

PRE-BID CONFERENCE

MAY 10, 2024

GENERAL CONSULTANT SERVICES REFRESH

RFQQ #24-06





DISCLAIMER

- Offerors should only rely on written postings and amendments issued via WEBS or posted on the WSIB website
- All other communications will be considered unofficial and non-binding on the WSIB
- Should Offerors rely on any other communication, they do so at their own risk and expense



AGENDA

- **Introduction and WSIB overview**
- **General Consultant Pool Refresh Overview**
- **Additional resources**



INTRODUCTIONS & WSIB OVERVIEW

RFQQ Coordinator

- James Gayton
- Procurement & Legal Services Manager
- Contracts@sib.wa.gov

State Investment Board

- Established to administer the state's investment activity
- Over \$197 billion under control (as of 12/31/2023)
- Manages the following:
 - Defined-benefit retirement funds
 - Hybrid retirement plans
 - Deferred compensation plan (IRC § 457)
 - Large pool of insurance fund assets
 - Permanent and other funds



CURRENT BIDDING OPPORTUNITY



PROCUREMENT SCOPE

Current Pool

- Pool of pre-qualified firms
- Provide general investment consulting services

Scope of Expansion (Sec. 1.1 and 1.2)

- Adding new Contractors to the Pool with one or both of the following areas of expertise:
 - Private markets investment consulting services
 - Scenario analysis covering systemic risks, such as climate change
- Only open to firms not currently in this pool

CONTRACT AWARD STRUCTURE

Pool Contract (Sec. 1.2)

- Multiple awards possible
- Each category evaluated separately
- May be refreshed again in the future
- Special Terms and Conditions
- General Terms and Conditions

Project Work Process (Sec. 1.3 and 1.4)

- Project Work Request (PWR) issued for specific engagements
- Sent to best-qualified firms as determined by WSIB staff
- PWR responses evaluated
- WSIB enters into a Project Work Order (PWO) with selected firm



BID EVALUATION SUMMARY

Mandatory Minimum Qualifications (Sec. 3.1)

- Provide private market investment consulting services and/or risk scenario analysis
- Minimum of five (5) years of actual consultant history or experience in the field for which the Offeror submits a response
- Accept the general form of the written contract as supplied by the WSIB
- Key professionals and/or organization must not have, nor could they potentially have, a material conflict of interest with the WSIB or its respective investment managers
- Maintain all information concerning the business of the WSIB secure and confidential

Evaluation Criteria (Sec. 5.9.2)

- Depth of organizational and senior-level expertise and experience
- Demonstrated ability to deliver high quality, innovative advice
- Experienced and sophisticated internal research and due diligence structures with demonstrated ability to deliver high-quality, accurate data
- Extent of experience serving large, institutional clients with significant private market exposure
- Demonstrated high quality, strong, and extended client relationships.
- WSIB's past experience with Offeror



HOW TO SUBMIT A RESPONSE

Review all solicitation and contract terms

Submit a Response before the due date and time

Email submittals to: Contracts@sib.wa.gov

Provide all completed Exhibits (Sec. 5.5.2)

- Minimum Qualifications Certificate (Ex. A)
- Certifications & Assurances (Ex. B)
- General Information & Questionnaire (Ex. C)
- Proposed Fee Schedule (Ex. D)
- Sample Contract (Ex. E)

QUESTION AND ANSWER PERIOD

- Offerors are encouraged to ask questions
- Q&A are posted in WEBS and the WSIB website
- Some Q&A may lead to solicitation amendments



TIMELINE AND NEXT STEPS

Schedule	
Event	Date
RFQQ Instructions Posted on WSIB Website	April 30, 2024
Pre-Bid Conference	May 10, 2024, 2:00 – 2:30 pm Pacific Time Microsoft Teams Need help? Join the meeting now Meeting ID: 218 221 483 871 Passcode: REzQFJ <hr/> Dial-in by phone +1 564-999-2000,,79855687# United States, Olympia (833) 322-1218,,79855687# United States (Toll-free) Find a local number Phone conference ID: 798 556 87#
Offeror Questions Due	May 13, 2024, 2:00 pm Pacific time
WSIB Answers to Offerors Questions	May 17, 2024
Responses Due	May 28, 2024, 2:00 pm Pacific time
Notification of Interviews (and Requests for Additional Information, if any)	On or about June 18, 2024
Virtual Interviews (if any)	June 24, 2024 – July 12, 2024
Notification of Recommendation to Board	On or about August 17, 2024
Announcement of Apparently Successful Offerors	On or about September 19, 2024

COMPLAINTS/DEBRIEFS/PROTESTS

Complaints (Sec. 7.2.2)

- Complaint period ends 5 business days before the bid due date.

Debrief Conferences (Sec. 7.3)

- Offerors have 3 business days to request a Debrief Conference after announcement of Apparent Successful Offeror(s).

Protests (Sec. 7.2.2)

- Must have participated in debrief conference
- Offerors may protest the award only for three reasons:
 - Bias, discrimination, or conflict of interest of an evaluator;
 - Error in computing evaluation scores; or
 - Non-compliance with any procedures described in the RFQQ.

ADDITIONAL RESOURCES

- WEBS
- Statewide Payee Desk
- Procurement Technical Assistance Center (PTAC)
- OMWBE
- Washington Department of Veterans Affairs
- Washington Department of Revenue
- Washington Secretary of State



CONTACT INFORMATION

Website: <http://www.sib.wa.gov>

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