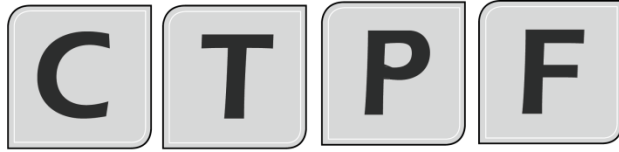


Chicago Teachers' Pension Fund

Amended REQUEST FOR PROPOSAL

Management of Annual Board of Trustees Elections

No. FY2024-0001



Chicago Teachers' Pension Fund

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I. SUMMARY

This Request for Proposal (RFP) is issued by the Chicago Teachers' Pension Fund (CTPF) to solicit proposals from qualified companies ("Respondents" or "Bidders" or "Firm") to manage the annual Board of Trustees election process. The elections are conducted on an annual schedule, with differing calendars and forms of balloting. Subject to the potential changes detailed below, elections for the duration of this proposal are as follows:

Fall 2024 (FY 2025) - Teacher Trustee Election (voting period approximately October 14– November 1)
With contract extension: Fall 2025 Teacher Trustee, Pensioner Trustee Election, and Principal/Administrator Election (Voting period approximately October 13 – October 31).

CTPF welcomes proposals from qualified firms. Respondents must satisfy the qualifications and requirements outlined herein.

II. BACKGROUND

The Public School Teachers' Pension and Retirement Fund of Chicago, commonly known as the Chicago Teachers' Pension Fund (CTPF) was established by the Illinois General Assembly in 1895 and administers a multi-employer defined benefit public employee retirement fund. CTPF is administered in accordance with Illinois Compiled Statutes (ILCS) Chapter 40, Articles 1, 17, and 20.

CTPF is governed by a Board of Trustees made up of twelve (12) members. Ten members are elected by active and retired Chicago Board of Education public school teachers; and two are appointed by the Chicago Board of Education. The Board of Trustees oversees the Fund's benefit programs, approves all benefits, makes investment decisions, and provides general operational oversight.

For more information about the Fund, please visit www.ctpf.org.

III. SCOPE OF WORK

The following is a general description of the three types of Elections conducted by CTPF. Bidders should provide descriptions of how they will approach the Election, and additional steps they propose to employ which will ensure the integrity of the Elections.

Each proposal shall include a description of the Bidder's security policies, procedures, and technology used to: (a) safeguard any member data; and (b) ensure that the Bidder's system cannot be breached to affect election results.

A. Election Categories	Voting Cycles
Teacher Trustee Election	Two (2) positions elected annually
Pensioner Trustee Election	Three (3) positions elected in odd-number years
Principal/Administrator Trustee Election	One (1) position elected every 3 years

Note: The election categories and cycles may be revised in the event of an unplanned board vacancy necessitating an election to fill the vacancy, or in the event of unopposed candidates or lack of candidates for open Trustee position(s).

B. Election Descriptions

Elections are conducted pursuant to CTPF's "Election of Members to the Board of Trustees" Policy (the "Election Policy"). The Election Policy is subject to change. The current version of the Election Policy may be viewed at. <https://ctpf.org/sites/files/2023-01/Election%20of%20Members%20to%20the%20Board%20of%20Trustees.pdf>

Each election category shall be managed and reported independently as distinct statements of work for purposes of tracking information and project management. All reporting shall be prepared and presented independently, including independent voting reports for each election category.

I. Teacher Trustee Election (Active Teachers)

The Fund is soliciting proposals for the management of Teacher Trustee elections applying two different formats for the election process.

Option 1

Elections held online shall require voting credentials delivered by a pension representative to voters in their respective school, and by email to those with email addresses. A portion of the teachers are unassigned to a permanent school ("citywide teachers") and therefore, may receive voting credentials by US mail to their homes.

Option 2

Elections conducted online wherein the voting credentials shall be mailed to eligible voters' residences via US Mail and email.

Option Details:

Option 1

This election involves the participation of two groups of voters: (1) active public school teachers with permanent assignments, and (2) active public school teachers that are **unassigned** to permanent locations known as "citywide teachers" in Chicago Public Schools. The voting credentials are distributed to eligible voters by pension representatives, and via available email addresses.

This election occurs annually for the election of trustees to fill two (2) positions. The election may include approximately **30,500** voters, consisting of the voters with permanent school assignments across **650** schools. The second group may include approximately **6,700** voters, made up of the "citywide" teachers. The Citywide teachers may receive voting credentials via direct mail. The sum of eligible voters in this category may total **37,200**.

The online election cycle for Teacher Trustees begins with the opening of the nomination process on **April 1**. Candidates must collect nomination signatures. The signatures be obtained using an online collection system or traditional paper petitions. Online voting opens mid-October with the mailing of election credentials to Citywide teachers, and the distribution of voting credentials to teachers by pension representatives and via email. Voting concludes on the first Friday in November at 5:00 P.M. CST. All voting in the Teacher Trustee election is conducted by secure electronic ballot.

