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AMENDMENT 1

TO

REQUEST FOR PROPOSAL (RFP) NO.: 946-0930-21

**457 Deferred Compensation Plan, 401(a) Defined
Contribution Plan, and Retirement Health Savings Plans**

**RETIREMENT PLAN ADMINISTRATIVE
SERVICES**

RESPONSE DUE: NOVEMBER 5, 2020, 5:00 PM, PST

SUBMIT PROPOSAL TO:	RFP COORDINATOR
Solano County digitally via Bonfire E-Procurement Platform Solano County Portal website at https://solanocounty.bonfirehub.com	Vincent Galindo vgalindo@hyasgroup.com Phone: 503.929.9402
<p>Any proposer participating in this solicitation is required to have a vendor application on file with the County. This application may be downloaded from the Solano County website at www.solanocounty.com. Include the application with your proposal. The County will post any changes and information relating to this RFP digitally via Bonfire E-Procurement Platform. Proposers are responsible for frequently checking the Bonfire Platform at https://solanocounty.bonfirehub.com for any changes or information relating to this RFP.</p>	
<p>“Smoking is not permitted in County Buildings or around Solano County campuses. Thank you in advance for your compliance.”</p>	

DEPARTMENT OF GENERAL SERVICES

Central Services Division

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October 22, 2020

AMENDMENT 1

**REQUEST FOR PROPOSAL (RFP) NO.: 946-0930-21
RETIREMENT PLAN ADMINISTRATIVE SERVICES**

Pursuant to Request for Proposal (RFP) No.: 946-0930-21, Retirement Plan Administrative Services, the County of Solano has amended this RFP to reflect the following changes.

1. Attachment 1, Questions and Answers Sheet

The amendment shall be considered part of the Request for Proposal (RFP) as though it had been issued at the same time and shall be incorporated integrally therewith. Where provision of the following supplementary data differs from those of the original RFP package, this amendment shall govern and take precedence.

Interested firms are hereby notified that they shall make any necessary adjustment(s) in the response to this RFP as a result of this amendment. The County considers that each firm's proposal is submitted with full knowledge of all modifications and supplemental data specified. If a proposer has already submitted a proposal in response to this solicitation, a revised proposal may be resubmitted, and prominently marked "revised proposal per amendment". Any resubmitted proposal must be received electronically via Bonfire website at <https://solanocounty.bonfirehub.com> as indicated by the submission date and time specified above.

All other terms and conditions and other requirements contained in the RFP remain unchanged. Also, please complete amendment acknowledgement letter (attached) and return with proposal.

The County of Solano thanks you for your expressed interest in its RFP and looks forward to your bid.

Respectfully,

Vincent Galindo
RFP Coordinator

Attachments:

- Attachment 1: Questions and Answers Sheet
- Attachment 2: Amendment Acknowledgement Sheet.
- Attachment 3: Copy of Plans (Attachments Uploaded separately)

