
Oregon Retirement Savings Board
Conference Call Minutes
August 24, 2016

Board members present:

Cory Streisinger, Acting Chair
Kara Backus
Senator Lee Beyer
Kevin Jensen
Representative Tobias Read
Juanita Santana

Board members absent:

Chair, Treasurer Ted Wheeler

Oregon State Treasury staff present:

Lisa Massena, Executive Director, ORSP
Missy Simpson, Executive Assistant
James Sinks, Communications Director
Alex Nelson, Sr. Project Manager
Connie Lelack, Chief Procurement Officer

The Oregon Retirement Savings Board meeting was called to order at 3:06 pm by Cory Streisinger, Acting Chair. All participants were present by phone, as this meeting was held in dial-in only form.

Agenda Item 1 – Proposed Motion to Procure Marketing Services for the Oregon Retirement Savings Plan (ACTION ITEM)

In satisfaction of a current procurement need, The Department of Justice advised Lisa Massena on a process for obtaining Board-approved authority to do procurement for marketing services for the Plan. Ms. Massena presented a Staff Request to Procure Marketing Services for the Oregon Retirement Savings Plan. Massena explained this would be an intermediate size procurement that will be for a shorter period of time, one year, with the expectation that a larger RFP for a longer period of time would follow the initial servicing period. The Board will also need to consider, as staff recommends an evaluation team for this procurement, that there will be an opportunity for a board member to join the evaluation team. Massena advised of Staff's goal to be able to post the RFP by the end of the current week, receive and evaluate responses, and retain the provider by the end of September. According to the statutes that need to be followed, an intermediate procurement provides that Staff will need to secure three responses, and at this time, there are five organizations that have been identified as potential respondents.

Board Action

The Board hereby authorizes the Executive Director, with the assistance of Treasury staff, to:

- Conduct one or more solicitations through the issuance of a request for proposals or other method that the Executive Director determines is designed to generate an adequate pool of qualified candidates from which to select a Marketing Services Provider; to

- Evaluate the proposals submitted and to select the candidate that the director determines is most qualified to fulfill the functions required, and to
- Negotiate and execute a contract with the candidate selected by the Executive Director. If a contract is not successfully negotiated and executed with the Director's first choice of candidate, the Director may negotiate and execute a contract with the candidate the Director determines is the next most qualified to fulfill the functions required.

MOTION:	Juanita Santana	SECONDED:	Kara Backus
ACTION	Motion Passes by all voting Board members		

ADJOURNED at 3:17 pm