

**NOTICE
INVITATION TO BID
TO
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO
FOR
DEFERRED COMPENSATION INVESTMENT
CONSULTING SERVICES
CONTRACT 16-RFP-19**

PROPOSALS ARE DUE JULY 22, 2016

Sealed proposals will be received until Friday, July 22, 2016, at 11:00 A.M. CDT, at the bid depository safe located in the lobby of the Metropolitan Water Reclamation District Administration Building, 100 East Erie Street, Chicago, Illinois 60611. No proposals will be accepted after 11:00 A.M. on the above-scheduled due date.

All proposals faxed, or electronically submitted, to the Metropolitan Water Reclamation District of Greater Chicago will be deemed non-responsive, rejected, and returned to the Proposer. Proposals transmitted by U.S. mail or other delivery will be considered only when said proposals are in the bid depository safe at the time fixed for receiving said proposals. The District does not guarantee that proposals received by mail or other delivery will be deposited in the bid depository safe in time for the scheduled due date and time.

Return Request for Proposal submission to:

Sealed Bid Depository, MOB Lobby
Metropolitan Water Reclamation District of Greater Chicago
100 E. Erie Street
Chicago, Illinois 60611
Proposal For: Contract 16-RFP-19

The Cost Estimate of this Contract is: \$170,000.00 (No bid deposit is required)

The District is seeking to retain a qualified consultant to provide services related to administration of its Deferred Compensation Plan including semi-annual performance evaluations of the mutual fund offerings, investment recommendations and investment policy review. The consultant will also assist with development of a Request for Proposal for a record keeper and administrative services provider for the Deferred Compensation Plan. A complete description of the required services is provided in the proposal document, Section II, *Scope of Work*.

Copies of the Request for Proposal may be obtained from the Department of Procurement & Materials Management, Room 508, 100 East Erie Street, Chicago, Illinois 60611, Monday - Friday, between 8:45 a.m. and 4:30 p.m. Documents will be mailed in response to a fax request to (312)751-3042. Request for Proposal documents may also be downloaded online from the District's website at www.mwrd.org. No fee is required for the Request for Proposal documents.

A total of five (5) copies of the Request for Proposal must be submitted, one (1) original signature set and four (4) copies. The original signature set of the Cost Proposal documentation shall be submitted in a separate sealed envelope. Do not include the Cost Proposal in the five (5) copies. All Proposers must include one (1) CD-ROM or flash drive containing the proposal response including all appendices with the

exception of Appendix C: Cost Proposal, which must be excluded from all files submitted. All files saved on the electronic storage media must be in PDF format, and must not contain viruses or programmed instructions from the Proposer. The original hardcopy proposals will be reviewed as the official submittal from the Proposer. The electronic files will be used for archiving purposes only. Proposals received in a format different from that described in this Request for Proposal will not be accepted.

All Proposers shall conform to all the terms and conditions of this Request for Proposal, as stated in this document. Failure to conform to the terms and conditions of the Request for Proposal will render the proposal non-responsive and ineligible for further consideration. A successful Proposer will be required to comply with all applicable Federal and State of Illinois Equal Opportunity Regulations as required.

The District assumes no responsibility for documents sent through the mail. Further, the District assumes no liability or responsibility for the failure or inability of any Proposer to successfully download any and all contract documents, including but not limited to specifications, proposal forms and/or plans, as a result of any type of technological computer and/or software system failure or breakdown that restricts, prohibits or prevents successful downloading of any and all District contract documents by the Proposer, whether caused by the District or other parties, directly or indirectly.

Any potential bidder with questions regarding the meaning of any part of the specifications or other bidding documents should submit such inquiries online at the District's website, www.mwrd.org, under the "Contracts and Proposals" section of the website. The District will provide an online response to such inquiries, as the District deems appropriate. Strings of appropriate questions and answers regarding the bidding documents will be available online on the District's website until the bid opening date of the bidding documents. No questions will be accepted by telephone, fax, email, mail, or any other such form of delivery.

The District does not guarantee the timeliness of responses provided online, nor does the District guarantee that such responses will be provided in adequate time to affect the submission of bids. The District shall provide responses online ONLY if the responses do not interpret or otherwise change the bidding documents.

The District's responses online are NOT official responses and, therefore, are not binding to the bidding documents. Any official interpretation or change to the bidding documents will be made only by addendum duly issued to all plan holders on record by the Director of Procurement and Materials Management.

The District will only respond to questions received online up to ONE WEEK prior to the bid opening date of the bidding documents. The District will not respond to questions received after this date.

The contact person for the request for proposal is James E. Fisher, Human Resources Manager. This contact person will provide online responses to online inquiries.

The District reserves the right to accept any Request for Proposal or any parts thereof or to reject any and all Request for Proposals.

Metropolitan Water Reclamation District
of Greater Chicago

By Darlene A. LoCascio
Director of Procurement & Materials Management

DATE OF ADVERTISEMENT: Wednesday, June 22, 2016