

March 30, 2017

Re: Executive Search for a Chief Benefits Officer

To Whom It May Concern:

The Fire and Police Pension Association of Colorado (FPPA) is seeking the services of a qualified firm to assist us in identifying candidates for a Chief Benefits Officer (CBO). This is a replacement for our retiring CBO and all decisions are made by our Executive Director who will be the recipient of your findings. We may have internal candidates for this position and would want them to also go through your vetting process.

Should you have any inquiries regarding the enclosed, please feel free to contact me at 720-479-2315.

Sincerely,

Elaine Gorton
Human Resources Manager

REQUEST FOR PROPOSALS

The Fire and Police Pension Association (FPPA) is an independent political subdivision of the State of Colorado. FPPA is responsible for administering pension and death and disability plans for firefighters and police officers throughout Colorado, including the direction of investment of plan assets. FPPA serves as the principal fiduciary of the \$4.6 billion Fire and Police Members' Benefit Investment Fund. More information can be found at www.fppaco.org.

FPPA reserves the right, in its sole discretion, to reject any and all proposals, to waive any minor irregularities or information in a proposal, and to enter into an agreement with one or more companies responding. All responses submitted will become property of FPPA. Any part of a proposal which constitutes proprietary information, or is otherwise considered to be privileged or confidential should be labeled as such prior to submission. FPPA is subject to the production of documents to the public under the Colorado Open Records Act.

FPPA reserves the right to request additional information from responding companies and to invite certain companies to make an oral presentation.

FPPA will not reimburse for any expenses incurred in connection with this RFP, including the cost of preparing the initial response, any additional information requested, and travel expenses relating to an oral presentation.

The deadline for responses is 4:30 p.m. Mountain Time on Friday, April 28th, 2017. Responses should be directed to Dan Slack, Executive Director, in the form of a PDF, care of Elaine Gorton, Human Resources Manager, at egorton@fppaco.org.

OVERVIEW

The purpose of this Request for Proposal (RFP) is for the services of an Executive Search Firm interested in providing services related to identifying potential candidates for the position of Chief Benefits Officer (CBO).

SCOPE OF SERVICES

Provide a comprehensive description of your planned approach to providing the following deliverables as outlined below:

- Solicit input from the Executive Director and other individuals recognized by the Executive Director through phone meetings to understand the role, responsibilities, qualifications and appropriate experience needed for the position.
- Develop a recruitment strategy, process and timetable for completion of the work in consultation with the Executive Director.

- Develop an accurate and enticing job description. A draft of our current job description is included as Exhibit 1.
- Source job candidates through a number of different channels to ensure that we are soliciting the most diverse pool of candidates as possible. Proactively reaching out to candidates in the marketplace that may not be actively seeking the position, accessing the firm’s network of qualified C-Level candidates and other best practice recruitment strategies utilized in the industry.
- Assess the qualifications of interested candidates against those required in the job description and recommend potential candidates for interview to the Executive Director.
- Support the Executive Director in engaging in a rigorous interview, reference-checking, background checking and hiring process to select the best candidate.

FEE PROPOSAL

1. Provide a proposal regarding fees to be paid to your company for the services identified in the Scope of Services section in the RFP. In addition, please include any other fee arrangements that you may wish to include. The proposal should provide a fee inclusive of all services required. Separate fee arrangements should be provided for special projects or services outside the required scope of services. Please include your fixed fee schedule, including expenses, hours by professional and billing rates.
2. Identify the period of time that the proposed fees will remain in effect.
3. Describe whether the company has previously performed consulting services under the proposed fee arrangement and if so, its experience.

QUALIFICATIONS AND EXPERIENCE

Please identify the key personnel from your company who will be assigned to this project and include a brief description/resume of their qualifications and current role within your company and their proposed role on this project.

CLIENT SERVICES

Describe your company’s commitment to quality and your approach to client services.

INSURANCE AND AGREEMENT FOR SERVICES

Describe the type and amount of insurance carried by your company relevant to the services covered in this RFP, including the insurance carrier and any applicable limits and deductibles.

SPECIAL INSTRUCTION REGARDING ILLEGAL ALIEN EMPLOYMENT

By submitting a proposal, proposer hereby certifies that at the time of this certification, proposer does not knowingly employ or contract with an illegal alien; and that proposer has participated or attempted to participate in the E-verify program or the Department program, as defined in C.R.S. §§ 8-17.5-101(3.3) and 8-17.5-102(3.7), respectively, in order to confirm the employment eligibility of all employees who are newly hired for employment to perform the work under the public contract for services.

Please verify by enclosing signed *Attachment A*.

