

Request for Information (RFI) for DC Retirement Plan

As shown below, our organization is in the process of reviewing potential service providers for our Defined Contribution (DC) retirement plan. Given the responsibilities we have in sponsoring our plan, the complexities of new DOL fiduciary regulations, and the added burdens being placed on our Retirement Plan Committee, we are using this RFI to pin down key issues and clarify how providers differ in critical areas. This information may be used to narrow the field before asking firms to submit a formal proposal or RFP response. Note that the vendor selection process remains at our sole discretion at all times, including the right to make no changes if we determine that is the best outcome. Please complete the questions in Sections I through IV below as it relates to your firm’s proposed solution for our retirement plan. When complete, please email this form to:

Information on Our DC Plan

Employer:	Plan Name:
Plan Assets: \$	Total Number of Participants:
Current Advisor or Corporate Trustee:	Current Recordkeeper:
Current TPA:	Current Asset Custodian:
Other Providers Involved:	

Additional information on our plan you should know (e.g., structure, unique provisions, unique assets, etc):

Section I—General Provider Information

1	Tell us about you and your firm (<i>The various parties involved with your bid will be identified below, but one individual needs to submit this form on behalf of the combined bid.</i>)	Your Name: Your Firm/Institution: Your Phone Number: Your email Address:
2	In your proposed solution, please indicate which firm (or entity) will handle various roles. If not applicable in your solution, enter “none” or leave blank.	Investment Advisor: Corporate Trustee: Registered Rep (Broker of Record): Third-Party Administrator: Recordkeeper: Clearing Firm: Asset Custodian: Other (please identify firm and role):
3	In your bid, in what fiduciary capacity will the Advisor or Corporate Trustee serve? (<i>check all that apply</i>) Under this solution, please explain what role the plan sponsor will play as it relates to the ongoing fiduciary process.	<input type="radio"/> 3(21) Fiduciary <input type="radio"/> 3(38) Fiduciary <input type="radio"/> Broker of Record <input type="radio"/> Consultant <input type="radio"/> Directed Trustee <input type="radio"/> Discretionary Trustee <input type="radio"/> Other (describe): Explanation/Comments:
4	If 3(38) or 3(21) Fiduciary Services will be provided by another firm, who is that firm, and how will they play this role?	

Section II—Administrative and Education Services

1 Please complete table below to answer important questions and indicate who will provide the listed services.

Services	Provided under program	What firm provides service?	Comments
Initial Participant Education (onsite)	<input type="radio"/> Provided <input type="radio"/> Not Provided <input type="radio"/> Provided for added fee		
Ongoing Participant Education (onsite)	<input type="radio"/> Provided <input type="radio"/> Not Provided <input type="radio"/> Provided for added fee		
3(16) Administrative Services	<input type="radio"/> Provided <input type="radio"/> Not Provided <input type="radio"/> Provided for added fee		
Participant Level Investment Advice	<input type="radio"/> Provided <input type="radio"/> Not Provided <input type="radio"/> Provided for added fee		
Eligibility determination by recordkeeper (not Plan Sponsor)	<input type="radio"/> Provided <input type="radio"/> Not Provided <input type="radio"/> Provided for added fee		
Outsourced Loan Administration	<input type="radio"/> Provided <input type="radio"/> Not Provided <input type="radio"/> Provided for added fee		
Hardship Adjudication by Recordkeeper (not Plan Sponsor)	<input type="radio"/> Provided <input type="radio"/> Not Provided <input type="radio"/> Provided for added fee		
Distribution Adjudication by Recordkeeper (not Plan Sponsor)	<input type="radio"/> Provided <input type="radio"/> Not Provided <input type="radio"/> Provided for added fee		
Online Enrollment managed and driven by Recordkeeper	<input type="radio"/> Provided <input type="radio"/> Not Provided <input type="radio"/> Provided for added fee		
Online Beneficiary Designations for Participants	<input type="radio"/> Provided <input type="radio"/> Not Provided <input type="radio"/> Provided for added fee		
Automatic Enrollment fully managed and driven by Recordkeeper	<input type="radio"/> Provided <input type="radio"/> Not Provided <input type="radio"/> Provided for added fee		
“Cash outs” of terminated participant small balances (under \$5,000) automatically performed by the Recordkeeper	<input type="radio"/> Provided <input type="radio"/> Not Provided <input type="radio"/> Provided for added fee		
Vesting updated “real time”	<input type="radio"/> Provided <input type="radio"/> Not Provided <input type="radio"/> Provided for added fee		
Certified Trust Accounting Statements	<input type="radio"/> Provided <input type="radio"/> Not Provided <input type="radio"/> Provided for added fee		
5500 Audit Package and support (if needed)	<input type="radio"/> Provided <input type="radio"/> Not Provided <input type="radio"/> Provided for added fee		
Plan Sponsor Web Access	<input type="radio"/> Provided <input type="radio"/> Not Provided <input type="radio"/> Provided for added fee		
Participant Web Access	<input type="radio"/> Provided <input type="radio"/> Not Provided <input type="radio"/> Provided for added fee		
Participant Call Center	<input type="radio"/> Provided <input type="radio"/> Not Provided <input type="radio"/> Provided for added fee		

2	In your proposed solution, assuming a plan with a 5-year graduated vesting schedule, please explain the process for a loan request.	
3	In your proposed solution, assuming a plan with a 5-year graduated vesting schedule, please explain the process for a distribution request.	

