

63654

June 12, 2018

To: Board of Acquisition and Contract

From: Ann Marie Berg
Commissioner of Finance

Re: Authority to enter into an agreement with Centurion Group, LLC for consulting services in connection with a Request for Proposals to be issued by the County of Westchester for the selection of an administrative agency and financial organization for the Westchester County Deferred Compensation Plan.

Authority is respectfully requested for Westchester County (the "County"), acting by and through its Deferred Compensation Board (the "Board"), to enter into an agreement (the "Agreement") with Centurion Group, LLC ("Centurion") for the provision of consulting services to assist the Board with the process of issuing and managing a Request for Proposals ("RFP") to procure a plan provider to administer the County's Deferred Compensation Plan.

The County's current agreement with the plan provider, Massachusetts Mutual Life Insurance Company, will expire December 19, 2018. Pursuant to the Rules and Regulations of the New York State Deferred Compensation Board (the "Regulations"), agreements for an independent consultant, administrative agency, financial organization and trustee services for the operation of a deferred compensation plan are limited to a duration of five (5) years, with the option of two, one year renewals. The Rules also require that any such agreement be awarded as the result of competitive proposals. In anticipation of commencing the RFP process for an administrative agency, financial organization and trustee services, the County is seeking consulting services in connection with such selection process to assist with the issuance of the RFP and the selection process and to ensure that the Regulations are carefully followed throughout the process.

The proposed Agreement with Centurion would be for a term commencing June 8, 2018 and expiring on or before June 7, 2019. Centurion shall assist the County in developing a comprehensive RFP for the selection of an administrative agency, financial organization and trustee services for the operation of the Westchester County Deferred Compensation Plan. In addition, Centurion will help evaluate the proposals received by the County, including a

detailed analysis of the finalists, assist in contract negotiations and assist with the transition from the current provider to the next. For these services, the County shall pay Centurion a flat fee not to exceed \$29,000 payable pursuant to an approved budget.

The goals and objectives of this contract is to assist in the selection of an administrative agency, financial organization and trustee services in connection with the operation and administration of the County's Deferred Compensation Plan. Centurion's performance will be monitored by the Board through a series of reports provided to County staff.

By Resolution submitted concurrently on this date, we request your Honorable Board to determine that application of the procedural requirements for procurement be waived in accordance with Section 3(a) xxi of the Westchester County Procurement Policy as such application is not in the best interest of the County.

I recommend approval of the attached proposed resolution.

AMB/LB/jrc

RESOLUTION

Upon a communication from the Commissioner of Finance, be it hereby

RESOLVED, that the County of Westchester (the "County") is hereby authorized to enter into an agreement ("Agreement") with Centurion Group, LLC ("Centurion"), for consulting services in connection with a Request for Proposals to be issued by the County for the selection of an administrative agency, financial organization and trustee organization for the Westchester County Deferred Compensation Plan; and be it further

RESOLVED, that the Agreement would be for a term commencing June 8, 2018 and expiring on or before June 7, 2019; and be it further

RESOLVED, that for the services rendered, the County shall pay Centurion a flat fee not to exceed \$29,000; and be it further

RESOLVED that this Agreement is subject to County appropriations; and be it further

RESOLVED that this Agreement is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

RESOLVED, that the County Executive or his authorized designee is hereby authorized to execute all instruments and take all actions reasonably necessary to implement this Resolution.

Account to be Charged/credited	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	101	15	1000	4420		17,000
	101	15	1000	4420		12,000

Budget Funding Year(s) 2018 & 2019 Start Date 6/8/2018 End Date 6/7/2019
(must match resolution)

Funding Source Tax Dollars \$29,000
State Aid _____
\$29,000 Federal Aid _____
(must match resolution)
Other _____