

Answers to Questions  
for  
Request for Proposal for  
Portfolio Monitoring and  
Securities Litigation Evaluation and Reporting  
for the San Francisco City and County  
Employees' Retirement System

(10/16/18)

(1) Does SFERS currently have a contract in place with Outside Securities Litigation Counsel?

**Answer:** No

(2) If SFERS currently has a contract in place with Outside Securities Litigation Counsel, when does the contract expire? Upon expiration, is there an option for renewal of the contract?

**Answer:** See above

(3) How does SFERS select Outside Securities Litigation Counsel?

**Answer:** The City Attorney may select outside securities litigation counsel by any process, including by request for qualifications or RFP. Whenever possible, such counsel is subject to the approval of the Retirement Board. (See Sections III.B.2 and III.C.3 of the Securities Litigation Policy, attached as Appendix C to the RFP.)

(4) We understand that if SFERS decides to pursue active involvement in a securities or other litigation action, the Office will conduct a separate selection process for litigation counsel. Can the Office state whether and when an RFP will be issued for the panel of firms to be considered as litigation counsel?

**Answer:** It is unknown at this time whether or when SFERS will have a competitive process for securities litigation counsel. Please monitor SFERS' and the City Attorney's websites where the RFP for Portfolio Monitoring and Securities Litigation Evaluation and Reporting is posted because any competitive process for securities litigation counsel likely will be posted on those sites.

(5) Does the Fee and Expense Schedule (attached to the RFP as Exhibit B) contemplate reimbursement of technology used to assist in monitoring the SFERS portfolio?

**Answer:** Exhibit B of Appendix B to the RFP, the form of Agreement for Professional Legal Services, is intended to reflect fees negotiated between the City Attorney and winning proposers. Section III.C.5 of the RFP instructs each proposer to propose fees and costs the proposer expects SFERS to pay for services. That section also states "[g]enerally, the Office expects that these services are provided without fees or other costs to the Office or SFERS."

(6) We have been unable to locate the Mandatory Forms, Vendor Eligibility Forms, and Supplemental Forms set forth in Appendix A to the RFP at PDF pages 17-18, would you please email us blank PDF copies of each of these forms?

**Answer:**

None of the forms identified in Appendix A are required to be completed before a contract is awarded. However, the locations where forms or pertinent information can be found are stated below:

CCSF Vendor - Business Registration: A proposer must visit the City's website for this information and to provide information to determine if the proposer is required to have a Business Registration Certification. However, forms are not required to be completed unless a contract is awarded. You may visit this site to review what is required of City vendors: <https://sfcitypartner.sfgov.org/>

The following forms may found at the sites listed:

Declaration of Non-Discrimination in Contracts and Benefits:

<https://sfgov.org/oca/sites/default/files/CMD-12B-101%20Declaration.pdf>

Vendor profile application packet:

[https://sfgov.org/oca/sites/default/files/Vendor%20Application%20Packet\\_0.pdf](https://sfgov.org/oca/sites/default/files/Vendor%20Application%20Packet_0.pdf)

Minimum Compensation Ordinance (MCO) Declaration:

[https://sfgov.org/oca/sites/default/files/MCO\\_Declaration\\_2015.pdf](https://sfgov.org/oca/sites/default/files/MCO_Declaration_2015.pdf)

Health Care Accountability Ordinance (HCAO) Declaration:

[https://sfgov.org/oca/sites/default/files/HCAO\\_Declaration\\_6\\_16.pdf](https://sfgov.org/oca/sites/default/files/HCAO_Declaration_6_16.pdf)

Insurance Requirements:

[https://sfgov.org/oca/sites/default/files/FileCenter/Documents/729-insurance\\_requirements.pdf](https://sfgov.org/oca/sites/default/files/FileCenter/Documents/729-insurance_requirements.pdf)

Payment (Labor and Material) Bond, Payment (Labor and Material) Bond, and the Local Business Enterprise Program will not be required for contracts awarded under this RFP.