

457 PLAN CONSULTANT / PLAN ADMINISTRATOR

QUESTIONS & ANSWERS

1. Is this a search for a search for those services, or for a firm to conduct the search?

The County is looking for an Administrator to review our current Plans, the vendors selling our employees those plans and will recommend to the Court how best to proceed (1 vendor, 2 vendors, etc.). Current 457 Plans have an Administrator (similar to 401K's) and we're looking for someone for that role.

2. Which firm currently provides the services? Will that firm be welcome to rebid?

At the present time the Director, Admin. Services is the Plan Administrator and in light of changes in the law the County is looking for an outside Plan Administrator.

3. When does the plan hope to have a decision made?

There is no current time frame because we know that this will take several months.

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

The County wants to Plan to meet the most current laws governing 457 Plans and feel that this would best be done by a professional in the industry.

5. What specifically are you looking for (the role of consultant and plan administrator are usually separate)?

We're looking for an Administrator. At this time the Court hasn't decided whether to allow the Administrator to also play a Consultant role.

6. Good afternoon will the Plan be selected firm to consider a consulting/advisory firm or administrator that are not bundled? Thank you very much for your feedback.

The Court has not given us final direction and at this point we're starting with the Administrator.

7. Is this a startup plan?

This is an existing plan and over the years the County has allowed six vendors to sell their products.

8. If this is an existing plan, what are the total assets, annual contributions, # of participants (active and termed), and what is the \$ amount in the stable value/fixed account/money market account?

We've asked the vendors for their assets and haven't gotten responses from all of them. Our expectation is that the selected Administrator gather more detailed information from said vendors.

9. Who is the current recordkeeper?

The Director of Administrative Services in the current plan administrator and the monies are deducted by our Payroll Dept.

10. Is there a current consultant you are working with, and if so, what firm are they with?

We are currently not working with any consultants.

11. Is there a current 457 plan administrator?

The current plan administrator is the Director, Admin. Services

12. Is this a Request for a startup/new 457?

This is an existing plan

13. Is the county looking for a consultant to help with the process, or is the county accepting bids for a plan administrator?

The county is looking for an administrator to oversee the plan in all areas (reviewing vendors, fiduciary responsibility, complying with laws, etc.)

14. What company currently administers the 457(b) Plan?

No one company administers the plan...that's why we're searching for a plan administrator.

15. What are the total assets in the 457(b) Plan?

I've requested the total assets from each vendor (6) but I haven't received all of that information

16. How many participants are in the 457(b) Plan?

Likewise for the number of participants.

17. What are the annual contributions to the 457(b) Plan?

Additionally, the County does not participate in the Plan.

18. Does the County have a 457 currently in place with another provider or is the County looking to start a completely new 457 Plan?

County is looking to start a completely new Plan.

19. Is it the intention of the County to consolidate the assets to one provider, or will this be participant directed?

I'd like the selected administrator and make recommendations to the Court. I personally think that having six vendors is too much and ideally it should be narrowed down to one or two but I'm not the final decision maker.

20. Are you looking for a consultant/fiduciary to advise on plan design, investment option selection, and monitoring as well as to review your current recordkeeper/ administrator's contract for the County 457(b) plan?

Yes, the County is looking for an administrator (fiduciary) that will help select and then monitor the activities of the selected vendor (s).

21. Who is the current recordkeeper/administrator(s) for your 457(b) plan?

The current plan administrator is the Director, Admin. Services

22. If you have multiple providers, is the County seeking to consolidate to a single provider?

The selected administrator will review the current plan and vendors and make recommendations to the Court.

23. Is there a TPA (third party administrator) involved in your plan?

There is no TPA involved in the Plan.

24. What are the assets of the plan? Is a copy of your most recent plan statement(s) available?

I've begun asking the vendors for total assets and still waiting for some of the responses.

25. How many employees are eligible for the plan?

All employees (approx.. 1800) are eligible.

26. How many work locations are there for the Employer?

The County has multiple locations located throughout Cameron County.

27. What question should we respond to in order to propose/state our fee for service in this RFP, and in what format? The RFP refers to a Pricing/Delivery Information form on page 8 but this form is not included in the RFP packet.

See Addm # 1

28. What impact will our quoted fee have on your scoring criteria?

See Addm # 1

29. Should the proposer include the cost of a potential future County REP of current recordkeeper/administrator should the initial review of their contract warrant an REP?

N/A - HR Director is currently performing the Administrator function

30. Attachment B requests notarization from a Notary Public in and for the State of Texas. Is notarization from a Notary Public in and for the State of Illinois acceptable?

Yes

31. Regarding Attachment C, does Cameron County require an in-state vendor? Prefer an in-state vendor?

No

32. In light of COVID-19 considerations, are electronic signatures permissible in lieu of ink signatures?

Yes

33. In light of COVID-19 considerations, is electronic delivery of a PDF permissible vs. physical delivery of hard copies?

2 Flash Drives are acceptable in lieu of hard copies (Addm. to follow).

34. No contract term was referenced in the RFP. What is the initial contract period? Are optional contract extensions being considered?

See Addm # 1

35. Does the county have an existing 457 plan or any other retirement plan option outside of the TCDRS pension plan?

We currently have six vendors

a. If so, can you please provide the following plan details:

i. Current Assets: \$

ii. Number of participants:

iii. Estimated Annual contributions: \$

I don't know total assets because our Audit Dept. doesn't track that information. I've requested the asset information and am still waiting for a few to respond.

iv. Current provider/administrator:

The Dir. Admin. Service (me - HR) is the Plan Administrator

36. Do you currently work with a Consultant or Advisor? We see the RFP is also for a Consultant, but we wanted to understand if you work with anyone today that helps with the county's retirement plan needs.

