

REQUEST FOR PROPOSAL



Snohomish County
Purchasing Services
(425) 388-3344
purchasing@snoco.org

RFP NUMBER: RFP- 026-20BC

REQUEST FOR PROPOSAL (RFP) TITLE:
Retirement Services-457 Deferred Compensation Plan

DUE DATE: 10/6/2020 - not later than 11:00 a.m., Local Time

SEALED Proposals are hereby solicited and will only be received by:

Snohomish County Purchasing Services
Robert J. Drewel Building, 6th Floor
3000 Rockefeller Avenue, M/S 507
Everett, WA 98201
Office Hours: 8:00 a.m. – 4:30 p.m.
Monday - Friday

Pre-proposal Conference:

There will be no pre-proposal conference for this RFP.

1. SCHEDULE

Month/Day/Year	Event
9/21/2020	Public announcement of Request for Proposals
9/28/2020	Questions due, in writing, not later than 11:00 a.m. Local time
10/6/2020	Proposals due, not later than 11:00 a.m. Local Time
10/19/2020	*Begin Interviews if applicable
10/28/2020	*Begin Negotiations
11/9/2020	*Execute Contract

*NOTE: Dates preceded by an asterisk are estimated dates. Estimated dates are for information purposes only.

PROPOSAL LABEL

Complete the form below (or a reasonable facsimile thereof) and affix to the exterior lower left hand corner of the submission package.

URGENT – SEALED PROPOSAL ENCLOSED

Do Not Delay – Deliver Immediately

RFP No.: RFP-026-20BC

RFP Title: Retirement Services-457 Deferred Comp Plan

Due Date:

Proposer:



Mail To:

Snohomish County Purchasing Division
Robert J Drewel Building, 6th Floor, MS 507
3000 Rockefeller Avenue
Everett, WA 98201

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REQUEST FOR PROPOSALS

RFP-26-20BC

1. SUBMITTAL INSTRUCTIONS

- a. Hard copy submittal: Submit one (1) original submittal packet and attachments and one (1) electronic copy on a USB Flash Drive. The original shall be unbound (no binder or comb binding) (binder clips and/or rubber bands may be used). Proposers are encouraged to use recycled paper and both sides of the paper in the preparation of their proposals. For easy identification, please affix the label provided on the second page to the outside of the proposal envelope in the lower left corner.
- b. Electronic submittal: If submitting an electronic proposal, the Submittal Packet first page shall be digitally signed by an authorized representative of the proposer's firm. For easy identification, please list the RFP number in the subject line of the email. Electronic submittals shall be sent to purchasing@snoco.org and must be received by proposals due date referenced above.

Sealed proposals shall contain all required information as defined above and be submitted to the Snohomish County Purchasing Division no later than the date, time, and place as stated on the cover page of this RFP or as amended. Proposals will not be accepted at any other county location other than the Snohomish County Purchasing Division. **Late proposals will not be accepted and will be returned to the proposers unopened.**

Proposers shall be fully responsible for any and all costs incurred in the preparation and submittal of their proposals.

2. PLAN HOLDER REGISTRATION PROCESS

Prospective proposers must register to obtain Solicitation Packages directly from the Official Snohomish County website <https://snoco.procureware.com/Bids>

By registering, the prospective proposer will be placed on the County's notification list for any forthcoming addendum or other official communications.

Failure to register as a prospective responder may cause a proposer's Submittal Package to be rejected as non-responsive if the Submittal Package does not include acknowledgment of issued addenda or if the responder fails to submit revised required documents.

3. PROJECT OVERVIEW

Snohomish County (County) is accepting proposals for Retirement Services-457 Deferred Compensation Plan. The current contract expires on December 31, 2020. Services awarded as a result of this RFP will begin on January 1, 2021.

4. BACKGROUND

The County offers an IRS Code 457 Deferred Compensation Plan, currently utilizing a single provider. The same provider has been in place for many years. The County intends to award to one service provider.

