

WEST VIRGINIA STATE TREASURER'S OFFICE



REQUEST FOR PROPOSALS NO. BT117000002

for

WEST VIRGINIA BOARD OF TREASURY INVESTMENTS
INVESTMENT CONSULTING SERVICES

SCHEDULE OF EVENTS

<u>Event:</u>	<u>Date:</u>	<u>Time:</u>
RFP Release Date:	November 3, 2016	
Deadline for Vendor Questions:	November 16, 2016	10:00 a.m. ET
Release of Addendum: (BTI Response to Vendor Questions)	November 23, 2016	
Proposals Opening Date and Time:	December 7, 2016	1:00 p.m. ET
Oral Presentations:	TBD	
Site Visits:	TBD	
Projected Effective Date of Contract:	April 1, 2017	

Any proposal not received by the date and time specified in the RFP will be disqualified.

A copy of the RFP (including all attachments) and all addenda to the RFP will be placed on the West Virginia Board of Treasury Investment's website <http://www.wvbt.org/Information/RFPs> and on the West Virginia State Treasurer's (STO) website <http://www.wvsto.com/RFP-RFQ>. Addenda may also be emailed to any Vendor to whom the BTI has sent a copy of the RFP. It is the Vendor's responsibility to check the site to make sure to respond to any addenda.

Based upon the number and nature of questions or inquiries submitted by the Vendors, the BTI reserves the right to hold a Pre-Bid Conference prior to the proposal submission date. Vendors will be notified of the date and time in an addendum if the BTI decides to hold a Pre-Bid Conference. Attendance will not be mandatory and telephonic access will be provided.

CONTACT PERSON: For purposes of this RFP, all inquiries and submissions must be sent to:

Wilma Harrison, Purchasing Agent
West Virginia State Treasurer's Office
Building 1, Room E-145
1900 Kanawha Boulevard, East
Charleston, WV 25305
E mail: wvbtipurchasing@wvbt.org
Telephone: (304) 341.0745
FAX: (304) 341.7094

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I. General Information

1.1 RFP Objective

The West Virginia State Treasurer’s Office (STO or Treasurer) has issued this Request for Proposals (RFP) on behalf of the West Virginia Board of Treasury Investments (BTI) to seek proposals from qualified entities (Vendors) to provide investment consulting services (Services) for the Consolidated Fund of the BTI in accordance with the specifications, terms and conditions of this RFP.

This procurement is exempt from the requirements of the West Virginia Purchasing Division pursuant to W.Va. Code §12-3A-3 and §12-6C-7.

1.2 Term

The initial term will be for one (1) year with the option of renewing or extending upon the mutual written agreement of the parties of up to four (4) additional one (1) year periods, or until such time as the Chairman awards a purchase order pursuant to an RFP.

1.3 RFP Contents

The RFP provides information on the Services, the current operational environment, specifications for the Services, Vendor instructions, general terms and conditions, special terms and conditions, evaluation and Vendor protests. Specifically, the RFP contains the following parts and attachments:

Attachment 1: WVSTO RFP Information (Vendor Instructions, Evaluation and Protests)
Attachment 2: WVSTO RFP General Terms & Conditions
Attachment 3: WVSTO RFP Special Terms and Conditions
Attachment 4: WVSTO RFP Technical Proposal Form
Attachment 5: WVSTO RFP Cost Proposal Form
Attachment 6: WVSTO WV-96 (Agreement Addendum)
Attachment 7: Purchasing Affidavit
Attachment 8: WV BTI Investment Policy
Attachment 9: WV BTI September 30, 2016 Financial Statements
Attachment 10: WV BTI June 30, 2016 Annual Financial Statements
Attachment 11: Investment Performance Report – September 30, 2016
Attachment 12: Outside Service Provider Qualifications and Principal Duties Policy
Attachment 13: Draft Agreement

1.4 Contact Person

All inquiries and submission must be sent to:

Wilma Harrison, Purchasing Agent
West Virginia State Treasurer's Office
Building 1, Room E-145
1900 Kanawha Boulevard, East
Charleston, WV 25305
E-mail: wvbtipurchasing@wvbt.org
Telephone: (304) 341.0745
FAX: (304) 341.7094

The Purchasing Agent is the **sole** contact in West Virginia State Government after the release of the RFP, unless otherwise specified by the STO Legal Counsel.