The Vendor must:

- Establish a production timeline in coordination with the CTPF Election Coordinator

- Provide a secure data exchange, e.g., file transfer protocol site for transmittal of member database and receipt of nominating petitions.
- Develop a platform for receiving electronic petition signatures. The system shall allow eligible members to digitally sign a candidate's petition and enable candidates to view in real time the names of members who have signed their petitions.
- Compare the names of signatories to the paper and electronic nominating petitions against the eligible voter database provided by CTPF to confirm voter eligibility. This step will be performed by selected vendor until the close of the nominating procedure.
- Create and provide a Unique Voter ID (UVID) number for each eligible voter in the Teacher Trustee Election.
- Create, print and mail approximately 650 independent voting kits to pension representatives at each of the 650 schools utilizing a verifiable delivery method for tracking purposes. This phase shall be completed expeditiously following the certification of candidates; however, it shall be finalized no later than the third Monday in October. Each voting kit shall include sealed envelopes for each eligible voter and instructions for the pension representatives printed on 8.5 X11 paper. CTPF will supply a list of eligible voters sorted by school.
- Delivery of the UVID to Citywide teachers and teachers otherwise unassigned to a specific school location (approximately 6,700), via first-class mail and email. This delivery shall occur expeditiously following the certification of candidates, but no later than the third Monday in October.
- Verifiable delivery of emails to eligible voters containing the individual UVID and voting credentials on the date when voting opens. Thereafter:
 - During the first two (2) weeks of the start of the election, reminder emails shall be delivered no less than two (2) times per week.
 - Additional reminder emails shall be delivered **daily** to eligible voters during the final week of voting.
- Design an on-line voting system which shall ensure a fair election.
- Design and provide a voting site containing candidate information, including photos, biographical information, and instructions for voters to navigate the site, and cast a vote.
- Provide a 24-hour secure site for electronic voting beginning the day voting credentials are distributed until the close of voting.
- Provide voters an "800" telephone number offering complimentary phone support to competently answer questions and resolve issues. Real time assistance shall be available from 7:00 a.m. – 10:00 P.M. CST on business days from the day voting credentials are mailed until the close of voting.
- Design an efficient reporting process to provide a daily vote report to the CTPF Election Coordinator. During the final three (3) days of the election, the report shall be available twice per day, 12:00 PM and 5:00 PM (CT). The report shall be segregated by election category, e.g., Teacher, Retiree, etc. Aggregated voting reports containing statistics of all election categories in one report shall be rejected. In the Alternative design a "dashboard" containing up-to-date information pertaining to the daily votes cast accessible to the CTPF Election Coordinator.
- Provide verifiable and complete tabulation of election results.
- Make the voting facility available during voting for an in-person or virtual inspection by CTPF election observers.

- Deliver results at the conclusion of the election to the CTPF Election Coordinator immediately following the certification of votes, but no later than 7:00 P.M. (CT).
- Deliver a report to the CTPF Election Coordinator itemizing the voters in each school no later than five (5) business days after the certification of election results.

Option 2

The successful vendor must offer a secure on-line voting method. The online election procedure for Teacher Trustees begins with the opening of the nomination process on **April 1**, thus allowing Candidates to collect nomination signatures via an electronic on-line site or traditional paper petitions. The online voting opens mid-October with the delivery of election credentials via U.S. mail and electronic mail. Voting concludes the first Friday in November no later than 5:00 P.M. (CT) All voting in the Teacher Trustee election shall be conducted by secure and confidential electronic ballot.

The Vendor must:

- Establish a production timeline in coordination with the CTPF Election Coordinator.
- Provide a secure data exchange, e.g., file transfer protocol site for transmittal of member database and receipt of nominating petitions.
- Develop a platform for receiving electronic petition signatures. The system shall allow eligible voters to digitally sign a candidate's petition and allow candidates to view in real time the names of voters who signed their petitions.
- Compare voter names of petition signatories with names of eligible voters provided by CTPF for verification of voter eligibility received on paper and electronic nomination petitions. This step will be performed by selected vendor until the close of the nominating procedure.
- Provide a Unique Voter ID (UVID) number and voting instructions (1 8.5 x 11 letter), via First Class US mail to each member eligible to vote in the Teacher Trustee Election (approximately **37,200**).
- Send emails containing voting credentials the day voting opens, and reminder emails thereafter at least two (2) times per week during the first two (2) weeks of the election, and each day during the final week of voting to each eligible voter.
- Design an online voting system that will ensure a fair election.
- Incorporate into the voting system a site that shall contain candidate information including candidate photos and biographical information and voting instructions to successfully cast a vote.
- Provide secure electronic voting 24 hours a day beginning the day voting credentials are distributed through the close of voting.
- Provide a toll free number, with no phone charge to the caller, staffed by knowledgeable and professional individuals to answer questions or resolve issues with voting via the online site or a paper ballot. Real time assistance shall be available from 7:00 a.m. – 10:00 P.M. CST on all business days from the day voting credentials are mailed through the close of voting.
- Provide the CTPF Election Coordinator a daily report of the cast votes for each day that the election is open; and twice per day (at noon and at the close of business) on the final three (3) days of the election.
- Alternately, provide a real-time election "dashboard" with up-to-date information reporting the cast votes to the Election Coordinator.

- Tabulate election results.
- Make the voting facility available for an inspection by CTPF election observers either by video or in person, during the voting process.
- Provide a report of the certified results of the voting to the Election Coordinator immediately following certification, but no later than 7:00 p.m. (CT), the day the election closes.
- Provide an additional report detailing the number of voters in each school to the Election Coordinator within 5 business days of the certification of results.

II. Pensioner Trustee Election: This election occurs every other year via a hybrid of traditional paper and/or secure electronic balloting for three (3) seats with approximately **28,000** voters. The online election cycle for Trustees begins with the opening of the nomination process on **April 1**. Candidates shall collect nomination signatures using an online collection system or traditional paper petitions. Online voting opens mid-October with the mailing of ballots to pensioners, and the delivery of voting credentials via email.

