
DECEMBER 10, 2020

**AGENDA ITEM 3
ACTION ITEM**

SCHOLARSHARE INVESTMENT BOARD

Resolution to Approve Issuance of Request for Proposals for Program Management Services for ScholarShare 529

Recommendation

ScholarShare Investment Board (SIB or Board) staff recommends that the Board adopt Resolution No. 2020-07, approving the issuance of a request for proposals (RFP) for program management services for ScholarShare 529 (Plan)

Background

In 2011, following a competitive RFP process, TIAA-CREF Tuition Financing, Inc. (TFI) was selected to provide program management services for the Plan. The existing program management contract, Agreement No. SIB 15-10 (Contract), with TFI provides for an initial five-year term, with options for five (5) one-year extensions. In March 2020, the Board approved the final extension option outlined in the Contract to extend the term for one year. The Contract is set to expire on November 6, 2021.

In anticipation of the expiration of the Contract, SIB staff and the Board's consultants are in the process of developing a competitive RFP for these services. In this item, SIB staff has provided a brief overview of the anticipated components of the RFP including a tentative timeline. With Board approval, a competitive RFP for program management services will be issued in early-2021.

Presenter

Stan Zeto, Deputy Executive Director, ScholarShare Investment Board

RESOLUTION NO. 2020-07

RESOLUTION OF THE SCHOLARSHARE INVESTMENT BOARD RELATING TO THE ISSUANCE OF A REQUEST FOR PROPOSALS FOR PROGRAM MANAGEMENT SERVICES FOR THE SCHOLARSHARE 529 COLLEGE SAVINGS PLAN

WHEREAS, the ScholarShare Investment Board ("SIB" or the "Board") was created under Education Code section 69980 et seq. (the "Golden State ScholarShare Trust Act" or "Act");

WHEREAS, the Board, pursuant to Education Code Section 69982(b), has authority to contract for goods and services and engage personnel as necessary for the purpose of rendering professional, managerial, and technical assistance and advice to the Board;

WHEREAS, the Board, pursuant to Education Code Section 69981(c)(10), may authorize the Executive Director to enter into contracts on behalf of the Board or conduct any business necessary for the efficient operations of the Board;

WHEREAS, a program manager is needed to provide management services for ScholarShare 529, California's 529 college savings plan, (the "Plan"), which includes maintaining and managing investments, performing administration and customer service, and providing marketing; and

WHEREAS, the term of the Board's existing contract, Agreement No. SIB 15-10 (the "Agreement"), with TIAA-CREF Tuition Financing, Inc. ("TFI") for program management services for the Plan expires on November 6, 2021.

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to issue a request for proposals for program management services for ScholarShare 529.

Attest: _____
Chairperson

Date of Adoption: _____

ScholarShare Investment Board

Request for Proposals Program Management Services for ScholarShare 529

December 10, 2020

Request for Proposals (RFP) Overview

RFP / Contract Components*

- Contract Structure, Length and Terms
- Proposal Requirements
- Proposal Evaluation Process and Criteria
- RFP Timeline

Scope of Work*

- Investment Management and Services
- Administration, Operations, and Customer Service
- Marketing Services
- Plan Compliance and Regulatory Matters and Requirements
- Other Current Key Program Needs and Priorities

Proposal Evaluation*

- Firm Background and Organization
- Investment Structure and Experience
- Administration, Implementation and Customer Service
- Marketing and Distribution
- Plan Fees
- Bidder Interview

*Items subject to change

Anticipated RFP Timeline* 2021

Dec-Feb

- RFP Developed
- RFP Reviewed and Finalized
- RFP Issued and Available to Prospective Bidders

Apr-May

- RFP Proposals Received
- RFP Proposals Evaluated
- Highest Scoring Bidder Announced

May-June

- Request Board Approval for Execution of Contract with Highest Scoring Bidder

May-Oct

- Contract Reviewed and Finalized
- Contract Executed

November

- Program Management Contract Commences

*Timeline subject to change