

Request for Proposal  
for  
Retirement Plan Sponsor Services



**TRDI**

TRAINING, REHABILITATION &  
DEVELOPMENT INSTITUTE, INC.

## Introduction

Established on November 4, 1999, Training, Rehabilitation & Development Institute, Inc. “**TRDI**” is a 501 c 3 corporation in the state of Texas. Our mission is "To Create and Enhance Opportunities for People with Barriers and Disabilities.”

This Request for Proposal “**RFP**” is developed by **TRDI** (the “**Plan Sponsor**”) to define the process for requesting and evaluating proposals related to consulting services (*the Offeror*) for the **TRDI** retirement program.

## Retirement Program Overview

On January 1, 2014, **TRDI** established a single-employer Profit-Sharing Plan, in order to comply with a contract covered by the McNamara-O’Hara Service Contract Act of 1965. Current services are provided by Fringe Benefit Group through **The Contractors Retirement Plan**. **TRDI** had 122 participants at the end of plan year and 113 active participants at the end of plan year.

## Designated Point of Contact

All questions and proposal submissions are coordinated through the designated RFP point of contact listed below. To avoid disqualification, offerors are requested not to contact any **TRDI** employees or representatives, other than the designated point of contact, during this process.

Point of Contact	Robert Hernandez
Contact Title	Director of Finance
Email	<a href="mailto:robert.hernandez@trdi.org">robert.hernandez@trdi.org</a>
Mailing Address	425 Soledad, Suite 800 San Antonio, TX 78205
Telephone	(210) 332-2331
Fax	(210) 249-5615

## Questions Regarding the Project / Proposal Submission

Questions regarding this project must be submitted electronically, in writing, to the designated contact listed above. Responses will be provided to all questions submitted and are distributed to all offerors, regardless if a firm submitted questions. Proposals must also be submitted electronically to the designated contact; no hard copies are requested at this time.

## Scope of Services

Successful offerors will be responsible for the potential following services:

- Review and assist in updating an Investment Policy Statement ongoing.
- Evaluate the existing plan and provide detailed analysis and monitoring.
- Provide guidance in consideration of establishing a 403b or 401k Plan.
- Monitoring and benchmarking fees while assisting with fee structure of vendors and providers.
- Provide guidance in establishing fee structure from record-keeper.
- Quarterly investment review meetings.
- Investment consulting due diligence.
- Advise in the selection and monitoring investment options.
- Advise and implement education strategy for retirement committee and employees.
- Oversight of Plan services to participants.
- Oversight of Plan compliance and reporting.
- Assist in the production of meeting minutes.

**Proposed Timeline**

The expected timetable for the RFP is outlined below. The Plan Sponsor reserves the right to adjust the timeline at any point during the process.

Event	Date
RFP Distribution	September 5, 2019
Questions Regarding the Project Due	September 12, 2019
Responses to Questions Asked Distributed	September 19, 2019
Offeror Responses Due	September 26, 2019
Finalists Selected	October 3, 2019
Finalist Presentations	October 8, 2019
Consultant Selected	October 10, 2019
Anticipated Contract Start Date	??

**RFP Questions**

**Primary Contact**

Name and Title of Individual Responding	
Address	
Phone	
Email	
Years with Firm	

Role with Firm	
Experience with Defined Contribution Plans	
Commitment to Retirement Plan Business	

**Names and Roles of Others Working with Our Proposed Plan**

Name and Title of Individual Responding	
Address	
Phone	
Email	
Years with Firm	
Role with Firm	
Experience with Defined Contribution Plans	
Commitment to Retirement Plan Business	

**Additional General Background**

1. Provide a general description of your firm including its history, parent or affiliate firms and current ownership structure.
2. Within the previous five years, has your firm or any officer or principal been involved in any business litigation or other legal proceedings relating to the type of services to be provided under this RFP? If so, please provide a full explanation and indicate the status or disposition of these proceedings.
3. Does your firm accept any benefits from third parties, including recordkeeping providers or investment managers? This includes meals, travel and entertainment for due diligence purposes, or partnerships in marketing opportunities, etc.
4. Describe any significant or unique awards received or accomplishments relating to your firm or services.
5. List three key factors that distinguish your firm from your competitors.
6. Identify consultants and other key staff who will be involved in servicing the proposed plan.
7. Of the plans you provide consulting services today, what is the total number of unique recordkeepers being used by these plans?

**Defined Contribution Plan**

1. Describe your firm’s overall approach to retirement plan investment consulting as it relates to defined contribution plans.
2. Does your firm have an open architecture for Plan’s investment and any limitations?

