



Responses to Questions Regarding the Request for Proposals for Investment Consulting Services for the Private Equity Portfolio of the City and County of San Francisco Employees' Retirement System

September 4, 2020

Q	We are looking to be involved in RFP's for your organization. I found the RFP Consulting Services for the Private Equity Portfolio of the City and County of San Francisco Employees' Retirement System and would like to know where you normally post your RFP's to. Could you provide me with that information?
A	RFPs are posted to the SFERS' website.
Q	Regarding the Equal Employment Opportunity Employer Information Report Form EEO-1 on Workforce Composition, the link to the form provided (https://www.eeoc.gov/employers/eeo1survey/upload/eeo1-2-2.pdf) brings us to a web page that says "The requested web page cannot be found". Can you please provide this form in a different format or provide instructions as to where the form is located on the SFERS government website? Additionally, please confirm this form is to be submitted with our RFP submission on September 30 th and not prior to RFP submission.
A	Given the EEOC's decision to delay the opening of 2019 EEO-1 Component Data Collection, we ask respondents to provide SFERS with the last Equal Employment Opportunity Employer Information Report Form EEO-1 on Workforce Composition (Section D) that your firm filed with the EEOC.
Q	As per Section III. Submission Requirements, B. Time and Place for Submission of Proposals, it specifies that we are to submit our proposals via email or thumb drive. However, in the RFP Questions "Requested Materials and Additional Information", it asks for the documents in hard copy format. Please confirm that all materials included in our proposal are to be submitted electronically only.
A	SFERS confirms that all materials in the proposal should be submitted electronically.
Q	Regarding the Required Vendor Forms, are all proposers required to complete the documents at the time of RFP submission or only once SFERS notifies their chosen provider? Additionally if proposers have completed these forms in the past but some information has since changed, are proposers required to re-submit or only notify SFERS of these changes?
A	The vendor forms required by Section VII.B. and Appendix C of the RFP are required before a proposer is awarded a contract. They are not required at the time of submission. If Proposers have completed these forms in the past, they are not required to resubmit. Changes should be made to the Proposer's profile at https://sfcitypartner.sfgov.org/pages/index.aspx.
Q	The RFP document mentions proposals will be public documents but proposers may mark certain

	<p>items as “Business Confidential”. In addition to identifying confidential information in the RFP submission, as per the instructions, would it be acceptable for proposers to provide a fully redacted copy that removes any confidential information to assist SFERS’s response to any future FOIA requests?</p>
A	<p>SFERS does not encourage proposers to take this extra measure.</p>
Q	<p>Section IV(H) notes that “[s]ubmissions of the RFP and associated materials will become the property of SFERS and may be used by SFERS in any way deemed appropriate.” Does SFERS intend that respondents transfer intellectual property rights of documents submitted to SFERS such that SFERS can use, copy or broadly redistribute any information submitted through the RFP or is SFERS simply informing respondents that they do not intend to return any documents submitted as part of the RFP response?</p>
A	<p>SFERS does not intend to return materials submitted, and SFERS must be able to make and distribute documents for evaluation purposes and may be required under the California Public Records Act (Cal. Gov’t. Code sections 6250 et seq.) and the City’s Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) to disclose to the public documents it receives. However, SFERS may be able to protect from disclosure items that are trades secrets under California Civil Code sections 3426 et. seq. To assist SFERS in identifying such documents, the proposer should conspicuously identify specific items that it believes are trade secrets. The proposer must be very specific - for example, proposers should not identify an entire document as a trade secret when only pages or paragraphs within the document contain trade secrets. Rather, the proposer should mark only the pages or paragraphs it deems to be a trade secret.</p>
Q	<p>[Submitter] is intending to respond to both the Private Equity and Private Credit RFPs. There are potential cost savings should we be successful in both. Are we able to submit two fee proposals; one for the Private Equity portfolio on a standalone basis and then a second option which factors the multi-contract discount?</p>
A	<p>Yes.</p>