



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DISTRICT OF COLUMBIA RETIREMENT BOARD**

SOLICITATION ANNOUNCEMENT

The District of Columbia Retirement Board ("DCRB") gives advance notice of the solicitation for the goods and services captioned below:

CAPTION: DCRB Benefits Administration Pension System ("BAPS")

The District of Columbia Retirement Board ("DCRB" or the "Board") seeks a Contractor to provide a comprehensive, end-to-end Software as a Service ("SAAS") solution to implement and maintain a Benefits Administration Pension System ("BAPS"). The new system will serve members of the District of Columbia Teachers' Retirement Plan and the District of Columbia Police Officers and Firefighters' Retirement Plan, both of which are administered by DCRB. This modernization initiative represents a cornerstone of DCRB's broader strategy to improve service delivery, streamline operations, strengthen data integrity, and ensure long-term maintainability.

The new BAPS will enable DCRB staff to perform all of their duties associated with pension administration including but not limited to: benefit estimates, benefit payment options, benefit calculations, benefit adjustments, employer enrollment, employer reporting, employer self-service, history adjustments, death claim processing, disability retirement processing, Qualified Domestic Relations Order ("QDRO") processing, service purchases, contribution refunds, rehired retirees, optional retirement processing, integration with a vendor-supplied or third-party payroll system, production of necessary operational and compliance reports, integration with DCRB FileNet imaging system, case workflow, member counseling, member information changes, member self service functionality, new member enrollment, member correspondence, year-end processing, life insurance processing, and health insurance processing.

The upcoming solicitation will include requirements for delivering a comprehensive, end-to-end solution, including but not limited to:

- Solution design and configuration aligned with DCRB's benefit plans;
- Data cleansing and migration from the various currently utilized and legacy systems so that necessary data is housed in the new system to ensure full functionality.
- Integration with DCRB current imaging systems, District or vendor-recommended payroll systems, and external agencies required financial systems.
- Development of secure member and employer portals;
- Workflow automation, case management, and document handling;
- Documentation and standard operating procedures, testing, training, deployment, and post-go-live support in all areas of the new BAPS system so that staff can successfully utilize the new system;
- Ongoing maintenance and knowledge transfer to DCRB staff including responding to immediate necessary fixes, monthly updates, and schedule system enhancements as a result of new legislation or operational needs;



MARKET TYPE: OPEN

NIGP CODES:

946-00-00: Financial Services

946-10-00: Accounting and Billing Services (Including Payroll Services, 3rd Party Reimbursement for Medicare, Medicaid, Private Insurance, etc.)

958-39-00: Financial Management Services

918-29-30: Consulting Services Related to The Implementation of Software

209-72-00: Purchasing Software

209-11-00: Accounting/Financial: Bookkeeping, Billing and Invoicing, Budgeting, Payroll, Taxes, etc.

PROCUREMENT METHOD: REQUEST FOR PROPOSAL

RFP NUMBER: DCRB-2025-RFP-0500

IMPORTANT DATES:

RFP PUBLISH DATE: on or around August 1, 2025

PRE-PROPOSAL CONFERENCE: *To be determined*

RFP QUESTIONS DUE DATE AND TIME: August 22, 2025; 2:00 PM (EST)

PROPOSAL DUE DATE AND TIME: September 16, 2025; 2:00 PM (EST)

RFP DOCUMENT WEBSITE ADDRESS:

The RFP will be published on the following website:

<https://dcrb.dc.gov/page/dcrb-procurement-opportunities>
