**O’FALLON FIRE PROTECTION DISTRICT**

**REQUEST FOR PROPOSAL**

**401(a) AND 457(b) PLAN RECORDKEEPING,**

**ADMINISTRATION AND INVESTMENT SERVICES**

The O’Fallon Fire Protection District invites proposals according to the information and specifications provided herein.

All proposals must be received by the District’s Custodian of Records no later than 4:00 p.m. on September 13, 2017. Four (4) hard copies and four (4) pdf copies on Removable USB Drives (Thumb-Drive) of the RFP must be submitted.Please review all proposal submission requirements stated in this RFP document and return your proposal in a sealed envelope marked “RFP 2017 – 02 - 401(a) and 457(b) Proposal”; Due Date: September 13, 2017. Proposals must be addressed and mailed or hand carried to the O’Fallon Fire Protection District, 111 Laura K Drive, O'Fallon, Missouri 63366, ATTN: Custodian of Records – RFP 2017- 02 - 401(a) and 457(b) Proposal.

Questions, for clarification purposes only, must be submitted in writing by 4 p.m. central time on Friday August 18, 2017 to both Joshua Schwartz at [jfschwartz@retirementplanadvisors.com](mailto:jfschwartz@retirementplanadvisors.com) and Chief Thomas Vineyard [tvineyard@ofallonfire.org](mailto:tvineyard@ofallonfire.org). The District response to submitted questions will be posted to the District’s website [www.ofallonfire.org](http://www.ofallonfire.org) (<http://www.ofallonfire.org/board-of-directors> *Tab — RFPs listed under Meeting Minutes*).

The District’s Board of Directors reserves the right to amend this solicitation, to reject any and all proposals, and to waive any irregularities. Any proposal received after 4:00 p.m., September 13, 2017, will not be considered.

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**I. Background Information.**

The O’Fallon Fire Protection District, established in 1970, was first organized in 1906 as the O’Fallon Volunteer Fire Department. The District is a full-service fire, rescue, basic life support, and safety education organization. It protects a residential population of over 85,000 in an area of 67 square miles, which includes most of the city limits of O’Fallon, all of St. Paul, portions of Dardenne Prairie, Lake St. Louis, and St. Peters, as well as approximately 20 square miles of unincorporated St. Charles County. The District is governed by a three-member elected Board of Directors that oversees an $8 million annual operating budget and $600,000 pension budget funded primarily by property taxes.  The District maintains five fire stations and has 59 employees.

The District offers both a Money Purchase Pension Plan (the “401(a) Plan”) and an Internal Revenue Code Section 457(b) Plan (the “457 Plan”). The District is a governmental entity and is exempt from the provisions of the Employee Retirement Income Security Act of 1974 (“ERISA”).  American United Life Insurance Company is the current service provider for the District’s 401(a) and 457(b) Plans and has so served since 2006. Both plans provide that Participants self-direct the investment of their accounts.

The District has retained Retirement Plan Advisors (“RPA”) as the plan and participant consultant and investment advisor. RPA serves as an investment advisor to the plan and provides onsite employee education, enrollment, retirement counseling and investment advisory services to plan participants in a relationship similar to that described in ERISA Section 3(21). RPA will be assisting the District in the evaluating all RFP responses.

The 401(a) Plan, a money purchase pension defined contribution plan, covers all employees who are twenty-one years of age, after a minimum of twelve months of service:

* Vesting Schedule: Participants are vested 20% after three years of service; 40% after four years; 60% after five years; 80% after six years; and are fully vested after seven years of service.
* Contributions: The District contributes 10% of eligible employees’ annual salary. The District also contributes certain sums as matches to amounts employees defer under the District’s 457 Plan. No participant contributions are permitted under the 401(a) Plan.
* Loans are permitted.
* Plan Statistics:
  + The District contributed $518,088 for the year ended December 31, 2016
  + Projected money purchase contributions for 2017 are $570,328 and projected matching contributions are $140,400.
  + There are 67 accounts with 57 actively receiving contributions (projected 59 for year ending December 31, 2017).
  + As of June 30, 2017, there were Money Purchase Plan (401a) assets of $11,057,441 with $606,718 invested in the Fixed Account option

The 457 Plan is available to all employees of the District. Under the 457 Plan, employees may elect to defer a portion of their salaries.