Vendors shall not make direct or indirect contact with personnel or consultants of the BTI during the course of the procurement process (from RFP release until award of contract/purchase order) to discuss or request information about any aspect of the procurement including the RFP or its associated evaluation process, except as authorized in the RFP. Violation of this clause will result in proposal/bid disqualification.

1.5 Operational Information

Information regarding the BTI is provided below and in Attachments to this RFP.

The BTI was established in 2005, in accordance with West Virginia Code §12-6C-1 et seq., to provide fiscal administration, investment and management of the assets of the Consolidated Fund, which consists of funds of the state, political subdivisions and related entities. The Fund consists of three external investment pools (WV Money Market, WV Government Money Market, and WV Short Term Bond), three internal investment pools (WV Bank, State Loan, and Reserve) and three individual investment accounts (Municipal Bond Commission, School Fund, and Economic Development Authority – American Woodmark). The BTI contracts with Investment Managers to manage the three external investment pools within the Investment Policy guidelines. Participant and Fund accounting and reporting are provided by the State Treasury and BTI staff.

A description of the main investment pools is below:

West Virginia Money Market Pool is a Standard & Poor's AAAM rated money market portfolio created to invest the majority of the state and local government operating funds. The objective of the portfolio is to maintain sufficient liquidity to meet the needs of the participants while striving to earn a small return above inflation. The risk factor is low and managed through numerous maturity restrictions, diversification, guidelines, and credit limits. Contributions and withdrawals are allowed daily and income is distributed on a daily basis. The pool is co-managed by UBS Global Asset Management and Federated Investors.

West Virginia Government Money Market is a Standard & Poor's AAAM rated money market portfolio created to invest moneys in U.S. Treasury securities and U.S. Government Agency obligations. The objective of the portfolio is to maintain sufficient liquidity to meet the needs of the participants while striving to earn a small return above inflation. The risk factor is low and managed through maturity restrictions. Contributions and withdrawals are allowed daily and income is distributed on a daily basis. The pool is managed by UBS Global Asset Management.

West Virginia Short-Term Bond Pool is a bond mutual fund which was created to invest moneys of participants which have a perceived longer term investment horizon. The goal of the portfolio is to earn incremental returns over the West Virginia Money Market Pool with an objective of capital growth rather than current income. The portfolio is restricted to monthly contributions and withdrawals and calculates a per-unit price each month. The risk factor on this portfolio is higher than the West Virginia Money Market Pool. The pool is managed by Federated Investors.

State Loan Pool is composed of loans made by the State. The State is the sole participant in this pool. Currently, there are two active loan programs in the State Loan Pool: a non-recourse loan made to the West Virginia Economic Development Authority (the "EDA") and a revolving loan made to the EDA. The non-recourse loan program is closed to new draws and is currently in the repayment period. The loan is to be repaid by returns from investments made through the West Virginia Enterprise Advancement Corporation. As of September 30, 2016, the loan is in default and the BTI has recorded a loss reserve of \$22,823,976 against the outstanding principal balance of \$24,499,784. Under the revolving loan program, the BTI must make up to \$175 million available to the EDA for business and industrial development loans subject to the BTI having sufficient liquidity to fund loan draws. The revolving loan is repaid by the EDA from collections on loans made by them under the program. As of September 30, 2016, the revolving loan program had an outstanding balance of \$119,794,335.

Bank Pool is composed of certificates of deposit purchased by the State through the West Virginia Certificate of Deposit Program. The program purchases CDs from state banks and depositories to make state investment funds available for consumer and business loans within the state.

As of September 30, 2016, the market value of all assets entrusted to the BTI was approximately \$3.2 billion, broken down as follows (rounded to thousands):

WV Money Market Pool	\$1,864,357
WV Government Money Market Pool	\$ 210,501
WV Short Term Bond Pool	\$ 781,390
WV Bank Pool	\$ 133,259
Loan Pool	\$ 121,521
Reserve Pool	\$ 18,786
Municipal Bond Commission	\$ 51,343
School Fund	\$ 1,142
WV EDA – AW	\$ 1,962

Vendor will work closely with BTI staff to advise on the Investment Policy, Investment Manager review, due diligence review, and other items as outlined in this RFP. Included

with this RFP is a copy of the Investment Policy, September 30, 2016 Financial Statements, June 30, 2016 Annual Financial Statements, September 30, 2016 Quarterly Performance Report (prepared by current Investment Consultant), and Outside Service Provider Qualifications and Principal Duties Policy. The June 30, 2015 CAFR may be found at the BTI's website at www.wvbt.org.

