



OPSEU Pension Trust

Fiducie du régime de
retraite du SEFPO

Request for Information Investigation Services- Unclaimed Assets

Date Issued: March 8, 2017

Submission Deadline: March 22, 2017- 5PM EST

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TABLE OF CONTENTS

1 Corporate Overview.....	2
1.1 OPTrust’s Mission	2
2 Purpose of the Request For Information	3
3 Request Details	3
4 Response Submission.....	4
4.1 Key Dates.....	4
4.2 Submission Deadline	4
5 General Provisions	4
5.1 OPTrust Contact.....	4
5.2 Respondent’s Understanding of the RFI.....	4
5.3 Good Faith Statement	4
5.4 Errors and/or Omissions in the RFI	4
5.5 Addenda	5
5.6 Questions.....	5
5.7 Confidentiality and Transparency	5
5.8 Preparation Costs	5
5.9 Liabilities	5
5.10 Guarantee to Respond to RFP	5
Schedule A : Notice of Intent.....	6

1 CORPORATE OVERVIEW

With net assets of \$18.4 billion, OPSEU Pension Plan Trust Fund (“OPTrust”) invests and manages one of Canada’s largest pension funds and administers the OPSEU Pension Plan (the “Plan”), a defined benefit plan with almost 87,000 members and retirees.

OPTrust was established to give plan members and the Government of Ontario an equal voice in the administration of the Plan and the management of the assets through joint trusteeship. OPTrust is governed by a 10-member Board of Trustees, five of whom are appointed by OPSEU and five by the Government of Ontario.

OPTrust is subject to federal and Ontario laws and regulations governing registered pension plans. As the plan administrator, OPTrust’s role is to prudently invest and manage the Plan’s assets, ensure that members and retirees receive the pension benefits to which they are entitled, and provide them with the finest service and communications.

1.1 OPTRUST’S MISSION

Paying pensions today, preserving pensions for tomorrow.

2 PURPOSE OF THE REQUEST FOR INFORMATION

OPTrust is undergoing a Request For Information (RFI) to gather basic information regarding vendors that offer investigation services (the “Service”). The vendors would assist in locating members, pensioners and beneficiaries who have unclaimed entitlements payable from OPTrust. To that end, the intent of this RFI is to solicit sufficiently detailed responses to our questions (see Section 3), and to identify potential investigation service providers. OPTrust may then make an informed decision on whether it will move forward with a formal procurement process in connection with the Service.

3 REQUEST DETAILS

For your response to this RFI, please provide answers to the following questions:

1. Describe your experience in locating individuals
2. Describe your strategies, methods in locating individuals
3. Describe your success rate of locating individuals
4. Describe the typical costs of locating approximately 2,800 individuals
5. Describe the typical costs if your services are engaged on a recurring basis (i.e. annual/every two years)
6. Describe the timeline you will need to undertake the location of approximately 2,800 individuals
7. Describe your established confidentiality protocols

4 RESPONSE SUBMISSION

4.1 KEY DATES

Description of Activity	Date(s)
Request for Information Issued	March 8, 2017
Deadline to submit Schedule A – Notice of Intent	March 14, 2017 by 5 PM EST
Submission deadline for responses to the questions in the RFI (section 3)	March 22, 2017 by 5 PM EST

4.2 SUBMISSION DEADLINE

One soft-copy of your organization's response to this RFI is to be submitted no later than the deadline on the cover page of this document to: Sorayah Kassim-Lakha, email address: slakha@optrust.com

5 GENERAL PROVISIONS

5.1 OPTRUST CONTACT

The primary contact for OPTrust is:

Sorayah Kassim-Lakha
 Email: slakha@optrust.com
 Tel: 416-681-6396

5.2 RESPONDENT'S UNDERSTANDING OF THE RFI

In responding to this RFI, the respondent accepts full responsibility to understand the RFI in its entirety, and in detail, including making any inquiries to OPTrust as necessary to gain such understanding. Further, OPTrust reserves the right to determine, at its sole discretion, whether the respondent has demonstrated such understanding.

5.3 GOOD FAITH STATEMENT

All information provided by OPTrust in this RFI is offered in good faith. Individual items are subject to change at any time. OPTrust makes no certification that any item is without error. OPTrust is not responsible or liable for any use of the information or for any claims asserted there from.

5.4 ERRORS AND/OR OMISSIONS IN THE RFI

In the event that a respondent identifies any ambiguity, error, contradiction, or general incorrectness in the RFI document, they will be expected to inform OPTrust in writing. Identification of non-material errors and/or omissions will not constitute an extension to the RFI deadline.

5.5 ADDENDA

In the event of an ambiguity, error, contradiction, or general incorrectness of the RFI being identified, OPTrust will contact all respondents on a best efforts basis to inform them of the deficiency and/or omission.

OPTrust will not respond to any questions or requests for clarification that require addenda, if received by OPTrust after the deadline for clarification specified in Section 4.1.

OPTrust reserves the right to delay, postpone, or cancel this RFI process at any time.

5.6 QUESTIONS

Any questions that respondents may have with regards to the RFI must be submitted to the lead OPTrust contact, as specified in Section 5.1, in writing. Questions submitted to OPTrust will be treated in confidence, and the respondent originating question will not be disclosed without permission of the respondent.

5.7 CONFIDENTIALITY AND TRANSPARENCY

Without prior authorization, OPTrust will not disclose the names of individuals or organizations which are considering, or have, submitted a response to the RFI, to other respondents or parties external to OPTrust. To preserve the transparency and good faith of the process, any questions submitted to OPTrust, along with their relevant answers, will be distributed to all known participating respondents on a best efforts basis.

5.8 PREPARATION COSTS

OPTrust will not be held liable for any costs associated with the preparation of a response or follow-on activities for the RFI.

5.9 LIABILITIES

OPTrust shall not be liable to any respondent, person, or entity for any losses, expenses, costs, claims, or damages of any kind:

- Arising out of, by reason of, or attributable to, the respondent responding to this RFI; or
- As a result of the use of any information, error, or omission contained in this RFI document or provided during the RFI process.

5.10 GUARANTEE TO RESPOND TO RFP

In the event that OPTrust proceeds with a Request for Proposal, Quote, or Services, submitting a response to this RFI does not guaranty that a respondent will be explicitly invited to participate in the process.

SCHEDULE A : NOTICE OF INTENT

Name of Organization:

Authorized Representative:

Title of Authorized Representative:

Address:

Telephone Number:

E-Mail Address of Authorized Representative:

Please state your intention with regard to the Request for Information by selecting one of the following:

I intend to respond to OPTrust's Request for Information

I do not intend to respond to OPTrust's Request for Information

Signature of Authorized Representative

Date

Send this form via email to Sorayah Kassim-Lakha slakha@optrust.com no later than 5PM EST on March 14, 2017.