* Plan Statistics:
  + The District contributed (through employee salary deferrals) $192,623 for the year ended December 31, 2016
  + Projected contributions for 2017 are $236,860 based on current bi-weekly contributions of $9,110 per pay period (26 pay periods per year).
  + There are 67 participant accounts with 54 actively receiving contributions
  + As of June 30, 2017, the 457 Plan assets were $3,669,882 with $227,606 invested in the Fixed Account option
* Loans and hardship withdrawals are permitted. As of March 31, 2017, the outstanding loan fund balance is $563,253.

The assets held by the plans in the aggregate are currently valued at $14,862,673 including $135,350 in Related & Unrelated Rollovers.

The plans are overseen by a five-member Board of Trustees consisting of the District’s three-member Board of Directors and two employees elected by their peers.

The District is seeking proposal from qualified firms to provide recordkeeping, administration and compliance services and an investment platform for both plans.

1. **Scope of Work.**
2. **MANDATORY PROPOSAL COMPONENTS**
3. Minimum Requirements.
4. Firm must be a top tier retirement plan provider with a minimum of $10 billion in retirement plan assets under management.
5. Firm must be licensed to conduct business in all 50 states.
6. Firm must have experience working with public sector clients similar in size and complexity to the District.
7. Firm must provide plan and participant level access to, and work closely with, Retirement Plan Advisors (“RPA”) to provide plan sponsor support and participant education, enrollment, and advisory services.
8. Legal/Regulatory. Firm must:
9. Provide the District with (and/or be willing to administer) individually designed or otherwise governmental plan documents. Assist in maintaining Internal Revenue Code compliant 401(a) and 457(b) plan documents and amendments.
10. Provide strict oversight of all plan activities to ensure compliance with federal and state regulations.
11. Provide comprehensive information regarding taxes and tax treatment of the plans and participant benefits.
12. Employee/Employer Account Administration. Firm must:
13. Establish and monitor maximum allowable employer and employee contribution limits. Advise and assist the District in taking appropriate corrective action if excess contributions occur.
14. Ensure contributions are allocated to employee accounts in a timely manner when received.
15. Investments. Firm must:
16. Provide a broad investment platform, including a fixed account/stable value option.
17. Be able to recordkeep a non-proprietary fixed/stable value options. The District may choose to utilize the successful bidder’s proprietary fixed account/stable value option but reserves the right to utilize alternative fixed account/stable value option(s).
18. Confirm that there will be no plan level termination, withdrawal or transfer charges or restrictions (including market value adjustments) throughout the term of the contract. The only exceptions are (i) reasonable restrictions related to a stable value fund, (ii) charges for early withdrawal from fixed maturity or other structured investment products (such as CDs) which have a clearly defined investment period that if shortened would jeopardize the strategy and benefits to longer-term investors, and (iii) redemption fees for short-term trading.
19. Account Service and Performance Measurements. Firm must:
20. Maintain a high level of client satisfaction.
21. Communicate performance results to participants in a transparent and easy to understand fashion.
22. Provide participant and plan level statements and reporting that separates balances and activity by plan.
23. Provide timely customer service responses to all parties involved in the 401(a) and 457(b) plans. Provide customer service call center access.
24. Provide plan participants with 24/7 secured online access to portfolio and plan information that is updated on a daily basis at minimum.
25. Provide online access at the plan sponsor level with separate login information.
26. Provide adequate website technical support for any issues arising with the accessing of accounts. Technical support will also follow federal and state regulations and maintain, secure information back-up procedures. Please outline any additional procedures or software capabilities that are in place.
27. Account Activity. Firm must provide services related to the following activities:

a. Eligibility and enrollments.

b. Provide communication materials

c. Handle distribution requests, including monitoring final and 70 ½ minimum distributions.

d. Process beneficiary changes, rollovers, loans and Qualified Domestic Relations Orders (QDROs).

e. Handle other account administration requests such as employee questions relating to statements, distribution tax ramifications, address changes, requests for fund and prospectus information, and coordination with payroll withholding.

