



SEE
WHERE
YOU'RE
GOING

REQUEST FOR PROPOSAL

Padre Dam Municipal Water District

ADVISOR INFORMATION

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PROJECT OVERVIEW

Padre Dam Municipal Water District is performing a fiduciary review of their retirement program and have engaged SageView Advisory Group to issue this Request for Proposal (RFP) on their behalf. The client will be analyzing and evaluating the retirement plan provider marketplace with the goal of identifying the provider that provides the best administrative solutions, and more importantly the most value to its retirement plan participants. This may be by retaining the incumbent administrator, or selecting a new administrator based on the results of this project.

PROJECT CONTACTS

Christina Pao
(949) 955-7625
cpao@sageviewadvisory.com

PROJECT QUESTIONS

Submit questions in writing to the project contacts listed above; please do not contact the advisor or the Plan Sponsor.

PROJECT TIMELINE

The below table contains the proposed milestones regarding the project. Please note that it is the Plan Sponsor's intent to follow the timeline, however they reserve the right to make changes to the timeline at any time.

RFP Issuance	March 15, 2018
Proposals due	April 13, 2018
Analysis presented to Committee	May 2018

MINIMUM REQUIREMENTS

The following minimum requirements must be met in order for your firm to submit a proposal:

- Must provide administration services to a minimum of one million defined contribution/deferred compensation plan participants.
- Must provide administration services to a minimum of 150 Governmental / Public clients (cities, counties, states, water districts, etc.) sponsoring Defined Contribution or Deferred Compensation plans.

- Must be willing to provide a completely open architecture fee requirement with no proprietary fund requirements.

PROPOSAL SUBMISSION

Please do not provide hard copy responses to this RFP, instead, all proposals should be emailed to the project contacts, not the advisor. [We cannot accept zip files.](#) Please do not email those file types as they will be rejected by our server. There is no limit on our server to the size of email that we can receive, so you will not need to zip any files.

Please respond to every question in each section of the RFP based upon your current service capabilities. Failure to respond to all questions may lead to your elimination from consideration. The Plan Sponsor will not be bound by oral explanations or instructions given at any time during the Request for Proposal process or after the award of the contract.

QUESTIONNAIRE

The following are comments regarding the structure of the questionnaire and how it should be completed:

- There are multiple tabs in the worksheet for you to complete, please be sure to review them all.
- We have *purposely* locked the cells so that all cells will be the same size regardless of response size.
- It is easier to paste your answer in the formula bar at the top of the document than in the cell itself.
- Please make sure that you are responding to the question in the “required answer” white cells
- Blue “optional comments” cells are for additional commentary (if necessary).
- Be sure to answer the question in the layout listed in the “required answer” white cell (if specified).
- Questions labeled "bidders only" do not need to be answered by incumbent(s) administrators.
- Questions labeled "incumbent(s) only" need only to be answered by incumbent(s) administrators.

REQUIRED EXHIBITS & SUPPORTING DOCUMENTATION

In addition to the RFP questionnaire, please provide the following exhibits, labeled in the below fashion. Any other supplemental documents your firm wishes to submit can be labeled, in order, after the required exhibits.

- **Exhibit A – Fee Proposal Documents**
 - Please provide a fee proposal that includes all services included in your fee quote, as well as assumptions made in determining your proposal.
- **Exhibit B – Capital Preservation Options**
 - Provide us with the list of all proprietary and non-proprietary capital preservation funds (stable value, guaranteed / fixed funds, collectives, separate accounts, money markets, etc.) available to our client when selecting the final fund lineup on the platform you’re proposing. If there are funds not available to our client due to minimum asset thresholds, availability, etc., please do not include those in this list, we are only interested in those available to this specific client.
- **Exhibit C – Demo Website Credentials**
 - Please provide login credentials for both your participant and plan sponsor demo websites. If you have a demo website for your mobile application, please include that in this exhibit as well.
- **Exhibit D – Standard Service Level Agreements**
 - There is a question in the RFP asking if your firm will put a portion of your fee at risk if mutually agreed upon service standards are not met. If your response is yes, please provide a sample of your service level agreements that apply during conversion, as well as in an ongoing relationship.