The County is interested in continuing to offer the same services while ensuring fees charged to Participants remain low. Additional 457 plan information is provided in the table below:

457 Plan Information:	
Number of County Employees:	2,900
Number of Currently Contributing Employees (Participants):	1,751
Total Participant Contributions per month:	\$896,100
Average Monthly Contribution:	
Estimated Total Assets:	\$208,650.000
Average Number of Changes per Month:	
Number of Hardship Withdrawals, 2017, 2018, 2019	2017: 5, 2018: 7, 2019: 3
Number of Accounts in Distribution	134
Amount of Distributions Annually	\$10,820,000
Average Account Balance:	\$75,000
County Payroll Frequency:	Twice a month
County Payroll Schedule:	7 th and 22 nd of each month
Contributions/Deductions to Plan:	Twice a month
County's Payroll System:	Highline

5. SCOPE OF SERVICES

The successful proposer (Provider) shall, at a minimum, provide dedicated staff and resources required to:

- A. Serve as the County's designated Plan Administrator and agent of the County for the purpose of fulfilling the administrative and marketing requirements of the Plan. The Provider shall serve the Plan as a non-discretionary provider of funded administrative, recordkeeping and investment services and will not be exercising any discretionary control or authority over the Plan or Plans assets. As a non-discretionary provider, the Provider is not a Plan fiduciary, but shall adhere to the prudent man standard of care and shall provide advice and recommendations on Plan investments.
- B. Provide recordkeeping, plan administration, and participant services for the County's 457 deferred compensation plan including, but not limited to contributions, fund transfers, account balances, rollovers, distributions, loans, hardship withdrawals, tax reporting, quarterly participant statements, web access, phone support, and technical support.
- C. Provide custodian/trustee services for the assets of the plan.
- D. Provide a single point of contact who is responsible for quality control of the Providers' overall performance including resolving issues, and expediting services.

- E. Provide enrollment services for eligible employees that elect to participate in the Plan. Each Participant shall have an individual account or sub-account. The Provider agrees to provide informational and promotional enrollment material.
- F. Transition from hard copy to a secure method for electronic data interchange with the Plan for enrollments, participant address changes, contribution processing, etc.
- G. Determine, monitor, and communicate the maximum allowable amounts to be contributed to the Plan, whether by salary reduction or by employer contribution for each Participant. Monitor, administer, and communicate Required Minimum Distributions (RMD) to affected Participants in accordance with regulatory requirements.
- H. Provide a robust and secure website for Plan Participants to manage their accounts and access educational and planning resources. The website shall include plan rules, services, investment options, and fees. It shall also include education information to increase general financial and investment literacy.
- I. Provide loans and hardship withdrawals, as federal regulations permit, to Participants as needed. Provide a secure website for the County that provides information about the plan and assists with managing it including, but not limited to, plan level participation, beneficiaries, loan, and hardship withdrawals.
- J. Allow Participant to make changes in deferral amounts up to twice (2) per month. The minimum deferral per pay period shall not be less than \$10.00.
- K. Maintain a toll-free customer service number for participants and access to the designated representative as needed.
- L. Provide timely turnaround on participant requests including but not limited to fund transfers, contribution changes, and general inquiries.
- M. Provide investment selection services an investment menu that features diverse and lower cost options that may include US only funds, "green" only funds, international funds, target date funds, and lower cost mutual funds. Allow for the addition and/or deletion of investment options in the Plan. Plan participants are unique and diverse in terms of their ages, individual circumstances, investment time horizons, personal investment objectives, and tolerance for risk. Participants should be able to diversify their respective accounts according to their individual investment profiles and personal wishes. Plan must provide a broad range of professionally managed investment alternatives that span the risk/return spectrum.
- N. Review costs and make recommendations to the County and Participants to lower participant and plan expenses.
- O. In coordination with the County's Human Resources staff, provide multimedia communication/education campaigns at various times through the year and have a

designated, qualified representative(s) onsite or accessible for New Hire Onboarding, enrollment, education, and other communications as needed.