1. Plan Implementation. Firm must:
2. Provide a detailed breakdown of the team that will manage the District’s plans and identify each person who will manage each step in the implementation process.
3. Provide a timeline of the plan conversion and implementation
4. Describe the communications and marketing support you can provide the District and RPA
5. Identify your staff members responsible for the ongoing maintenance of the plans.
6. Confirm that you are willing to send your staff members to attend quarterly retirement plan Board of Trustees meetings in the District offices.
7. Provide full disclosure of team member turnover within the department that will be responsible for managing the District’s plans and identify where this department is located.
8. Data Security Privacy. Firm must:
9. Describe how you will maintain the confidentiality of employee database information.
10. Confirm that the Firm has policies, procedures, data encryption, and technical measures to prevent unauthorized access or alteration, fraud, theft, misuse or physical damage to hardware, software, communications networks and data. Describe these in detail including password complexity settings. Has your firm’s electronic security system ever been compromised?
11. Confirm that you understand and agree to the District’s policy that your Firm’s representatives and contractors are forbidden to sell ancillary products (such as life insurance) to participants without written consent of the District. Participant data is the sole property of the District and may not be used in any way to market other products or sold to other organizations without the express written consent of the District.
12. Fee Proposal. The District is seeking a fully disclosed level-fee pricing. Responding firms must commit to a fixed cost, either asset-based or per participant, fee structure and disclose all revenues and expenses relating to the plans including fund revenue sharing, reimbursements, and fixed account/stable value expenses annually.

Further, responding firm must confirm that they are able to deduct RPA’s fee (0.30% or 30 basis points) from participant accounts on a prorated basis. Please provide a detailed fee proposal that fully itemizes all fees NOT included in your base fee including but not limited to the following:

1. Setup fees
2. Conversion fees
3. Charges for plan administration
4. Charges for moving assets from one fund to another
5. Cost to provide plan documents, update documents
6. Rollover and distribution fees
7. All investment related fees
8. Cost of transition services on inception and upon termination of services
9. If you have the capability of offering participants access to a registered investment advisor, the details and the fees for that service.
10. Any other fees.

Please provide copies of fee disclosure statements you provide the Plan Sponsor, the participants and describe how frequently you distribute such statements.

1. Insurance and Indemnification.

1. Insurance. As part of the contract for these services, the Firm shall secure and maintain the following insurance and must agree to the terms described below:
   1. Commercial General Liability (bodily injury and property damage) minimum requirements $1,000,000 each occurrence, $2,000,000 general aggregate, $1,000,000 products/completed operations aggregate. The District shall be named as an additional insured on this policy
   2. Automobile liability insurance - Minimum requirement is $1,000,000 combined single limit of liability. The District shall be named as an additional insured on this policy.
   3. Workmen’s Compensation – Statutory; Employers Liability limits of $500,000/$500,000/$500,000.
   4. Coverage requirements for commercial general liability, automobile liability and employer’s liability may be met with excess/umbrella policies.
   5. Professional Errors and Omissions – Minimum requirement is $1,000,000 each occurrence.
   6. Insurance Certificates - As evidence of the insurance, limits and endorsements required, a standard ACORD or equivalent Certificate of Insurance executed by a duly authorized representative of each insurer shall be furnished by the Contractor to the District.
   7. The Certificate of Insurance shall provide that there will be no cancellation or reduction of coverage without 30 days prior written notice to the District. Failure to maintain the insurance required herein may result in termination of the Contract at the District’s option. In the event the Contractor does not comply with the requirements of this section, the District shall have the right, but not the obligation, to provide insurance coverage to protect the District and charge the Contractor for the cost of that insurance.

b. Indemnification. The successful Firm will be required to execute standard indemnification provisions indemnifying the District.

1. **GENERAL INFORMATION TO BE ADDRESSED IN PROPOSAL**

Please provide detailed responses to each of the following.

1. Recordkeeping and Administration.

a. Systems Maintenance and Remittance Procedures.

* + 1. When was the most recent independent quality control audit of your recordkeeping system performed? Please provide a copy of auditors’ most recent Statement on Standards for Attestation Engagements (SSAE) No. 16, Reporting on Controls at a Service Organization.
    2. Please detail the most efficient way for the District to remit participant data and contributions to your firm. Are there any other options? If so, please describe.
    3. Briefly describe how your system processes, and how you administer:
* Eligibility determination
* Enrollments
* Vesting
* Sending enrollment materials to participants
* Assignment of PIN numbers and distribution of numbers
* Employee and employer contributions
* Investment election and contribution rate changes
* Qualified Domestic Relations Orders (“QDROs”)
* Rollovers from other plans
* Final distributions
* Beneficiary changes
* Compliance with 401(a)(9) minimum distribution requirements
* Loans
* Hardship distributions
  + 1. Please describe how your system processes comply with the Internal Revenue Code and IRS regulations that apply.
    2. What is your turn around time for processing and mailing checks for participant termination requests?
    3. Will you approve loans and/or Qualified Domestic Relations Orders (“QDROs”)?
    4. Describe your back up and disaster recovery plans. Have these procedures been tested? Are the files archived and stored at a location off-site? How often are files backed-up? If your software was lost, is the raw data accessible to standard queries?
    5. With your full-service recordkeeping and administration, what administrative activities must the District still perform?

b. Compliance.