- **Exhibit E – Code of Ethics and Conflicts of Interest Policy**

- Please provide a copy of your Code of Ethics and Conflicts of Interest Policy

- **Exhibit F – Current Insurance Certificates**

- Please provide copies of the following current insurance certificates. If your firm does not have these insurance policies, please instead provide a document that stipulates the reason(s) why.
 - Exhibit E-1 - Professional Liability (Errors & Omissions) Insurance
 - Exhibit E-2 - Directors & Officers Liability Insurance
 - Exhibit E-3 - Fiduciary Liability Insurance
 - Exhibit E-4 - Cyber Liability Insurance

QUICK FACTS

Below is information regarding the retirement program for your firm to use in creating and submitting a proposal.

Plan Sponsor Headquarters	Santee, CA
Plan Type	457(b)
Legal Plan Name	Padre Dam Municipal Water District 457(b) Deferred Compensation Plan
Is this an ERISA plan?	No
Is the plan participant directed?	Yes
Incumbent Provider	Nationwide
Is there a TPA working with the plan today for administration?	No
Are we asking for bundled or unbundled (w/TPA) proposals?	Bundled
Number of onsite education days to include in bid	4
How often are employees paid?	Bi-weekly (payroll provider is Munis)
Are employees automatically enrolled?	No
Are contributions automatically escalated?	No
Date the data below is as of	12/31/2017
Total plan assets (including loans)	\$10,413,328
Outstanding loan balance	\$162,954
Type of capital preservation fund (i.e. stable value, fixed fund, etc.)	Stable Value
Assets in the capital preservation fund(s)	\$1,112,075
Liquidity restrictions on capital preservation fund assets	Potential 12-month put if the stable value fund is changed

Total assets in “de minimis” accounts	\$7,284
Assets in self-directed brokerage	N/A
Assets in company stock	N/A
Assets in managed accounts	\$162,190
Average annual EE & ER contributions over the last three years	\$717,500
Average annual distributions over the last three years	\$107,200
Total number of outstanding loans	12
Total number of eligible employees	130
Total number of account balances	134
Of the total balances, how many are active employees (still employed)?	83
Of the total balances, how many are terminated employees?	51
Of the terminated balances, how many are “de minimis”?	7
# of participants using managed accounts	4

PROPOSAL DECLARATIONS

Proposals must be in strict compliance with this Request for Proposal. Failure to comply with all provisions of the RFP may result in disqualification. The information presented in this RFP is confidential. You are not permitted to discuss the RFP with anyone outside the immediate team responsible for responding to the RFP or any other third party.

The Plan Sponsor reserves the right to withdraw this RFP at any time and for any reason and to issue such clarifications, modifications, and/or amendments, as it may deem appropriate. Receipt of a proposal by the Plan Sponsor or a submission of a proposal offers no rights upon your firm (the “offeror”) nor obligates the Sponsor in any manner.

The Plan Sponsor reserves the right to waive minor irregularities in proposals, provided that such action is in the best interest of the Sponsor. Any such waiver shall not modify any remaining RFP requirements or excuse the offeror from full compliance with the RFP specifications and other contract requirements if the offeror is selected.

AMBIGUITY, CONFLICT, OR OTHER ERRORS IN THE RFP

If a candidate vendor discovers any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposal, they shall immediately notify Christina Pao at SageView Advisory Group of such error in writing and request modification or clarification of the document. We will make modifications and give written notice via email to all parties who have received this RFP from SageView. The candidate vendor is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the RFP prior to submitting the proposal or it shall be waived.



PROPOSALS AND PRESENTATION COSTS

SageView or the Plan Sponsor will not be liable in any way for any costs incurred by any offeror in the preparation of its proposal in response to this RFP, nor for the presentation of its proposal and/or participation in any discussions or negotiations.

REJECTION OF PROPOSALS

The Plan Sponsor reserves the right to accept or reject in whole or in part any or all proposals submitted. The Sponsor shall reject the proposal of any offeror that is determined to be non-responsive. Proposals will only be evaluated based on answers provided in the response document delivered or amended by the due date. Offeror's are responsible for answering each question based on current capabilities.

ACCEPTANCE OF PROPOSALS

The Plan Sponsor shall accept all proposals that are submitted properly. However, SageView and the Sponsor reserve the right to request clarifications or corrections to proposals. If your organization is appointed as the new service provider, in part or whole, your response, service commitments, and fee in your reply will be included as part of the service contract with the Plan Sponsor. If there are any discrepancies between the Service Contract and commitments made in your response, the more favorable fee or service will be granted to the Plan Sponsor.

REQUESTS FOR CLARIFICATION OF PROPOSALS

Requests by the consultant and/or the Sponsor for clarification of proposals shall be in writing.

VALIDITY OF PROPOSALS

All proposals shall be valid for a period of six (6) months from the opening date of the Request for Proposal.