- P. Provide reports to the County quarterly, or as requested, including aggregate participant activity, investment review, performance versus benchmarks, participant services provided, all-in fee disclosure report.
- Q. The Provider shall provide a quarterly list of any money or any other thing of value (gifts, award trips) paid by the Plan or received from an entity other than the Plan or the County by a person who is a service provider in connection with that person's position with the plan or services rendered to the Plan. Finder's fees, placement fees, commissions on investment products, agency fees, servicing fees, soft-dollar payments and float income shall be reported. Also, brokerage commission or fees are reportable whether they are capitalized as an investment cost.
- R. Provide accounting and internal controls systems as are necessary to provide the County with reports to meet the County's individual financial reporting requirements.
- S. Meet with the Director of Finance or applicable committee(s) to review the Plan at a minimum of once per year.
- T. Maintain, for a reasonable time, but in no event less than six years, the records necessary to produce the above-mentioned reports. All records shall be the property of the County. The Provider shall be familiar with and comply with the State of Washington's Public Records Act.
- U. Establish and maintain practices and procedures necessary to administer the plan consistent with the Internal Revenue Code (IRC) and with the terms of the 457 Plan Documents and Adoption Agreement
- V. Maintain, archive, and ensure the confidentiality of all data, records, and files pertaining to the plan, participants, and accounts and sub-accounts.
- W. Assist and provide guidance to the County in transferring the existing 457 plan to ensure a timely and orderly transition, as needed.
- X. The successful proposer agrees that in the event of future contract termination or expiration, it shall be incumbent on the Provider to continue services, if requested by the Director of Finance, until new services can be completely operational. The County prefers the Provider to cooperate fully without cost, furnish all required data and records necessary to administer the plan to any new provider; not to assess a surrender charge, market value adjustment, or any other transfer restricts on plan assets; and otherwise assist as request by the County in the change and transition. If Providers are proposing to charge the County for any transition costs, they must be disclosed in the Price/Cost proposal. Such transfer of data and records may be accomplished by electronic means.
- Y. The successful proposer shall be licensed to do business in the State of Washington.

6. CONTRACT LENGTH

The contract term will be effective upon the date of contract execution for 3 years with an option to renew for up to three additional three-year renewal periods subject to the "Time of Performance" and the "Termination" provisions of the County's "Pro Forma" Agreement. Contract prices shall remain firm fixed during the first contract term.

7. PROPOSAL (SUBMITTAL) REQUIREMENTS

To ensure that all information provided is properly evaluated, please organize and label proposals in the structure provided below (7A, 7B, 7C, etc.).

Proposals (submittals) shall include, at a minimum, the following:

A. Transmittal Section & Original Signature: The first page of the Submittal Packet, completed and included in the Proposal Submittal Packet. The first page is to be signed in ink by an authorized agent of the proposer's firm if submitting a hard copy proposal. If submitting an electronic proposal, the Submittal Packet first page shall be digitally signed by an authorized representative of the proposer's firm.

B. Experience/Similar Plans:

The proposer shall be financially stable and be able to demonstrate substantial experience in providing the services the County is seeking.

1. Describe the firm's history, ownership structure, and other business affiliates (locations and number of affiliated offices).
2. Describe the firm's qualifications experience at administering Section 457 retirement plans include the number of years the firm has been in business and any previous or additional names under which the firm has conducted business.
3. List a minimum of ten (10) governmental section 457 plans that the firm currently manages that are of similar size to the County.
4. Describe the firm's experience with and understanding of the State of Washington law and the Snohomish County Code.
5. Proposal shall also include any non-compliance with Section 457 Plans with the IRS in the past five (5) years.

C. Investment Program

The Plan must provide a broad range of professionally managed investment options that span the risk/return spectrum and are diverse from one another in terms of investment objective, investment strategy, asset category, and/or management style. Proposers shall offer an open/flexible investment platform that provides for non-proprietary as well as proprietary funds. There shall be no front-end charges, and no back-end charges or market value adjustments of any kind. There shall be no charges, restrictions, or penalties on Participant transfers or withdrawals. Core investment options shall be mutual funds with readily available expense ratios and pricing. The current plan provides over 45 fund options. Over 40% of the current assets are invested in five fund options including a fixed account, Fidelity Contrafund, S&P 500 Index Fund, and Aggressive and Moderately Aggressive Funds.

1. Provide information on fund/investment options available to Participants. How often are these options normally updated or expanded? How often are Participants allowed to make changes to funds?

2. Who will be the Plan's custodian? Will the custodian also act as trustee? Please provide a resume(s) for the custodian and trustee.
3. Describe your standard reports. What reports are available online? Real-time basis? Describe month end reports and when they are normally available?
4. Describe your identify theft protection program. How often has identify theft be an issue for your firm in the last five (5) years? What safeguards do you recommend to participants?
5. Describe other programs, options, or benefits available to the County or participants that may increase the value/benefits of the Plan. Also, include investment options and other services that benefit the Plan.
6. Proposals shall include a draft statement of services that will be provided and identify requirements or tasks to be completed or performed by the County.