* 1. Does your Firm prompt or remind 457(b) participants that they are eligible for the catch-up elections or must they notify you? If not, why? What controls are in place to assure the maximum catch-ups are not exceeded?
  2. Does your Firm prompt participants aged 50 or older about the 457(b) catch-up provision available to them?
  3. What correction procedures does your Firm employ should participants exceed IRS limits? Or, if 415 limits are exceeded? Please describe in detail.
  4. Does your Firm’s system track cumulative contributions?
  5. Describe any pending agreements to merge or sell your Firm.
  6. Do you have a standard contract for the plan sponsor? Do you have a proposed contract for this engagement? Please provide copies of the sample contract and copies of any other documentation the District would be asked to sign.

2. Investment Platform

* 1. Do you offer an open architecture mutual fund platform? How many funds are currently on your platform? What limitations are there for making new funds available?
  2. Are there any restrictions on fund selection or requirements to use proprietary products? If so, please describe in detail.
  3. Can your firm recordkeep the following funds?

|  |  |  |  |
| --- | --- | --- | --- |
| Western Asset Core Plus Bond I | WACPX | Vanguard Small Cap Index I | VSCIX |
| PIMCO Income Instl | PIMIX | Federated MDT Small Cap Growth Instl | QISGX |
| Principal High Yield Inst | PHYTX | American Funds Capital World Gr&Inc R6 | RWIGX |
| Oakmark Equity And Income Investor | OAKBX | MFS International Value R6 | MINJX |
| Vanguard Wellington™ Admiral™ | VWENX | Vanguard Total Intl Stock Index I | VTSNX |
| American Beacon Bridgeway Lg Cp Val Inst | BRLVX | Oppenheimer International Small-Mid Co I | OSCIX |
| American Century Equity Income R6 | AEUDX | AllianzGI Emerging Markets Opps Instl | AOTIX |
| PIMCO StocksPLUS® Absolute Return Instl | PSPTX | Principal Real Estate Securities Inst | PIREX |
| Vanguard Institutional Index I | VINIX | Vanguard Target Retirement Income Inv | VTINX |
| Alger Capital Appreciation Z | ACAZX | Vanguard Target Retirement 2020 Inv | VTWNX |
| Hartford Core Equity R6 | HAITX | Vanguard Target Retirement 2025 Inv | VTTVX |
| T. Rowe Price Blue Chip Growth | TRBCX | Vanguard Target Retirement 2030 Inv | VTHRX |
| Victory Sycamore Established Value R6 | VEVRX | Vanguard Target Retirement 2035 Inv | VTTHX |
| Vanguard Mid Cap Index Institutional | VMCIX | Vanguard Target Retirement 2040 Inv | VFORX |
| Vanguard Strategic Equity Inv | VSEQX | Vanguard Target Retirement 2045 Inv | VTIVX |
| Hartford MidCap Y | HMDYX | Vanguard Target Retirement 2050 Inv | VFIFX |
| Northern Small Cap Value | NOSGX | Vanguard Target Retirement 2055 Inv | VFFVX |
| JPMorgan Small Cap Equity R5 | JSERX | Vanguard Target Retirement 2060 Inv | VTTSX |

* 1. Can you provide full fee transparency and levelization? Please describe how you assess fees to plan participants
  2. What online tools are available to participants to assist in asset allocation of and retirement planning? Please provide a link to these tools.
  3. Do you offer Managed Account services? If so, please describe in detail including all fees.
  4. Have there been any written complaints filed against any of your Firm’s representatives (either active or terminated) (whether involved with investments or with any other services requested in this RFP) within the past five (5) years? If so, please describe.
  5. Guaranteed Investment Options Only.