Vendor must:

- Establish a production timeline in coordination with the CTPF Election Coordinator.
- Provide a secure data exchange, e.g., file transfer protocol site for transmittal of member database and receipt of nominating petitions.
- Develop a platform for receiving electronic petition signatures. The system shall allow eligible members to digitally sign a candidate's petition, and candidates to view in real time the names of members who signed their petitions.
- Compare voter names of petition signatories with names of eligible voters provided by CTPF for verification of voter eligibility received on paper and electronic nomination petitions. This step will be performed by selected vendor until the close of the nominating procedure.
- Provide a Unique Voter ID (UVID) number for each member eligible to vote in the Pensioner Trustee Election.
- Design a printed ballot for the Pensioner Trustee Election. The candidates' names on the ballot shall be rotated to ensure that all names appear at the top of the ballot in equal rotations.
- Mail a letter via first class mail with the UVID and a paper ballot to each voter in this category. The mailing shall include a pre-paid business return envelope (the mailing date to be mutually agreed upon with CTPF's Election Coordinator).
- Design an online voting system that shall ensure a fair election.
- Provide candidate information including photos and biographical information on the voting site, including instructions for voters to successfully cast votes.
- Provide secure electronic voting 24 hours a day beginning on the date voting credentials are mailed until the end of the election period.
- Provide a toll free number, with no phone charge to the voter, staffed by knowledgeable and professional individuals to answer questions or resolve issues with voting via the online site or a paper ballot. Real time assistance shall be available from 7:00 a.m. – 10:00 P.M. CST on all business days from the date of the ballot mailing date through 5:00 P.M. on the first Friday in November.
- Provide a secure collection site for mail-in ballots and confirm in writing that a final collection shall take place at 5:00 P.M. and that these votes shall be included in the final election tabulation on the day the election closes.

- Tabulate daily all election results from paper and online ballots.
- Provide or make available to the Election Coordinator a daily report of the votes received for the election for each day that voting is open, and twice per day (at noon and at the close of business) on the **final three** (3) days of the election.
- Alternatively, provide to the Election Coordinator a real-time election “dashboard” with up-to-date information reporting the cast votes.
- Make the voting facility available for inspection by CTPF election observers either by video or in person.
- Provide a report of the certified results of the voting to the Election Coordinator immediately following certification, but no later than 7:00 P.M. (CT), the day the election closes.

III. **Principal/Administrator Trustee Election**

The Principal/Administrator Trustee Election is conducted every three years via secure electronic balloting for one (1) seat with approximately 1,800 voters. The online election cycle for Principal/Administrator Trustee begins with the opening of the nomination process on **April 1**. Candidates must collect nomination signatures and may do so using an online collection system or traditional paper petitions. Online voting opens mid-October with the mailing and email of election credentials. Voting concludes the first Friday in November at 5:00 P.M. CST. All voting in the Principal/Administrator Trustee election is conducted by secure electronic ballot.

Vendor must:

- Establish a production timeline in coordination with the CTPF Election Coordinator
- Provide a secure data exchange, e.g., file transfer protocol site for transmittal of member database and receipt of nominating petitions.
- Develop a platform for receiving electronic petition signatures. The system shall allow eligible members to digitally sign a candidate’s petition, and candidates to view in real time the names of members who have signed their petitions.
- Compare voter names of petition signatories with names of eligible voters provided by CTPF for verification of voter eligibility received on paper and electronic nomination petitions. This step will be performed by selected vendor until the close of the nominating procedure.
- Provide a Unique Voter ID (UVID) number via First Class US mail to each member eligible to vote in the Principal/Administrator Trustee Election.
- Send emails with voting credentials to each eligible voter the day voting opens and then send reminder emails at least two (2) times per week during the first two (2) weeks of the election, and daily during the final week of voting.
- Design an online voting system that will ensure a fair election.
- Provide candidate information including photos and biographical information accessible from the voting site along with instructions for end users of the voting systems.
- Provide secure electronic voting 24 hours a day starting on the date voting credentials are distributed through the end of the election period.
- Provide a toll free number, with no phone charge to the voter, staffed by knowledgeable and professional individuals to answer questions or resolve issues with voting via the online site or a paper ballot. Real time assistance shall be available from 7:00 a.m. – 10:00 P.M. CST on all business days from the date of the ballot mailing date through 5:00 P.M. on the first Friday in November.

- Provide or make available a daily report of the votes received to the Election Coordinator each day that voting is open and twice per day (at noon and at the close of business) on the final three (3) days of the election.
- Alternately, provide a real-time election “dashboard” reporting up-to-date information of the voting to the Election Coordinator.
- Tabulate election results.
- Make the voting facility available for an inspection during the voting process by CTPF election observers either by video or in person.
- Provide a report of the certified results of the voting to the Election Coordinator immediately following certification, but no later than **7:00 P.M. (CT)**, the day the election closes.
- Provide an additional report detailing the number of voters in each school to the Election Coordinator within 5 business days of the certification of results.

