

**REQUEST FOR INFORMATION**  
**401K/Retirement and Consulting Services**  
**Partnership for Strong Families/Service Management Solutions for**  
**Children/Intercounty Adoption Accreditation and Maintenance Entity**

**Invitation**

Partnership for Strong Families (PSF), Service Management Solutions for Children (SMS) and Intercounty Adoption Accreditation and Maintenance Entity (IAAME) are seeking a 401k retirement planning firm to perform the full range of services related to the design, implementation, maintenance and improvement of employee retirement benefits.

Interested and qualified firms/consultants are invited to submit information which will be accepted until COB 2/28/2020. Proposals should be addressed to:

Attn: Justen Ostreicher  
Services Management Solutions for Children  
5950 NW 1<sup>st</sup> Place, Suite A  
Gainesville, FL 32607

Please provide three hard copies of each informational document submitted.

**RFI Schedule**

<b>Activity</b>	<b>Date</b>
RFI Distribution	<b>2/14/2020</b>
RFI Responses Due	<b>2/28/2020</b>
Proposal Review	<b>3/6/2020</b>
Conduct Interviews with Selected Finalists	<b>3/22/2020</b>
Select Benefit Provider	<b>4/3/2020</b>
Relationship Effective Date	<b>7/1/2020</b>

**Background of Partnership for Strong Families, Inc., Service Management Solutions for Children, Inc. and Intercounty Adoption Accreditation and Maintenance Entity, Inc.**

Partnership for Strong Families is a 501(c)(3) charitable organization that is a child welfare lead agency organized under the laws of the State of Florida to serve Alachua, Baker, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Madison, Suwannee,

Taylor and Union counties. Approximately 99% of funding comes from the State of Florida and Federal Government. Annual revenues are approximately \$39.5 million. PSF has 117 employees who are all retirement benefits eligible.

Service Management Solutions for Children is a 501(c)(3) charitable organization responsible for providing management and administrative services for subcontracted parties. SMS provides these services in and under the laws of the State of Florida. Annual revenues are approximately \$2.5 Million. SMS has 27 employees who are all retirement benefits eligible.

Intercounty Adoption Accreditation and Maintenance Entity is a 501(c)(3) charitable organization with the sole responsibility of the accreditation, approval, monitoring and oversight of adoption service providers providing intercountry adoption services. IAAME provides these services nationally. Annual revenues are approximately \$1.7 Million. IAAME has 15 employees who are all retirement benefits eligible.

### **Scope of Services**

Partnership for Strong Families, Intercounty Adoption Accreditation and Maintenance Entity, and Service Management Solutions for Children are looking for a retirement benefits partner that can provide professional, highly qualified 401K plans, guidance, and financial services. This includes, but is not limited to:

1. Develop short- and long-range employee retirement goals and strategies.
2. Partner with the Human Resources and Benefits team at PSF/SMS/IAAME in the administration of all group retirement plans including responding to questions from and providing information to staff and providing other benefits-related advisory services throughout the plan year.
3. Review and analyze plans to ensure maximum benefit to PSF/SMS/IAAME .
4. Determine and recommend the most cost-efficient funding methods for retirement benefit programs.
5. Apprise PSF/SMS/IAAME of local and national benefit trends and provide benchmark survey data to help calibrate program offerings with employee and employer costs compared to similar organizations.
6. Meet with, and provide reports and presentations to, various PSF/SMS/IAAME representatives, including Senior Executives and Board members, if requested.

7. Assist PSF/SMS/IAAME with the implementation and communication of new programs/plans or changes to existing programs/plans, which may include attending and presenting information at Open Enrollment meetings when requested.
8. Work closely with the benefits team to develop and execute the benefits communication strategy.
9. Research and report any new developments in the employee benefits arena on an ongoing basis.
10. Recommend innovative ideas and new products, plans, programs and services to ensure a competitive, valued and cost-effective retirement benefits program.
11. Assist with, and prepare documentation for, any audits or reviews associated with PSF/SMS/IAAME.

**About your Firm/Team**

- 1) Please tell us about your firm. Describe the ownership, history and structure of your firm.
- 2) List your firm's lines of business (including affiliated companies).
- 3) How many years has your firm been in business?
- 4) What types of employer sponsored retirement plans does your firm work with?

**Fiduciary Status & Investment Services**

- 1) Describe your fiduciary responsibilities under ERISA. As a plan fiduciary, will you serve as an ERISA 3(21) or ERISA 3(38) capacity? Do you intend to act as a fiduciary to the plan participants?
- 2) Describe any potential conflicts of interest regarding the investment selection you may have with respect to your proposed services.
- 3) What is your process to monitor and watch list an investment? What action do you take when a fund is not performing?
- 4) Describe your process for reviewing and recommending asset allocation funds. If you offer managed portfolio retirement strategies, please describe the models, underlying securities, rebalancing process, and suitability for our employees.
- 5) How often will you meet with our investment committee? In person or web meetings?

**Service Model Questions**

- 1) Please list the services your firm offers to retirement plan clients.
- 2) Describe your service model (staff, responsibilities, on-site fiduciary meetings, employee education, individual financial planning, etc.)
- 3) With respect to our primary and supporting contacts, please provide the following:
  - Overall retirement plan experience
  - Education, designations and other credentials
  - Continuing education regarding the retirement plan industry
- 4) What differentiates your firm from other firms?
- 5) Describe any plan consulting services provided by your firm. What is your role in assisting us with plan design issues?

**Participant Services**

- 1) What services do you provide to plan participants? What resources do you have dedicated to assist employees?
- 2) Describe how you will assist us to enroll new participants. Will your representatives be available on-site during open enrollment periods? If so, how often are these meetings provided?
- 3) Do you have an employee advice service? If you offer an advice service, will you act as a co-fiduciary?

- 4) Describe your process for assessing our employee's retirement readiness and financial wellness. How do you measure the success of your program?
- 5) Please describe your online participant capabilities (tools, statements, retirement readiness, online distributions and/or loans, etc.). Please provide sample test website access information