1. Please describe the type of fixed/stable value option you are proposing (stable value, general account, separate account, etc.).
2. On what basis is interest credited to this option (portfolio, new money, other)?
3. Do you guarantee the current rate on new deposits? If yes, for what period of time? Is this rate guarantee contractual?
4. If interest on new deposits is credited on a new money basis, describe the method used for crediting interest to old money [i.e., banded (different rates credited to different cells or buckets), pooled (portfolio interest crediting), or other]?
5. Do you guarantee the rate credited to old money? If yes, for what period of time?
6. How is interest credited and compounded (e.g., daily, annual, or other)?
7. Provide a five (5) year history of credited rates by quarter. If a single portfolio rate is not used, provide new and old money rates by quarter for the period. Define how assets are distributed between the new and old money rates.
8. Complete the following table as of 6/30/2017, using net returns to participants:

|  |  |  |  |
| --- | --- | --- | --- |
| **2Q 2017** | **2016** | **3-year return** | **5-year return** |
|  |  |  |  |

1. Do you offer any additional rate guarantees?
2. Please identify all plan and participant level liquidity restrictions. If there are scenarios for which a market-value adjustment would apply, illustrate what would be the market value adjustment (in dollar terms) assuming a 1%, 3%, and 5% rise or fall in interest rates on a $1,000,000 balance?
3. Do inactive accounts receive the same interest rates as credited to active accounts?
4. What are the internal fees associated with fixed accounts? Specifically, if offering a fixed account, what is the targeted spread between gross and net yield?
5. What is the methodology or crediting formula utilized to determine the fixed account’s yield?
6. Provide detail the credit quality and duration to maturity of the fund’s holdings.
7. How do you monitor and manage the portfolio’s credit and interest rate risk?
   * 1. Tax Reporting. Do you provide all required tax data and compliance for plan distributions? How are withheld taxes processed for payment? Can you perform state tax withholding? Are tax statements issued?

3. Interactive Participant Service:

a. Internet Capabilities.

1. Do you offer online access at both the plan sponsor and participant level? If so, provide demonstration links and passwords.
2. What information can the plan sponsor access?
3. What information can participants’ access?
4. How frequently is investment performance information refreshed for your funds (e.g., daily, monthly, quarterly, annually)? Outside funds?
5. Do you have back-up procedures in the event your server goes down during extreme market conditions? Please explain.
6. What security protocols and guarantees are in place?
7. What participant tools are available on your website?
8. Does your website offer investment education or advice? If so, please describe.
9. How many times has your Internet site experienced down times over the past two years? How was this communicated to the Sponsor?
10. What makes your Internet site unique from your competitors?
11. What additional interactive services/software are provided (directly and online)? Please describe your capabilities and any related costs.
12. Do you provide participants with the ability to forecast future benefit accumulations?
13. Do you provide participants with the ability to calculate the after-tax impact of a deduction on their take-home pay?
14. Is your website compatible with mobile devices such as smart phones? If so, is all functionality available or are there limitations when using a mobile device?

b. Call Center.

* 1. Does your Firm offer live administrator support? If so, do you record calls?
  2. What is the toll-free number participants can call to reach a representative?
  3. What are the days and hours of availability for telephone account service representatives? Describe the training received by the representatives.
  4. What is the capacity of your call center? How many representatives are available to participants at busy times? What is your average response time to participant calls? How do you manage capacity during periods of extreme market volatility?

4. Project Team and Implementation Approach.

1. Please provide a sample timeline of activities. Describe who will be involved in each step and how this process will be managed.
2. If your Firm is selected, who will be the account manager for our plan both during the transition and on an on-going basis?
3. What has been your Firm’s historical turnover of account representatives managing clients like the District?
4. How many accounts does the typical case manager handle at one time?

5. Quality and Performance Standards.

* 1. How do you measure overall client satisfaction? How will you report satisfaction levels to the District?
  2. Describe your process to resolve customer complaints. How do you measure superior service?
  3. Given the large number of available 401(a) and 457(b) providers, what makes your program unique?

