

May 10, 2021

Re: Executive Search for an Executive Director

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 an Executive Director (ED). This is a replacement for our retiring ED and all decisions are made by our Board of Directors 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 Director

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 \$6.2 billion Fire and Police Members' Benefit Investment Fund. FPPA is currently fully funded for all of our statewide plans. 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, June 11th, 2021. Responses should be directed to the Board of Directors – Executive Director Hiring Committee, in the form of a PDF, care of Elaine Gorton, Human Resources Director, 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 Executive Director (ED).

SCOPE OF SERVICES

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

- Solicit input from the Board of Directors - Executive Director Hiring Committee, HR and other individuals recognized by the FPPA 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 Board of Directors - Executive Director Hiring Committee and HR.
- 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 Board of Directors - Executive Director Hiring Committee.
- Support the Board of Directors - Executive Director Hiring Committee and HR 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

Monday, May 10, 2021	RFP Release
Monday, June 14, 2021	Proposal Submission Deadline
June 14, 2021 – June 25, 2021	Review and interviews, via Zoom (if needed)
By July 9, 2021	Service Provider Selection

EXHIBITS

Exhibit I: Current Executive Director 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 _____ 2021.

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 _____, 2021.

Witness my hand and official Seal.

My Commission expires _____.

Notary Public

EXHIBIT 1

EXECUTIVE DIRECTOR POSITION DESCRIPTION

Title: Executive Director (ED)
Reports to: FPPA Board of Directors
Department: Executive / Administration
Classification: Exempt
Date: May 7, 2021

General Purpose

1. The ED. works for and reports to the Board of Directors and may be removed by a majority vote of the Board at any time for cause, pursuant to and as defined in the terms of his or her contract, if such a contract exists.
2. The ED is given authority to manage all the day-to-day activities of FPPA through this position description and other official Board directives. The ED's authority includes not only specific delegated authority but also authority that can be reasonably implied from the delegations.
3. The ED cannot operate outside the authority conferred on the FPPA Board by state law.
4. The ED may prudently delegate his or her responsibilities to FPPA staff or outside service providers unless specifically prohibited by law or the Board.

Essential Duties and Responsibilities

1. Acts as the Board's primary advisor and assists the Board members in meeting their fiduciary responsibilities;
2. Serves as the official spokesperson for FPPA;
3. Provides leadership to FPPA by carefully designing and recommending to the Board a long range strategic plan and annual operating plans for each division using FPPA's mission, vision and values to help guide decision making;
4. Safeguards the assets of FPPA by implementing proper internal controls and monitoring the activities of the custodian banks;
5. Accounts for and is responsible for the collection, maintenance and distribution of FPPA's data and income;
6. Ensures staff cooperation with an annual audits of FPPA, as initiated by the Audit Committee;

7. Monitors the funded status of the benefit plans and programs under FPPA;
8. Oversees the initiation of actuarial valuations and experience studies as required by state law and Board policy;
9. Assists the Board in reviewing and adopting actuarial assumptions and funding methods for FPPA;
10. Explores and recommends changes to the benefit structure, as appropriate;
11. Ensures accurate and timely communication and delivery of benefits in accordance with state law and FPPA policies;
12. Drives high level customer service through the association;
13. Maintains a process for handling member and employer appeals of staff decisions or statutory interpretations;
14. Assists the Board and Chief Investment Officer in developing policies and procedures for the prudent investment of FPPA assets;
15. Manages investments in accordance with Board policies and decisions;
16. Develops and recommends to the Board an annual operating budget, manages expenditures within the approved budget and reports to the Board, as requested;
17. Oversees the preparation of the FPPA comprehensive annual financial report;
18. Assists the Board in soliciting proposals and selecting outside service providers;
19. Selects and manages FPPA staff in accordance with applicable laws and internal personnel policies;
20. Organizes an executive team and performs annual performance evaluations for all direct reports;
21. Serves as a liaison between the Board and the FPPA staff and the outside service providers;
22. Maintains visibility and good relationships with the members, retirees, related organizations and participating employers;
23. Maintains credibility with the legislature, state officials, the media and the general public;
24. Reports to the Pension Reform Commission, or its successor, annually and to other legislative committees, as requested;
25. Performs other duties delegated by the Board that are consistent with the role and purpose of FPPA.

Required Qualifications

1. Minimum of a bachelor's degree in business administration, finance or a related field; Graduate degrees and professional certifications are a plus.
2. Knowledge of federal and state pension laws, governmental accounting, auditing, finance, benefits, actuarial science and institutional investments, including public and private market investments
3. Strong communication and interpersonal skills; ability to establish and maintain effective working relationships with management, staff, the board and the public.
4. Demonstrates professionalism, tact, impartiality and fairness with all constituents.
5. Proven leadership and management skills to run an efficient and effective organization by fostering collaboration across the organization and mentoring and developing internal talent.
6. Minimum of 8 years of public pension fund experience with at least four of those years at an executive or upper management position
7. Proficiency leveraging technology including MS Outlook, PowerPoint, Word, Excel and comfort in general using and learning different software applications.
8. Ability to work in an office environment with frequent out-of-town travel

Material and Equipment Directly Used: Networked personal computer with mouse and peripherals

Working Environment/Physical Activities: Must be able to sit, look at a computer screen, complete repetitive hand/wrist/shoulder motions, and perform keyboard entry for periods of time up to two hours.