



## Travis County Commissioners Court Agenda Request

**Meeting Date:** December 20, 2011

**Prepared By/Phone Number:** Elizabeth Corey (854-9853), Bonnie Floyd

**Elected/Appointed Official/Dept. Head:** Cyd Grimes

**Commissioners Court Sponsor:** Judge Biscoe

**Agenda Language: Approve Modification No. 7 to Contract No. 07T00155OJ, The Retirement Store, Consultant Services for the 457(b) Deferred Compensation Plan for Travis County.**

Ø **Purchasing Recommendation and Comments:** Purchasing concurs with department and recommends approval of requested action. This procurement action meets the compliance requirements as outlined by the statutes.

This contract is for professional services related to the 457(b) Deferred Compensation Plan and continuing review of its performance. The Commissioners Court approved the award of this contract on January 23, 2007.

This Modification No. 7 will extend the 457(b) Deferred Compensation Plan Consultant contract with The Retirement Store for an additional twelve months, from January 23, 2012 through January 22, 2013. The Consultant's continued services and expertise are essential to meet the County's fiduciary responsibilities as 457(b) Plan sponsor.

Modification No. 6 corrected the numbering of previous modifications to the contract. It was signed by the Purchasing Agent on November 30, 2011.

Modification No. 5 extended the contract for an additional twelve months, from January 23, 2011 through January 22, 2012, and added \$9,999.50 for the services provided during the contract term. It was approved on January 18, 2011.

Modification No. 4 extended the contract for an additional twelve months, from January 23, 2010 through January 22, 2011. It was approved by the Commissioners Court on January 19, 2010.

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, [Cheryl.Aker@co.travis.tx.us](mailto:Cheryl.Aker@co.travis.tx.us) by Tuesdays at 5:00 p.m. for the next week's meeting.

Modification No. 3 extended the contract for an additional twelve months, from January 23, 2009 through January 22, 2010. It was approved by the Commissioners Court on December 16, 2008.

Modification No. 2 added a scope of work and changed the contract amount. It was signed by the Purchasing Agent on April 22, 2008.

Modification No. 1 extended the contract for an additional twelve months, from January 23, 2008 through January 22, 2009. It was approved by the Commissioners Court on January 15, 2008.

The Deferred Compensation Oversight Committee will continue to require the Consultant's advice and expertise in this ever-evolving field of deferred compensation. The services will be billed monthly at the rate of \$175.00 per hour, not to exceed \$4,987.50 per year.

Ø **Contract Expenditures:** Within the last twelve months, \$0.00 has been spent against this contract.

Ø **Contract-Related Information:**

Award Amount: \$0

Contract Type: Term agreement

Contract Period: January 23, 2007 – January 22, 2008

Ø **Contract Modification Information:**

Modification Amount: \$4,999.50

Modification Type: Bilateral

Modification Period: January 23, 2012 – January 22, 2013

Ø **Solicitation-Related Information:** Not applicable

Ø **Special Contract Considerations:** Not applicable

Ø **Funding Information:**

Purchase Requisition in H.T.E.: 547286

Funding Account(s): 001-1140-522-4007

Comments:

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# HRMD

*Human Resources Management Department*

1010 Lavaca

● P.O. Box 1748

● Austin, Texas 78767

● (512) 854-9165 / FAX (512) 854-4203

November 9, 2011

TO: Elizabeth Corey, Purchasing Agent

FROM: Dan Mansour, Risk and Benefits Manager, HRMD *DGM*

SUBJECT: Contract 07T001550J

The Retirement Store Consultant Services –  
Deferred Compensation 457b Plan

We request that this vendor's contract be processed to extend the above contract for a twelve month period. The contract is funded from line item 001-1140-522-4007.

Consultant's continued services and expertise is essential to meet the County's fiduciary responsibilities as 457b Plan sponsor. The Deferred Compensation Committee, who has worked to review the plan and negotiate with the current administrator, will recommend to Commissioners Court that the Committee conduct ongoing review of the plan. The committee will require the consultant's advice and expertise in this ever evolving field of deferred compensation.