Section III—Investment Information

1	How would you describe the universe of available investments for your solution:	<input type="radio"/> True open architecture <input type="radio"/> Flexible within our defined universe <input type="radio"/> Limited architecture <input type="radio"/> Fixed menu
2	Approximately how many individual funds are available on your platform?	
3	Approximately how many fund families are available on your platform?	
4	If we wanted to add 2 or 3 new funds that are not traded on your platform currently, please describe the process, and whether this is supported.	
5	Are there proprietary fund requirements of your solution of any type (including target date funds)?	<input type="radio"/> Yes <input type="radio"/> No Please explain:
6	Are we free to use any money market fund or stable value fund or our choosing?	<input type="radio"/> Yes <input type="radio"/> No Please explain:
7	Does your solution support daily valued, NSCC traded collective funds?	<input type="radio"/> Yes <input type="radio"/> No Please explain:
8	How is mutual-fund revenue-sharing handled on your platform?	12b-1s are: <input type="radio"/> Paid to Registered Rep <input type="radio"/> Used to offset fees <input type="radio"/> Retained as part of bundled services arrangement <input type="radio"/> Other. Explain: Sub-transfer agent fees and other shareholder servicing fees are: <input type="radio"/> Used to offset fees <input type="radio"/> Retained as part of bundled services arrangement <input type="radio"/> Other. Explain: If revenue sharing is offset, it is handled through: <input type="radio"/> Normalization/Fee equalization <input type="radio"/> An ERISA Recapture Account <input type="radio"/> Other. Describe: Explanation/Comments:
9	Will any of the firms in the mix receive finder's fees, up front commissions or other financial incentives in year one as a result of transitioning our plan to this program?	<input type="radio"/> Yes <input type="radio"/> No If yes, explain in detail, including the amount of compensation and which firms will receive it.
10	Will any variable annuities, separate accounts or insurance-based products be used within your solution?	<input type="radio"/> Yes <input type="radio"/> No If so, please describe in detail, including the average total cost of such vehicles and any surrender penalties they may impose.
11	Are there proprietary fund requirements of any type in your solution (including target date funds)?	<input type="radio"/> Yes <input type="radio"/> No Please explain, including any QDIA requirements:

Section IV—Provisional Fee Summary

1	<p>Assume that we would like to use a menu of 100% Vanguard Admiral Shares (no revenue sharing) and no other funds in the mix. Will your solution support this outcome? (While we may not use this type of menu, knowing your answer is critical, since it will clearly identify the total fees paid to each firm in the mix.)</p>	<p><input type="radio"/> Yes <input type="radio"/> No Explain:</p>
2	<p>Use the following assumptions to provide a provisional estimate of total plan costs:</p> <ul style="list-style-type: none"> • Assets and participant count as reflected above • Plan will use a menu of 100% Vanguard Admiral Shares with no other funds in the mix – a menu with an average total expense ratio of 20 basis points, and no forms of revenue sharing to any providers • The Recordkeeper/TPA should invoice its base fee and participant charge, with all other fees coming from plan assets • Two annual sets of education meetings in our offices (2 or 3 days onsite per year) • Accessibility for participants and plan sponsor throughout the year • Include 3(21) or 3(38) fiduciary services • Include all custodial/trading and tax reporting services 	<p>a. The approximate transition fee would be: \$ b. Explain how plan document, conversion, enrollment kits and other expenses are handed within this fee. c. Total cost of our solution (including 20 basis points for the investment menu, and all firms in the mix): basis points per year.</p> <p>Please explain how this cost is broken down below.</p> <ul style="list-style-type: none"> • Investment Menu: 20 basis points (average of Vanguard Admiral Shares) • Advisor or Corporate Trustee: • Third-Party Administrator: • Recordkeeper: • Clearing firm: • Asset custodian: <p><i>If administrative services are bundled under one firm, please enter them on the recordkeeper line above, and enter “included” on the other rows.</i></p> <ul style="list-style-type: none"> • Other (describe): <p>To clarify the total fee from the Recordkeeper/TPA, please enter the main components here (base fee, per participant fee, platform fee, etc.):</p>
3	<p>Is there a Registered Rep involved in your solution who intends to be compensated by 12b-1 revenues from funds?</p>	<p><input type="radio"/> Yes <input type="radio"/> No If yes, explain how the RR would accommodate a menu of 100% Vanguard Admiral Shares.</p>
4	<p>If you have other comments about your solution and why you feel it is the best answer for our company, please explain.</p>	



Please see the top of this form for email instructions for submission.
We will contact you with any questions or follow up steps.