ELECTION SCHEDULE FOR THE CONTRACT PERIOD:

Fall 2024 (FY 2025) – Teacher Trustee Election

With contract extension: Fall 2025 Teacher Trustee - Pensioner Trustee Election –
Principal/Administrator Election (Voting period approximately October 13 – October 31)

IV. TIMELINE

EVENT	DUE DATE
RFP Posted	Thursday, January 19, 2024
Written questions due from Respondents	Friday, February 2, 2024, no later than 12:00 P.M. (CT)
Compilation of questions and answers posted to www.ctpf.org	Friday, February 9, 2024 (CT)
RFP Due Date	Friday, February 16, 2024, NO LATER THAN 12:00 PM (CT)

V. CONTACT

Any questions concerning this RFP must be directed to procurement@ctpf.org:

Names	Lupe Garcia, Senior Counsel Sandy McNamara, Paralegal and Contract/Procurement Analyst <i>(Direct all communications to the two above-referenced parties)</i>
Address	Chicago Teachers' Pension Fund 425 S. Financial Place, Suite 1400 Chicago, IL 60605-1000
Phone Numbers	312-604-1119 (Lupe Garcia) garciam@ctpf.org 312-604-1251 (Sandy McNamara) mcnamaras@ctpf.org

VI. TERM OF ENGAGEMENT

The term of the engagement will be governed by the negotiated contract, as limited by the Illinois Pension Code and CTPF's administrative rules. The contract award arising from this RFP shall be for one (1) year, and upon mutual consent of the parties renewable for one year extension options, not to exceed 5 years. CTPF may, in its sole discretion, terminate the contract at any time during that term.

VII. SUBMISSION GUIDELINES

Proposals must be received via email, in PDF format to procurement@ctpf.org, with a copy to Lupe Garcia at garciam@ctpf.org, **no later than 12:00 P.M. (CT), on Friday, February 16, 2024. (Late submissions will be rejected as unresponsive)**. Paper submissions will be rejected as non-conforming. An email confirmation will be sent to the Respondent upon receipt of the proposal.

VIII. PROPOSAL CONTENT AND FORMAT

All information requested in the RFP must be addressed in the Respondent's proposal. Proposals should provide a concise explanation of Respondent's qualifications and the proposed services to be rendered. Emphasis should be placed on completeness and clarity of content. Each proposal must be submitted in response to categories A through J outlined below and must be clearly labeled as such.

A. Cover Letter

- a. Briefly state the Respondent's understanding of the work requested and a statement about why the Respondent believes it is best qualified to perform the engagement. The letter should be signed by the representative of the Respondent authorized to contract on behalf of the Respondent.

B. Title Page

- a. Date
- b. Subject

- c. Respondent's name and chief executive officer (or the equivalent)
- d. Respondent's address
- e. Respondent's website address
- f. Respondent's phone number
- g. Respondent's fax number
- h. Contact's name
- i. Contact's title
- j. Contact's phone number
- k. Contact's email address

C. Table of Contents

D. Project Plan

- a. Address the various tasks, services, and deliverables outlined in Section III. Scope of Work and describe the specific approach that will be taken in performing each task or service or providing each deliverable.
- b. Describe how Respondent has the necessary dedicated staffing and bandwidth to take on this engagement.
- c. Describe any deliverables or services, not included in Section III, Scope of Work, that your Firm would suggest to provide more complete and thorough services.
- d. Indicate the location of the office(s) from which the work on this engagement is to be performed.
- e. Identify tasks that will be performed by your Firm and tasks that will be performed by CTPF's staff.

E. Project Estimate

- a. Provide an estimate of election cost by election and explain your billing process.
- b. State any special considerations with respect to billing or payment of fees and expenses that Respondent offers and that you believe would differentiate your Firm from other proposals and make your Firm's services more cost effective to the Fund.
- c. CTPF expects the lowest rate charged by Respondent for its governmental and non-profit clients. If for any reason Respondent is unwilling or unable to charge the lowest rate, please explain why.
- d. The billing rate will be fixed for the term of this engagement.

F. Firm's Background, Qualifications, and Experience

- a. Briefly describe Respondent's background, history, and ownership structure, including any parent, affiliated or subsidiary company, and any business partners. The firm must be regularly established in the industry of providing the services outlined in Section III, Scope of Work, and have experienced personnel able to provide the required services. CTPF may request information substantiating the above requirements. Failure to provide this information may result in a Respondent's proposal being declared non-responsive.
- b. Provide the size of the Firm including number of offices and number of full-time employees. Identify the key personnel proposed for the CTPF engagement, emphasizing specific experience on contracts similar in scope to the requirements of this RFP. Describe his or her position, current responsibilities, areas of expertise, experience, education, professional designations, and memberships. Include details

about the proposed management of the personnel who would be assigned to the CTPF engagement. CTPF expects a reasonable notice of key personnel being removed from the engagement and reserves the right to approve the replacement of key personnel.

- c. Provide the number of years that the Firm and any identified individuals have been providing the services requested in this RFP.
- d. Provide details on your Firm's employee benefit industry experience/expertise.
- e. Indicate the number and nature of part-time professional staff to be employed in this engagement.
- f. Will your Firm use outside contractors (subcontractors) for this engagement? If so, what confidentiality agreement is in place to protect sensitive information from disclosure? What allocation of the scope of services will be assigned to outside contractors (subcontractors)?
- g. Indicate Respondent's due diligence process in hiring, evaluating, and monitoring its staff and contractors, as applicable.
- h. List any known professional or personal relationships Respondent or its employees or contractors may have with individual CTPF Board members and/or Fund staff.
- i. Identify any potential or actual conflicts of interest you have in providing services to CTPF. State whether you have ever provided services to CTPF, the City of Chicago, the Chicago Board of Education ("Chicago Public Schools" or "CPS"), the Chicago Teachers' Union ("CTU"), the Retired Teachers' Association of Chicago ("RTAC"), the Chicago Principals and Administrators Association ("CPAA"), any Chicago charter school, or any employee group or trade organization related to the aforementioned entities. If so, please state the name of each such client or former client, contact information, and the nature and time frame of such representation. In providing such information you consent to and agree to release CTPF from any liability that may result from contacting such client(s) and communicating with such client(s) about your prior engagements and soliciting an opinion regarding the work performed for such reference. In addition, please state how you intend to resolve any potential or actual conflict of interest.
- j. Identify all public sector or ERISA fund clients who have terminated their working relationship with you in the past five (5) years and provide a brief statement of the reason(s) for the termination. Provide each client's contact information. You consent to and hereby release CTPF from any liability that may arise from contacting your former client(s) and communicating with them about the work you performed and the reason for your termination.