D. Communication and Education

Education and communication materials shall be readily available and easily understood by Participants at all levels. The County requires a visible and beneficial presence by the plan representative(s). In 2019, the current plan representative provided: 450 in person meetings, 25 onboarding presentations, and 220 phone meetings.

1. Provide information on the variety of formats available (website, email, video, written, etc.).
2. Provide a link and a "sample" user and password for the proposer's online website. The sample or guest account shall allow the evaluation committee to view all information normally available to a Participant.
3. Provide information on the representative(s) that will be assigned to the County. What services do they offer to Participants? How often are they available for one-on-one meetings with Participants? How often are they available to participate in Onboarding New Hires? Resumes of proposed representative(s) shall be included with the proposal.
4. What is the location of the office that will be servicing the County?
5. Are representatives offered commission, bonuses, incentives or other compensation for their work with County Participants?

E. Transition Plan

1. Provide an outline of your transition plan; include a timeline that describe necessary actions, responsible parties, and target completion dates. Provide a one-page outline of your plan for communicating the transition to Participants.
2. Provide a sample of your standard agreement documents for participants. How do you switch accounts, so participants do not lose money?
3. Do you have a communication plan to address the transition plan to a new provider for current and former County employees?
4. What resources do you propose to dedicate and what resources will the County be required to dedicate to smoothly and quickly transition the plan to a new Provider? If there will be any costs associated with the transition, costs shall be detailed in the Price/Cost proposal.
5. Will there be a blackout period? If so, please define the length and the restrictions that will be in place for Participants. Are you willing to schedule a blackout period over a weekend?

6. The County has two older plans that do not have active participants, only disbursements. What value is there in moving the two older plans to the plan you are proposing? If there is value, how would you communicate this to those Participants?

F. Ability to Adhere to Proposal Requirements

Proposer's ability to follow, complete, and submit proposal in accordance with RFP.

G. Price/Cost:

Proposals shall include all costs and expenses for all services, benefits and features requested. The County is seeking a plan in which all compensation to the Provider is paid by the Plan Participants and service fee payments between the Provider and mutual fund investment providers. For the portion to be paid by the Participant, the County has previously used a tiered revenue structure based on the total assets of the Plan.

1. Proposals may include optional participant fees for optional participant services if available. Proposer to include all optional services and fees in price/cost proposal.
2. The Provider shall disclose the total amount of all revenue received from the Plan assets and any vendors also serving the 457 plan including commissions, fees, and rebates.
3. The Provider shall accurately and fully disclose all expenses and revenues associated with any service made available under the Plan. This includes services such as managed accounts, investment advice, financial planning and/or self-directed brokerage accounts.
4. Price/Cost proposals shall include the cost of the transition to a new Provider as described in Section 5 (X) and 7(E).
5. Proposers shall define the level of services to be provided for current and increasing assets/revenue. If revenues/assets increase, are cost reductions available? If revenues/assets decrease, will Participants be penalized with additional fees? Is the proposer willing to rebate revenue above the defined amount back to the Plan?

H. Ability to Contract:

The County's Pro-Forma Agreement and Business Associate's Agreement are attached for your review.

1. Proposers shall identify any terms or conditions that are not acceptable and suggest alternative language in the attached submittal form. Failure to note any issue with the language will be interpreted as acceptance. The County will not negotiate contract terms and conditions in the County's agreement unless specifically identified in the submittal packet.
2. The County will consider contract documents submitted by the proposer. However, the County's contract shall take precedence over any conflicting terms and conditions in the proposer's contract unless specifically identified in the submittal packet.

I. Legal Action: Disclose any current or recent (within past five years) legal action in progress or taken against the firm or individuals.

J. Disclosure: List all business transactions and relations within the past five years that may create or be perceived to create a conflict of interest. Any business dealings or recommendations of a product or firm that may conflict with this project shall be disclosed.