6. Transition Plan.

In the event of any termination of the Firm’s services, the District expects that an orderly transition will occur to a succeeding service provider. With regards to such transition-out:

* 1. Please describe your overall commitment to perform a transition of plan assets and administrator information to a new vendor in the event that the District elects to terminate its contract with your Firm and engage a new provider. Please advise of the fees, if any, for transition servicers following a decision by the District to terminate services.
  2. What steps does your Firm take to insure the timeliness and accuracy of a transfer of data and other information during a transition? In the event of a transition that does not occur according to an agreed upon plan, will your Firm take responsibility for any and all economic losses to participants and sponsor?
  3. Please describe your transition-out plan for participant records, plan level administrative records, contributions and redemptions capabilities, etc. Provide estimates for the length of time for the transition and for man hours required from the District. Provide a draft transition plan.
  4. In your response, you must confirm your understanding of and commitment to service the District’s transition and continuity needs as expressed in this section and as follows:

Transition on Commencement of Contract.

The 401(a) and 457(b) recordkeeping, administration, and investment services provider selected by the District shall assume full services in accordance with a contract executed by the parties. Service provider shall coordinate and cooperate with the District’s existing provider(s) to ensure a smooth and orderly transition with uninterrupted services.

Transition and Continuity of Service upon Expiration of Contract.

Continuity of services is necessary to the District. The 401(a) and 457(b) record keeping, administration, and investment services provider selected by the District agrees to this philosophy and upon expiration of contract, agrees to:

* Exercise its best efforts and cooperation for an orderly and efficient transition of 401(a) and 457(b) recordkeeping, administration, and investment services to another service provider or to the District.
* Negotiate a plan in good faith with the successor to determine the nature and extent of the phase-in and phase-out services required. The plan shall specify a date for services described in the plan and shall be subject to approval by the District. The existing 401(a) and 457(b) recordkeeping, administration, and investment services provider shall provide sufficient experienced personnel during the phase-in and phase-out periods to ensure that the services called for in the contract are maintained at the required level of need and proficiency.
* All District property (including but not limited to, participant and District system records; equipment; facilities; and materials) shall be returned to the District upon termination of the contract.

**C. FIRM PROFILE**

1. General Information.

Respondents to this RFP are required to include with their submissions to this RFP, a full and complete Firm profile, which must include, but not be limited to: the date of establishment, mission statement, type and confirmation of Firm’s legal entity form, Firm’s organizational structure/chart, principals’ names and titles, Firm size in relation to industry, number of employees, Firm history, financial position, and all relevant current and past experience on similar projects, including the firm’s overall experience for the provision of 401(a) Plan and 457(b) Plan recordkeeping, administration and investment services.

A copy of the Firm’s most recent audited financial statement must be included with the proposal.

2. Experience.

* 1. Are you currently involved in any unresolved litigation? If so, please provide information regarding the basis for the litigation. Has your Firm been involved in litigation within the last five (5) years arising out of your performance or participation in a 401(a) defined contribution program or 457(b) program?
  2. Has your Firm been cited, reprimanded or threatened with citation by any state or federal regulators for violations of any laws or impending regulations? If so, please describe.
  3. In the past five years, has your Firm had: i) a license to do business; ii) an agent/broker license; or iii) any other license denied, revoked or suspended? If so, describe.
  4. Has your Firm ever been involved in any settlements regarding its compliance services for failure to calculate or inaccurate calculations on any compliance limits?
  5. If applicable, detail your Firm’s credit ratings (A.M. Best, Fitch, Moody’s and Standard & Poor’s) for each of the last five (5) years starting with the current year. Have there been any upgrades or downgrades of your credit ratings in the past two (2) years? If so, please explain.

**D. REFERENCES**

Offeror must provide on Attachment A to this RFP the names and contact phone numbers of at least three (3) clients, preferably entities similar in size to the District, for whom the offeror is providing or has provided 401(a) and 457(b) recordkeeping, administration, and investment services. See Attachment A.

In addition, provide three 401(a) and 457(b) governmental client references, which are currently using your comprehensive services. Please include names, addresses, and telephone numbers of KEY HOME OFFICE contact persons.

Also, provide two references of governmental clients you have lost. Include names, addresses, and telephone numbers.

**E. BROCHURES, CATALOGS, MANUALS, WEBSITES, LITERATURE**

In addition to the formal response to this RFP, all respondents are encouraged to submit brochures, catalogs, manuals, website materials, industry literature, DVD’s and any other marketing and informational media to support and enhance their submission.

**F. ADDED VALUE**

Respondents are encouraged to describe in detail all added value or additional services or benefits available and offered at no cost to the District in their RFP responses. Attach and label as **“ADDED VALUE.”**

**G. ADDITIONAL INFORMATION**

The District invites the participation of minority and women money managers, brokers and investment counselors in responding to this Request for Proposal.