G. Insurance, Liability, Confidentiality, and Litigation

- a. What assurances can you provide that your Firm will not be subject to cyber-attacks? Describe security and protection measures and provide copies of any and all related policies.
- b. Describe your expected response time to notify us if a cyber-attack or security breach should occur and the actions you would take to mitigate damage.
- c. Please describe the levels of your professional liability insurance coverage for client security breaches (cyber risk) and any fiduciary or professional liability insurance your Firm carries. Is the coverage per client or is the dollar figure applied to the Firm as a whole? List the insurance carriers.

- i. What limitation on liability, if any, do you impose through your contract?
The Firm must not seek to unreasonably limit their liability for negligence.
 - ii. Are you bonded?
 - iii. Does coverage for liability, due to your negligence, continue for a period following termination of the contract? If so, for how long?
 - iv. Identify the amount, type of coverage, deductible, and any coinsurance.
 - d. It is expected that the selected firm will have adequate quality control procedures in place to guarantee the accuracy of the work performed. Please describe your quality assurance procedures.
 - e. Provide the last 2 years of SOC 1 and SOC 2 type II reports or respond with N/A if you do not have such reports.
 - f. What is the organization's policy on confidentiality during and after the engagement?
- H. Has your Firm been involved in a lawsuit in the last ten (10) years involving any services provided by the Firm? If so, provide details, including description of the lawsuit, dates, and outcomes including any filed claims that were settled without litigation. Has your Firm, related entities, affiliates, principals, and/or officers been a party in any material civil or criminal litigation, or subject to investigation, disciplinary action, or regulatory review, whether or not directly related to services requested by this RFP? If so, provide details, including dates and outcomes.
- I. Has your Company, related entities, affiliates, principals, and/or officers been credibly accused of conduct involving dishonesty, fraud, deceit, or misrepresentation, whether or not directly related to services requested by this RFP? If so, provide details, including dates and outcomes.
 - a. Describe any anticipated litigation in which your Firm may be involved.
- J. **Sample Contract or Agreement**
 - a. Please provide your proposed MSPA for negotiation purposes.
 - b. Provide additional details, if any, that we should be aware of regarding your contracting process.
- K. **References**
 - a. Please provide three references who are clients for whom you have performed work comparable to that requested in this RFP. Include the reference name, title, entity, address, telephone number, and description of the services provided.
 - b. In providing such information, you consent to and hereby release CTPF from any liability that may arise from contacting your references and communicating with such references about your prior engagements and soliciting an opinion regarding the work performed for such reference.
- L. **Required Disclosures**
 - a. **All Respondents must provide answers to each written disclosure requested below in categories (i) through (ix) as part of their RFP response.** Note that VIII(J)(a)(vi) below requires completion of the EEOC chart attachment to this RFP. **Failure to provide answers to each disclosure question or failure to provide the completed EEOC chart may cause your proposal to be deemed non-responsive.** Respondents should use "none" or "not applicable" as appropriate, but a response **must** be

provided for each disclosure category below. Your disclosures must be clearly labeled as “J. Required Disclosures.”

- (i) The Respondent must disclose, labeling each category, separately: (a) any entity that is a parent of, or owns a controlling interest in, the Respondent, (b) any entity that is a subsidiary of, or in which a controlling interest is owned by, the Respondent, (c) any persons or entities who have an ownership or distributive income share in the Respondent that is in excess of seven and one-half percent (7.5%), and (d) any persons who serve as executive officers of the Respondent, including their titles.
- (ii) The Respondent must disclose, separately: (a) any direct or indirect payments in excess of \$1,000 per calendar year within the prior five (5) calendar years made to any community or not-for-profit organization relating to public education by: (i) the Respondent, (ii) any executive officer of the Respondent, (iii) any parent entity of the Respondent, (iv) the executive officers of any entity that is a parent of, or owns a controlling interest in, the Respondent, and (v) any Shareholder of Respondent with ownership or a distributive income share in the Respondent that is in excess of seven and one-half percent (7.5%); (b) any formal involvement with any community or not-for-profit organization relating to public education by any person or entity identified in (a) above; and (c) any involvement as a member or director of a charter school that contributes to the Fund of any person or entity identified in (a) above. For purposes of this Section VIII(J)(a)(ii) and (iii), “Shareholder” shall mean any person who has an ownership or distributive income share in the Respondent.
- (iii) The Respondent must disclose if: (a)(i) any executive officer of the Respondent, (ii) any parent entity, (iii) the executive officers of any entity that is a parent of, or owns a controlling interest in, the Respondent, and (iv) any Shareholder of the Respondent with ownership or a distributive income share in the Respondent that is in excess of seven and one-half percent (7.5%) has given any direct or indirect financial support in excess of \$1,000 per calendar year within the prior five (5) calendar years or (b) whether the persons or entities identified in (a) above have had any formal involvement within the prior five (5) calendar years with a community or not-for-profit organization with a central purpose of influencing public policy related to budgetary and fiscal policy which directly or indirectly relates to the continued availability and long-term viability of defined benefit pensions in the public sector, to education policy, or to retirement security policy.