**SOLANO COUNTY
REQUEST FOR PROPOSAL (RFP) NO. 946-0930-21
RETIREMENT PLAN ADMINISTRATIVE SERVICES**

COUNTY RESPONSES TO QUESTIONS/COMMENTS

1. Page 3 of the RFP indicated the six main locations where employees are currently based. Do you have the number of days each of your current providers currently provides individual and/or group meetings at each location?
 - **ICMA-RC**
Main County Building – 24 visits
Vallejo (both locations) – 12 visits
Beck location – 12 visits
Vacaville – 2 visits
Executive Court – 2 visits
 - **Nationwide**
Fairfield Campuses
County Administrative Center – two times a month and an additional six days for group presentations
Beck/Courage Drive – twice a month and an additional day for a group presentation
Executive Court – once a month.
Vallejo
Both locations meet at 365 Tuolumne Street – once a month and an additional day for a group presentation
Vacaville
Monte Vista Ave – once a month and an additional two days for group presentations
2. How many times per year does your Deferred Compensation Plan Committee meet in person?
 - Generally, four times annually.
3. On Page 9 you detail the number of outstanding loans from the two current providers. Based on the numbers shown here are the proportionately large numbers as a result of the CARES Act or is this a normal level for outstanding loans?
 - ICMA-RC replied CARES Act loans increased by an additional 10 loans. Nationwide has not noticed a significant increase in outstanding loans as a result of the CARES Act.
4. Should we assume the 401(a) plans will be merged as part of this RFP process?
 - Although there is not currently a decision to merge the 401(a) plans, the County will work with the winning firm to administer the plans in the most appropriate way for participants. That may mean merging the plans. However, bidders should not necessarily assume this.
5. Would you be able to share the plan documents?
 - Please see attached.
6. We wanted to clarify, are you RFPing for a new 457/401 provider (i.e. Fidelity, Vanguard) or can consultants/advisor fill this out also?
 - Any qualified firm can submit a proposal as long as they meet the minimum qualifications and can administer the plans as a record keeper.
7. Please provide the number of unique participants in the 401(a) and 457(b) plans.

- The two record keepers provided 5,086 separate accounts across all 401(a) and 457 plans. In scrubbing these for duplicates, there were approximately 392 accounts with the same person. Therefore, it may be safe to say there are roughly 4,694 unique accounts across all 401(a) and 457 plans across both providers.
 - ICMA-RC provided data on 947 participants in the 457 plans and 71 accounts in the 401(a) plans. Within the ICMA-RC-administered 401 and 457 plans, there were 24 duplicate accounts.
 - Nationwide says that there are 2,372 participant accounts in the 457(b) Plan and 35 participant accounts in the 401(a) Plan. The total number of unique participant accounts across both the 457(b) Plan and 401(a) Plan is 2,373.
8. What is the current MVA on the Nationwide Fixed Account?
- The current MVA amount is not relevant at this time. First, this number is fluid and may change greatly between now and the time of conversion. Second, the County has not decided how they are going to handle the Nationwide liquidity restrictions at this point.
9. Are RHS assets are currently held in a 115 Trust or a VEBA Trust?
- The structure of the RHS plan is a Section 115 integrated trust.
10. Would the County be open to combining all RHS plans into one trust and plan while maintaining the separate employee groups?
- Please see Question 44. The different plans were created separately based on different bargaining groups. However, as stated in Question 4, the County would like to work with the winning firm to regularly enhance all plans. If that means combining the RHS plans, then the County will consider this if it is administratively beneficial to the participants and their beneficiaries.
11. What is the number of participants who have multiple accounts between the ICMA-RC and Nationwide plans?
- Please see Question 7.
12. Do you currently have managed accounts with Nationwide? If so, please provide assets and number of participants enrolled?
- This information was provided on page 9 of the RFP.
13. Please provide the fee schedule currently being assessed by ICMA-RC and Nationwide for their managed account services?
- The current fee schedule is in large part irrelevant to what the County hopes to see as part of the proposals received. The County is hoping to use this formal process to compare fees.
14. Does either plan include individual life insurance policies? If so, please provide the number of active policies and the identity of the life insurance company underwriting such policies?
- No.
15. Does the County or the plans receive financial reimbursements from the current provider? If so, please describe the amount and frequency?
- Yes. The current amount and frequency are in large part irrelevant to what the County hopes to see as part of the proposals received.
16. What are the participant-initiated transaction fees being charged by the current provider for the following participant-initiated transactions (as applicable to the plans)?
- Loan initiation
 - Loan maintenance

- Withdrawals / distribution processing
 - Qualification of domestic relations orders
 - Expedited requests such as paperwork or payments?
 - Please see Question 13.
17. What is the current estimated amount of MVA on the Nationwide Fixed Account? Can the underlying securities held within the Nationwide Fixed Account Solano be transferred in kind?
- Please see Question 8. Nationwide stated that the securities cannot be transferred in kind.
18. Please provide the total number of new loans processed in the previous year (2019).
- There were 88 in the 457 Plan administered by Nationwide. For ICMA-RC, here is the breakdown by plan:
- | | |
|-------------|----|
| Plan 303821 | 31 |
| Plan 107015 | 0 |
| Plan 107017 | 0 |
| Plan 107926 | 0 |
| Plan 107927 | 1 |
19. Is there employee overlap among the plans? If so, please provide the number of unique participants are across the 457(b) and 401(a) plans.
- Please see Question 7.
20. Please provide the total number of enrollments into the plan(s) in the previous year (2019)?
- There were 151 in the 457 Plan administered by Nationwide and 5 in the 401(a). For ICMA-RC, here is the breakdown by plan:
- | | |
|-------------|---|
| Plan 303821 | 40 |
| Plan 305909 | ICMA-RC did not provide data on this plan |
| Plan 107015 | 0 |
| Plan 107017 | 0 |
| Plan 107926 | 1 |
| Plan 107927 | 0 |
| Plan 108808 | ICMA-RC did not provide data on this plan |
| Plan 800682 | 0 |
| Plan 800683 | 0 |
| Plan 800684 | 1 |
| Plan 800685 | 4 |
| Plan 800686 | 10 |
| Plan 800687 | 38 |
| Plan 800688 | 1 |
| Plan 800689 | 0 |
| Plan 800690 | 9 |
| Plan 800691 | 3 |
| Plan 800692 | 10 |
| Plan 800693 | 4 |
| Plan 800694 | 4 |
| Plan 800695 | 4 |
| Plan 800696 | 0 |
| Plan 800746 | 2 |
| Plan 801066 | 0 |
| Plan 801467 | ICMA-RC did not provide data on this plan |
21. Please provide the number of inactive participant accounts with a balance between \$1k and \$5k? Do the plans have a provision allowing the County to proactively force out such low account balances to an employer rollover IRA?

- Within the Nationwide portion, there are 49 inactive participants who currently have a balance between \$1,000 and \$5,000. The County has not elected to proactively force out low account balances to an employer rollover IRA. For ICMA-RC, here is the number of inactive participants (no longer contributing but not reported to ICMA-RC as separated from service) with account balances between \$1K and \$5K broken down by plan:

Plan 303821	40
Plan 305909	ICMA-RC did not provide data on this plan
Plan 107015	0
Plan 107017	22
Plan 107926	1
Plan 107927	1
Plan 108808	ICMA-RC did not provide data on this plan
Plan 800682	0
Plan 800683	1
Plan 800684	3
Plan 800685	6
Plan 800686	9
Plan 800687	46
Plan 800688	0
Plan 800689	2
Plan 800690	32
Plan 800691	11
Plan 800692	15
Plan 800693	8
Plan 800694	23
Plan 800695	2
Plan 800696	0
Plan 800746	0
Plan 801066	0
Plan 801467	ICMA-RC did not provide data on this plan

ICMA-RC normally processes deminimis payouts semi-annually. Deminimis letters are mailed out to plan participants in February for payments that will be issued in March and again the letters are sent to the deminimis participants in August for payments they will receive in September.

22. Please provide a copy of the plan document for each plan. Please include adoption agreements, base plan documents and any memorandums of understanding (MOUs) as applicable?
 - Please see attached.
23. Are incoming rollovers or transfers into the 401(a) plan permitted?
 - Yes, incoming rollovers and/or transfers are permitted into both the ICMA-RC and Nationwide 401(a) plans.
24. What are some operational challenges the County is seeking to address? Are there manual processes currently in place?
 - At this time, the County cannot think of any.
25. Are there any additional administrative tasks that the County would like for the provider to assume?
 - Please see Question 24.
26. Please provide a copy of the plan document for each RHS plan. Please include adoption agreements, base plan documents and any memorandums of understanding (MOUs) as applicable?
 - Please see attached.

