



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 12/15/2015

Agenda Placement: 6N

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Tracy Schulze - Auditor-Controller
Auditor - Controller

REPORT BY: Tracy Schulze, AUDITOR-CONTROLLER - 299-1733

SUBJECT: Agreement with Hyas Group LLC for Financial Advisory Services on Deferred Compensation Plan

RECOMMENDATION

Auditor-Controller requests approval of and authorization for the Chair to sign an agreement with the Hyas Group LLC beginning January 1, 2016 for a term of three years, with a provision to extend two additional years, for financial advisory services for the County's Deferred Compensation Plan.

EXECUTIVE SUMMARY

The Auditor-Controller's Office issued a Request for Proposal (RFP) for financial advisory services for the County Deferred Compensation Plan on July 27, 2015. The RFP requested bids from firms for the term of three years, plus two one year extensions. The RFP submittal deadline was August 24, by which time the County received 11 proposals. The proposals were evaluated by the Deferred Compensation Committee based on both technical quality and cost. Four firms were elevated to an interview session by the Deferred Compensation Committee on September 16th. The proposal submitted by Hyas Group LLC received the highest overall score and the Committee recommended the Auditor-Controller contact Hyas Group LLC to prepare an agreement for approval by the Board of Supervisors.

The annual contract amount is \$35,000 and remains a fixed cost for the term of the contract.

Hyas Group LLC is not a local vendor.

FISCAL IMPACT

Is there a Fiscal Impact? Yes

Is it currently budgeted?	Yes
Where is it budgeted?	Deferred Compensation Budget Unit 10520-01
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The Deferred Compensation Plan receives a revenue share from the plan to cover administrative costs. These funds are restricted to administering and maintaining the employee plan. Contracting for Financial Advisory Services is an appropriate use of these funds.
Is the general fund affected?	Yes
Future fiscal impact:	The contract has a fee of \$35,000 each year for up to five years.
Consequences if not approved:	The Deferred Compensation committee would not have the expertise to assist in making the best prudent choices for investments regarding employee 457 and 401(a) retirement plans.
Additional Information:	

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The Auditor-Controller's Office issued a Request for Proposal (RFP) for financial advisory services for the County Deferred Compensation Plan on July 27, 2015. The RFP requested bids from firms for the term of three years, plus two one year extensions. The RFP submittal deadline was August 24, by which time the County received 11 proposals. The proposals were evaluated by the Deferred Compensation Committee based on both technical quality and cost. Four firms were elevated to an interview session by the Deferred Compensation Committee on September 16th. The proposal submitted by Hyas Group LLC received the highest overall score and the Committee recommended the Auditor-Controller contact Hyas Group LLC to prepare an agreement for approval by the Board of Supervisors.

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SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Molly Rattigan