



Request for Qualifications and Proposals (RFQ/P) #607

for

Legal Services - Retiree Benefits Trust Fund

REQUEST FOR QUALIFICATIONS and PROPOSALS (RFQ/P) #607 for Legal Services - Retiree Health Benefits Trust Fund Program

SECTION I. – GENERAL INFORMATION

1. INTRODUCTION

The Oxnard Union High School District (OUHSD) currently serves students in grades 9-12, and adult learners within the County of Ventura. The District established a Retiree Health Benefits Trust in 1999 through an agreement between OUHSD and the Oxnard Federation of Teachers (Federation). The trust was created to financially ensure, through investment of Trust funds, a comprehensive health and benefits program for every eligible retiree of the District. OUHSD is inviting qualifications and proposals to provide legal services on its post-employment benefits trust fund. Any proposal submitted shall become property of the Retiree Health Benefits Trust once submitted.

2. DUE DATE and TIME

If your firm wishes to submit a SOQ/P, provide one (1) original and two (2) copies - fully bound, and one electronic copy. The contents of the SOQ/P shall be in accordance with the requirements set forth in this RFQ/P. Submittal packages should be clearly marked “*Qualification and Proposal #607 for Legal Services - Retiree Benefit Trust Fund Program, Attn: Deanna Rantz, Purchasing Department*” and sent to the following location no later than **November 21, 2019 at 11:00 a.m.:**

Oxnard Union High School District
Attn: Deanna Rantz, Director of Purchasing
309 South K Street, Building G, Oxnard, CA 93030

3. SIGNATURES

All SOQ/P submittal packages must include signatures of an authorized officer of the firm submitting the SOQ/P. Failure to provide signature(s) may result in submittal package being deemed non-responsive.

4. SUBMITTAL PACKAGES

Each firm submitting a response to this RFQ/P will do so at its own expense. The District and the Retiree Health Benefits Trust will not be responsible for any costs incurred by firms responding to this RFQ/P, including costs in freight to deliver packages. It is up to the respondent to ensure delivery of their response by the due date and time specified in this RFQ/P. Any submittal packaged delivered after the date and time specified will be returned unopened to the sender. Firms may withdrawal a submittal package, either personally or by written request, at any time prior to the RFQ/P due date and time.

5. DISTRICT’S RIGHTS

The Retiree Health Benefits Trust reserves the right to accept all or part of any SOQ/P or to cancel in part or in its entirety this Request for Qualifications/Proposals. The Retiree Health Benefits Trust reserves the right to accept a SOQ/P that it considers to be in the best interest of the Retiree Health Benefits Trust and to act as sole judge as to the merit and qualifications of materials or services offered.

6. PROHIBITED ACTIVITY

Proposing firms shall read and be aware of the provisions of Section 1090, et seq. and Section 87100, et. seq. of the Government Code relating to conflict of interest of public officers and employees. No officer or employee of District, the Retiree Health Benefits Trust, or member of its governing bodies shall have any pecuniary interest, direct or indirect, in the resulting agreement or the proceeds thereof. Firms submitting their SOQ/P, including, but not limited to, their agents and employees shall not have any contact with any member of the District or the

Retiree Health Benefits Trust regarding this RFQ/P or the services to be provided in connection with this RFQ/P, other than the person identified above. Said prohibition of contact shall include, but not be limited to, any contact with the Board of Trustees, Retiree Health Benefits Trust Trustees, or any of the District's Consultants prior to selection and award of a contract under this RFQ/P, unless such contact is expressly invited in writing from the Retiree Health Benefits Trust. Failure to comply may result in immediate rejection of the SOQ/P.

7. REQUESTS for INFORMATION

Requests for information are to be put in writing and sent to Deanna Rantz, Director of Purchasing at Deanna.Rantz@oxnardunion.org no later than **November 12, 2019 @ 2:00 p.m.**

8. SUBMITTAL FORMS

The Retiree Health Benefits Trust requires, in addition to Section II. Response Format and Contents, the following documents:

- Proposal Form
- Non-Collusion Declaration

SECTION II. RESPONSE FORMAT and CONTENTS

A. GENERAL

Statements of Qualifications and Proposals are to be printed single-sided, on 8-1/2" x 11" paper, using an 11-point font size or larger. There is no page limit, however, only relevant information should be provided. Include cover page, cover letter, table of contents and tabs/dividers.

B. COVER LETTER

The cover letter shall be limited to one (1) page. Cover letter must be signed by a representative who is authorized to bind the firm under contract. Include the name, address, telephone number, and email address of primary and secondary contact persons. If submitting as a team with another firm or entity, indicate the type of relationship that exists (joint venture, in association, etc.) and which firm is the prime consultant.

C. TABLE OF CONTENTS

Include complete and clear listings of headings, sections and page numbers to allow for easy reference to key information.