II. **VENDOR INSTRUCTIONS**

2.1 Basic Information

Basic information and requirements pertaining to submitting proposals, evaluation and protests are contained in the attachment entitled *RFP INFORMATION*. Information specific to the RFP is contained in this Section II.

2.2 Submission Date and Time

Proposals shall be submitted no later than the date and time specified in the RFP. Any proposal not received by the Technical Proposals Opening Date and Time specified in the RFP will be disqualified. By signing and submitting its proposal, the successful Vendor agrees to be bound by all the terms contained in this RFP.

2.3 Original and Copies of Proposals to be Submitted

Proposals submitted shall consist of the original Technical Proposal form (completed and signed), the original Technical Proposal, nine (9) courtesy (hard) copies of the Technical Proposal (which are exact copies of the original Technical Proposal), the Cost Proposal Form (completed and signed) in a separate sealed envelope, and an exact copy on diskette, CD Rom, DVD or USB flash drive in Adobe PDF or Microsoft Word. Submissions in Adobe PDF should be searchable, rather than just scanned images.

2.4 Proposal Submission Format

The outside of the proposal package should be clearly marked as follows:

Purchasing Agent:	Wilma Harrison
RFP:	BTI170000002
Bid Opening:	December 7, 2016 1:00 PM ET

2.5 Proposal Delivery Responsibility

Vendor is solely responsible for getting its proposal delivered in a readable format by the Proposals Opening Date and Time.

2.6 Page Limits

The Technical Proposal should contain no more than twenty-five (25) pages, excluding the Technical Proposal Form, the Cost Proposal Form and the materials provided in the Miscellaneous Section.

2.7 Technical Proposal Format

Responses should be numbered to correspond to the RFP section numbers in the Specifications section. Each section should be tabbed for ease of reference as follows:

Technical Proposal:

Section I.	Technical Proposal Form (completed)
Section II.	Technical Proposal
Section III	Miscellaneous (separate envelope): Including signed Purchasing Affidavit

Cost Proposal (separate sealed envelope):

Completed Cost Proposal Form

III. SPECIFICATIONS

3.1 General Information

Mandatory Requirements – Services offered must comply with mandatory requirements. Specifications using the words "shall," "must," "requires" and "will" are mandatory. **Only proposals meeting mandatory requirements will be evaluated.** Mandatory requirements must be included in the resulting purchase order.

Requested Services – Specifications using the words "may" and "desires" are requested services, and are not mandatory specifications. Proposals not offering to provide requested services will be evaluated.

Proposals from Vendors failing to meet all minimum mandatory requirements will be disqualified.

3.2 Scope of Work

3.2.1 Basic Services: Vendor shall provide the following Basic Services:

3.2.1.1 Advice - Provide objective third-party advice and counsel;

3.2.1.2 Standards – Perform all analyses using commonly accepted methods and standards used by investment professionals and prepare and maintain all charts, assumptions and back-up data necessary to verify the conclusions articulated within a report or document;

3.2.1.3 Consultation – Include consultation time with the Board, staff and Investment Managers, by telephone and e-mail, sufficient to maintain good communication on the planning, progress-toward-completion and review of all of the Basic Services;

- 3.2.1.4 Reports – Provide reports and documents in a manner and format requested by the Board in an electronic (digital) format, and, if requested, twenty-five (25) printed copies. The electronic versions of the documents will be as follows: spreadsheets must be Microsoft Excel files, expository reports must be Microsoft Word and/or searchable Adobe PDF-format files;
- 3.2.1.5 Performance Return Review - Provide an opinion on the accuracy of investment returns reported by the BTI. Review should be performed on a quarterly basis;
- 3.2.1.6 Investment Policies – Assist the Board with the maintenance of appropriate, up-to-date investment policies for the Consolidated Fund. Review all policies at least annually, and assess and/or recommend proposed changes. Work with the Board, staff, and Investment Managers to help ensure proper implementation of Investment Policy;
- 3.2.1.7 Benchmarks – Identify and recommend appropriate measurement benchmarks for the investment pools and Investment Managers;
- 3.2.1.8 Investment Performance Reports – Analyze and report on the performance of the three external investment pools, Loan Pool and Bank Pool, including benchmark and peer reviews (where applicable), make recommendations to the Board and review the reports with the Board and staff. Submit monthly and quarterly investment performance reports within 15 business days following month end;
- 3.2.1.9 Monthly Investment Market Commentary – Provide current commentary of market conditions, economic matters, and other issues and matters affecting investment market performance within 15 business days following month end;
- 3.2.1.10 Investment Proposal Review – Assist in planning and evaluating proposed investments and modifications to existing options;
- 3.2.1.11 Continuing Education Program – Provide at least one (1) training session for the Board and staff each contract year in Charleston, West Virginia, as mutually agreed with staff;
- 3.2.1.12 Board and Committee Meetings – Attend in person all quarterly Board meetings (generally held the last Thursday of January, April, July, and October) and special Board meetings;
- 3.2.1.13 Due Diligence Reviews – Assist the Board and staff in due diligence reviews. Travel to and participate in on-site due diligence review meetings at the offices of the Investment Managers and Custodian annually and provide written reports to the Board;