**H. FEE PROPOSAL**

The District is seeking a fully disclosed level-fee pricing.

1. What is your fixed fee, either asset-based or per participant, to provide the service requested in this proposal?
2. Confirm that you can deduct RPA’s fee of 030% (30 basis points) per year, billed quarterly in arrears from participant accounts on a prorate basis.
3. Please provide a detailed fee proposal that fully itemizes all fees NOT included in your base fee including but not limited to the following. Note: fees not disclosed in your response may not be assessed.
4. Setup fees
5. Conversion fees
6. Charges for plan administration
7. Charges for moving assets from one fund to another
8. Cost to provide plan documents, update documents
9. Rollover and distribution fees
10. All investment related fees
11. Cost of transition services on inception and upon termination of services
12. If you have the capability of offering participants access to a registered investment advisor, the details and the fees for that service.
13. Any other fees.
14. **Calendar of Events.**

401(a) and 457(b) Plan Recordkeeping, Administration, and Investment Services RFP Timeline

|  |  |
| --- | --- |
| Tentative Dates |  |
| July 28, 2017 | Release RFP |
| Same as above | Notice published in St. Charles County Records |
| Same as above | RFP packages available at website: *http://www.ofallonfire.org/board-of-directors/* RFPs at bottom of the page |
| August 18, 2017 | Proposer questions due |
| August 28, 2017 | Posting on District website of responses to questions submitted |
| September 13, 2017 | Responses due by 4:00pm Central Time. |
| October 2017 | Review of proposals; possible interviews; negotiations |
| November 2017 | Board of Trustees recommendation to Board of Directors |
| November 2017 | Board of Directors Meeting - Approval |
| 4Q2017 - 1Q2018 | Plan Implementation and Asset Transfer (if applicable) |

# **IV. Additional Rules/Procedures Regarding RFP, Proposals and Contract for 401(a) and 457(b) Plan Recordkeeping, Administration and Investment Services.**

* 1. Once submitted, the proposals cannot be altered or withdrawn.
  2. All proposals will be publicly opened during the September 14, 2017 Board of Directors meeting following the September 13, 2017, deadline, and each proposal will be taken under advisement. Proposal documents become the property of the District and will not be returned.
  3. The District may choose to interview any, all, or none of the proposers to obtain an accurate understanding of each proposal. A selection committee will identify the firm/team that can provide the greatest overall benefit to the District, and extend the opportunity to negotiate a contract. If the District and the highest ranked proposer fail to reach agreement, the District may negotiate with the next highest ranked proposer to reach an agreement. The District in its sole discretion shall determine whether to enter into negotiations with vendors.
  4. The information presented in the RFP is not to be construed as a commitment of any kind on the part of the District. There is no expressed or implied obligation for the District to reimburse responding firms for any expenses incurred in preparing Proposals in response to this request.
  5. All Proposals must be submitted, organized in the format set forth herein, and using any District forms attached to this RFP. Proposals submitted on forms other than the enclosed may be rejected. No alternate Proposals that significantly deviate or modify the concept and ultimate objectives of this RFP will be considered. Non-compliance with RFP specifications will disqualify Proposals from further consideration.
  6. Any explanation or statement that the proposer wishes to make must be contained with the Proposal but shall be written separately and independently of the Proposal proper and attached thereto. Unless the proposer so indicates, it is understood that the Vendor has proposed in strict accordance with the RFP requirements.
  7. The selection of the Firm, if any selection is made, will be made at a regularly scheduled Board of Directors business meeting.
  8. Oral communications cannot be relied upon and shall not be the basis for responding to any part of this RFP.
  9. Misinterpretation of the specifications by the Proposer shall not relieve the Proposer(s)/contractor(s) of responsibility to perform.
  10. The written proposal form shall contain the following information:
* Acceptance of the 401(a) and 457(b) Recordkeeping, Administration, and Investment Services proposal provisions. If your firm will not accept the conditions set forth in this Request For Proposal in its entirety, any exceptions must be noted.
* Answers to the questions and requests for information herein and the documentation requested in this RFP must be included in your proposal.
* All Proposers submitting responses must provide four (4) paper copies marked RFP 2017- 02 - 401(a) and 457(b) Proposal and four (4) pdf copies on removable USB drives.
* All proposals must be submitted in a sealed package(s) with the following information clearly marked on the front of the package:

**RFP 2017- 02 - 401(a) and 457(b) Proposal**

**DUE DATE**: **September 13, 2017**

O’Fallon Fire Protection District

Attn: Custodian of Records

111 Laura K Drive

O'Fallon, Missouri 63366

* A Transmittal cover letter briefly referring to the submission and prepared on the proposer’s business stationery must accompany the proposal.
  1. Proposer’s Ethics and Collusion

Collusive Proposals: Any proposer that submits more than one proposal in such a manner as to make it appear that one of the proposals submitted is competitive with that of a different Vendor, or any two or more Vendors that agree to fix their respective proposals in such a manner as to be awarded a contract shall be disqualified from further consideration of award of this contract and shall be subject to any applicable penalties under the law.

Bribery: Any Vendor that attempts to influence a District official to award this contract to such Vendor by promising to provide or by providing to such District official any gratuity, entertainment, commission or any other gift, in exchange for a promise to award the contract to such Vendor shall be disqualified from further consideration of award of this contract and shall be subject to any applicable penalties under the law.

Conflict of Interest: Any Vendor that knows of any District official having a material direct or indirect financial interest in such Vendor shall be required to submit a written statement, along with the Request for Proposal, detailing such interest. Failure to disclose such a known financial interest shall result in the Vendor’s disqualification from further consideration of award of this contract.

1. **Authorized Signature.**

Each proposal must include an original signature from an individual authorized to represent the Firm and a statement from the offeror stating that the statements made in the Firm’s proposal are true and correct and that unless otherwise expressly stated in the contract between the parties, the terms of the RFP are understood to be included as part of any agreement between the Firm and the District that relates to providing 401(a) and 457(b) recordkeeping, administration and investment services.

# **VI. Evaluation.**

The District advertises this RFP as an opportunity for interested and qualified firms specializing in 401(a) and 457(b) recordkeeping, administration, and investment services to submit proposals consistent with the scope of work stated herein. Respondents to this RFP are encouraged to submit their most comprehensive, innovative, and creative proposals for 403(b) and 457(b) recordkeeping, administration, and investment services for the District.

All proposals will be carefully reviewed and evaluated for responsibility, capacity, business strength, qualifications, expertise, demonstrated experience in the provision of and implementation of 401(a) and 457(b) recordkeeping, administration, and investment services for similar governmental entities, and highest and best value to the District with consideration to quality, approach, timeliness, dedicated personnel, and value added (if any). Proposal conformance to RFP instructions, terms, conditions, and requirements is critical to offeror’s responsiveness.

The District may, at its sole discretion, select or reject all or portions of the service(s) proposed from responsive offerors. As a part of the evaluation process, the District may find it necessary to evaluate the addition or deletion of components of a respondent’s proposal in order to make equivalent comparisons to other proposals.

The District will select the offeror whose proposal the District determines best meets the needs of the District, based on the requirements and evaluation criteria set forth herein.

The lowest-cost proposal submitted may not necessarily be determined to be the most responsive and responsible proposal when all factors have been considered. However, the quoted price is an important factor in the determination of the selected proposal.

**Attachment A**

References and Experience

Each Proposer must submit a minimum of three references. Each reference must be presently using services similar to those requested in this RFP in both quality and quantity. No reference may be an affiliate of the Proposer or the Proposer’s officers, directors, shareholders or partners.

LIST CURRENT CONTRACTS WITH GOVERNMENTAL ENTITIES, FOR WHOM THE OFFEROR IS PROVIDING OR HAS PROVIDED 401(a) PLAN AND 457(b) PLAN RECORDKEEPING, ADMINISTRATION, AND INVESTMENT SERVICES: INCLUDE CONTACTS AND TELEPHONE NUMBERS FOR EACH REFERENCE. USE ADDITIONAL PAGES FOR ADDITIONAL CONTRACTS:

1) Company Name:

Business Address:

Name/Title of Contact:

Phone Number of Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail Address:

Contract Length: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Plan(s) type and assets:

2) Company Name:

Business Address:

Name/Title of Contact:

Phone Number of Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail Address:

Contract Length: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Plan(s) type and assets:

3) Company Name:

Business Address:

Name/Title of Contact:

Phone Number of Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail Address:

Contract Length: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Plan(s) type and assets: