



REQUEST FOR PROPOSALS

457(b) Deferred Compensation Plan Administration and Record Keeping Services

Solicitation No.: R-18-008-JP

Addendum 1 | November 12, 2018

QUESTIONS AND ANSWERS

1. Question: Why is this search being conducted?

Response: The search is being conducted to ensure participants are receiving the best combination of service and cost as well as looking at consolidating the current multiple vendor arrangement to achieve some efficiencies.

2. Question: Who is the incumbent and can they rebid?

Response: IMCA-RC, Nationwide, and The Standard, and yes the incumbent firms may bid.

3. Question: When is a selection expected to be made?

Response: The selection is anticipated to be made in April 2019, however, the timeline is subject to change.

4. Question: Why is the search being conducted at this time?

Response: See the response to Question #1.

5. Question: Will the firm be hiring more than one firm for the services?

Response: SAWS is looking to achieve efficiencies in the administration of the plans, however, a final decision on the number of firms recommended will be made based on the responses to the RFP.

6. Question: Are the incumbent firms invited to rebid?

Response: See the response to Question #2.

7. Question: Will the assets be transferred in bulk at plan sponsor level or via individual contracts?

Response: The assets will transfer in bulk.

8. Question: How many days per month are required for on-site education, financial planning, and training support?

Response: We are looking for a proposal based on what you think is appropriate. There is no set requirement.

9. Question: Are all of the participants unique in each of the three plans, or is there overlap? If yes, how many participate in more than one plan?

Response: There is some overlap. There are less than 50 that have a balance in multiple plans. There are 1,256 unique participants with a balance.

10. Question: Will ICMA assets transfer as a Group or Individual based upon Participant direction?

Response: This will be a group transfer.

11. Question: Will The Standard assets transfer as a Group or Individual based upon Participant direction?

Response: This will be a group transfer.

12. Question: Will Nationwide assets transfer as a Group or Individual based upon Participant direction?

Response: This will be a group transfer.

13. Question: Will there be any assets not available to transfer?

Response: Per the [RFP](#) document, the only assets that will be delayed are the assets subject to a 12-month put.

14. Question: Will the assets in the ICMA Guaranteed Income Product be liquidated at asset transfer? Or portable to the successor recordkeeper?

Response: These assets will be liquidated and mapped.

15. Question: Please confirm if the preference is to move to a single recordkeeper structure.

Response: This is confirmed.

16. Question: Does the same Plan document apply to the 3 current providers or do each have their own?

Response: No, each plan has their own. The intent is to restate the current documents onto the winning providers prototype.

17. Question: Are there any legacy assets with other providers and/or any participant directed money which is not able to transfer at the plan level?

Response: No.

18. Question: Are there any assets subject to transfer restrictions, and if so what are the assets and the restrictions?

Response: These are in the [RFP](#).

19. Question: What are the total number of eligible employees?

Response: All full-time employees are eligible to participate. Currently, SAWS has a total of 1,730 FT employees.

20. Question: What payroll/HRIS system does SAWS utilize?

Response: Infor/Lawson is used as the HRIS system and Kronos is used for Payroll.

21. Question: What are employees' preferred method to receive communications?

Response: There are employees that prefer every method (print, web, mobile and in-person).

22. Question: What has been effective (e.g., print, electronic, in-person meetings, webinars)?

Response: With the move to a single provider, a new approach will be taken including all of these methods.

23. Question: What has not been effective and why?

Response: Having a multiple vendor structure has not been the most efficient.

24. Question: Are you currently offering a financial wellness program?

Response: Financial wellness data is provided occasionally but there is no formal financial wellness program, yet.

25. Question: How many onsite education days does SAWS currently receive from the three providers and at how many at each location?

Response: Currently SAWS receives at least 2 days a month, but one of the reasons for this RFP is to enhance the participant experience. So SAWS is looking for the bidders to propose their thoughts on education.

26. Question: How many onsite days and/or how many dedicated reps should we include in our pricing for apples-to-apples purposes for the RFP?

Response: See the response to question #25.

27. Question: Any secondary language needs?

Response: There is a small subset of the population that is Spanish speaking only. Having a Spanish speaking representative on-demand would be valuable.

28. Question: Is a managed accounts program currently offered? If so, what is the cost of the program?

Response: Only in the Nationwide program. The cost is 0.50% and there are 35 participants and \$171,998 in the program.

29. Question: What does SAWS currently pay for recordkeeping and administration? Are there any transaction fees?

Response: This is in the attachments to the [RFP](#) with the current asset listings.

30. Question: Please provide the unique number of participants across all three providers

Response: Approximately 1,256.

31. Question: Please indicate whether ICMA offers managed accounts to its participants in the SAWS plan, and if so, the assets in managed accounts.

Response: See the response to question #28.

32. Question: Number of Unique Participants - Is the total number of participants with balances 1,352 (955-ICMA, 245-Nationwide, 152-Standard)? Or are there participants that participate in more than one plan?

Response: See the response to question #30.

33. Question: Nationwide Fixed Account – Would SAWS prefer that we absorb the \$64,000 MVA, or would you prefer the 60-month payout?

Response: SAWS would like to see the pricing each way.

34. Question: Please let us know if you are able to provide the number of duplicate participants that have accounts with more than 1 current provider

Response: See the response to question #9.

35. Question: Is this committee interested in having a Managed Accounts option available with the potential new provider?

Response: Not at this time, but would be open to the discussion once a provider is selected.

36. Question: For the Nationwide Guaranteed Fund, is the MVA estimate of \$64,000 a negative or positive MVA?

Response: Negative.

37. Question: If the MVA is negative, is it expected the new provider provide a solution to make-up the negative MVA, or is the committee interested in the 60 month payout to avoid the MVA?

Response: See the response to question #33.

38. Question: How many total unique participants are in the 457 plan today? Are there participants that are in plans with different incumbents?

Response: See the response to question #9.

39. Question: Does the plan currently offer loans? If so, please provide the total number of loans outstanding as well as the total number of loans issued in 2017.

Response: No.

40. Question: Please indicate the current process for submitting loan payments. Is it done through a payroll file or directly with a participant bank account (ACH)?

Response: N/A

41. Question: Please provide the current service days provided by your recordkeepers. It mentions, there are approximately 19 separate locations/buildings located, but how many group meetings and how many individual meetings were held in 2017? Does SAWS have a specific number of on-site days per year they prefer going forward?

Response: See the response to question #25.

42. Question: Please provide a list of any ancillary fees that are currently being charged to the plan and or its participants. i.e) QDRO's, financial advice, etc.

Response: These vary by provider, but are the typical industry standard fees and are charged to the participant.

43. Question: Does the plan currently utilize a self-directed brokerage option? If so, please provide the company being used as well as the total assets in the program today.

Response: No.

44. Question: Please provide a sample of the current contribution file feed that the plan uses today. Please provide data definitions as well as field level definitions for the file.

Response: This will be provided to the winning bidder as part of the conversion. SAWS is open to making changes to their format.

45. Question: Please provide the current plan document with each provider.

Response: See the response to question #16.

46. Question: Please provide the current service agreements with each provider.

Response: No.

47. Question: If possible, can you please provide the current fees for the plan today with each provider?

Response: These were included as an attachment with the fund assets with the [RFP](#).

END OF QUESTIONS AND ANSWERS

No other items, dates, or deadlines for this RFP are changed.

END ADDENDUM 1