



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1e

Meeting Date: November 15, 2018

Subject: Approve SchoolsFirst as Third Party Administrator for the District's 403b and 457 Plans

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: _____)
- Conference/Action
- Action
- Public Hearing

Division: Business Services

Recommendation: Approve SchoolsFirst as the District's Third Party Administrator (TPA) for 403b and 457 Plans.

Background/Rationale: In July 2018, the District began the selection process for a new TPA. This process began with a Request for Proposals (RFP) that was advertised in the Daily Recorder on July 16, 2018 and July 23, 2018. Proposals were due August 1, 2018. The District received six responses that were then reviewed and scored a panel of 4 District staff using criteria set out in the RFP: Qualifications, Performance Standards, Reporting/Compliance, Fee Structure and Completeness/Quality of Proposal.

The 3 top scoring firms were invited for presentations/interviews. This Tier II evaluation was scored by 6 district staff using these criteria: Overall Presentation, Fee Structure, Implementation Strategy, Online Portal (capability, ease of use, etc.), and Overall Interview. The firms were all asked the same interview questions.

Staff recommends to award to the firm that scored the highest through both tiers of evaluation, SchoolsFirst Federal Credit Union.

Financial Considerations: None

LCAP Goal(s): Family and Community Empowerment; Operational Excellence

Documents Attached:

None

Estimated Time: N/A

Submitted by: Dr. John Quinto, Chief Business Officer

Jessica Sulli, Contracts Specialist

Approved by: Jorge A. Aguilar, Superintendent