

**WASHINGTON STATE INVESTMENT BOARD**

**REQUEST FOR QUALIFICATIONS AND QUOTATIONS (RFQQ) #16-02**

**FOR**

**PERSONAL TRADING AND COMPLIANCE SOFTWARE**

**QUESTIONNAIRE**

Name of firm:

Background Information:

1. Provide a brief history of your firm and software including the date your firm was founded and your software developed.
2. Describe the ownership of your firm and identify affiliated or subsidiary organizations.
3. Provide a detailed description of your system and its ability to automate personal trading compliance (including comparing personal trading to internally managed portfolio trades) and handle policy attestations. Include availability of software to the WSIB, including mobile access, and whether the software supports live feeds from broker/dealer/custodians.
4. Do the key professionals and/or organization have, or potentially have, a material conflict with the WSIB?
5. Is the firm financially sound and able to provide annual financial statement, or SOC report, upon request?
6. Does the offeror accept the written contract as supplied by the WSIB and have approval of their legal representative to the Sample Contract format set forth as Exhibit "G" prior to submittal of a response?

Compliance and Reporting:

7. Does the system receive and upload daily, or multiple daily, data feeds to provide real time data feeds onto the system from multiple sources? Does the system use this data to compare user's personal trading activity to the trading data and restricted list to immediately detect any violation of laws, rules, policies or procedures?
8. Does the system provide electronic alerts if the comparison of data feeds identifies a violation or a potential violation of question (7)? Does the system allow WSIB to manually override the violation alert at WSIB's discretion?

9. Does the system allow WSIB to place a restriction, prohibition or alert on the trading of certain securities by a user, such that clearance may be required prior to certain trades being executed by the user? Should a user trade or attempt to trade the restricted or prohibited security, will the WSIB receive an email alert of the completed or attempted trade? Does the system allow WSIB to override any trading or pre-clearance trading violations?
10. Does the system have the ability to be modified should the WSIB Personal Trading Policy and/or applicable procedures be amended? Does the vendor support this function?
11. Does the system have functionality to send automated email reminders to users?
12. Does the system have template policy attestations that may be tailored to create personal attestations and certifications for the WSIB?
13. Does the system allow WSIB to track information entered onto the system by generating lists and reports including, but not limited to the following: the securities that are monitored or restricted; due dates for user disclosures, certifications, attestations or affirmations; fund account activities for any accounts not required to be cleared in advance?
14. Does the system have fully configurable reports?
15. Does the system have fully exportable reports? If yes, in what format?
16. Does the system have the ability to schedule reports or run them on an ad-hoc basis?
17. List the number of direct feeds your software has with broker/dealers/custodians for personal trading compliance. If WSIB has an employee with an account at a broker/dealer/custodian for which you do not have a direct feed, is there a process for obtaining one? If not, describe how your software will incorporate paper broker/dealer/custodian statements, detailing how these statements are integrated and what resources are required (both by you and WSIB). Include in your description your role and assistance in setting up new broker/dealer/custodian feeds.
18. Does your software include a compliance calendar? If so, please describe its capabilities.
19. The WSIB receives data from third-party sources and uses them in day-to-day investment activities. Describe ways this data could be inputted into your software.
20. Does the system maintain records of all actions listed herein under Compliance and Reporting to provide an audit trail and are those records immediately and at all times available to the WSIB?

## License, Maintenance and Hosting:

21. Describe the architecture of your cloud-based solution?
22. How you ensure the integrity, confidentiality, and security of our data in your system?
23. What options are available to export our data from your system?
24. Do you have role-based security with limited access by vendor staff to personal and financial information of the WSIB users in the system?
25. How do you provide ongoing software functionality and security updates?
26. Do you have the option of single sign on (SSO) via Active Directory Federation Services (ADFS)?
27. Do you have the ability to meet state data retention standards? The standards vary for different types of documents, with most needing to be held for six years.
28. Do you meet Washington State/WSIB IT security standards?  
(<https://ocio.wa.gov/policies/141-securing-information-technology-assets/14110-securing-information-technology-assets>).
29. Does your system have the ability to enforce password complexity of 10 characters with one symbol, one capital, and one number and specify password expiration periods (e.g. 60 or 180 days) ?

## Implementation:

30. Describe your implementation plan and timeline to:
  - a. Configure application;
  - b. Set-up and customization of the system to test WSIB Personal Trading Policy and applicable procedures; and
  - c. Provide training to WSIB staff.
31. Does the offeror provide ongoing customer services support to WSIB staff and what does that entail? Do you provide support in establishing and securing brokerage feeds from broker-dealers?

32. Please provide:
- d. The internet address of your cloud application.
  - e. The physical location(s) of the computer system(s) which would be used to process the WSIB data, if applicable.
  - f. Application security testing approach.
  - g. Other security procedures protecting customer information, especially systems preventing unauthorized access to data, isolating multi-tenant data, methods for user authentication, and approaches providing differing access rights and permissions.
  - h. How the application handles encryption in transit and at rest.
  - i. Third-party reviews (e.g. SOC reports covering the application and data center).
33. Please identify any third-party software necessary to use the application.
34. Describe how information contained in your software can be transitioned to another compliance management software platform if WSIB were to use your software but then transition to a different solution in the future.

References:

35. How many clients currently use your software? Please list other public pension funds for which you provide personal trading software.
36. How many clients have you terminated or otherwise ceased using your software in the past 12 months ending August 31, 2016? How many clients have you added during the same time period?
37. Please provide contact information from three (3) references from clients currently using your software that you believe are similar to WSIB. WSIB may contact these references to verify information provided in the RFQQ.