

Park Employees' & Retirement Board Employees' Annuity & Benefit Fund of Chicago

REQUEST FOR INFORMATION (RFI)

RISK AND FUNCTIONAL REQUIREMENTS ASSESSMENT FOR INFORMATION TECHNOLOGY INFRASTRUCTURE AND RELATED SYSTEMS

Background:

This Request for Information (“RFI”) is issued by the Park Employees’ and Retirement Board Employees’ Annuity and Benefit Fund of Chicago (the “PEABF” or the “Fund”) to solicit information from Respondents (“Firm” or “Respondent”), with the possibility of engaging a Respondent to provide a risk and functional requirements assessment of the PEABF’s information technology infrastructure and related systems and internal controls, policies, Disaster recovery plan, practices, and procedures (“IT Systems”).

The Fund seeks to gather information from a number of Respondents qualified to provide expert advice and assistance with respect to the PEABF’s IT Systems.

The PEABF is a statutorily created public pension plan administered pursuant to Article XII of the Illinois Pension Code (40 ILCS 5/12-101, *et seq.*). The PEABF has (9 full-time staff members and is governed by a seven-member Board of Trustees (the “Board”). More information about the Fund is available at www.chicagoparkpension.org.

PEABF Pension Administration Statistics: December 31, 2019

Item	Quantity
Number of Active Members	3,132
Number of Retirees and Beneficiaries receiving Monthly Payments	2,843
Number of Tiers	2
Number of Contributing Employers	1
Annual number of New Annuities (Employee, Spouse and Child)	133

Information about the Fund’s IT Systems:

Our users access network resources via workstations, mostly laptops, and while working remotely those laptops are connected to the network via a secure VPN connection.

Our servers are virtualized using VMware running on a server with redundant power supplies and disk drives. Our data is backed up to the local storage and to the cloud on a nightly basis. We use Docuware for a document imaging and management system, access based database and front end for tracking of benefits for annuitants and pension contributions for active employees, and we use Sage Peachtree for accounting. Email is hosted on the Office 365 platform and there is a firewall that provides VPN and security services for the office network.

Northern Trust is our vendor we use to process our members’ benefit payments.

The Fund's website is hosted outside the office and is maintained by outside vendors.

The Fund also maintains and stores data regarding its participants that contains personal information that is confidential pursuant to the Illinois Personal Information Protection Act (the "Privacy Act") and the Health Insurance Portability and Accountability Act of 1996 ("HIPPA").

Requested Information

The Fund seeks to gather the following information from qualified Firms. Firms may also provide the Fund with any information the Firm deems relevant in order for the Fund to consider possible engagement with a Firm able to undertake a risk and functional requirements assessment of the Fund's IT Systems.

Firm Overview

1. Provide background on the Firm's capabilities to provide an assessment of the security risks and functional requirements of the Fund's IT Systems.

Services

2. Provide information on the Firm's ability to perform the following services for the Fund:
 - a. Assessment: Perform a complete assessment and audit of the PEABF's IT Systems, including but not limited to: (i) a risk assessment and security audit; (ii) penetration testing of the Fund's IT firewall; (iii) an assessment of the functional requirements; (iv) review of the Fund's internal controls, policies, and procedures; and (v) comparison to peers and best practices.
 - b. Report of Findings: Provide a report detailing the results of the Assessment, including but not limited to identifying all: (i) security risks; (ii) deficiencies in ability to fulfill the functional requirements; (iii) gaps in internal controls, policies, and procedures; and (iii) disparities compared to peers and best practices.
 - c. Recommendations: Provide recommended actions to mitigate issues identified in the Report of Findings, including but not limited to: (i) prioritizing issues with specific timeframes and estimated costs; (ii) identifying any supporting documents (e.g. controls, policies, or procedures) to be amended or adopted; and (iii) identifying the need to update existing infrastructure and systems.

Project Team

3. Provide an organizational chart of the proposed team, primary point of contact, and the roles and responsibilities of the team members.