REFERENCES

1. Provide at least three (3) current client references for which you have performed consulting services, similar to those described in this RFP, within the last five (5) years. References must include:
 - i. Entity name, address and website
 - ii. Nature of business
 - iii. Primary contact name, title, telephone number and email address
 - iv. Nature and length of your relationship with that client
 - v. Description of services provided by you
2. List all public sector clients for whom you currently provide, or in the past five (5) years have provided consulting services.

COMPANY AND HISTORY

1. Provide the appropriate contact(s) at your company responsible for responding to this request. Provide the address, telephone number, email and website of the company's office that would be responsible for providing services requested in this RFP.
2. Provide a brief overview of your company and its history. Please describe any parent/subsidiary/affiliate relationships and the current ownership structure.
3. How does your company identify and manage conflicts of interest? Does your company and/or any members of the team that would be working on the FPPA account have any relationship or business arrangement that could be considered in conflict with the services you would be expected to provide to FPPA under this RFP? If so, please disclose the nature of the relationship and describe what measures you would take to separate such relationships from your FPPA relationship. Please provide detail regarding the structure of any and all financial arrangements. Has the company any, or anyone in your company, provided any other payments (e.g. salary, political contributions,

services, fees, etc.) to any current or former FPPA Trustee or staff during the past 5 years? If yes, please describe the payments and their purpose.

RFP TIMELINE

Friday, March 30 th , 2017	RFP Release
Friday, April 28 th , 2017	Proposal Submission Deadline
May 1 st , 2017 – May 12 th , 2017	Review and interviews (if needed)
By May 26 th , 2017	Service Provider Selection

EXHIBITS

Exhibit I: Current Chief Benefits Officer Job Description

ATTACHMENT A

ILLEGAL ALIEN CERTIFICATE

FROM: _____
(Prospective Contractor)

TO: Fire and Police Pension Association of Colorado

RE: Executive Search RFP

As a prospective vendor for the above-identified project, I (we) do hereby certify that, as of the date of this certification, I (we) do not knowingly employ or contract with an illegal alien who will perform work under this contract and that I (we) will participate in the E-verify employment verification program administered jointly by the United States Department of Homeland Security and the Social Security Administration or the employment verification program of the Colorado Department of Labor & Employment program in order to confirm the employment eligibility of any employees hired since the date of this contract to perform work under this contract.

Executed this _____ day of _____ 2016.

Prospective Vendor _____

By: _____
Name/ Title

State of _____)

)ss:

County of _____)

The foregoing instrument was acknowledged before me by: _____
(Name of party signing)

as _____ of _____,
(Title of party signing) (Name of corporation)

a _____ corporation, on behalf of the corporation, this
(State of incorporation)

_____ day of _____, 2016.

Witness my hand and official Seal.

My Commission expires _____.

Notary Public

EXHIBIT 1

TITLE: Chief Benefits Officer
REPORTS TO: Executive Director (ED)
DIVISION: Benefits/Communications
CLASS: Exempt
DATE: Last revised August 2012

GENERAL PURPOSE:

The Chief Benefits Officer has primary responsibility for managing the Association's benefits and communications programs, including disability, survivor and retirement benefit processing for the statewide plans and affiliated plans, affiliations, investigations, compliance, communications, retiree insurance programs, and member and employer education.

Under broad direction, the Chief Benefits Officer works within the Association's strategic and policy framework as set by the Board of Directors and the Executive Director (ED). The position exists to assist the Executive Director (ED) and the Board of Directors by directing the management, short and long-term planning and organizational development of the areas responsible for delivering benefits and services to the Association's active and retired members and employers. The Chief Benefits Officer ensures pension and benefits administration is in compliance with federal laws, state statutes and the plan documents governing the statewide plans administered by FPPA.

This is a management position and, as such, is responsible for the leadership, guidance, and development of the employees reporting to the incumbent.

ESSENTIAL DUTIES/RESPONSIBILITIES:

1. **Benefit Programs:** In conjunction with the Executive Director (ED), plans, coordinates, implements and administers benefits programs for the Association. Prepares analyses and recommendations regarding benefits issues to the Board as needed. May approve benefit payments and retirement distributions as permitted by the FPPA rules. Responsible for researching benefit related matters and issuing staff determinations as provided for in the FPPA rules. Participates in hearings before a hearing officer on behalf of the Benefit's Department. Serves as a voting member of the Death and Disability Review Committee (DDRC) and is responsible to appoint other voting members as permitted by the FPPA rules. May be appointed by the Executive Director (ED) to serve on the Self-Directed Plans Committee. Acts as a liaison between FPPA and the record keeper for the self-directed plans, and is a primary point of contact for the investment consultant to the self-directed plans on benefit and communication matters. Coordinates with the actuarial firm on supplemental studies for the Statewide Defined Benefit Plan, Statewide Hybrid Plan, Colorado Springs New Hire Pension Plans, and the Statewide Death and Disability Plan.
2. **Operations:** Cooperates with Operations to help ensure the proper administration of benefits through the ongoing use and implementation of the pension administration system.
3. **Special Projects:** Coordinates and directs special projects relating to statewide and affiliated local plans. Examples of such projects include the new hire plan election process, FPPA Defined Benefit System affiliation/reentry process, participation on special task forces on benefit issues, etc. Ensures that employers and members are provided with adequate information to make informed decisions and/or follow required procedures.

