SBCERA Investment Consulting Services Request for Qualifications
Questions and Answers

Note: Questions appear in regular font and SBCERA responses appear in **bold font.**

1. Will the selection of a technology vendor (not the consultant) be subject to its own RFQ? If so, is the consultant expected to assist SBCERA in designing an RFQ for the selection of a technology vendor?

   In consideration of the desired future state for an integrated investment records management program SBCERA would work with the technology consultant on the best approach to achieving that goal. However, an RFQ for a technology vendor with the assistance of the consultant could be contemplated.

2. Is the consultant expected to assist or negotiate pricing with the technology vendor(s)?

   As part of assisting SBCERA in identifying commercially available off the shelf solutions we would expect assistance in pricing negotiations as well as documentation how the vendor meets the goals of the desired solution.

3. Is the consultant expected to help SBCERA draft/produce a statement of work (SoW)?

   As part of providing SBCERA ongoing reporting on project schedule, budget, and scope, we believe a SoW would fall within the scope of the project.

4. Is the consultant expected to remain with the project after the selection of a vendor, through implementation, and adoption?

   We currently view this question as open for negotiation particularly considering the potential roll-out of the desired solution.

5. In the AGREEMENT FOR PROFESSIONAL SERVICES – TECHNOLOGY CONSULTING" section it is stated …" pursuant to Administration Policy No. 011, to procure services and execute contracts that do not exceed $35,000.00 in any given fiscal year." Does this mean that this contract has a cap of $35,000.00 (i.e., cannot exceed $35,000.00)?

   Contracts that contemplate services for more than $35,000.00 per fiscal year would need to be approved by the SBCERA Board of Retirement.

6. Does SBCERA already have an Investment Book of Record (IBOR) System to help with quantitative portfolio management or performance calculation (The question is significant because many IBOR vendors also offer download/collect/receive services)?

   SBCERA currently engages Solovis for holdings transparency and performance calculation and uses truView for risk analytics.

7. What technology/tool is currently used to store documents (local/shared internal drive – e.g., C Drive, cloud storage – e.g., Google Drive, DropBox)

   The Investment Department currently uses a shared network drive folder (C Drive) and very modest cloud storage with Intralinks. The network drive is our book of record.

8. What technology/tool is currently used to store manager meeting notes (local/shared office tools – e.g., MS Word, MS Excel and other MS tools, cloud accessible tools – e.g., Google sheets, MS One Note)

   The Investment Department currently uses an internally created application to store manager meeting notes in conjunction with the network drive.

9. Where are all the other historical files (PDF, Word, etc.) currently stored? In how many separate Shared Drives (e.g., S:\ drive, Box, DropBox)?

   The network drive is our book of record.

10. Does SBCERA desire to migrate ALL files stored in the shared drives (e.g., allocated managers, prospective managers', Research sent in by unallocated GPs, Bank Research)?

    We believe this question is better answered as we work through this project.

11. While this RFQ appears to be focused on evaluating consulting firms to aid SBCERA in identifying technology solutions for document collection, Canoe provides document collection and data extraction capabilities directly to our client base. Would SBCERA be interested in RFQ Responses from direct technology providers?

    SBCERA is interested in firms that can address the full scope of work.

12. What document / content management system is used for your member-based records (e.g a Retirement Application for a specific member)?

    Member-based records are not in the scope of this project. The Investment Department does not work with member-based records.

13. What image capture software solution is being used for your member-based records (e.g. Kofax, Abby Capture, etc.)?

   Member-based records are not in the scope of this project. The Investment Department does not work with member-based records.

14. How many investment staff do you have? And how many of those access the investment management portals and the files once archived?

   The Investment Department is made up of 6 investment professionals and 2 administration support. Generally, all investment professionals access files once they have been retrieved from the investment manager portal. We currently have one dedicated investment professional who is primarily responsible in retrieving files from the management portals.

15. How many different investment manager systems are you accessing that require MFA?

   Anywhere between 50-60 and increasing.

16. In Scope of Services, D., item 3 – do you anticipate needing to draft a software Request for Proposal or can you examine solutions in other means such as a proof of concept?

   In consideration of the desired future state for an integrated investment records management program SBCERA would work with the technology consultant on the best approach to achieving that goal. However, an RFP for a software vendor with the assistance of the consultant could be contemplated.

17. In Scope of Services, D., item 6 – is this requesting that we recommend an 'automated' approach for retrieving the records from the investment manager portals and importing them into the new record management solution?

   SBCERA's desired outcome is to significantly reduce the time that it is currently taking staff to manually download financial records from our investment manager portals.

18. Have you established and can you share the overall budget for either the consulting efforts and the cost of the overall solution?

   The costs of this project will be included in future budgets. However, the overall project was adopted by the SBCERA Board as part of the triennial strategic plan in June 2022.

19. How are the documents being archived now, (e.g. to a file server, OneDrive, a SharePoint site, other)?

   Network shared folders.