

**OAKLAND COUNTY EMPLOYEES' RETIREMENT SYSTEM**  
**AND**  
**OAKLAND COUNTY VEBA**

**PROFESSIONAL ADVISOR & SERVICE PROVIDER REVIEW POLICY**

**I. OVERVIEW AND PURPOSE**

The Oakland County Retirement and Deferred Compensation Board and the Oakland County VEBA Board (collectively, the "Board") is vested with the authority and responsibility for the operation, management and administration of benefits to be provided by the Oakland County Employees' Retirement System (the "Retirement System"), and for the management and investment of Retirement System and Oakland County VEBA (the "VEBA") assets for the exclusive purpose of providing benefits to members and beneficiaries of the Retirement System and VEBA (collectively, the "Plans"). The Board, in fulfilling the foregoing responsibilities, must act with the care, skill prudence, and diligence then prevailing that a prudent person acting in a like capacity – and familiar with such matters – would use in the conduct of an enterprise of like character and with like aims.

In carrying out its fiduciary responsibilities the Board retains certain professional advisors and service providers. The Board deems it prudent to periodically review the performance and services provided by each of its advisors and service providers as part of its ongoing due diligence process. Through its review, analysis, and comparison of current and prospective advisors and service providers the Board is fulfilling its fiduciary duties in the best interest of the participants and beneficiaries of the Retirement System and VEBA.

**II. PROFESSIONAL ADVISORS & SERVICE PROVIDERS**

**A.** The Board currently retains professional advisors and service providers in fulfilling its fiduciary responsibilities for the operation, management, and administration of the Retirement System and VEBA including, but not limited to the following:

1. Actuary
2. Custodial Bank
3. DB Investment Consultant
4. DC Investment Consultant
5. General Counsel
6. Securities Counsel
7. Third Party Administrator / Recordkeeper
8. Other / Miscellaneous (e.g., death audit services)

**B.** The Board may retain additional professional advisors and service providers in fulfilling its fiduciary responsibilities including, without limitation, the following:

1. Auditor
2. Medical Director

### **III. DUE DILIGENCE PROCESS**

#### **A. Review Schedule**

1. The Board shall develop a regular review schedule that ensures that at least two (2) of its current advisor(s) and/or service provider(s) are reviewed annually.
  - a. The Board intends to undertake the annual review of its advisors and service providers each year in the month of January.
2. In the event the Board has, for reasons other than a regularly scheduled review, recently reviewed the services of a current advisor or service provider that is scheduled for regular review, the Board may, in its sole discretion, forego the review of that particular advisor or service provider or may modify the order in which its regularly scheduled reviews are to be completed.
  - a. The Board, in its sole discretion, may otherwise modify its review schedule, as deemed necessary depending on the particular facts and circumstances at the time of the scheduled review(s).
3. In addition to the regularly scheduled reviews, the Board, in its sole discretion, may at any time elect to undertake the immediate review of any current advisor and/or service provider.

#### **B. Method of Review**

1. Request for Proposal (RFP)
  - a. The Board may solicit binding proposals from current and/or prospective advisors and service providers.
  - b. The nature and scope of the RFP shall be uniform and impartial in nature so as to alert prospective bidders that the selection process is competitive. Notice of intent to respond will not be required.
  - c. An RFP issued by the Board shall be publicly disseminated via the MAPERS website, NAGDCA website (when deemed appropriate by the Board), and/or any other publicly available posting services as determined by the Board.
  - d. All RFPs issued by the Board shall be open to prospective bidders for a minimum of twenty-one (21) calendar days from the date of issuance.

2. Request for Information (RFI)
  - a. The Board may request information from prospective advisors and service providers so as to collect written information on the services and capabilities of various advisors and service providers.
  - b. The Board, in its sole discretion, may elect to publicly disseminate an RFI via publication to available posting services or, alternatively, may submit the RFI to a select group of advisors and/or services providers for response.
3. Other
  - a. The Board, in its sole discretion, may elect to undertake the review of its existing advisors and service providers in such other method as deemed reasonable and prudent under the circumstances.

**C. Records**

1. The Board shall conduct all due diligence reviews in an open and transparent manner, maintaining a written record of its proceedings in accordance with the Michigan Open Meetings Act.

**IV. INVESTMENT MANAGERS**

Pursuant to the Board's Investment Policy Statements, the Retirement System's and VEBA's Investment Consultant(s) shall monitor the performance, services, and costs of the Retirement System's and VEBA's Investment Managers and provide periodic reports to the Board.

**V. POLICY REVIEW**

The Board shall review this *Professional Advisor & Service Provider Review Policy* at least once every three (3) years to assure its efficacy and relevance. The Board may amend this policy, from time to time, by majority vote of the Board.

**VI. HISTORY**

This Policy was initially adopted by the Board on November 21, 2019.

The Policy was revised by the Board on December 17, 2020.