For the purposes of this disclosure, an organization has the “central purpose” of influencing policy if it is understood with the exercise of reasonable due diligence, including but not limited to the examination of the organization’s IRS filings and other publicly available statements of purpose, that the organization intends to affect policy or engage in lobbying or other advocacy activity. A Respondent is not required to disclose

contributions to organizations that engage in such activities in furtherance of providing medical research, aid to the poor, disaster relief, or other such tangible goods or service. The Trustees have determined that the following organizations presently fall under this required disclosure:

American Enterprise Institute,
American Legislative Exchange Council,
Brookings Institution,
California Common Sense,
California Policy Center,
Civic Committee of the Commercial Club,
Heritage Foundation,
Howard Jarvis Taxpayers Association,
Illinois Municipal League,
Illinois Policy Institute,
Independent Institute,
Jessie Ball DuPont Fund,
Laura and John Arnold Foundation,
Mackinac Center for Public Policy,
Manhattan Institute for Policy Research,
Massachusetts Taxpayers Foundation,
Mercatus Center at George Mason University,
National Council on Teacher Quality,
National Institute for Labor Relations Research,
Nelson Rockefeller Institute of Government,
National Taxpayers United of Illinois,
Pioneer Institute,
R Street Institute,
Reason Foundation,
Show Me Institute,
State Policy Network,
StudentsFirst,
Taxpayers for Sustainable Pensions,
Taxpayers United of America,
Teacherspensions.org,
Texas Public Policy Foundation,
The Future of Freedom of Foundation,
The Pew Charitable Trust,
UnionWatch,
Urban Institute,
Wyoming Liberty Group, and
Any state or local affiliates or chapters of the above organizations.

- (iv) The Respondent and any parent, controlling entity, subsidiary, or affiliate must disclose any direct or indirect financial relationships, transactions, or consulting agreements with the Chicago Board of Education entered into within the prior five (5) calendar years. Any such direct or indirect financial relationships, transactions, consulting agreements, or consulting-related

contracts with the Chicago Board of Education entered into on or after the execution of an agreement shall be identified in an amended Respondent Disclosure within thirty (30) calendar days of any new relationship, transaction, investment, agreement, or contract with the Chicago Board of Education.

- (v) The Respondent must disclose the names and addresses of any subcontractors and the expected amount and/or percentage of money each will receive under the agreement if authorized by the Fund.
- (vi) The total number of Respondent's staff. The number of Respondent's staff and percentage of its staff, broken out separately for each category, who are (1) a minority person, (2) a female, or (3) a person with a disability. This information must be provided using the EEOC chart available on CTPF's website. Supplemental information to the EEOC chart is welcome.
- (vii) The number of current contracts that the Respondent has with a (1) minority owned business, (2) female owned business, or (3) business owned by a person with a disability.
- (viii) The number of current contracts that the Respondent has with a business other than (1) a minority owned business, (2) a female owned business, or (3) a business owned by a person with a disability, under which, while the business is not owned by one of the above categories, where more than fifty percent (50%) of services performed pursuant to the contract are performed by (1) a minority person, (2) a female, or (3) a person with a disability.
- (ix) The Respondent shall agree to annually disclose various EEO data and diversity of vendor's contracts as required by the Fund.

M. Exhibits and Attachments

Any additional information or exhibits appropriate for CTPF's consideration may be included under this category.

IX. WRITTEN QUESTIONS

Prospective Respondents who have questions regarding this RFP may email the contact listed above by the due date listed in the timeline above for written questions. Please reference **Management of Annual Board of Trustees Elections** in the subject line of the email. The questions (without identification of the questioner) and the answers will be posted on the CTPF website according to the above timeline.

X. PROPOSAL EVALUATION

The following guidelines will be used to analyze and evaluate all proposals. CTPF reserves the right to evaluate all factors deemed appropriate, whether or not such factors have been stated in this section.

A. QUALIFICATIONS

In order to be selected for this engagement, the Respondent must demonstrate that it can meet the requirements of the RFP and the scope of work contained in the RFP.

The Respondent must be regularly established in the industry of providing election services and must provide detailed information in response to Section VIII (f) Firm's Background,

Qualifications, and Experience. CTPF may request information substantiating the above requirements.

The Election team must consist of individuals with in-depth experience providing secure electronic and paper ballot elections.

Failure to provide this information may result in a Respondent's proposal being declared non-responsive.

B. REVIEW OF PROPOSALS

- a. An Evaluation Committee will evaluate all proposals received.
- b. The Committee will determine if Respondents meet the mandatory requirements listed below:
 - i. The Respondent has no conflict of interest with respect to any other work performed by the Respondent.
 - ii. The Respondent must demonstrate that it can meet the requirements of the RFP and the Scope of Work contained in this RFP.
 - iii. The Respondent must adhere to the instructions in this RFP.
 - iv. The Respondent must follow the proposal content and format outlined in Section VIII.
 - v. The Respondent must provide all disclosures requested in Section XXIII as a clearly marked exhibit.
- c. Factors to be considered by the Committee members include, but are not limited to:
 - i. Qualifications to perform the services requested.
 - ii. Price.
 - iii. Responses to the Proposal Content in Section VIII; and
 - iv. Presentation to the Committee (if applicable).