8. EVALUATION CRITERIA: Described in Submittal Requirements, Section 7A. to 7J.

A	Transmittal Section & Original Signature	Y or N
B	Experience/Similar Plans	15%
C	Investment Program	15%
D	Communication and Education	15%
E	Transition Plan	25%
F	Adhere to Proposal Requirements	5%
G	Price/Cost	25%
H	Ability to Contract	Y or N
I	Legal Action	Y or N
J	Disclosure	Y or N
	Total Written Score	100%

9. PROPOSAL EVALUATION

- A. The County will evaluate proposals using the criteria set forth in Section 7 of this RFP. The County reserves the right, in its sole discretion, to reject all proposals, waive informalities and irregularities in responses, or not award.
- B. The County may choose to invite one or more of the proposers to demonstrate their solutions or interview with the County and/or may issue Clarifications or Best and Final Offers to the highest rated proposers.
- C. The County reserves the right to award a contract with the single highest rated proposer without proceeding interviews or demonstrations.

10. RFP QUESTIONS/CLARIFICATIONS

Questions shall be submitted to the Snohomish County Purchasing Division by email to: purchasing@snoco.org or online through the purchasing portal system in the Clarifications Tab, **not later than the date and time referenced in the Schedule on the title page.** Please reference the RFP number in the subject line when submitting questions via email.

- A. Oral questions will not be answered. Questions must be in written form, by email or online. An addendum to this RFP will be issued by the County Purchasing Division as a result of the questions generated under this competitive solicitation to all plan holders.
- B. A Silent Period is established between the time the County develops the RFP and the time that the County recommends award of the RFP. The Silent Period includes the issuance, submittal receipt, and evaluation of the RFP. All proposers, consultants, or individuals acting on their behalf are hereby prohibited from contacting or lobbying any County employee, official, or representative regarding this RFP during the Silent Period other than the Purchasing Division. All communication regarding this RFP shall be directed to the email or fax defined above. Failure to observe to the Silent Period may disqualify the proposer and/or delay or void the RFP.

11. ADDENDA

If at any time, the County changes, revises, deletes, clarifies, increases, or otherwise modifies the RFP, the County will issue a written addendum to the RFP. Proposer must register for this RFP to be notified of addendum and new documents on this RFP. It is the Proposer's responsibility to check for addenda and other new documents on-line.

12. SUBMITTAL EFFECTIVE DATE

The submittals shall remain in effect for 180 days after the RFP due date, unless extended by mutual agreement between the County and the applicable proposers.

13. DEBRIEF PROCEDURES

After award, submitters may contact the appropriate buyer or purchasing manager to request a phone or in person debrief conference.

14. INSURANCE REQUIREMENTS AND INDEMNIFICATION

Insurance and contract terms will be covered in Phase II of this RFP as described in Section 9: Proposal Evaluation.

15. TITLE VI (FEDERAL) NON-DISCRIMINATION

Snohomish County assures that no person shall on the grounds of race, color, national origin, or sex as provided by Title VI of the Civil Rights Act of 1964, as amended, and the Civil Rights Restoration Act 1987 (P.L. 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any County sponsored program or activity. Snohomish County further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

16. COUNTY NON-DISCRIMINATION

By signing and submitting a response to this RFP, the proposer (firm or individual) certifies that, in the event it is awarded a contract under this competitive solicitation (i.e., becomes the "successful vendor"), and as of the date of contract award, it shall comply with the "Non-Discrimination Clause" provided below:

Non-discrimination. It is the policy of the County to reject discrimination which denies equal treatment to any individual because of his or her race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability as provided in Washington's Law against

Discrimination, Chapter 49.60 RCW, and the Snohomish County Human Rights Ordinance, Chapter 2.460 SCC. These laws protect against specific forms of discrimination in employment, credit transactions, public accommodation, housing, county facilities and services, and county contracts.

The Vendor shall comply with the substantive requirements of Chapter 2.460 SCC, which are incorporated herein by this reference. Execution of this Agreement constitutes a certification by the Vendor of the Vendor's compliance with the requirements of Chapter 2.460 SCC. If the Vendor is found to have violated this provision, or to have furnished false or misleading information in an investigation or proceeding conducted pursuant to this Agreement or Chapter 2.460 SCC, this Agreement may be subject to a declaration of default and termination at the County's discretion. This provision shall not affect the Vendor's obligations under other federal, state, or local laws against discrimination.

