

1 CITY OF TAYLOR POLICE & FIRE RETIREMENT SYSTEM

REQUEST FOR INFORMATION

RE: LEGAL COUNSEL SERVICES

A. OVERVIEW

The Board of Trustees (the “Board”) of the City of Taylor Police and Fire Retirement System (the “Retirement System”) is conducting periodic due diligence with respect to its legal services. The purpose of this Request for Information (“RFI”) is to define the Board's minimum requirements and solicit information from which the Board may evaluate such services.

B. PLAN PROFILE

The Retirement System is established under the Fire Fighters and Police Officers Retirement Act, Act 345 of 1937, as amended (“Act 345”), and consists of 75 active members and 300 retirees/ beneficiaries and has assets of approximately \$140 MM as of March 31, 2024.

C. MINIMUM QUALIFICATIONS

The Board requires that all prospective service providers:

- 1) Have strong credentials;
- 2) Be in good financial standing;
- 3) Have a thorough understanding of state and federal laws which effect a municipal retirement in the State of Michigan;
- 4) Be an active member of the Michigan Association of Public Employee Retirement Systems (MAPERS).

D. SCOPE OF SERVICES

The Board is attempting to identify a law firm that has the ability to:

- 1) Provide objective, third-party advice and counsel that will enable the Board to make well-informed and well-educated decisions regarding the Retirement System and its administration;
- 2) Attend Board and committee meetings;

- 3) Draft and/or review Retirement System policies, procedures and forms;
- 4) Review Domestic Relations Orders and Eligible Domestic Relations Orders; and
- 5) Review and negotiate contractual agreements on behalf of the Board.

When responding to this RFI, the Board encourages you to describe the ways in which you believe your service capability is special or distinctive.

E. QUESTIONNAIRE

ORGANIZATION BACKGROUND

- 1) How long has your firm been in existence?
- 2) How many major clients do you have? What is your definition of major client? Please identify five of your largest client relationships.
- 3) How many public employee retirement system accounts do you service? How many are located in Michigan? How many are Act 345 plans?
- 4) How many clients has your organization lost within the past three years? What are the reasons for these losses?
- 5) Please state the name, title, address, and telephone number(s) of the person(s) we may contact with any questions about your responses to this RFI.
- 6) From what geographic location will our account be serviced?
- 7) What significant organizational changes have occurred in the last twelve months?

SYSTEM BACKUP AND DISASTER RECOVERY

- 8) Please describe your record retention policy?
- 9) Please describe your system's backup process?
- 10) Please explain the security procedures in place to ensure the integrity of sensitive or confidential information.

SERVICES

- 11) Describe the types of services and projects performed by your firm in representing a public employee retirement system.
- 12) List the various state and federal laws used by your firm in furtherance of the administration of a retirement system client.
- 13) Are you familiar with Domestic Relations Orders and Eligible Domestic Relations Orders and able to review such orders for compliance with legal and retirement system requirements?
- 14) Describe any training or educational materials or seminars that your firm could provide to enable the Board to appropriately administer the Retirement System.
- 15) Detail the assistance your firm would provide in responding to Freedom of Information Act requests,
- 16) Describe the support your firm would provide in the event of litigation in which the Retirement System is a party.
- 17) Do you have any experience with retiree medical and other welfare benefit plans?
- 18) Describe your firm's experience with compliance with the rules and regulations of the Internal Revenue Service.
- 19) Describe your firm's experience assisting a retirement system in the selection of investment consultants, custodian, and other service providers.
- 20) Describe your firm's experience with collective bargaining organizations and corresponding agreements.

ADMINISTRATIVE SUPPORT

- 21) Who would be responsible for servicing our account? Please describe this person's background. Who or what is the primary backup source for this individual?
- 22) Provide the names, titles and credentials of the individuals who would be assigned to service the Retirement System's account. What are their specific responsibilities? Provide the names of other clients that they serve.
- 23) Will a representative of your firm be available to meet with the Board at its request?

- 24) Describe how you monitor the performance of the people who would be assigned to work on our Account.
- 25) What is the average turnover of your staff?
- 26) What organizations do members of your firm join to stay abreast of current laws, regulations and trends applicable to public employee retirement systems?