27. What is the effective date of each plan identified in the RFP?

- The 457(b) Plan with Nationwide was activated on November 1, 1993 and the 401(a) Plan was activated on May 17, 2018. ICMA-RC set up each of these plans on:

Plan 303821	April 16, 1993
Plan 305909	ICMA-RC did not provide data on this plan
Plan 107014	January 15, 1999 (this may be an ICMA-RC error as this is the first reference to plan 107014)
Plan 107015	January 22, 1999
Plan 107017	January 22, 1999
Plan 107926	October 12, 2001
Plan 107927	October 12, 2001
Plan 108808	ICMA-RC did not provide data on this plan
Plan 800682	February 3, 2004
Plan 800683	February 3, 2004
Plan 800684	February 3, 2004
Plan 800685	February 3, 2004
Plan 800686	February 3, 2004
Plan 800687	February 3, 2004
Plan 800688	February 3, 2004
Plan 800689	February 3, 2004
Plan 800690	February 3, 2004
Plan 800691	February 3, 2004
Plan 800692	February 3, 2004
Plan 800693	February 3, 2004
Plan 800694	February 3, 2004
Plan 800695	February 3, 2004
Plan 800696	February 3, 2004
Plan 800746	March 16, 2004
Plan 801066	January 25, 2005
Plan 801467	ICMA-RC did not provide data on this plan

28. What are the current administration fees for each Plan? Does the County pay the cost of each Plan or are participants charged for Plan operations during employment or after separation/retirement?

- The fees are paid by the participants, and the current fee schedule is in large part irrelevant to what the County hopes to see as part of the proposals received. The County is hoping to use this formal process to compare fees.

29. Are debit cards available for claims processing? If so, is there an additional administrative fee for the debit card?

- No.

30. What is the current claims processing turn-around time for the plans?

- ICMA-RC processes claim the same day if the request is received in good order and is received before 4:00pm. Nationwide processes withdrawal requests within three business days.

31. Is mobile account access provided by the current administrator with claims submission capabilities?

- ICMA-RC stated that participants cannot request a distribution within the mobile application because to view the withdrawal pages, the participant would have to click a link to access the full website and then make the request. This becomes complicated to do through the mobile app for this transaction type. Therefore, ICMA-RC highly suggests that distributions not be requested via the mobile app and recommend that they be done from the website . Nationwide says yes.

32. What number or percentage of existing participants with an account balance receive regular communications (e.g., quarterly statements and confirmation statements) exclusively through e-delivery methods? Is e-delivery the default method of providing participants with quarterly statements?
- ICMA-RC stated that although e-delivery is not the default, 75% of participants have chosen to receive their quarterly statements online. Nationwide said 1,159 participants in the 457(b) Plan and 21 in the 401(a) Plan currently have elected to receive communications through e-delivery. E-delivery is not currently the default method of delivery.
33. Is the County able to provide participants' current email addresses to the selected recordkeeper for participant communication purposes?
- For simplicity's sake, the County would prefer to have any electronic retirement plan information go to participants' personal email as opposed to County email. In that vein, the County has been collecting personal email addresses for employees hired since July 2017. However, the County does not have them for employees hired earlier than this date. The County currently provides reports to the two record keepers of newly-hired employees including their email addresses.
34. Can a Word document version of the Questionnaire (section 6.0) be provided? If not, please clarify question 13 by completing the statement "Custom communications including customization of."
- The statement should read "Custom communications including customization of website." In terms of the Word version of the Questionnaire, please see attached.
35. What does the County feel is the biggest challenge you face as it relates to the retirement plan and your employees?
- Please see Questions 24 and 25.
36. The RFP indicates four separate 401(a) plans with ICMA. Was this the County's decision to segment plans in this manner or ICMA's? If possible, does the County seek to consolidate all County 401(a) plans to a single plan with a single provider? Please provide plan documents/ adoption agreements if possible or clear direction on the County's desired goal?
- Please see Questions 4, 5, and 10.
37. The RFP indicates 18 separate RHS plans with ICMA. Was this the County's decision to segment plans in this manner or ICMA's? Please provide plan documents/adoption agreements if possible or clear direction on the County's desired goal along with the following:
- Who is eligible for the RHS plans?
 - How are the RHS plans funded?
 - Are there plans for both collectively bargained and non-collectively bargained employees?
 - Is the County seeking an RHS provider that offers flexible investments and fee structure?
 - Does the current provider outsource RHS administrative functions to a third party? If so, is the County seeking a provider that can administer all functions?
- ICMA-RC provided the following table. Meritain Health is the third-party claims processor to perform administrative services for the ICMA-RC RHS plan. The County would be open to a solution that is most beneficial to its participants.