D. DESCRIPTION OF FIRM

Firms shall provide information regarding the company name, address, phone number, email contact, size, location, nature of work performed, years in business and approach that will be used to meet the Retiree Health Benefits Trust's needs. Identify who is authorized at your firm to sign agreements and represent your firm in matters related to this RFQ/P. Provide evidence that the firm meets the legal requirement to provide legal trust services in the State of California.

E. FIRM EXPERIENCE and PERSONNEL

Describe various functions provided by your firm with a description of the qualifications and previous experience on similar or related projects including performance history. Provide resumes of individuals that hold the required knowledge and experience requested and that would likely be assigned to the District, including the depth of experience they have and activities they would be responsible for. Firm should include any experience working with school districts

F. REFERENCES

Provide at least three (3) references of California government agencies for which your firm provides or has provided similar services for. Provide the point of contact, including a valid email address of that contact person.

G. METHODOLOGY, APPROACH and PERFORMANCE STANDARDS

Provide Retiree Health Benefits Trust with details regarding your firm's abilities to meet the District's needs in these areas:

1. A description of your business approach and philosophy of providing legal services in relation to benefits trusts.
2. A description of the legal services and procedures you may use to advise or monitor administrative transactions such as contributions and distributions.
3. A description of the legal services you would provide regarding post-employment investment, advisory and management, legal advice on investment policies, asset allocation policies and content and frequency of investment result reporting.

H. FEES/COMPENSATION

Provide a complete schedule of fees (one-time or recurring) for providing the requested services including, but not limited to:

1. Legal Services on investment advice including policy development, asset allocation recommendations, asset management and funding analysis.
2. Processing of trust documents and trustee/custodial services (including asset balance-based fees).
3. Other legal advice and management, administrative or transaction fees.

I. INSURANCE

Provide evidence of general liability insurance and professional liability insurance.

J. OTHER

Firms are encouraged to provide any additional information about its resources or abilities that are pertinent to the types of services requested in this RFQ/P.

SECTION III. SCOPE of WORK

The principal elements of this project are to assist the Retiree Health Benefits Trust with a qualified post-employment benefits trust by:

1. Providing legal recommendations on the appropriate type and form of a trust for the Retiree Health Benefits Trust (discuss pros and cons of each) including the Internal Revenue Service status of the recommended trust.
2. Guide the Retiree Health Benefits Trust through legal advice on investment decisions which may include development of comprehensive investment objectives consistent with the nature of the funds and longevity of the investment.
3. Provide legal services on portfolio management including investing and reinvesting funds in accordance with objectives, guidelines and applicable laws and regulations.
4. Advise Retiree Health Benefits Trust on legal requirements of recording transactions in regard to investments, monitoring performance and periodic reporting.

SECTION IV. EVALUATION and SELECTION PROCESS

Selection criteria may be based on, but not limited to, the following areas:

- Responsiveness to RFQ/P
- Experience working with similar scope of work
- References
- Experience of firm and personnel
- Proposed compensation

Information contained in the SOQ/P's will be evaluated and verified. False, incomplete or unresponsive statements may be sufficient cause for non-consideration and/or rejection. The Retiree Health Benefits Trust

reserves the right to solely determine whether an SOQ/P satisfies the requirements set forth within this RFQ/P; to waive any irregularities in any SOQ/P; and/or to reject any or all SOQ/P's. The Retiree Health Benefits Trust reserves the right to request additional information from any or all of the proposing firms; to select, in its sole discretion, the firm that best meets the needs of the Retiree Health Benefits Trust and to initiate contract negotiations with that firm. In the event that such negotiations are determined, at the Retiree Health Benefits Trust's sole discretion, to be unsuccessful, the Retiree Health Benefits Trust shall have the right to terminate negotiations and enter negotiations with another shortlisted firm.

PROPOSAL FORM – RFQ/P #607

The Board of the Retiree Health Benefits Trust will select a retiree trust legal services firm as described in this RFQ/P. Once appointed by the Retiree Health Benefits Trust, the selected firm shall be expected to enter into an Agreement with the Retiree Health Benefits Trust acceptable to both parties within 15 days following notification of Board award.

The “Offer to Enter Into Agreement” must be completed and included with responses to this RFQ/P in order for the proposal to be accepted by the Retiree Health Benefits Trust. As a final reminder, all qualifications and proposals must be received in the office of the Director of Purchasing at Oxnard Union High School District, Building G, 309 South K Street, Oxnard, CA 93030 no later than **November 21, 2019 at 11:00 a.m.**

OFFER TO ENTER INTO AGREEMENT

The undersigned hereby proposes to enter into an Agreement with the Oxnard Union High School District Retiree Health Benefits Trust and furnish services as outlined in the RFQ/P #607 for Legal Services – Retiree Benefits Trust Fund Program, subject to the terms and conditions contained herein.

Name of Firm

Address

City, State, Zip

Phone Number

Email Address

Signature

Title

Date