RISK MANAGEMENT

- 27) Describe the various types of insurance and indemnification provided to protect clients of service(s) proposed, including (Be sure to include specific dollar overages):

Errors and Omissions Coverage

Risk Coverage

Carriers

Levels

Limits

Deductibles

MANAGEMENT COMMITMENT

- 28) Describe your firm's commitment to service quality and customer service.
- 29) Outline your organization's commitment to servicing the public sector market. What capital investments have occurred in the last three years? What capital investments are budgeted for in the current and following year?
- 30) How are issues and concerns communicated to and from clients?
- 31) Describe other methods you use to monitor client satisfaction.

PROPOSED FEES:

- 32) Please provide a comprehensive schedule of services you provide for legal counsel services, including all associated fees.
- 33) What costs are involved in implementing your services?
- 34) Do you charge secretarial or clerical time to clients? If so, what are the rates?

- 35) Do you charge for incidental fees such as copies, postage, telephone toll charges, travel costs?

REFERENCES

- 36) Please provide the names, contacts, and phone numbers of clients that are of similar size as the Retirement System who will share with the Board their first-hand experiences regarding your services (preferably public retirement systems)

MISCELLANEOUS

- 37) Is your firm a member of MAPERS and/or NCPERS? What other affiliations does your organization maintain to keep abreast or unique issues and developments affecting public employee retirement systems?
- 38) Has your firm been investigated by any state or federal regulatory or law enforcement agency in the last ten years? If yes, please describe in detail the substance and results of each such investigation.
- 39) Has your firm been a party to any lawsuit, including suits involving misfeasance or professional negligence, within the last ten years? If so, please describe the substance and results of each suit.
- 40) Please describe the transition process when taking on a new client previously serviced by another law firm.

F. OTHER REQUIREMENTS

- 1) Pre-Qualification: Inviting a submission does not assume a "pre-qualification" of any firm or individual.
- 2) Preparation Cost: The Board will not be liable for any costs incurred in preparation of submissions.
- 3) Certification as to RFI Content: By submitting a response, the respondent certifies that he/she/it has fully read and understands the "Request for Information" and has full knowledge of the scope, nature, quantity, and quality of work to be performed. Unless specified to the contrary, submitting a response will be interpreted as agreement to all provisions in and requirements of the RFI.
- 4) Additional Information and Instruction: The respondent shall furnish such additional information as the Board may reasonably require. The Board reserves the right to investigate the qualifications of all respondents as it deems

appropriate.

- 5) Negotiations: The Board reserves the right to conduct precontract negotiations with any or all respondents.
- 6) Process: The Board reserves the right to waive minor irregularities in the RFI procedures. The Board further reserves the right to seek additional information when such a procedure is in its best interest.
- 7) Submissions Binding for 90 Days: All submissions submitted shall be binding for ninety (90) calendar days following the above due date for receipt of information to allow for evaluation and decision by the Board.
- 8) Submission Requirements: The submission must be organized in the following manner:
 - a. Title Page: Please indicate the RFI subject, the name of your organization, address, telephone number, name of account representative, name of contact person and date.
 - b. Table of Contents: Clearly identify the material by section and page number.
 - c. Letter of Transmittal: Limit to one or two pages.
 - (1) Briefly state your organization's understanding of the nature of the work.
 - (2) Give the names of the persons who will be authorized to make presentations for your organization, their titles, addresses, and telephone numbers.
 - d. Submission: The Board requests that a total number of 6 complete sets of your submission be submitted to the Board in a sealed envelope clearly marked as follows:

RFI: Legal Counsel Services
City of Taylor Police & Fire Retirement System
23515 Goddard Rd.
Taylor, MI 48180
Attn: Linda Mills Kemp, Plan Administrator

Your response to this RFI must be received at the above address by 5:00 p.m. on Monday, May 6, 2024.

- 9) Late Submissions: Submissions received by the Board after the submission deadline will not be considered.
- 10) Completeness: All information required by the RFI shall be supplied to constitute an acceptable submission. Failure to submit complete information may result in the disqualification of your submission.

The Board appreciates the time and effort you will have expended in responding to this RFI. Thank you.