

Questions for DCRB-16-025

1. How many key staff members will participate in one-on-one-strategic planning interviews?
There are 12 board trustees, the Executive Director, plus 6 executive team members and approximately 7 employees in supervisory/oversight roles. It is envisioned that at least the Board Chairman will have a one-on-one-strategic planning interview and the remaining trustees will participate as a group. The 7 executives will participate in one-on-one-strategic planning interviews, and employees serving in supervisory/oversight roles will be available, as needed.
2. How many key staff will actually be included in the Strategic Planning Retreat?
If a retreat is deemed necessary, several of the trustees and all of the executive team will attend.
3. How many Board members are new? (one year or less) None.
4. When do you anticipate the actual start of the Strategic Planning process?
We anticipate starting the Strategic Planning process very soon, preferably by the summer.
5. Have you factored in a rolling timeline? A rolling timeline can be factored in, as needed.
6. How comprehensive is your latest cyber security policy? Who approved it?
DCRB has a number of policies relating to cyber security that range from general information, PII, asset classification, access control, internet access and use, incident management, risk management, and password. They have been approved internally by the Executive Director.
7. What is the status of the Q1 2016 Fund return? The return net of fees is 1.6%; this information is posted on DCRB's website (Q1 for DCRB is Oct. 1, 2015 through Dec. 31, 2015).
8. Has the Asset-Liability study taken place? No, the study will be completed by the end of calendar year 2016.
9. Is the RFP related to the "PIMS" system completed as of 4/30/16?
No, the PIMS RFP has not been completed at this time.
10. What is the number of active members with missing data as of 4/30/16?
DCRB is not aware of active members with missing data as of this writing.
11. What was the outcome of the Pension System Feasibility Study and Requirements Analysis Project? Is there an Executive Summary we can see?

The Pension System Feasibility Study and Requirements Analysis projects were completed in 2015, and contain vendor proprietary information. This information is not releasable at this time.

12. What specific staff has access to the DCRB employee portal?
The employee portal is available to all DCRB staff.
13. Is there a copy of Board governance rules and guidelines for us to review? Copies of the Board governance rules are on the DCRB website. Copies of the DCRB Historical Timeline, Committee Charters and delegations of authority are available upon request. Additional internal guidelines will be available for the consultant's review.
14. How many staff vacancies currently exist? How many of those vacancies are key staff positions? There are approximately 7 staff vacancies. None of the positions are managerial, but all of these positions are important to DCRB's operation.
15. What is your present operational ratio for manual /paper-based vs automated /digital?
We currently do not have an operational ratio to share.
16. How was the Police/Fire Edition newsletter distributed? The newsletter was distributed both in hard copy to the member's address of record and electronically to his/her work email address.
17. How large is the current Benefit Community of Interest? There are approximately 18 members.
18. What was the attendance number at the Teacher's Retirement Workshop? Approximately 80 plan members attended.
19. How are you currently measuring the success of this activity? Success is measured by the number of attendees, enthusiasm, attendance and survey responses.
20. Are you tracking the number of active member visits to the DCRB web site? If so, what is that number?
Currently, we are not able to differentiate between active members and other visitors to our website.
21. What has been the level of satisfaction and dissatisfaction from the DCRB survey on phone calls made by members? How many surveys of this kind have been conducted in 2016?
During 2016, two surveys have been conducted and completed. Overall 85% of plan members were satisfied, 13% were dissatisfied, and 2% were neutral.
22. How many employees, other than DCRB's Chief Investment Officer, are responsible for the investments and operations of the District of Columbia Teachers' Retirement Fund and the District of Columbia Police Officers and Fire Fighters' Retirement Fund? There are

approximately 8 employees who have responsibilities for investments and operations related to the funds.

23. On page 6 of the RFP, Offerors are asked to describe their strategic planning and implementation process including the development and implementation of a Communications Plan. Can you clarify if the Communications Plan is to be aimed at plan members, external stakeholders, or both? **Both. We have an initial draft communications plan.**
24. As a management consulting firm operating out of the Province of Ontario, Canada, Cortex is not eligible to provide worker's compensation insurance under Ontario Law, though it provides its employees with health benefits. Accordingly, can Cortex be granted an exemption from this requirement? **If worker's compensation insurance is not applicable, it will not be required.**
25. Is there an incumbent for this work (i.e. was there a similar effort aligned with creating the existing strategic plan)? **No.**
26. According to the April Board Meeting Draft Minutes on the DCRB website, there are 15 DCRB Staff. How many staff are part of the Senior Staff specified in CLIN #1? **The April Board Meeting Minutes indicate the DCRB staff *present* at the April board meeting. Currently there are 55 employees on staff.**
27. Are there stakeholder groups outside those represented on the Board that need to be engaged as part of this effort? **The communications plan should target plan members and external stakeholder groups involved in the retirement process. The consultant can decide if any external stakeholders should be contacted directly.**
28. Does DCRB have labor categories they'd like proposing companies to use, or should we use our own? **DCRB has its own classification system for exempt/non-exempt staff; DCRB employees are not unionized. However, DCRB is open to using the consultant's labor categories, if it is deemed appropriate for strategic planning purposes.**