



RFP FOR GOVERNANCE, RISK, AND COMPLIANCE CONSULTING SERVICES POOL

Amendment 2

July 3, 2025

1. The materials presented at the Pre-Response Conference held on July 1, 2025 are attached to this Amendment.
2. The website for potential Offerors to register in the Washington Electronic Business Solution (WEBS) and additional materials for those firms interested in doing other business with the state of Washington can be found at: [Register for Bid Opportunities | Department of Enterprise Services \(DES\)](#).
3. Exhibit F, *Sample Contract*, is attached hereto.
4. Any capitalized terms used in this Amendment and not defined herein shall have the meaning given to them in the RFP.
5. All other terms and conditions of the RFP remain in full force and effect.

PRE-BID CONFERENCE

JULY 1, 2025

**RFP FOR GOVERNANCE, RISK, AND COMPLIANCE
CONSULTING SERVICES POOL**

RFP #25-06



PRE-BID ADMINISTRATION

- MSFT Teams meeting
 - “Raise hand” or use Chat feature
 - Do not record
- Washington’s Electronic Business Solution (WEBS)
- WSIB Jobs and Searches webpage



DISCLAIMER

- Offerors should only rely on written postings and amendments
- All other communications will be considered unofficial and non-binding
- Should Offerors rely on any other communication, they do so at their own risk and expense



AGENDA

- **Introductions**
- **Current bidding opportunity**
- **Additional resources**





INTRODUCTIONS

RFP Coordinator

- James Gayton, Procurement & Legal Services Manager
- Contracts@sib.wa.gov

WSIB Staff

- Stacy Conway, Chief of Staff
- Greg Henderson, Investment Compliance Manager
- Liz Smith, Legal, Risk, and Compliance Director



CURRENT BIDDING OPPORTUNITY





PROCUREMENT SCOPE (SEC. 1)

SUBJECT AREAS

- WSIB seeks to contract with firms to create a pre-qualified pool of consultants to provide services and advice on the subject areas of (1) public investment board governance, (2) enterprise risk management, and (3) compliance

CONSULTANT POOL

- Create a pre-qualified pool of firms to provide governance, risk, and/or compliance consulting on an as-needed project basis
- Not required to be qualified in all subject areas, but should be well qualified in at least one
- Select area(s) for consideration on the Questionnaire (Ex. D)

TWO-TIER PROCESS

- First tier = this RFP
- Second tier = issue PWRs on an as-needed, project basis





OVERVIEW OF SERVICES (SEC. 2.2)

GOVERNANCE

- Examples of possible governance-related projects include:
 - Providing guidance and direction as to public investment fund governance best-practices
 - Providing examples of relevant governance practices at WSIB peer organizations
 - Reviewing Board and Committee charters and policies to identify updates for consideration



RISK

- Examples of possible risk-related projects include:
 - Providing consulting services directly relating to advancing the WSIB's ERM framework and tools
 - Working with the WSIB in the enhancement of its mature ERM program
 - Conducting specific risk identification, management or mitigation consulting projects

COMPLIANCE

- Examples of possible compliance-related projects include:
 - Working with staff to identify requirements and solutions to address new or novel compliance-related issues
 - Performing gap analyses and/or effectiveness testing of existing WSIB compliance activities and providing actionable feedback on areas for improvement

MINIMUM QUALIFICATIONS (SEC. 3)

Must meet all requirements for Response to be considered

- Possess the system, expertise, and capacity sufficient to provide the services in at least one subject area
- Minimum three (3) years of actual consulting and service provider history in the field for which they submit a Response. For governance consulting services, must have experience providing services in the last three (3) years to a public pension fund or investment board
- Key professionals and organization must not have, nor could they potentially have, a material conflict of interest with the WSIB
- Must accept the general form of the written contract as supplied by the WSIB or must provide a tracked-changes version of the sample contract highlighting and explaining any issues or needed amendments to the standard language
- Maintain as secure and confidential all information concerning the business of the WSIB
- Ensure that any personal information collected, used, or acquired in connection with the system will be used solely for purposes of the Contract





EVALUATION SUMMARY (SEC. 5.10)

RESPONSE EVALUATION

- Review for compliance with minimum RFP mandatory requirements
- Evaluated and scored individually by members of the evaluation team against the items shown in the “Evaluation Criteria” section
 - Identify the most qualified offers to the requirements stated in this RFP for inclusion in the pool
 - Scoring rubric = weighted average using 0 – 10 point scale
- May (i) identify a group of Offerors for further consideration for interviews and/or Contract negotiations, (ii) consult with the Board or any of its Committees in making a final determination of pool members, or (iii) make award decisions based the results of the evaluation

RESERVATION OF RIGHTS

- The WSIB reserves the right at its sole discretion: (i) not to select any response and to reject, without penalty, any and all Responses received; (ii) to select any portions of a particular Response for further consideration; (iii) to award a Response other than the lowest cost Response submitted; or (iv) to award a Response other than the highest scoring or ranking Response submitted.

HOW TO SUBMIT A BID (SEC. 5.6)

Review all RFP terms and ask questions

Submit a bid before the due date and time

Email bid submittals to: Contracts@sib.wa.gov

Provide all completed Exhibits:

- **Summary Letter**
- **Exhibit B – Minimum Qualifications Certification**
- **Exhibit C – Bidder's Certification**
- **Exhibit D – Questionnaire**
- **Exhibit E – References**

QUESTION AND ANSWER PERIOD (SEC. 5.3)

- Offerors are encouraged to ask questions
- Q&A are posted on WSIB Jobs and Searches webpage and in WEBS
- Some Q&A may lead to additional RFP amendments



TIMELINE AND NEXT STEPS (SEC. 5.4)

PHONE CONFERENCE 181.000.007.0701	
LETTERS OF INTENT AND QUESTIONS DUE	July 9, 2025
RESPONSES TO WRITTEN QUESTIONS POSTED TO THE WSIB WEBSITE	July 16, 2025
<i>RESPONSES DUE</i>	<i>July 28, <u>2025</u> by 8:00 AM Pacific Time</i>
EVALUATION TEAM SCORE AND DETERMINE FINALISTS	July 29 – August 15, 2025
NOTIFICATION OF FINALISTS BY THE WSIB	August 18, 2025
INTERVIEWS (IF REQUIRED BY THE WSIB)	August 25 – 29, 2025
CONTRACT NEGOTIATIONS WITH FINALISTS	August 18 – completion
ANNOUNCEMENT OF APPARENTLY SUCCESSFUL OFFERORS	Rolling basis

COMPLAINTS/DEBRIEFS/PROTESTS (SEC. 7.2-7.6)

Complaints

- Complaint period ends 5 business days before the Response due date.

Debrief Conferences

- Offerors have 3 business days to request a Debrief Conference after announcement of Apparent Successful Offeror(s).

Protests

- Must have participated in debrief conference
- Offerors may protest the award only for three reasons:
 - Bias, discrimination, or conflict of interest of an evaluator;
 - Error in computing evaluation scores; or
 - Non-compliance with any procedures described in the RFP.



ADDITIONAL RESOURCES

- **WEBS**
- **OMWBE**
- **Washington Department of Veterans Affairs**
- **Washington Department of Revenue**
- **Washington Secretary of State**



CONTACT INFORMATION

Website: <http://www.sib.wa.gov>

Address: 2100 Evergreen Park Drive SW
P.O. Box 40916
Olympia, WA 98504-0916

Phone: (360) 956-4600

Email: Contracts@sib.wa.gov

