



TO: Interested Parties

FROM: Burton Turner, SPHR-SCP, CFP®
Supervisor of Employee Services

DATE: June 6, 2018

SUBJECT: **Request for Proposal – Retirement Plan Administrative Services**

PROJECT OVERVIEW

The Paulding County School District (PCSD) is seeking a 403(b)/457(k) qualified retirement plan administrator to perform a list of services related to the improvement of the PCSD plan(s). Qualified providers include those who are properly licensed and registered to provide such services and that meet the minimum requirements set forth in this document. Please note that this RFP is not seeking an advisor/consultant, but rather a plan administration vendor.

The RFP is being managed by our current advisor, ARISTA Financial Group. Any and all communication regarding the RFP should be coordinated and communicated with their representatives. Failure to adhere to this request may result in exclusion from consideration.

OVERVIEW OF THE DISTRICT

Approximately 3300 benefit-eligible employees. Employees include teachers, bus drivers, food service workers, miscellaneous support staff, office personnel and administrators.

The PCSD Supplemental Retirement Plans- 403(b) / 457(k)- are offered to all employees classified as benefit-eligible. Employees are eligible to participate upon date of hire for the purpose of making elective deferrals. Plan provisions include both pre-tax and ROTH contribution types.

The plan currently utilizes a 3% automatic enrollment feature for all newly eligible employees. There is also an employer match contribution provided to our employees covered under the PSERS plan.

The 403(b) and 457 are managed with a single vendor and will remain as single vendor plans.

The 403(b) has approximately 2500 accounts in a mutual fund platform with \$10,200,000 in plan assets. The 457 has approximately 416 accounts in a mutual fund platform with \$4,100,000 in plan assets.

The RFP Process and Timeline

Projected Timeline:

- | | | |
|--|---|--|
| June 25, 2018 | - | Formal RFP Notice published to PCSD Website |
| July 9 th , 2018 | - | Formal RFP Invites electronically sent to interested parties |
| Aug 6 th , 2018 | - | Deadline for completed RFP responses |
| Aug 27 th , 2018 (tentative) | - | Initial review of RFP responses with PCSD Benefits Committee |
| Sept 17 th , 2018 (tentative) | - | Finalists Presentations |
| Oct 1 st , 2018 (tentative) | - | Vendor awarded |
| Jan 1 st , 2019 | - | New vendor conversion. |

To participate in the RFP, all interested parties should send an email of interest and any questions you may have to:

Doug Guillory, AIF
Arista Financial Group
dguillory@aristafg.com
678-533-6055

Thank You for your interest in working with Paulding County School District.