RHS Plans Covered Groups (as defined by County in Adoption Agreement)	
800682	Board of Supervisors – Legislative Group
800683	Elected Officials / Executive Group

800684	Attorneys – Unit 1
800685	Law Enforcement Employees / Supervisors Unit 3 & 4 DSA
800686	Unit 5 – Health & Welfare
800687	SEIU – Local 129- - Units 2,7,8,9,12
800688	Unit 10 Skilled Craft & Service Maintenance
800689	Unit 11 Psychiatrists & Physicians
800690	Unit 13 & 14 Correctional Officers/CoSupervisors
800691	Unit 30 Confidential
800692	Unit 16 – Mid Managers
800693	Unit 61 Executive Management
800694	Unit 62 & 75 Senior Management
800695	Unit 6 – Health & Welfare Supervisors
800696	County Administrator
800746	Unit 63 Unrepresented Mid Managers
801066	Unit 15 – Dep Probation Officers
How RHS Plans are funded (as defined by Plan Sponsor in Adoption Agreement)	
800682	Mandatory contributions of eligible sick leave payout / administrative leave
800683	Mandatory contributions of eligible sick leave payout / administrative leave
800684	Mandatory contributions of eligible sick leave payout
800685	Mandatory contributions of eligible sick leave payout
800686	Irrevocable election of accrued leave (sick, vacation, comp, holidays)
800687	Irrevocable election of accrued leave (sick, vacation, comp, holidays)
800688	Mandatory contributions of eligible sick leave payout
800689	Mandatory contributions of eligible sick leave payout
800690	Mandatory contributions of eligible sick leave payout
800691	Mandatory contributions of eligible sick leave payout / administrative leave
800692	Mandatory contributions of eligible sick leave payout / administrative leave
800693	Mandatory contributions of eligible sick leave payout / administrative leave
800694	Mandatory contributions of eligible sick leave payout / administrative leave
800695	Irrevocable election of accrued leave (sick, vacation, comp, holidays)
800696	Mandatory contributions of eligible sick leave payout / administrative leave
800746	Mandatory contributions of eligible sick leave payout / administrative leave
801066	Mandatory contributions of eligible sick leave payout

38. Regarding Minimum Qualification #1, AIG Retirement Service has been servicing government entities for 60+ years and today proudly serves over 2,255 public sector plans. Our firm currently has five (5) governmental 457 deferred compensation clients with assets of at least \$200 million. Would the City consider other plan-types in allowing AIG Retirement Services to meet this minimum qualification?

- No.

