

GOVERNANCE COMMITTEE MEETING (OPEN)

AGENDA ITEM 9

ATTACHMENT 9-I

BOARD EVALUATION PROCESS – RFP STATUS

PRESENTED BY: Judith Sapper

September 10, 2009



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AGENDA ITEM 9

TO: MEMBERS OF THE GOVERNANCE COMMITTEE
FROM: JUDITH D. SAPPER, ASST. CORPORATE SECRETARY

I. SUBJECT: BOARD EVALUATION PROCESS

II. INFORMATION: REQUEST FOR PROPOSAL (“RFP”) STATUS

III. PURPOSE/MANDATE FROM BOARD OF DIRECTORS

As mandated by the Insurance Code, the Board has formed Audit, Investment, and Governance Committees. The Governance Committee (“Committee”), pursuant to the charter adopted by the committee in 2009, is to conduct board evaluations with the goal of making the Board stronger and more effective in carrying out its critical oversight responsibilities. These evaluations present the opportunity for the Board to optimize existing skills, learn from current activities, and identify areas where additional education and training may be beneficial in supporting State Fund and its long term goals and objectives.

After reviewing various options for Board member evaluations at the July 9, 2009 Governance Committee meeting, the Committee voted to explore retention of a third party to conduct evaluations through confidential questionnaires or interviews. The Committee’s vote directed the Corporate Secretary or designee to report on the findings to the full Board for approval of the selection, timing, process, and cost.

The third party will be selected through an RFP process. The third party will conduct its evaluation and provide recommendations (where appropriate), including guidance on the potential purchase of evaluation software/tools to assist the Board in conducting ongoing self-evaluations.

IV. TARGET TIMELINES/MILESTONES

- Develop RFP requirements, questionnaire, determine candidate pool (09/01)
- Governance Committee Review/Approval of RFP draft (09/10)
- Develop Evaluation Criteria, Processes, and Identify Eval. Team (09/21)
- Finalize and Release RFP to Candidate Pool (09/28)
- RFP Responses Due/Returned (10/12)
- Evaluations/Scoring/Vendor Interviews Completed (10/26)
- Recommendations/Vendor Selection review/finalized (10/29)
- Governance Committee Review/Approval of Vendor (11/12)
- Vendor Engagement Commences (no later than) (01/15)

V. DECISIONS FOR GOVERNANCE COMMITTEE

- Review/Approval of RFP draft
- Target cost to be no greater than \$(amount)
- Vendor selection criteria
- Evaluation Team members
- Timeline target approval