17. FEDERAL SUSPENSION AND DEBARMENT CERTIFICATION

Federal Executive Order 12549 prohibits federal, state and local public agencies receiving grant funding from contracting with individuals, organizations, or companies who have been excluded from participating in federal contracts or grants.

The purpose of this certification is for the contractor/vendor to advise Snohomish County, in writing, of any current Federal Suspension and Debarment.

Debarment Certification. By signing and submitting a response to this competitive solicitation, I certify that this firm and its principals are not currently suspended or debarred by any Federal Department or Agency from participating in Federal Funded Contracts.

18. PUBLIC DISCLOSURE

Submittals received by Snohomish County in response to this solicitation become public records and are subject to Chapter 42.56 RCW, the Public Records Act. The proposer should clearly identify in its proposal any specific information that it claims to be confidential or proprietary. If Snohomish County receives a Public Records Act request to view the information so marked in the Proposer's proposal and the County determines that it must produce that information in response to the Public Records Act request, its sole obligations shall be to notify the proposer (1) of the request and (2) of the date that such information will be released to the requester unless the Proposer obtains a court order to enjoin that disclosure pursuant to RCW 42.56.450. If the Proposer fails to timely obtain a court order enjoining disclosure, Snohomish County will release the requested information on the date specified.

19. OTHER PUBLIC AGENCY ORDERS

The Washington State Interlocal Cooperative Act, RCW 39.34, provides that other governmental agencies may purchase goods or services on this RFP or contract in accordance with the terms and prices indicated herein if all parties agree. The County does not accept any responsibility or involvement in the purchase orders or contracts issued by other public agencies.

**SUBMITTAL PACKET
RFP-026-20BC**



Snohomish County
Purchasing Services
purchasing@snoco.org

Proposers shall complete and submit the entire Submittal Packet

7A. Transmittal Section & Original Signature

BIDDERS SHALL COMPLETE AND SIGN THE FORM BELOW

We acknowledge that all Addenda () through () have been examined as part of the Proposal documents.

Company Name:			
Address:		City/State/Zip Code:	
Original Signature:		Authorized Representative / Title (Please Print Name and Title):	
E-mail:		Phone:	
		Fax:	

Please complete the following information:

Is your firm a:

Women Business Enterprise (WBE)? Yes

Small Business Enterprise (SBE)? Yes

Minority Business Enterprise (MBE)? Yes

Veteran Owned Business (VOB)? Yes

Disadvantaged Business Enterprise (DBE)? Yes

Do you have a certification number? Yes

If yes, please provide certification number and state or entity who issued the number below:

Certification No.: _____

State or Entity Issued: _____

7B. Experience/Similar Plans:

The proposer shall be financially stable and be able to demonstrate substantial experience in providing the services the County is seeking.

1. Describe the firm's history, ownership structure, and other business affiliates (locations and number of affiliated offices).
2. Describe the firm's qualifications experience at administering Section 457 retirement plans include the number of years the firm has been in business and any previous or additional names under which the firm has conducted business.
3. List a minimum of ten (10) governmental section 457 plans that the firm currently manages that are of similar size to the County.
4. Describe the firm's experience with and understanding of the State of Washington law and the Snohomish County Code.
5. Proposal shall also include any non-compliance with Section 457 Plans with the IRS in the past five (5) years.

7B. 1

7B. 2

7B. 3

7B. 4

7B. 5

7C. Investment Program

The Plan must provide a broad range of professionally managed investment options that span the risk/return spectrum and are diverse from one another in terms of investment objective, investment strategy, asset category, and/or management style. Proposers shall offer an open/flexible investment platform that provides for non-proprietary as well as proprietary funds.

There shall be no front-end charges, and no back-end charges or market value adjustments of any kind. There shall be no charges, restrictions, or penalties on Participant transfers or withdrawals. Core investment options shall be mutual funds with readily available expense ratios and pricing.

1. Provide information on fund/investment options available to Participants. How often are these options normally updated or expanded? How often are Participants allowed to make changes to funds?
2. Who will be the Plan's custodian? Will the custodian also act as trustee? Please provide a resume(s) for the custodian and trustee.
3. Describe your standard reports. What reports are available online? Real-time basis? Describe month end reports and when they are normally available?
4. Describe your identify theft protection program. How often has identify theft be an issue for your firm in the last five (5) years? What safeguards do you recommend to participants?
5. Describe other programs, options, or benefits available to the County or participants that may increase the value/benefits of the Plan. Also, include investment options and other services that benefit the Plan.
6. Proposals shall include a draft statement of services that will be provided and identify requirements or tasks to be completed or performed by the County.