39. The RFP states we should submit the RFP Questionnaire in Word format. However, the Bonfire database allows only PDF files to be uploaded. Would a PDF version of the Questionnaire be acceptable?
- No. The Bonfire Hub allows and accepts submission of different format of files including Microsoft Word format. In Bonfire, under the submission tab, click the UPLOAD tab which is assigned for word format documents to upload any documents in word format.
40. Please provide the Non-Resident Certification Form as it was not accessible via the provided hyperlink.
- Please see attached.
41. Please provide the current record keeping fees.
- Please see Question 13.
42. Are there any improvements the County is seeking to implement after this RFP?
- Please see Questions 24 and 25.
43. Are the benefits the same for each of the 18 groups in RHS?
- No. Please see Question 37.
44. Are the RHS groups each a separate employee group like a union? Please describe.
- The RHS plans were set up by naturally occurring employee groups, similar to a union. However, it is important to note that not all groups are unions. Please also see Question 10.
45. Why are there 18 RHS groups? Is it because some have different eligibility and contribution rules?
- Please see Questions 10, 37, and 44.
46. Do each of the 18 RHS groups have the same investment lineup?
- Yes.
47. Could the RHS groups be consolidated for recordkeeping and reporting purposes?
- Please see Question 10.
48. Do you currently offer a debit card to claims eligible participants?
- Please see Question 29.
49. In what order would you prioritize the following: price; robust online capabilities; integrated administration and reporting; provider consolidation; and participant education and communication?
- These would all be at the top of the priority list.
50. Are new “active” (currently contributing) RHS accounts being established? If so, for which RHS groups?
- No, all union groups already have RHS accounts established. However, new employees who are hired will have new accounts established in an already-established plan.
51. How many group meetings and how many individual meetings were held in 2019? How many sites are currently served today for both group meetings and 1-on-1 sessions across the plan?
- The following table outlines the onsite participant education history for 2019. However, it is important to note that the past education schedule is in large part irrelevant to what the County

hopes to see as part of the proposals received. The County is hoping to use this formal process to compare participant education outreach and information strategies.

Record Keeper	Group Sessions	Individual Meeting Days
ICMA-RC	16 days for group presentations	29 days for individual consultations
Nationwide	21 days for group presentations	75 days for individual consultations

52. Please provide information on the fixed funds in the plan today for each provider. What is the current crediting rate? What are the expense ratios? Are there any termination provisions or liquidity restrictions (i.e. MVA, 12 month put, etc.)?
 - The current crediting rates are large part irrelevant to what the County hopes to see as part of the proposals received. Expense ratios are disclosed in Attachment A of the RFP while all termination provisions are on page 21 of the RFP.
53. Please provide a list of any ancillary fees that are currently being charged to the plan and or its participants for QDRO's, financial advice, etc.
 - Please see Question 13.
54. Do your employees participate in Social Security?
 - Most employees do. However, public safety employees do not.
55. What are the current fees for the plan today with each provider?
 - Please see Question 13.
56. Please provide the current plan documents.
 - Please see attached
57. What is the reason for two 457(b) plans with ICMA-RC?
 - Plan 303821 is the County's 457 plan, while Plan 303359 is the plan for the Superior Courts. ICMA-RC may have meant Plan 305909.
58. What is the reason for the existence of each 401(a) plan at ICMA-RC?
 - Due to the different employee groups.
59. What is the reason for the existence of each RHS plan at ICMA-RC?
 - Due to the different employee groups.
60. MidAmerica is interested in bidding on the 401(a) and Retirement Health Savings (RHS) portions of the RFP. Because these are much smaller plans on an asset basis, and because we will not be bidding on the 457 portion of the RFP, must our firm still meet the stated minimum plan size qualifications stated in section 4.1.1. of the RFP?
 - Yes.
61. Section 2, Item 3 of the RFP document specifies, "Please be sure to provide the Questionnaire portion in Word format." However, the Bonfire system specifies that the response be in PDF. Will the Bonfire system accept the uploading of a Word document?
 - Yes.

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Contribution Plan, and Retirement Health Savings
Plans**

RETIREMENT PLAN ADMINISTRATIVE SERVICES

RESPONSE DUE: NOVEMBER 5, 2020, 5:00 PM, PST

ACKNOWLEDGEMENT

This Amendment must be signed and returned with your quote, or otherwise acknowledged, prior to the Closing Date and Time listed on the RFQ cover sheet. If you have already submitted a quote and need to make corrections, submit a corrected quote with this Amendment prior to the Closing.

Proposer

Signature

Name and Title

Date

RETURN WITH BID