4. **Board Medical Advisor and Medical Secretary:** Assists the Executive Director (ED) and Board of Directors in recruiting and hiring the Board's Medical Advisor and the Medical Secretary. Supervises the activities of the Board Medical Advisor and Medical Secretary in processing disability claims. Provides guidance to ensure that applicants are provided with a fair, impartial decision or hearing, and that all procedures are completed in accordance with state statute and FPPA rules.
5. **Member and Employer Presentations:** Ensures effective member contact through the supervision of the department visitation program, affiliation, educational and marketing programs, member and employer seminars, and other informational presentations. Presents to member groups, employer groups, city councils, district boards, and others regarding FPPA benefit provisions. Represents FPPA at special events to maintain on-going positive public relations. May be requested to provide backup to the Executive Director (ED) in representing FPPA by giving presentations to constituents.
6. **Communications:** Ensures effective member and employer communications through the supervision of the development of various web based and print communication materials including brochures, handbooks, presentations, disclosure statements, election materials, etc. Conducts meetings and presentations as noted above.
7. **Supervisory Oversight:** Directs, monitors and reviews the work of the communications and benefits staff and management, and provides direction and oversight to Communications Manager, Benefits Manager, Quality Control Manager/ Project Coordinator, the Board Medical Advisor and Medical Secretary. Develops and administers the Benefits Division budget.
8. **Legal / Legislative:** Works with FPPA's General Counsel and Benefits Counsel to ensure pension and benefits administrative compliance with federal and state laws and statutes; keeps current on legal issues on both the federal and state level which may affect pension and benefit programs; provides legislative assistance to the Executive Director (ED). General Counsel and Benefits Counsel on state legislation affecting the benefits area.
9. **Education / Career Development:** Ensures appropriate training/education for benefits and communications staff and management sufficient for staff to carry out its responsibilities; assists the Board in developing and identifying appropriate benefits-related educational opportunities. Develops educational programs for the Board regarding benefits related issues.
10. **Public Relations:** Assures the establishment of effective working relationships with management, board members, employers, members and the public through the exercise of professionalism, tact and impartiality.
11. **Benefit Impact:** Reviews proposed legislation, plan amendments, rule changes, and administrative procedural changes for benefit and communications impact.

OTHER DUTIES/RESPONSIBILITIES:

1. Assists the Executive Director (ED) in contacts with the Board at monthly Board meetings, the annual planning meeting, through phone calls, e-mails and in handling requests from Board members.
2. Performs other duties and responsibilities as assigned.

JOB QUALIFICATIONS:

Knowledge, Skill, and Ability: Must be knowledgeable in the principles and theories of public administration, employee benefits, communications and public pension law. Must be able to competently

oversee the performance of FPPA benefits and communications division staff and managers, supervisors, and the Board Medical Advisor and Medical Secretary, with respect to the provision of services to the Association. Must be able to administer multiple responsibilities effectively; to establish effective working relationships with management, staff, board, and the public; to remain impartial; to be professional and tactful; to exercise independent judgment and discretion. Must have excellent written and verbal communications skills; must have the knowledge and ability to apply organizational skills to achieve effective and efficient operation; must be able to make rational, intelligent, thoughtful, and often difficult decisions on a timely basis; must be able to understand and interpret actuarial reports.

Education, Formal Training, and Experience: Bachelors degree with major course work in business, economic, and/or communications, plus graduate degree in public or business administration or a related field preferred. Supervisory or administrative experience, and a minimum of five years experience in pension plan administration.

Material and Equipment Directly Used: General office equipment including a personal computer with mouse; phone, fax, and photocopier. Must have working knowledge of Microsoft office suite products, including Excel, Word and PowerPoint and develop a working knowledge of the custom pension administration system.

Working Environment / Physical Activities: Office; occasional out-of-town travel involved. Must have a valid Colorado driver's license, must operate the company vehicles, have auto insurance coverage at the level required by the Association's policy and must be able to carry a minimum of 30 pounds.