Relevant Experience

4. Describe the Firm's risk and functional requirements assessment experience for similar assignments, specifically defined benefit pension fund plan assignments.
5. Provide three references of clients for whom the Firm has performed work similar to that discussed in this RFI. Include the reference name, title, company, address, telephone number, and a description of the services provided.
6. Provide information regarding the Firm's experience and track record of providing assessments for risk and functional requirements for governmental and/or corporate clients.

Conflicts of Interest & Due Diligence

7. Please list any potential conflicts of interest the Firm may encounter, including but not limited to any business or personal relationship with and of the Fund's Trustees or staff.
8. Has the Firm, its principals, or any of the project team members ever been involved in any threatened or actual lawsuit, regulatory proceeding or investigation in the last ten (10) years involving any services provided by the Firm? If so, please explain.

Compensation

9. Describe the Firm's compensation structure for the proposed services discussed in this RFI. State any special considerations with respect to billing or payment of fees and expenses that the Firm offers and that you believe would differentiate the Firm and make the Firm's services more cost effective to the PEABF.
10. Contingent and placement fees are prohibited and the Firm must certify that no fees, commissions, or payments of any type have been or will be paid to any third party in connection with any services provided to the PEABF.

Agreement

11. Provide a sample of the Firm's standard service agreement and any other documentation that would have to be executed by the Fund.

PEABF Disclosures

12. It is the policy of the Fund to encourage vendor participation involving Minority Business Enterprises, Women-owned Business Enterprises or a Business Owned by a Person with a Disability, as such terms are defined in the Illinois Business Enterprise for Minorities, Females and Persons with Disabilities Act. Respondents should disclose the following numerical data as part of the information provided to the Fund pursuant to this RFI:
 - (a) The number of the Firm's staff who are (i) minority person, (ii) female, or (iii) persons with a disability;
 - (b) The number of contracts, oral or written, that the Firm has in place for consulting services and professional and artistic services that constitute a (i) minority owned business, (ii) female owned business, or (iii) business owned by a person with a disability; and
 - (c) The number of contracts, oral or written, that the Firm has in place for consulting services and professional and artistic services where more than 50% of services performed pursuant to a contract are performed by a (i) minority person, (ii) female, or (iii) persons with a disability but do not constitute a business owned by a minority, female or persons with a disability.

Conclusion

This RFI does not constitute an offer and should not be considered a contract with the PEABF. This RFI is solely a request for information from qualified Firms capable of providing an assessment of the risk and functional requirements of the Fund's IT Systems.

The term of any future engagement will be governed by the negotiated contract or agreement with the PEABF. The Firm's response to this RFI is to be prepared at the Firm's sole cost and expense.

The information that a Firm submits will be subject to the Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*) ("FOIA"). FOIA provides generally that all records in the custody or possession of a public body are presumed to be open to inspection or copying. The PEABF will determine, in its sole discretion, whether the materials prepared in connection with this RFI are subject to public disclosure pursuant to FOIA. By submitting information pursuant to this RFI, the Firm agrees to indemnify, save, and hold the PEABF harmless from and against any and all claims arising from or relating to PEABF's complete or partial disclosure of the Firm's information if the PEABF determines, in its sole discretion, that such disclosure is required by law.

If a Firm is interested in providing any information to the Fund related to this RFI, please email the Firm's information to services@chicagoparkpension.org. The submission should include a cover letter on letterhead signed by an individual authorized to bind the firm and should include a statement that the Firm can perform the Services described in this RFI and that the offer and the compensation structure is will remain in full force and effect for six months from the date of the submission. Note that, under 40 ILCS 5/1-135, any person who knowingly makes any false statement or falsifies or permits to be falsified any record in an attempt to defraud the Fund is guilty of a Class 3 felony.

Responses will be accepted until 4pm on March 9, 2021. Any questions regarding the RFI submitted to services@chicagoparkpension.org. Questions and answers will be posted as additional information on the Fund's website.