



RFP 2022-01
**Compensation Consultant Services,
Employees' Retirement System
of the State of Hawaii.**

ADDENDUM RELEASE
DATE: 11/18/2021

Addendum No. 1 to
RFP 2022-01 for Sealed Competitive Proposals for
Compensation Consultant Services for the
Employees' Retirement System
of the State of Hawaii,
RFP issue date: November 03, 2021.

Pre-Proposal Conference:

A non-mandatory virtual Pre-Proposal Conference via TEAMS was held November 15, 2021 at 10:00 am HST.

The companies in attendance included:

- Buck, Ernst & Young, Mercer, Segal Company and Verus.

The Pre-Proposal Conference addressed the applicable process and procedures including:

1. Specification Walk-Thru

2. Location of applicable documents, public, non-restricted access to documents:

- ERS website @ <https://ers.hawaii.gov/resources/procurement> & Notices on State of Hawaii HANDS website: <https://hands.hawaii.gov/hands>.

3. Schedule: (all times designations in Section 1.6, procurement timetable are HST).

- Noting in RFP specification section 1.6, questions are due by November 19, at 4:00 pm by email submittal. Proposals are due in hardcopy format, delivered by December 07 at 4:00 pm to ERS Procurement Officer, at City Financial Tower 201 Merchant Street, Suite 1400, Honolulu, HI 96813 per specification section 1.8. Proposals received after this date & time are late and ineligible for consideration.

4. Confidentiality.

Confidential. Proprietary or Restricted information which an Offeror's may include in their proposals. The pages are to be properly identified and are to be readily separable from the body of the proposal per specification section 3.2.

5. Specification Revisions:

Any changes or additions to the specification will be posted via a written addendum posted in ERS website, (<https://ers.ehawaii.gov/resources/procurement>), reference specification section 1.13.

The questions emailed by firms to be received by Friday 11/19 at 4:00 pm HST will be answered via a written addendum posted in ERS website by Thursday 11/25 at 4:00 pm.

6. Compliance:

In order for any vendor to receive a government award > \$ 2500 in Hawaii, the vendor is required to be compliant in Hawaii Compliance Express (HCE, <https://vendors.ehawaii.gov/hce>). For this engagement vendor is to be compliant in HCE by the date and time of the award.

Firms are encouraged to register their companies early in HCE in order to allow for processing time. Please note, there are resources, ie., online videos, FAQ's, and live chat available in the HCE application online to assist with vendor registration. Vendor questions may also be addressed by calling 808-695-4620.

7. Proposal Judging:

Discussion of the proposals Scoring methodology, (see attached RFP Proposal Evaluation Scoring worksheet).

a. Phase 1 Scoring: (Mandatory Information Requirements):

Based upon the information provided in the offeror's proposal, the State will weigh if the offeror provided sufficient mandatory information as specified in RFP specifications Section 3, to warrant the firm's proposal proceeding to the next step in the process-Phase 2 for Study & Design, (see sections 2.1 & 2.2)

b. Phase 2 Scoring. (Pay Study and Design Plan):

Offeror's in their proposals are to describe how they are to meet the requirements of Section 2.1- Comprehensive Pay Study and Section 2.2- Benchmarks and Incentive Compensation Plan.

8. Attachments:

As noted on ERS website (<https://ers.ehawaii.gov/resources/procurement>), the documents involved in this solicitation are the Announcement, Specifications, Offeror's Identification, Confidentiality Agreement and Sample Contract Documents.

The offeror is to complete and attach to their proposal, Attachment A- Offeror's Identification and Attachment B- Confidentiality Agreement documents.

RFP 2022-01 COMPENSATION CONSULTANT SERVICES

PROPOSAL EVALUATION SCORING

Proposal offered by: _____ **Dated:** _____

Phase 1 Evaluation:

Offeror's proposal will be evaluated to determine whether it is sufficiently responsive to the mandatory requirements described in Section 3 to permit a complete evaluation. Those proposals meeting the mandatory requirements will be considered for Phase 2 processing.

	Criteria	Points Available	Points Assigned
A.	Profess. qualifications & expertise	30	
B.	Stability & Relevant Experience	25	
C.	Work Plan & Understanding ERS.	25	
D.	Fees	15	
E.	Client References	5	
F.	Total	100	

Phase 2 Evaluation:

Comprehensive Pay Study: To evaluate Offeror's proposal to review ERS's existing compensation structure for its ED, CIO, and Investment Professionals and compare it to current market practice for peers, and to make recommendations for changes in compensation amount or structure in response to findings.

Benchmarks and Incentive Compensation Design Plan: Offeror's proposal to design a long-term incentive compensation plan for the ED, CIO, and Investment Professionals that: a. Incorporates benchmark review, establishes performance standards aligned with ERS's investment policy and investment objectives. b. Structured to deliver market competitive pay in order to attract, retain, and motivate experienced investment and executive talent. c. Encourages staff to earn superior investment returns at appropriate levels of risk.

	Criteria	Points Available	Points Assigned
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B.	Stability & Relevant Experience	25	
C.	Work Plan & Understanding ERS.	25	
D.	Fees	15	
E.	Client References	5	
F.	Total	100	

Evaluator's Name:

Evaluator's Signature:

Date