



## Travis County Commissioners Court Agenda Request

**Meeting Date:** Tuesday, January 22, 2013

**Prepared By/Phone Number:** C.W. Bruner, 854-9760

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

**Commissioners Court Sponsor:** Judge Biscoe

**Agenda Language:** Approve twelve-month extension (Modification No. 8) to Contract No. 440000021 (HTE Contract No. 07T00155OJ), The Retirement Store, for Consultant Services for the 457(b) Deferred Compensation Plan for Travis County.

- **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. 8 will extend the 457(b) Deferred Compensation Plan Consultant contract with The Retirement Store for an additional twelve months, from January 23, 2013 through January 22, 2014. The Consultant's continued services and expertise are essential to meet the County's fiduciary responsibilities as 457(b) Plan sponsor.
- Modification No. 7 extended 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.

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. 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.
- 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.
- **Contract Expenditures:** Within the last twelve (12) months \$5,000.00 has been spent against this contract/requirement.
- **Contract Modification Information:**
  - Modification Amount: \$5,000.00
  - Modification Type: Requirements
  - Modification Period: January 23, 2013 to January 22, 2014
- **Funding Information:**
  - SAP Shopping Cart # / Funds Reservation #: 3000000461
  - Funding Account(s):
  - Comments:

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## Human Resources Management Department

700 Lavaca, 4th Floor

• P.O. Box 1748

• Austin, Texas 78767

• (512) 854-9165 / Fax (512) 854-4203

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### Memorandum

January 8, 2013

To: C.W. Bruner, Purchasing Agent

From: Norman McRee, HRMD 

Re: Retirement Store Consultant Services – Deferred Compensation 457b Plan

Please process a 12 month contract extension for The Retirement Store to continue providing expert services to the Deferred Compensation Oversight Committee in reviewing our plan to meet the County's fiduciary responsibility as Plan Sponsor.

Contract # 4400000021 (H.T.E. Contract # 07T00155OJ), fund center and commitment item is 1110040001 511890, and the not to exceed amount is \$5,000.

cc: Diane Poirot, Director, HRMD

**(SAP # 4400000021)**

ISSUED BY: PURCHASING OFFICE 700 LAVACA STREET, 8 <sup>TH</sup> FLOOR AUSTIN, TX 78701	PURCHASING AGENT ASST: CW Bruner TEL. NO: (512) 854-9760 FAX NO: (512) 854-4211	DATE PREPARED: <b>January 10, 2013</b>
ISSUED TO: 1000010968 The Retirement Store Attn: Mr. Al DiCristofaro 10305 Yucca Drive Austin, TX 78759	MODIFICATION NO.: <b>8</b>	EXECUTED DATE OF ORIGINAL CONTRACT: <b>January 23, 2007</b>

ORIGINAL CONTRACT TERM DATES January 23, 2007 – January 22, 2008 CURRENT CONTRACT TERM DATES: January 23, 2013 – January 22, 2014

**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. County would like to extend this contract for an additional one year period.

**Agreement**

1.0 County hereby exercises its sixth option to extend this contract for one additional year. The sixth option commences January 23, 2013. During the sixth option year, the total compensation for the services and activities under this contract shall not exceed \$5000.00 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>	<input type="checkbox"/> DBA
BY: _____ SIGNATURE	<input type="checkbox"/> CORPORATION
BY: <u>Al DiCristofaro</u> PRINT NAME	<input type="checkbox"/> OTHER
TITLE: _____ ITS DULY AUTHORIZED AGENT	DATE:

TRAVIS COUNTY, TEXAS	DATE:
BY: _____ CYD V. GRIMES, C.P.M., TRAVIS COUNTY PURCHASING AGENT	

TRAVIS COUNTY, TEXAS	DATE:
BY: _____ SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE	