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Date: September 21, 2016
To: Board of Retirement
From: James Wilbanks, Retirement Administrator
Subject: Investment Consultant Request For Proposals

Last year staff prepared a draft Request for Proposal (RFP) for Investment Consultant services. At that time, the Board elected to not issue the RFP but to extend the contract of the current consultant, Callan Associates, for one additional year. That extension expires at the end of the 2016 calendar year. It is time to initiate the RFP process if the Board desires to do so. The alternative is to seek another one year extension of the current agreement with Callan Associates.

I recommend the Board give direction to staff regarding the Investment Consultant RFP.