



KANSAS CITY PUBLIC SCHOOL RETIREMENT SYSTEM
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REQUEST FOR PROPOSAL (RFP) TO PROVIDE

Strategic Planning Consulting Services for the Kansas City
Public School Retirement System (KCPSRS)

Re-Opened:
August 17, 2023

PROJECT DESCRIPTION AND SCOPE OF WORK

The bidder must provide the following information in response to this Request for Proposal.

PROJECT OVERVIEW

The Public School Retirement System of the School District of Kansas City, Missouri (commonly known as the “Kansas City Public School Retirement System,” “System,” or “KCPSRS”) is seeking a qualified Firm to provide strategic planning consulting services for KCPSRS. A written strategic plan shall be given to the Board of Trustees and Executive Director.

PROJECT ENVIRONMENT/KCPSRS BACKGROUND

KCPSRS is defined benefit governmental plan as defined in Internal Revenue Code (IRC) § 414(d). The Defined Benefit (“DB”) plan is codified in RSMo §§ 169.270 to 169.400.

KCPSRS is designed to provide a significant and stable source of retirement, disability, and survivor benefits for the employees of the Kansas City Missouri Public School District, The Kansas City Library District, Charter schools established within the Kansas City Missouri School District, and KCPSRS within the boundaries of the Kansas City Missouri School District. As of January 1, 2023, KCPSRS had total assets over \$625 million when measured on a market value basis for the approximately 11,300 members served by the System, of which over 4,000 are retirees.

A twelve-member Board of Trustees (the “Board”) is responsible for the overall administration of KCPSRS. The Board administers and operates the Plan in accordance with the statutes of the State of Missouri. The System is a cost-sharing Plan funded by employee and employer contributions and investment earnings. The Plan assumes full responsibility for investment decisions. KCPSRS’ mission works to fulfill the expectation of a secure retirement for employees of the School District, Charter Schools, and Public Library. In pursuit of its mission, the System’s work is guided and informed by four core values:

- **Fiduciary Stewardship:** We are legally and ethically responsible to our members to safeguard the assets that provide for their future financial security.
- **Accountability:** Our principle obligation and concern are the security of member assets through efficient operations and prudent investment decisions.
- **Transparency:** We ensure openness in all aspects of governance and operations for our members and community.
- **Member Focused:** We strive to make all decisions in the best interest of our members. All of our work begins with the question, “Is it good for our members?”

All regular, full-time employees of the School District, the Public Library, Charter Schools, and the Retirement System become participants as a condition of employment. Regular employment means working at least five hours per day, five days per week, nine months per year. Temporary and part-time employees are excluded. The Plan offers two retirement plans: Plan B applies to anyone who retires on or after June 30, 1999 and was hired prior to January 1, 2014. Plan C applies to members hired on or after January 1, 2014. All members with Plan A benefits have terminated or retired.

Normal Retirement Eligibility

- Plan B: Participants may retire after (a) the completion of five years of creditable service and the attainment of age 60, or (b) having a total of at least 75 credits, with each year of creditable service and year of age, both prorated for fractional years, equal to one credit.
- Plan C: Participants may retire after (a) the completion of five years of creditable service and the attainment of age 62, or (b) having a total of at least 80 credits, with each year of creditable service and year of age, both prorated for fractional years, equal to one credit.

Benefit

- Plan B: The normal retirement benefits payable monthly equals one twelfth of 2.00% (1.75% for participants who retired prior to June 30, 1999) of the participant's average final compensation multiplied by years of creditable service, subject to a maximum of 60% of average final compensation. Any participant whose years of creditable service exceed 34.25 years on August 28, 1993 shall have a maximum greater than 60%, which shall be equal to 1.75% times the participant's years of creditable service on August 28, 1993.
- Plan C: The normal retirement benefits payable monthly equals one twelfth of 1.75% of the participant's average final compensation multiplied by years of creditable service, subject to a maximum of 60% of average final compensation.

KCPSRS also provides a disability retirement benefit for members who become permanently incapacitated from performing their usual and customary duties (whether the disability was caused or related to providing service or not), subject to certain eligibility requirements, as well as death benefits.

MANDATORY BUSINESS AND PROJECT REQUIREMENTS MATRIX

Respondents to the proposal solicitation must meet all of the following mandatory qualifications. If any of these mandatory requirements are left blank or not filled in with a "Yes," the bidder's proposal response will not move forward in the evaluation process.

Mandatory Business and System Requirements Matrix		
Item #	Mandatory Requirement	Mark "Yes" if Solution Meets Mandatory Requirement
RQ 1.	The Firm must have been in existence as a business entity performing strategic planning consulting services for a minimum of five (5) consecutive years.	
RQ 2.	The Firm must have completed three (3) strategic plan engagements similarly situated organizations in the past three (3) years.	

BUSINESS REQUIREMENTS

Please provide written answers (in a numbered format) to the following:

1. The full company or corporate name, address of the company's headquarters, entity organization (corporation, partnership, proprietorship), state in which the bidder is incorporated or otherwise organized to do business, year in which the bidder first organized to do business, whether the name and form of organization has changed since first organized, and Federal Employer Identification Number.
2. A general description of the Firm, including years of existence, number of employees, number of outsourced service professionals, a description of the ownership structure and its ratio of minorities and women, primary area of expertise of the Firm, other descriptive material about the Firm, and e-mail addresses for the engagement's team members who will be providing services under the contract.
3. Briefly describe your Firm's diversity, equity & inclusion ("DEI") efforts.
4. Identification of the lead consultant who will provide the primary work under the contract, and each other team members who will provide work under the contract, broken down by percentage of the total contract to be spent by the individual on work under the contract.
5. Include a biography or resume with information regarding the professional and experience qualifications of each engagement team member who will perform work under the contract.
6. Describe the experience of the Firm in conducting strategic planning efforts in general and/or specifically for governmental units, public pension systems, or similarly situated organizations. Please provide a list of three (3) recent client references who have completed strategic planning consulting services with the Firm in the last three (3) years. (Please include at a minimum the following: contact names, the name of the client entity, and current address and telephone numbers for each client reference.)

SCOPE OF WORK

Under the direction of KCPSRS' Executive Director, the Firm will provide the following services:

Strategic Planning Consulting Services – The Firm will facilitate a strategic planning process with KCPSRS' Board of Trustees, Executive Director, and selected Staff to support the development of a new three-year strategic plan for KCPSRS.

- Deliverables for this engagement will be (1) a written strategic plan for KCPSRS, based on input from the Board of Trustees, Executive Director, and selected Staff. The Firm shall prepare a draft report for review and comment by KCPSRS' Board of Trustees and Executive Director prior to the issuance of the final written report in accordance with the project timeline. The Firm shall prepare the final report and (2) present such report at a still to be determined meeting of the Board of Trustees. The Firm shall furnish electronic copies of the final written report and presentation to KCPSRS in accordance with the Schedule of Deliverables section of this RFP.

SCHEDULE OF DELIVERABLES

Deliverable	Date	Time
Issue of RFP	June 6, 2023 Re-opened on August 17, 2023	
Bidder questions due	September 22, 2023	4:30 PM CST
Answers to Bidder questions posted to website	September 29, 2023	4:30 PM CST
RFP submission deadline	October 31, 2023	4:30 PM CST
Selection/Award Contract	TBD requires a Special Meeting of the Board of Trustees	
Executed Contract	TBD	
Kickoff meeting with KCPSRS Executive Director	TBD	
Preliminary Results presented to Trustees and Executive Director	TBD	
Written Final Report and Presentation submitted electronically to KCPSRS	TBD	4:30 PM CST
In-person (or virtual) presentation of the final report to the Board of Trustees	TBD	

Note that dates provided after the RFP’s issue period closes are approximate, and that KCPSRS reserves the exclusive right to modify the schedule in consultation with the successful Bidder.

BIDDER SUBMISSION REQUIREMENTS

All services to be performed by the Firm will be outlined in the “Statement of Work” or “SOW,” including an all-inclusive cost proposal for the total scope of the project. Note that the total all-inclusive maximum price must include all direct and indirect costs, including out-of-pocket expenses such as travel. Each SOW shall provide a one-page narrative summary of the SOW being submitted. This summary should identify all the services and work products that are being offered in the SOW and should demonstrate the Firm’s understanding of the project.

BIDDER SUBMISSION EVALUATION

KCPSRS reserves the right to select the response containing the best offer considering the value of services proposed. KCPSRS may or may not select the response with the lowest fee offer. Cost is significant, must be fair, and reasonable, but it is not the only consideration. Other considerations include but are not limited to the following:

- Experience of the Firm in providing strategic planning consulting services to private and public entities.

- Qualifications and experience of the engagement team assigned to the project, particularly regarding relevant experience working with public pension systems.
- The quality, conciseness, clarity, and completeness of responses to all the items included in the Business Requirements and Bidder Submission Requirements sections of this RFP.

Note: During the evaluation process, KCPSRS reserves the right, where it may serve KCPSRS' best interest, to request additional information or clarifications from Bidders or to allow corrections of non-material errors or omissions.

MISSOURI SUNSHINE LAW

The proposal your Firm submits in response to this RFP will become the exclusive property of KCPSRS. It will not be returned to you, and it will be subject to public disclosure pursuant to the Missouri State Open Meetings and Records Law – Mo. Rev. Stat. Secs. 610.010 to 610.030., (the "Law"). The Law provides generally that all records relating to a public agency's business are open to public inspection and copying, unless specifically exempted under one of several exemptions set forth in the Law.

If you believe that any portion of your proposal is exempt from public disclosure under the Law, such portion must be marked "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY." KCPSRS will deny public disclosure of any portions so designated, provided that such designation is, in KCPSRS' reasonable discretion, in accordance with applicable law. Proposals marked "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY" in their entirety will not be honored, and KCPSRS will not deny public disclosure of all or any portion of proposals so marked. By submitting a proposal with specifically selected portions marked "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY" you represent you have a good faith belief that such material is exempt from disclosure under the Law, and you agree to reimburse KCPSRS for, and to indemnify, defend and hold harmless KCPSRS, its officers, fiduciaries, employees and agents from and against: any and all claims, damages, losses, liabilities, suits, judgments, fines, penalties, costs and expenses including, without limitation, attorneys' fees, expenses and court costs of any nature whatsoever (collectively, "Claims") a rising from or relating to KCPSRS' disclosure of any such designated portions of your proposal; and (b) any and all Claims arising from or relating to KCPSRS' public disclosure of any such designated portions of your proposal if KCPSRS reasonably determines disclosure is deemed required by law, or if disclosure is ordered by a court of competent jurisdiction.

In addition to the foregoing, KCPSRS Board and Committee meetings are subject to Missouri open-meeting requirements set forth in the Law. Your proposal and/or contract (if your Firm is selected) may be presented or discussed at a public meeting of the KCPSRS Board (or at a Board committee meeting). Among other things, which means that, regardless of whether you mark portions of your proposal as "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY," that information may be discussed or presented at a meeting that is open to the public under the Law.

RESPONDING TO THIS REQUEST FOR PROPOSAL

Firms interested in responding to this request should send their proposal to Jim Roehner, Executive Director via email, fax, or U.S. Postal Service.

Email: jim.roehner@kcpsrs.org

FAX: 816-472-5909

U.S. post: KCPSRS

3100 Broadway, Suite 1211, Kansas City, MO 64111