



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Thomas F. Cooke – Director of Administrative Services

Request for Proposal Advisor to the Town of Simsbury and Town of Simsbury Board of Education on Implementation of Defined Contribution Plans and Oversight Of Defined Contribution Plan and 457 Plan Funds

Project Summary

The Town of Simsbury and the Town of Simsbury Board of Education (collectively, “the Town”) are implementing defined contribution plans for certain Town and Board of Education employees. The Town is seeking a consultant with expertise in the implementation and oversight of defined contribution plans in the municipal setting, including but not limited to plan legal structure and design, identification and selection of plan investment options and appropriate services to be offered to employees participating in the defined contribution plans. In addition, the Town is seeking a fiduciary advisor to oversee and make recommendations with respect to plan investment options on a going forward basis.

Background

1. Current Retirement Plan Options

The Town currently maintains three defined benefit plans (Police, General Government and Board of Education). In addition, Town of Simsbury and certain Board of Education employees have the opportunity to participate in a 457 Plan which provides the opportunity for tax-deferred retirement savings without an employer match. The 457 Plan is currently administered by The Hartford and holds in excess of \$7 million in employee contributions.

2. New Defined Contribution Plans

Recent contract negotiations have resulted in agreements between the Town and certain unions providing for the introduction of defined contribution plan(s) for certain newly hired employees. The terms and conditions of the defined contribution plans may differ depending upon the bargaining unit.

Services Requested

1. Structure of Defined Contribution Plans

The Town seeks advice and direction with respect to the appropriate structure of the new defined contribution plans, including but not limited to whether a 401(a), 403(b) or other structure(s) should be used; whether the new plans will leverage or interface with the existing 457 Plan; and other structural issues identified in connection with development of the new plans.

Telephone (860) 658-3230
Facsimile (860) 658-9467

tcooke@simsbury-ct.gov
www.simsbury-ct.gov

An Equal Opportunity Employer
8:30 – 7:00 Monday
8:30 – 4:30 Tuesday through Friday

2. Selection of Administrator for Defined Contribution Plans

The Town seeks advice with respect to selection of an appropriate Administrator for the defined contribution plans to ensure that administrative fees are competitive and appropriate, employee and employer access features are user-friendly, excellent support services (including but not limited to appropriate information for employees about appropriate strategies for saving for retirement and overall customer support) are provided and that information provided by the Administrator is well-prepared and easily understood.

3. Identification of Appropriate Investment Options for Employees

The Town seeks an investment advisor for both the defined contribution plans and the existing 457 Plan. The investment advisor will assist with the initial selection of investment options for employees in the defined contribution plans to ensure that employees are positioned to create diversified portfolios with high-quality investment options. The investment advisor will review the existing investment options in the 457 Plan with the same goals in mind. The Town anticipates an ongoing contractual relationship with the investment advisor for the purpose of regular reviews of the performance of investment options and recommendations concerning the maintenance or replacement of these options.

Requirements for Submission

Respondents to this RFP are asked to submit a Proposal containing:

- A description of your business, including your qualifications to provide the services described above;
- Information about the personnel who will participate in (a) the initial design and implementation of the defined contribution plans and (b) the ongoing oversight of plan investment options;
- A description of how you propose to provide the above-described services;
- Information about similar work provided to other municipalities and potential references for your work; and
- The proposed cost broken out as follow;
 - The cost of assistance with the initial design and implementation of the defined contribution plans, including initial identification of appropriate investment options; and
 - The cost of ongoing services as an investment advisor specific to (a) oversight of the 457 Plan investments and (b) oversight of defined contribution plan investments.

Time is of the essence for this project and the Town is hoping to have a service provider selected by the end of February, 2013. Three (3) copies of the Proposal must be submitted to Thomas F. Cooke, Director of Administrative Services, 933 Hopmeadow Street, Simsbury, CT 06070 before the close of business on Friday, February 8, 2013. Please direct any questions to Mr. Cooke at (860) 658-3264 or tcooke@simsbury-ct.gov.