

EXHIBIT B

PROPOSAL REQUIREMENTS (TO BE SUBMITTED ON RESPONDENT'S LETTERHEAD)

PROPOSAL REQUIREMENTS

Proposal Contents

Response to this RFP must be prepared and submitted according to the specifications set forth below, both for content and sequence. The proposal must provide a straightforward and concise description of the Proposer's capabilities to satisfy the requirements indicated in this RFP. Failure to adhere to these specifications may be cause for rejection of the proposal.

Section Title

1. Cover Letter
2. Table of Contents
3. Company Background & Experience
4. Qualifications and Experience of Team
5. References
6. Project Planning and Approach
7. Pricing

1. Cover Letter

This letter should provide a statement to explicitly affirm that the signatory on the cover letter is empowered and authorized to bind the vendor to the contract.

2. Table of Contents

Your proposal must include a table of contents identifying the proposal sections and corresponding page numbers.

3. Company Background & Experience

In this section we request that you provide an overview of your company including, but not limited to:

- a) A brief history of your company that includes the number of years your firm has been in existence, and experience directly related to the services that we are seeking.
- b) The location of your corporate headquarters. Be sure to provide the address and contact information of your headquarters and, if applicable, local offices.
- c) Key success factors and what differentiates you from your competitors as well as any awards or certificates received.
- d) A Statement indicating the Proposer's understanding and commitment to providing LACERA with the consulting services as described in the Scope of Work in this RFP.

e) Describe any known or perceived conflicts of interest which may result if your firm were engaged to perform this service. Has your firm provided consulting services to LACERA within the past five years? If so, please describe.

4. Qualifications and Experience of Assigned Consultant/Team

a) Include the names of all personnel, including the lead consultant, expected to be assigned to the project. Include a detailed profile for each person, including any professional certifications held, detailing years of experience conducting services as requested in this RFP, for the past five years.

b) Include the lead consultant's and team's successful history and experience in meeting the objectives of similar engagements.

5. References

The Proposer shall provide three references for whom it has provided services as stated in this RFP from the past 10 years. For each client reference listed, please include:

- Entity name, address, and key contact person
- Date of service(s)
- Nature of business
- Primary contact name, title, telephone number, and email address
- Nature and length of Proposer's relationship with said entity
- Description of services provided by Proposer

6. Project Planning and Approach

Provide a detailed work plan and summary of criteria that your firm will employ to accomplish the objectives of this review. Your work plan should be prepared in a manner that demonstrates your understanding of the requirements described in this RFP as well as relevant IIA Standards.

7. Pricing

Provide all standard and foreseeable fees relevant to your proposal. Pricing should include billing rates, estimated number of billable hours, as well as other billable expenses such as travel and accommodations.