Any contract award is a decision of the Board of Trustees and may not be based on the evaluations, scoring, or recommendations by the Evaluation Committee.

This RFP is not an offer of a contract. Acceptance of a proposal does not commit CTPF to award a contract to any Respondent, even if the Respondent satisfied all requirements stated in this RFP. Publication of this RFP does not limit CTPF's right to negotiate for the services described in this RFP. CTPF reserves the right to choose not to enter into an agreement with any of the Respondents to this RFP.

The information submitted in response to this RFP becomes the exclusive property of CTPF.

XI. FINALIST PRESENTATIONS

After the proposal submission due date, CTPF may contact the top-scored Respondents to set up a meeting with the RFP Evaluation Committee either on-site at the CTPF offices, 425 South Financial Place, Suite 1400, or via videoconference. At this meeting, each Respondent shall provide a brief presentation of its proposed services as outlined in its proposal and answer questions regarding the proposal. Additionally, Respondents may be invited to present to the CTPF Board of Trustees and/or a Board Committee.

XII. RFP WITHDRAWAL OR MODIFICATION

Proposals may be withdrawn or modified by a written or email request prior to the RFP due date. CTPF may, by written notice to all Respondents, cancel, postpone, or amend the RFP prior to the due date. If CTPF decides, at its sole discretion, that the revision or amendment will require additional time for response, the due date will be extended for all Respondents.

XIII. INCOMPLETE PROPOSALS

CTPF reserves the right to request additional information or to reject the proposal outright if the information provided in a Respondent's proposal is deemed to be insufficient for evaluation. False, incomplete, or unresponsive statements in connection with a proposal may be sufficient cause for its rejection. The evaluation and determination of the fulfillment of the requirements will be determined by CTPF and such judgment shall be final.

Any proposal received at the designated email after the required time and date specified for receipt shall be considered late and non-responsive. Late proposals will not be evaluated for award.

Proposals submitted shall be valid for one hundred twenty (120) days following the closing date noted above. CTPF and the Respondent may extend this period by mutual written agreement. If a solicitation is cancelled before the due date, the offer will be returned to the Respondent who submitted the response.

XIV. SELECTION OF WINNING BID

Award of the contract resulting from this RFP will be based upon the most responsive Respondent whose offer, in the sole discretion of the Board of Trustees, is the most advantageous to CTPF in terms of the Respondent's submission, including, but not limited to, qualification, meeting contract requirements, cost, and other factors as specified in this RFP.

After evaluation of the proposals and approval by CTPF, all Respondents will be notified of the result. Contract negotiations will commence with the selected Respondent.

XV. REIMBURSEMENT FOR PROPOSAL PREPARATION

CTPF will not reimburse any expenses incurred in responding to this RFP including, but not limited to, the costs of preparing the response, providing any additional information, or making a presentation or presentations. CTPF reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected.

XVI. QUIET PERIOD

During the RFP review period, which begins on the date the RFP is posted to CTPF's website, until a contract is executed, there shall be no communication between Respondents and CTPF's Board members or Fund staff (other than the RFP contact listed in Section V or his or her designee) regarding any product or service related to the search. Respondents may communicate with the Contract and Procurement Administrator or her designee solely regarding administrative questions relating to the procurement process. All other questions must be asked and will be responded to through the RFP question and answer process.

The quiet period shall not prevent customary respondent due diligence, initiated by CTPF, or communications with a current service provider who happens to be a candidate, provided that any such communication must be in the ordinary course of business and necessary for the provision of current services provided by such service provider. Discussions relating to the pending selection are strictly prohibited.

XVII. RFP LIMITATIONS AND CONDITIONS

- A. This RFP does not commit CTPF to award an agreement or procure services of any kind whatsoever. CTPF reserves the right, in its sole discretion, to negotiate with any or all applicants considered, or to postpone, delay, or cancel this RFP, in whole or in part. CTPF may terminate discussions, in its sole discretion, or select another finalist. CTPF reserves the right to award an agreement or agreements based upon the proposals received. The Firm should not assume that there will be an opportunity to alter or amend its proposal at a later date or at the time of contract negotiations.
- B. CTPF may request that Respondent clarify the content of the proposal. Other than for purposes of clarification, no Respondent will be allowed to alter or amend its proposal after the RFP due date.
- C. All materials submitted in response to this RFP shall be the sole property of CTPF. CTPF reserves the right to use any and all ideas submitted in the proposals.
- D. CTPF reserves the right to reject or cancel in whole or in part at any time, any and all proposals received; to waive minor irregularities; to negotiate in any manner necessary to best serve CTPF and to make a whole award, multiple awards, a partial award, or no award.
- E. CTPF reserves the right to reject any or all offers and to discontinue this RFP process without obligation or liability to any potential vendor.
- F. CTPF reserves the right to reject the proposal of Respondent who is not currently able to perform the contract. CTPF reserves the right to award a contract, if at all, to the Firm which will provide the best match to the requirements of the RFP and the needs of the Fund, which may not be the proposal offering the lowest fees. CTPF may take into consideration any factor it deems relevant, including but not limited to, past experience, financial stability, the ability to perform the requirements as set forth in this RFP, or previous failure to perform similar contracts in accordance with the terms, or in a timely manner, and other relevant criteria. CTPF is not required to accept for consideration any proposal that fails to address or does not comply with each of the requirements or the criteria set forth in this RFP.
- G. CTPF reserves the right to award a contract based on initial offers received, without discussions or requests for best and final offers. Conversely, CTPF reserves the right to request best and final offers.