3. Provide a sample of a typical investment and describe how it coordinates with your review process.
4. What percentage of the retirement plans & assets you provide consulting services to is represented by defined contribution plans?
5. When selecting funds to be part of a plan's fund line-up, what criteria do you use to determine the appropriate share class?
6. Describe your philosophy toward the use of active versus passive investment managers, annuities, stable value funds, and alternative asset classes.
7. What are your philosophies regarding pre-mixed portfolios and target date funds? When would you recommend custom vs. off the shelf products?
8. What software do you use to prepare performance reports? Who prepares these reports? Where is your team located?
9. Describe your approach in developing the investment structure for a defined contribution plan, including the number and type of asset classes in the fund line-up and the number and type of fund options within each asset class.
10. How will you help our Benefits Committee measure and define the success of its defined contribution retirement plan?
11. What services would you provide to the Plan Sponsor?
12. What services would you provide to our participants?
  - a. What tools are utilized for educating employees?
  - b. How do you compare to marketplace or trends in education and how are you currently responding in assisting clients?
  - c. Do you partner with record-keeper in designing an education program for employee?
13. Describe your experience, if any, working with the Fringe Benefit Group, Contractors Plan, and/or The American Worker.
14. Describe your process for searching and evaluating service providers such as a record keepers or trustees, and service provider fee benchmarking.
15. What actions are taken if investments are under performing?
  - a. What is the termination process?
  - b. What process is taken when a new or additional investment option is introduced and provide a sample written recommendation?
16. Do you also provide investment management services?
17. What is employed to evaluate target-date funds?
18. What trends are you seeing related to retirement plan investment options/menu construction and how is your firm responding and/or assisting your clients in these areas?

### **Fiduciary Responsibility and Risk Mitigation**

1. Provide written Fiduciary Acknowledgment you provide to clients outlining your role as a fiduciary as defined by Employee Retirement Income Security Act of 1974, as amended "**ERISA**"
2. Describe your role and responsibilities as a fiduciary to the Plan under ERISA §3(21). Do you have the ability to provide discretionary services under Section 3(38) of ERISA?
3. Provide a list of compliance resources for clients.

4. Provide a list and sample of Benefits Committee training, education, and support.
5. What measures are in place for our organization if losses are incurred as a direct result of your firm's willful misconduct, bad faith, or breach of fiduciary duty and/or negligence in performance of your duties?
6. Does your firm require mandatory arbitration or mediation and waiver of remedies afforded to a client by ERISA?
7. Provide your firm's conflict of interest policy and disclose those conflicts that are provided SEC to remain in compliance with regulations. Please answer the following questions and if your answer is "yes" provide additional information or explanation.
  - a. Has acceptance of reimbursement occurred for travel for due diligence of investment managers, managed account solutions, or recordkeeping vendors?
  - b. Has compensation or any other payment or consideration been provided from investment managers, managed account solutions, or recordkeeping vendors that is not paid from retirement plan assets?
  - c. Provide a list of business retention bonuses, meals, and/or entertainment?
8. Provide all relevant details about your firm's insurance coverage, including coverage carried for errors and omissions, fidelity, fiduciary and liability for investment advisory services specifically for plans regulated by ERISA.
9. Describe your information security measures and process and procedures that occur if there is a data breach.
10. Describe your investment research capabilities including your process for conducting fund manager due diligence and the process you follow in monitoring funds.
  - a. How are investment benchmarks determined?
  - b. Is research performed in-house or received from a third party?

### **Provider/Vendor Services**

1. What methodology is taken to determine competitiveness of our retirement program regarding fees and scope of services provided by vendors?
2. Describe the process and the methodology taken to conduct a vendor search?
3. How many service providers are you currently working with to support our retirement program?
4. Provide training in the following areas:
  - a. Benefits Committee fiduciary responsibilities
  - b. Proper documentation of meeting minutes
  - c. Frequency of training for the Benefits Committee

### **Fees**

1. Please include a complete and detailed description of your proposed fee schedule, and the length of time you are willing to guarantee your fees.
  - a. How is your firm compensated?
  - b. What percentage of your firm's revenue is derived from:
    - i. Commission
    - ii. Advisory
  - c. Does your firm receive fees, compensation, and/or benefits from any companies you refer clients to, if so explain?

- d. Provide a price proposal for this RFP's Scope of Service commencing on Page 2 of 7.
- e. Include any additional services not included in this RFP and are not included in the price proposal which will require additional expense to be incurred.
- f. What specific time period will you guarantee to your price proposal?
- g. Provide a sample of engagement letter that will be incorporated with any agreement associated with this proposal.
- h. What is your ability to offset fees with plan's investments?