We are not currently working with a consultant.

37. Is there a current 457 plan administrator?

The current plan administrator is the Director, Admin. Services

38. Is this a Request for a startup/new 457?

This is an existing plan

39. Is the city looking for a consultant to help with the process, or is the city accepting bids for a plan administrator?

The county is looking for an administrator to oversee the plan in all areas (reviewing vendors, fiduciary responsibility, complying with laws, etc.)

40. Want to confirm that this RFP is searching for a consultant and not a plan administrator? Both words are used in the RFP and has caused some confusion.

A consultant would help review current plan, select investments, and lead an RFP process if needed for a new administrator or recordkeeper? The plan administrator or recordkeeper typically provides the onsite and online services, education and support.

We're looking for a person wear both hats. The Consultant/Administrator would review current plan and make necessary changes and also review current vendors and make recommendations to the Court about which vendors we should keep. After this they would oversee (administer) the plan to ensure on going compliance and recordkeeping.

41. Can you share the total amount of assets, number of participants, investment breakdown for the plan?

Unfortunately this isn't something that is tracked by our Audit Dept. When the County began offering the 457 Plan my office was named the Plan Administrator (many years before I came aboard) and over the years the County approved vendors to come in and sell their products. I realized a few years ago that the Plan was not being managed correctly and have worked diligently to get to this point. I've found six vendors that were approved by the Court and have asked them for their participants and assets but only a couple have responded. The RFP is for a person to initially act as a Consultant to review the offerings, the vendors and make recommendations to the Court (should we keep all six or reduce the number) and after this is done this same person will help administer the plan.

42. Can you confirm if total plan assets are over or under \$50M? If you are able to give us a range.

I feel certain the assets are less than \$50mm but I can't give you a range because I haven't received all of that information.

43. Who are your current six vendors?

Our current vendors are: Nationwide, AXA, Valic, Family Heritage, Primerica and Life Ins. Co. of Southwest

44. Is the goal of the RFP to help you consolidate vendors and determine which is a good fit ongoing or are you looking to maintain multiple vendors?

The selected consultant will present to the Court whether or not to consolidate and how to move forward

45. Can you provide us the plan documents maintained with each vendor?

I do not have any vendor documents

46. How many employees are eligible to participate in the plan?

All (1800+or-) are eligible.

47. Is this RFP seeking a 457 plan investment provider?

The County is looking for a consultant that will become the Plan administrator once the Court decides how to best continue offering 457 products.

48. Is this RFP seeking a third-party administrator to facilitate plan asset administration?

See # 47

49. Is this RFP seeking a retirement plan consultant for the 457 plan (who may later facilitate an RFP for the review and selection of a new investment provider)?

See # 47

50. Is this RFP seeking an investment fiduciary (3(38) fiduciary) to advise on investment vendor/investment selections for the plan?

The selected firm/person will take on fiduciary responsibility and make presentations to the Court regarding which vendors to keep/eliminate etc.

51. When is Cameron County seeking to award this contract (implementation date)?

See RFP

52. What is the current asset amount in the plan?

The County does not track asset amounts, investment options, etc. This is between the employee and their vendor.

53. How much of plan assets are invested in mutual funds versus the amount of assets in a stable value, money market, or fixed interest account?

See # 52

54. Are the assets in a group contract with the County or in individual contracts at the participant level (i.e. between the participant and the investment vendor)?

Individual contracts

55. Are assets directed by the County or by individual participants?

See # 54

56. Is the County planning to eliminate current investment providers in the plan once the investment provider is awarded?

That will depend on the advice from the selected consultant and the Court.

57. Will existing assets with current investment providers be transferred to the new investment provider for the plan or will they be left at the existing provider and managed as “legacy assets”?

See # 56

58. Will existing investment providers be allowed to continue to receive assets into investments for current participants invested in their products or will all new monies stop flowing into legacy providers?

See # 56

59. How many participants are active in the 457 plan?

We’re obtaining that information.

60. How many participants have a balance with the 457 plan but are no longer contributing regularly?

We will ask our Audit Dept. if they track this information.

61. How many employees are eligible to participate in the plan?

All employees are eligible (1800 + or -)

62. What investments are you seeking to provide to your plan participants with this RFP?

The County will not make decisions on investments...that will be between the employee and the selected vendor (s).

63. What platform is the 457 currently on? Do you plan on changing this platform via an RFP?

The Plan is currently not on a platform. Each vendor is allowed to speak to our employees and they choose who they want to work with (currently have six vendors).

64. How many assets are currently in the 457 Plan?

We’re requested asset information from all six (6) vendors but haven’t gotten all of the responses yet.

65. How many active and inactive participants have assets in the plan?

We do not have asset information because this is kept by each vendor, we have no information on amounts deferred and whether loans are permitted by any of the vendors.

66. What is the annual deferral flow into the 457?

See # 65

67. Does your plan permit loans? If so, how many outstanding are there currently?

See # 65

68. On average how much money is distributed through surrenders or withdrawals each year?

See # 65

69. Are all current assets able to convert over to the new provider?

We don't know whether assets can be transferred and this will be one of the areas the consultant will work on when reviewing our Plan.

The current plan setup is outdated, needs review to ensure compliance and recommendations need to be made to the Court about how best to reconfigure our current program. The idea is to select a consultant the recommends changes to the Court and once accepted this individual will be the plan administrator for a contracted period of time.