7C. 1

7C. 2

7C.3

7C.4

7C.5

7C.6

7D. Communication and Education

Education and communication materials shall be readily available and easily understood by Participants at all levels.

1. Provide information on the variety of formats available (website, email, video, written, etc.).
2. Provide a link and a “sample” user and password for the proposer’s online website. The sample or guest account shall allow the evaluation committee to view all information normally available to a Participant.
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7D. 1

7D. 2

7D. 3

7D. 4

7D. 5

7E. Transition Plan

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6. The County has two older plans that do not have active participants, only disbursements.

7E. 1

7E. 2

7E. 3

7E. 4

7E. 5

7E. 6

7F. Adhere to Proposal Requirements.

Follow, complete, and submit all information required by RFP.

7G. Cost

Complete Schedule A and submit with the Submittal Packet.

7H. Legal Action

Disclose any current or recent (within past five years) legal action in progress or taken against the firm or individuals.

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7I. Disclosure

List all business transactions and relations within the past five years that may create or be perceived to create a conflict of interest. Any business dealings or recommendations of a product or firm that may conflict with this project shall be disclosed.

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7J. Non-Disclosure Request

If you believe any statements or items you submit to the County as part of this submittal/response are exempt from public disclosure under the Washington Public Records Act (PRA), you must identify and list them below. You must very clearly and specifically identify each statement or item, and the specific exemption that applies. If awarded a County contract, the same exemption status will carry forward to the contract records.

The County will not exempt materials from disclosure simply because you mark them with a document header or footer, page stamp, or a generic statement that a document is non-disclosable, exempt, confidential, proprietary, or protected. You may not identify the entire page, unless the entire page is within the exemption scope. Only records properly listed on this Form will be protected and withheld for notice. All other records will be considered fully disclosable upon request.

- I do not request any information be withheld
- I request the following specific information be withheld. I understand that all other information will be considered public information.

For each statement or item you intend to withhold, you must fill out every box below. You should not request an entire page withheld; only request the specific portion subject to the exemption.

Document Page: Specify the page number on which the material is located within your submittal package	Statement: Repeat the text you request to be held as confidential, or attach a redacted version	RCW Exemption: Specify the RCW exemption including the subheading

For this request to be valid, you must specify the RCW provision or other State or Federal law that designates the document as exempt from disclosure. For example, potential RCW exemptions include the following:

1. RCW 42.56.230.3 - Personal information - Taxpayer
2. RCW 42.56.230.4 - Personal information - Credit card numbers and related
3. RCW 42.56.240 - Investigative, law enforcement and crime victims
4. RCW 42.56.250 - Employment and licensing - specify the applicable subheading
5. RCW 42.56.260 - Real estate appraisals
6. RCW 42.56.270 (Items 1- 17) – specify applicable subheading
7. RCW 42.56.420 - Security

Schedule A
Price/Cost Proposal

7G. Price/Cost

Proposals shall include all costs and expenses for all services, benefits and features requested. The County is seeking a plan in which all compensation to the Provider is paid by the Plan Participants and service fee payments between the Provider and mutual fund investment providers. For the portion to be paid by the Participant, the County has previously used a tiered revenue structure based on the total assets of the Plan.

Proposals may include optional participant fees for optional participant services if available. Proposer to include all optional services and fees in price/cost proposal.

7G. 1

The Provider shall disclose the total amount of all revenue received from the Plan assets and any vendors also serving the 457 plan including commissions, fees, and rebates.

7G. 2

The Provider shall accurately and fully disclose all expenses and revenues associated with any service made available under the Plan. This includes services such as managed accounts, investment advice, financial planning and/or self-directed brokerage accounts.

7G. 3

Price/Cost proposals shall include the cost of the transition to a new Provider as described in Section 5 (X) and 7(E).

7G. 4

Proposers shall define the level of services to be provided for current and increasing assets/revenue. If revenues/assets increase, are cost reductions available? If revenues/assets decrease, will Participants be penalized with additional fees? Is the proposer willing to rebate revenue above the defined amount back to the Plan?

7G. 5