- 3.2.1.14 Policy and Document Review – As requested, review and comment on proposed changes to Board policies and other documents related to investments;
- 3.2.1.15 RFP Participation – Assist in preparing RFP's, reviewing proposals, and searching for Investment Managers and Custodians as needed;
- 3.2.1.16 Customized Reports – Provide customized reports as requested by the Board and staff;
- 3.2.1.17 Compliance - Comply with the Outside Service Providers Qualifications & Principal Duties Policy, and all applicable federal and state laws, rules, regulations, and policies; and
- 3.2.1.18 Noncompliant Securities – Provide recommendation on securities purchased in compliance with the Investment Policy that fall out of compliance due to changing market conditions, etc.

3.2.2 Additional Services-

Vendor may be requested to provide Additional Services that the Vendor offers but are not included in the Scope of Work in Section 3.2.1. A Statement of Work specifying the Additional Services and the fee shall be negotiated by the parties. The hourly rate of the fee shall not exceed the hourly rate the Vendor proposed on its Cost Proposal Form. There is no guarantee the Board will request any Additional Services. In the event a Vendor does not state an hourly rate for Additional Services, the Board may obtain the Additional Services from another Vendor.

3.3 Mandatory Qualification Requirements

Vendor shall have the following minimum qualifications in order to submit a proposal:

- 3.3.1 Be authorized to do business in and with the State of West Virginia or obtain such authorization within thirty (30) days of being notified by the STO to obtain the authorization;
- 3.3.2 Be a registered adviser under the Investment Advisers Act of 1940 (explain if you are exempt from registration);
- 3.3.3 Have a minimum of five (5) years of related fixed income investment advisory experience;
- 3.3.4 Be providing similar services as requested under this RFP with at least two or more clients having a minimum of \$1 Billion in investment assets;
- 3.3.5 Have at least one (1) team member assigned to the engagement with a Chartered Financial Analyst designation;

3.3.6 Have a minimum of \$5 million in errors and omissions insurance coverage for the willful or negligent acts or omissions of any of its officers, employees or agents. Winning Vendor will be expected to provide a certificate of coverage; and

3.3.7 Have no conflict of interest in connection with the Board, State Treasurer's Office and the State of West Virginia.

3.4 Technical Proposal – 55 points

Vendor needs to demonstrate the qualifications, competence and capacity of the firm and its staff to provide the Services offered in its proposal. Do not presume the BTI knows your work. ***Even if the Vendor has previously provided or currently provides the Services, it must address the specifications as any other Vendor would.*** The Technical Proposal should address all of the specifications.

Only proposals meeting mandatory requirements will be evaluated.

All documents or forms requested should be provided in a separate document to your proposal labeled "Miscellaneous" in the order requested.

In providing responses, restate each question in bold face type with your response directly below. Keep responses clear and concise. The proposal of the successful Vendor will be incorporated in the purchase order issued by the BTI.

3.4.1 Scope of Services and Minimum Qualifications – no points

Affirm that Vendor shall provide the Services specified in RFP Section 3.2 and that Vendor meets the Mandatory Qualifications Requirements specified in RFP Section 3.3. Explain if you are exempt from registration as an advisor.

3.4.2 Organization, Experience and Personnel – 20 points

3.4.2.1 Provide the following information for your Firm:

- a. Name
- b. Mailing Address
- c. Telephone Number
- d. Primary Contact, including telephone number and e-mail address

3.4.2.2 Briefly discuss your organization, including, without limitation, its legal structure, ownership (direct and indirect), history (year formed), lines of business, staffing numbers, pending contract(s) to merge or sell any portion of Vendor, any changes in senior management in the last three years, and other information that will assist in evaluating your organization.

3.4.2.3 In addition to consulting, does your firm provide investment management services? If so, what processes are in place to maintain independence and objectivity in the consulting services?

- 3.4.2.4 Provide a listing of your various office locations and the services provided by those locations. Provide an organizational chart for your organization.
- 3.4.2.5 Describe the scope and length of your experience as an investment consultant, particularly discussing your experience with fixed income and money market funds, discussing your research and consulting capabilities.
- 3.4.2.6 How many analysts employed by your organization are responsible solely for investment manager research? How many analysts are responsible for performance evaluations, performance attribution analysis, manager evaluation and due-diligence, etc.?
- 3.4.2.7 As the BTI reserves the right to authorize or prohibit subcontracting or any joint venture, please note that the BTI views any entities providing any portion of the Services, other than the Vendor submitting the proposal, to be a subcontractor. State whether any of the Services will be subcontracted to another entity; fully describe these Services and the background and qualifications of the entity that will provide the Services; and disclose and explain any affiliation with you.
- 3.4.2.8 Discuss any arrangements you have with any investment, money management or broker-dealer entities and a brief description of the terms of each arrangement.
- 3.4.2.9 Describe your firm's business plan and long-term goals for the future. Include growth plans, talent retention policy, etc.
- 3.4.2.10 Discuss any investigation, charge, bankruptcy or insolvency proceedings, litigation, arbitration or settlement in the last two (2) years involving Vendor and any subcontractor you propose to use in connection with providing any of the Services contemplated by this RFP that may affect your relationship with or that could be considered a material conflict of interest with the Board, the STO or the State of West Virginia.
- 3.4.2.11 Discuss no more than three (3) of your engagements in the last three (3) year's comparable to a potential engagement with the Board or that demonstrate the ability of your firm to provide Services for the Board. Each entity listed may be contacted as a reference. Include the following information:
- a. Entity name,
 - b. Address,
 - c. Contact person,
 - d. Telephone number,
 - e. Email address,
 - f. Length of relationship,
 - g. Services provided,

- h. Assets under management, and
- i. Any other information you believe the STO would find useful.

3.4.2.12 List the total number and size of accounts gained and lost by the Vendor by year for the past five years. For each account lost, provide a brief explanation for the reason of the loss.

3.4.2.13 State the name of the individual who would be primarily responsible for providing the Services, his/her duties and a brief resume (including his or her qualifications and licenses). For this person, state how many other accounts/clients he/she is assigned or backup. Provide resumes on any additional staff that may be working on the BTI account.

3.4.2.14 Describe your firm's continuing education plan for both professional and administrative staff.

3.4.3 Services – 35 points

3.4.3.1 Discuss how you will provide the Basic Services specified in the Scope of Work Section 3.2.

3.4.3.2 To differentiate your ability to effectively provide the Services, provide written responses to the following:

- a. What steps would you take at the initiation of the engagement to become familiar with the Board and its investments? Include comments on your process for analyzing and recommending modifications to the client's portfolio structure and Investment Policy. If you are the current Vendor, what would you do to demonstrate your renewed commitment to the Board?
- b. What specific issues and areas of concern would you address in the performance of due-diligence reviews conducted on behalf of the Board? Include samples of questionnaires your firm might use during this process in the Miscellaneous section of your proposal. What strategies would you recommend to address problems with Investment Managers, such as substandard performance or poor customer service?
- c. Describe the process employed in providing performance measurement reports. Discuss the types of reports you offer and your ability to customize reports. Include a sample monthly and quarterly performance report in the Miscellaneous section of your proposal.
- d. Describe the performance measurement software your firm uses. Is the software proprietary, or does your firm utilize the software of an outside vendor? If your firm uses non-proprietary software, do you have the ability to influence changes to the software to meet the demands of the marketplace and client?

- e. Provide a detailed description of your investment manager evaluation process. Does your firm sell any of its research to outside organizations such as other investment consulting firms or investment managers: If so, how do you control conflicts of interest? Is your database proprietary? Do you subscribe to an outside vendor? If so, provide the name of the vendor.
- f. What qualitative factors do you evaluate when researching investment management organizations? How does your firm identify qualitative problems at investment management organizations? How is historical investment performance used in your evaluation of investment managers? How do you verify a manager's performance composite?
- g. How many managers are included in your database? Are managers required to pay your firm either hard or soft dollar fees to be included in your database? If so, how do you control conflicts of interest? Besides performance information, what other types of data are available on your database?
- h. In regards to the requested Services within this RFP, discuss your fiduciary responsibilities.
- i. What consulting or other services do you offer that you believe would be of interest to the Board?
- j. Describe the contents of your business continuity/disaster recovery plan. Indicate the date of the latest test and the results of that event. Have there been any disruptions in your operations that have required implementation of the plan? If so, please discuss.
- k. State any other matters you believe should be considered in evaluating your proposal.

3.5 Oral Presentation – 15 points

- 3.5.1 Process – After evaluation of the Technical Proposals, the evaluation committee will determine if oral presentations are needed. If the evaluation committee decides to have oral presentations, one (1) or more, but no more than three (3), Vendors with the top scores will be invited to Charleston, West Virginia. Time and format of oral presentations will be provided at the time of scheduling. Vendors must be prepared to answer questions regarding their proposals. The person who would be responsible for the BTI account is expected to attend and participate in the presentation.
- 3.5.2 Proposal Submitted Not Subject to Change – Nothing presented during oral presentations may alter the contents of the written proposal.

- 3.5.3 Notification – Vendors requested to make an oral presentation will be contacted by the Purchasing Agent to set a time for presentations. Vendors unable to make a presentation at the time set by the Purchasing Agent will have their proposals disqualified.
- 3.5.4 Presentations – Vendor, Board, and staff will communicate during presentations without being in violation of the quiet period requirement.

3.6 Cost Proposal (Compensation) -- 30 points

3.6.1 Cost Proposal Form

- 3.6.1.1 The successful Vendor will be compensated for providing the Services in the amount of fees stated on the Cost Proposal Form. Fees shall be inclusive of any and all costs in providing the Services, including, without limitation, travel, clerical and overhead.
- 3.6.1.2 On the Cost Proposal Form, Vendors shall propose a lump sum fee for each of the potential five (5) years for the Scope of Work specified in Section 3.2.1. Fees for Scope of Work shall be paid quarterly in arrears.
- 3.6.1.3 Also on the Cost Proposal Form, Vendor may propose an hourly fee for any Additional Services agreed upon by the Board and the Vendor, as specified in Section 3.2.2. Failure to propose an hourly rate will not disqualify a proposal.

3.6.2 Submission – The Cost Proposal Form must be submitted with your proposal in a separate sealed envelope and signed by a person authorized to bind the Vendor.

3.6.3 Reservation of Rights – *Nothing in the RFP may be construed to limit the BTI from negotiating for a change in the Services or fees during the term of the Purchase Order issued pursuant to the RFP.*

IV. EVALUATION

4.1. Generally

The basic information pertaining to evaluations is contained in the attachment entitled *RFP EVALUATION INFORMATION*. Evaluation information specific to the RFP is contained in this Section IV.

4.2 Assignment of Points

The numerical scores assigned will be based upon the maximum points assignable for each of the areas to be evaluated. The areas being evaluated and the maximum points assignable are:

- a. Technical Proposal – 55 points:
 - 1. Scope of Services and Minimum Qualifications – no points
 - 2. Organization, Experience and Personnel – 20 points
 - 3. Services – 35 points
- b. Oral Presentation on Technical Proposal – 15 points
- c. Cost Proposal – 30 points

V. PURCHASE ORDER

5.1. General Terms and Conditions

General contractual provisions are included in the Attachment entitled *RFP GENERAL TERMS AND CONDITIONS*. Amendments to the General Terms and Conditions and additional terms and conditions, if any, will be included in an Attachment, entitled *RFP SPECIAL TERMS AND CONDITIONS*.

A draft agreement to be executed by the successful Vendor and the Board is attached. Vendor should include any requested revisions in its Miscellaneous Section, referencing this Section of the RFP. The executed agreement will be made part of the purchase order issued pursuant to the RFP.

5.2 Purchase Order

In the event an award is made pursuant to the RFP, a purchase order, containing the attached agreement signed by the parties, the RFP, and the Vendor's proposal, will be issued. The purchase order constitutes the contract to which the parties are bound. A signed agreement is not binding on the BTI until the BTI issues a purchase order which incorporates that agreement.