CONTRACT: The County's award of any proposal is subject to and conditioned upon execution of a formal agreement for products and services between the successful firm and the County. In submitting a proposal, the firm acknowledges that the contents of the RFP will become incorporated within any formal agreement. This RFP does not include every term and provision which shall be included in the formal agreement. In the event that the firm fails to execute the formal agreement within 14 days of its presentment by the County, the County may reject the selected firm, and proceed to accept another qualified proposal, or reject all proposals.

A copy of a firm's suggested terms and conditions may be submitted with firm's Proposal, however, neither the County's acceptance of any proposal nor award of any contract pursuant to this RFP shall be construed as any definitive acceptance by the County of Firm's suggested terms and conditions. In the event of a conflict in terms, the order of precedence to resolve the conflict will be as follows: Michigan State law, the terms and conditions of the signed contract, the terms and conditions of the RFP, and last, the Firm's Proposal.

16. DISPUTES: In the event a firm disagrees with the recommendation of the Bay County Finance Officer concerning this award, the firm may obtain a Bid Protest Form from the Purchasing Office. This form must be completed and returned to Frances Moore, Bay County Purchasing Agent, Bay County Purchasing Division, 7<sup>th</sup> Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708-5128, **within ten (10) working days from the date of the notice of intent to award.**
17. QUESTIONS: All questions about this RFP must be received by September 18, 2020, 5:00 p.m. in writing, via email, to:  
Frances Moore  
Purchasing Agent  
[mooref@baycounty.net](mailto:mooref@baycounty.net)

Responses to any inquires will be issued in one (1) Addendum no later than September 25, 2020 and will be sent to all known firms. Every attempt to answer your inquiries will be made however Bay County reserves the right to not answer any questions received after the September 18, 2020 due date.

Correspondence or inquiries made directly from firms regarding their proposals are to be directed to those County employees designated above for appropriate review and response. In addition, the person listed above will issue all valid responses and changes to this RFP. Contact with other County staff or County Board Commissioner could be reason for disqualification.

Any significant explanation desired by a firm, regarding the meaning or interpretation of the Request for Proposals must be requested with sufficient time allowed for a reply to reach all prospective firms to submit their proposals. Any information given to a prospective firm concerning the Request for Proposal will be furnished to all prospective firms as an amendment or addendum to the Request for Proposal, if such information would be of significance to uninformed firms. The County shall make the sole determination as to the significance to uninformed firms.

**ADA ASSISTANCE:** The County of Bay will provide necessary and reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered, to individuals with disabilities upon two days' notice to the County of Bay. Individuals with disabilities requiring auxiliary aids or services should contact the County of Bay by writing or calling:

Amber Johnson  
Corporate Counsel  
Bay County Building  
515 Center Ave. 3<sup>rd</sup> Floor  
Bay City, MI 48708-5128  
(989) 895-4098  
(989) 895-4049 TDD

Frances Moore, Purchasing Agent  
Bay County Finance Department  
Purchasing Division  
Bay County Building  
515 Center Ave. 7<sup>th</sup> Floor  
Bay City, MI 48708  
989-895-4037  
mooref@baycounty.net

**This proposal process will be conducted in conformity with the Bay County Purchasing Policy as found on the Bay County website [www.baycounty-mi.gov](http://www.baycounty-mi.gov).**

**CERTIFICATION**

The individual signing below certifies:

1. They are fully authorized to submit this bid, including all assurances, understanding and representations contained within it which shall be enforceable as specified.
2. The individual has been duly authorized to act as the official representative of the firm, to provide additional information as required and, if selected, to consummate the transaction subject to additional, reasonable standard terms and conditions presented by County.
3. This proposal was developed solely by the Firm indicated below and was prepared without any collusion with any competing firm or County employee.
4. The content of this proposal has not and will not knowingly be disclosed to any competing or potentially competing firm prior to the proposal opening date, time, and location indicated.
5. No action to persuade any person, partnership, or corporation to submit or withhold a bid has been made.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date: \_\_\_\_\_

ATTACHMENT

Proposal Response Cover Sheet

ALL PROPOSALS MUST INCLUDE THIS COVER SHEET (OR THIS SHEET REPRODUCED ON LETTERHEAD) AS A COVER SHEET OR PAGE 1 OF THE PROPOSAL

TO: County of Bay  
515 Center Ave, 7<sup>th</sup> Floor  
Bay City, MI 48708

FROM: \_\_\_\_\_  
Company Name

an individual,

a corporation

*(Please mark appropriate box),*

Duly organized under the laws of the state of: \_\_\_\_\_

The undersigned, having carefully read and considered the Request for Proposal to provide Investment Consulting Services for the BCERs, does hereby offer to perform such services on behalf of the County in the manner described and subject to the terms and conditions set forth in the attached proposal, including, by reference here, the County's RFP document. Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 120 days.

BY: \_\_\_\_\_  
(Signature of authorized representative)

\_\_\_\_\_  
(Please Print Name and Title)

PRINCIPAL OFFICE ADDRESS:

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

County: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

TIN #: \_\_\_\_\_

DUNS #: \_\_\_\_\_



**BAY COUNTY  
PURCHASING DIVISION  
BIDDERS CHECK LIST**

	YES	NO
1. I have read ALL the instructions and specifications.	_____	_____
2. I have filled in ALL of the required documentation.	_____	_____
3. I have provided all required information per the guidelines specified within the bid document.	_____	_____
4. I am an officer of the company.	_____	_____
5. I have the authority to obligate my company.	_____	_____
6. I am returning the signed ORIGINAL and specified number of copies required per the bid document:	_____	_____
a. Pricing Request	_____	_____
b. Certificate	_____	_____
c. Bid Bond (if required)	_____	_____
d. Performance Bond (if required)	_____	_____
7. I have organized and labeled the bid per instruction.	_____	_____
8. I have retained a copy of the submission.	_____	_____
9. I have properly labeled the external envelope.	_____	_____
10. If successful, the "Insurance Requirement Certificate" from an insurance company licensed to do business in the State of Michigan will be provided within ten working days after Notification of the award.	_____	_____
11. I have provided the necessary information for the person responsible for follow-up.	_____	_____

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_