- H. Any contract award is ultimately a decision of the Board of Trustees and is not required to be based on the evaluations, scoring, or recommendations by the Evaluation Committee.
- I. If Respondent submits a proposal, CTPF reserves the right to conduct its own due diligence and to undertake such investigations as it deems necessary to determine Respondent's satisfaction of the qualifications and ability to furnish the required services. Upon request, Respondent agrees to provide any and all information for this purpose.
- J. CTPF reserves the right to request additional documentation or information from Respondents. Requested information may vary by Respondent. CTPF may ask questions of any Respondent to seek clarification of a proposal to ensure the Respondent understands the scope of the work or other terms of the RFP.
- K. CTPF does not guarantee or commit to contracting any specific number of projects to Respondent during the life of the agreement.
- L. Written approval from CTPF will be required for any news releases regarding the award of contract.

XVIII. MINORITY AFFILIATION

CTPF is an equal employment opportunity employer and endeavors to increase the utilization of vendors who are Minority, Women, Disadvantaged Business Enterprise (MWDBE) companies. Please provide any information relative to your Firm's minority Firm affiliations or minority Firm participation in the engagement, and a MWDBE breakdown for your Firm. Please also provide any MWDBE subcontractors/subvendors that Respondent intends to use on this contract, including the name, role, and expected payments and percentage utilization.

XIX. WAIVER OF CLAIMS

By submitting a proposal, the Respondent agrees to waive any claim it has or may have against CTPF, its Board of Trustees, and/or CTPF officers, employees, and agents arising out of or in connection with the administration, evaluation, or recommendation of any proposal, the waiver of any requirements under the RFP, the acceptance or rejection of any proposal, and/or the award of the contract.

XX. CONTRACT NEGOTIATIONS

Once the Respondent(s) has been selected to perform the services, the parties will begin negotiating the terms of the engagement. CTPF does not anticipate or desire a lengthy negotiation. CTPF may, in its sole discretion, terminate negotiations and proceed to engage another party for such services, whether or not that party was a Respondent, if the parties are unable to expediently negotiate an agreement or reach a bargaining impasse.

XXI. NOTICE REGARDING ILLINOIS PUBLIC RECORDS LAWS

CTPF must comply with the Illinois Freedom of Information Act (5 ILCS 140/1 et seq. "FOIA Act"). CTPF cannot represent or guarantee that any information submitted in response to this RFP will be confidential. **If CTPF receives a request for any document submitted in response to the RFP, CTPF's sole responsibility will be to notify respondent of a request for such document to allow the respondent to seek protection from disclosure in a court of competent jurisdiction. No documentation will be provided under FOIA until the contract has been awarded.** Respondents are encouraged to review the Illinois Freedom of Act with an its legal advisor. CTPF shall provide legal advice to any respondent regarding the Act.

If CTPF denies a public records request based on a Respondent's representation that such information is proprietary, privileged, and/or confidential, Respondent, by submission of a response to this RFP making these proprietary, privileged, and/or confidential assertions, enters into a binding agreement to reimburse CTPF for, and to indemnify, defend, and hold harmless CTPF, its officers, Trustees, fiduciaries, employees, and agents from and against any and all claims, damages, losses, liabilities, suits, judgments, fines, penalties, costs, and expenses including, without limitation, attorneys' fees, expenses and court costs of any nature whatsoever (collectively, "Claims") arising from or relating to CTPF's complete or partial FOIA denial based on Respondent's assertions. By submitting your proposal, you further agree to indemnify, defend (at CTPF's discretion), and hold CTPF harmless from and against any and all Claims arising from or relating to CTPF's complete or partial disclosure of your proposal if CTPF determines, in its sole discretion, that such disclosure is required by law, or if disclosure is ordered by a court of competent jurisdiction.

XXII. MOST FAVORED TERMS

All prices, terms, warranties, and benefits offered by the Respondent in its proposal must be comparable or better than those offered by the Respondent in agreements with substantially similar governmental or quasi-governmental clients. Should the Respondent make available more favorable terms to a substantially similar governmental or quasi-governmental client with respect to the types of services set forth in Respondent's proposal, Respondent will make such prices, terms or conditions available to CTPF.

XXIII. AGREEMENT AND APPROVAL

The Fund may select one or more firms to provide the services described herein. To the extent one or more firms are selected, CTPF will work to negotiate an agreement with the selected firm (s), giving due consideration to the stipulations in the Firm's(s') submitted standard agreement.

The selected firm(s) shall be required to assume full responsibility for all services and activities offered in its/their proposal whether or not provided directly. Further, CTPF will consider the selected firm(s) to be the sole point of contact with regard to contractual matters, including payment of fees.

The selected firm(s) and its/their personnel, including subcontractors, shall treat any and all information provided by CTPF as confidential and is/are prohibited from using that information for any other purposes than those provided by contract, without CTPF's express written consent. The selected firm(s) shall not use a subcontractor without CTPF's express written consent. All terms and conditions of a contract with the selected firm(s) shall be equally binding on any subcontractors.

The selected firm(s) shall meet specific performance standards established during the contract negotiation process. The approved project schedule, specifying agreed upon, significant milestone events, and a project completion date, shall be incorporated into the contract as projects are identified and assigned to the successful Respondent(s) by CTPF.