If you have any questions please call me at X49499.

Cc: Norman McRee, Financial Analyst Sr., Chair- Deferred Comp. Committee  
Diane Blankenship, Director, HRMD

ISSUED BY: PURCHASING OFFICE 700 Lavaca, Suite 800 Austin, Texas 78701	PURCHASING AGENT ASST: <b>Elizabeth Corey</b> TEL. NO: (512) 854-9700 FAX NO: (512) 854-9185	DATE PREPARED: <b>November 29, 2011</b>
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ISSUED TO: The Retirement Store Attn: Mr. Al DiCristofaro 10305 Yucca Drive Austin, TX 78759	MODIFICATION NO.: <p style="text-align: center;"><b>7</b></p>	EXECUTED DATE OF ORIGINAL CONTRACT: <p style="text-align: center;">January 23, 2007</p>
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ORIGINAL CONTRACT TERM DATES January 23, 2007 – January 22, 2008      CURRENT CONTRACT TERM DATES: January 23, 2012 – January 22, 2013

**FOR TRAVIS COUNTY INTERNAL USE ONLY:**  
 Original Contract Amount: \$ 25,000.00 (NTE)      Current Modified Amount \$ 5,000.00 (NTE)

**DESCRIPTION OF CHANGES:** Except as provided herein, all terms, conditions, and provisions of the document referenced above as heretofore modified, remain unchanged and in full force and effect.

**Recitals**

On January 23, 2007, Commissioners Court entered into this contract for professional services related to the management of its 457 Plan and ordered it exempt from the County Purchasing Act as professional services. Initially this contract provided County the option to extend it for three additional one year periods. County now would like to extend this contract for additional one year periods.

**Agreement**

1.0 County hereby exercises its fifth option to extend this contract for one additional year. The fifth option commences January 23, 2012. During the fifth option year, the total compensation for the services and activities under this contract shall not exceed \$5,000 unless this contract is further amended. If County authorizes Contractor to perform services, Contractor shall perform the services described in this contract and its attachments.

**Note to Vendor:**  
 Complete and sign your portion of the signature block section below for all originals and return all signed originals to Travis County.  
 DO NOT execute and return to Travis County. Retain for your records.

LEGAL BUSINESS NAME: <b>The Retirement Store</b>  BY: _____ SIGNATURE  BY: <u>Al DiCristofaro</u> PRINT NAME  TITLE: _____ ITS DULY AUTHORIZED AGENT	<input type="checkbox"/> DBA <input type="checkbox"/> CORPORATION <input type="checkbox"/> OTHER  DATE: _____
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TRAVIS COUNTY, TEXAS  BY: _____ CYD V. GRIMES, C.P.M., TRAVIS COUNTY PURCHASING AGENT	DATE: _____
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TRAVIS COUNTY, TEXAS  BY: _____ SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE	DATE: _____
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PURCHASE REQUISITION NBR: 0000547286

REQUISITION BY: NORMAN MCREE 854-4821

STATUS: READY FOR BUYER PROCESS  
REASON: DEFERRED COMP PLAN CONSULTANT CONTRACT RENEWAL

DATE: 11/30/11

SHIP TO LOCATION: HUMAN RESOURCES MGT.

SUGGESTED VENDOR: 123619 THE RETIREMENT STORE

DELIVER BY DATE: 11/30/11

LINE NBR	DESCRIPTION	QUANTITY	UOM	UNIT COST	EXTEND COST	VENDOR PART NUMBER
1	CONSULTANT WORK COMMODITY: CONSULTING SERVICES SUBCOMMOD: ADMINISTRATIVE	87.50	HR	57.1400	4999.75	
REQUISITION TOTAL:					4999.75	

ACCOUNT INFORMATION

LINE #	ACCOUNT	PROJECT	%	AMOUNT
1	00111405224007	PROFESSIONAL SERVICES CONSULTING	100.00	4999.75
				4999.75

REQUISITION IS IN THE CURRENT FISCAL YEAR.