

REQUEST FOR PROPOSALS

For

Request for Proposals for Third Party A

4. Business Processing & Metrics

- a) How many payrolls do you process each month?
- b) How many participant accounts do you process each month?
- c) What are your time standards for:
 - 1. Receipt of and processing out of loans
 - 2. Receipt of and processing out of transfers
 - 3. Receipt of and processing out of hardship requests
- d) What percentage do you meet the time standards identified above?
 - 1. Loans
 - 2. Transfers
 - 3. Hardship requests
- e) Does your common remitter service receive and send funds and data using electronic media? Please describe your preferred (or required and indicate such) method of sending/receiving funds and data.

5. Investment Company Relationships

- a) Attached is a current list of vendors approved by 403(b). Indicate any vendors that you wouldn't be able to work with.
- b) Describe any relationship your company has with any vendor listed on 403(b).
- c) Describe any proprietary product or platform you endorse, offer, support or share revenue with.

6. Documents, Forms & Manuals

- a) Please provide a copy of your standard 403(b) and 457 plan service agreements.
- b) Please provide copies of Plan related forms i.e. transfer requests, loans, hardship withdrawals etc.
- c) Do you have either an on-line or paper based user manual for an employer? If so, please provide a copy.

7. Plan Reporting

- a) Serve as common remitter for the District's 457 and 403(b) program, and as paying agent on behalf of the District to promptly remit all funds to participating vendors provided that the District meets the requirements in Section 16.
- b) Establish a disbursement account on behalf of the District, and provide suitable privileges for the District to transfer funds into the account, and for TPA to transfer funds out of the account as provided in Section 10. Indicate bank to be used.

- c) Obtain fully executed modified Service Provider Agreements from each investment provider conducting business in the District. These modified Service Provider Agreements are ASBO-compliant, IRS, and National Tax Sheltered Annuity Association (NTSAA) compliant, with the exception of not requiring the investment providers to provide and certify Maximum Annual Contribution Limits (MA C's) to the employee or the District. TPA will provide these contribution calculations, and certify to the District and the employee as to the accuracy of these calculations. Vendors that do not execute the modified Service Provider Agreement will not be permitted to enroll new participants.
- d) Describe the types and frequency of reports that you provide to the District.
- e) Describe your policy regarding the District's ownership of the 403(b) plan data. How often and in what format is plan data transferred to the District?

8. Plan Compliance

- a) Oversee all aspects of IRS compliance of the District's 457 and 403(b) program by all parties involved. In the event of an IRS audit, TPA will represent the District at the audit.
- b) Describe how you will monitor employees participating in the 403(b) and/or 457 plan(s) to confirm that they are staying within annual contribution limits.
- c) Please explain your procedures for entering into Information Sharing Agreements (ISAs) with various Service Providers that the District has made available through payroll deduction under its 403(b) plan.
- d) Review all employee contributions and perform all necessary calculations to ensure the District's compliance with all IRS regulations pertaining to 457 and 403(b) programs.
- e) Review all contributions to ensure that additions to the 457 and 403(b) program for each participant are within limits prescribed by Section 415 of the Internal Revenue Code.
- f) Conduct an on-site review of Service Providers and employee's records as applicable. Site review shall be conducted with minimal disruption to payroll and business office staff. The review is to ensure that all employee accounts are in compliance with all IRS regulations. The Review is intended to identify any defects in process and procedure and TPA will suggest methods for correction of discovered defects.
- g) Review all employee Salary Reduction Agreements and sign the forms to verify compliance with the Internal Revenue Code and applicable regulations. TPA shall provide a designee who shall receive all new and revised Salary Reduction Agreements. TPA shall complete review of new and revised Salary Reduction Agreements within three business days. Copies of new and revised Salary Reduction Agreements may be faxed or mailed to TPA, and will verify changes by e-mail to District's payroll department.

9. Employee Confidentiality Communication & Education

- a) TPA to maintain and archive all participant 457 and 403(b) files and will ensure strict confidentiality of all employee data, records, and files. TPA will not make available to any outside vendor or sales/marketing organization, any records or information pertaining to District employees. All of the rights available under the various annuity

