



"The Capital City of the Palm Beaches"

PROCUREMENT DIVISION

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**Addendum No.: 1
RFP 10-11-129
June 15, 2011**

**DEFERRED COMPENSATION AND DEFINED
CONTRIBUTION PLAN ADMINISTRATION SERVICES**

Each recipient of this Addendum No. 1 to the Request for Proposals (RFP) who responds to the RFP acknowledges all of the provisions set forth in the RFP and agrees to be bound by the terms thereof. This addendum shall modify, clarify, change or add information and clarification and become part of the above referenced RFP. As a result, this Addendum is to respond to questions and to change the due dates listed on Pages 1 and 2 of the RFP. Any questions received prior to June 10, 2011, not addressed here, will be answered in Addendum No. 2.

A. Modify the Due Date:

The proposal due date on Pages 1 and 2 of RFP 10-11-125 is changed from June 20, 2011 to June 27, 2011.

New Proposal Due Date: Monday, June 27, 2011 before 3:00p.m.

B. Questions and Answers:

1. May we have the amount of annual contributions by active participants?

Answer: Contributions are based on salaries paid during the period. Extrapolating the quarter contributions presented in the report would provide a good basis for annual contributions.

2. Can you explain the difference in total distributions between the first quarter of 2011 and the first quarter of 2010 (\$662,000 and \$231,000, respectively)?

Answer: No. The City does not analyze why employees are requesting distributions.

3. Are there transfer restrictions on any funds other than the 12-month put on the ING Stable Value fund?

Answer: No.

4. Would you please confirm: Should we respond to each of the questions in Questionnaires 1 through 6 (per Page 5 of RFP), or only prepare a summary addressing these questions that does not exceed five pages (Page 6 of RFP)?

Answer: The proposer is not required to address each question individually but, rather incorporate their responses to those questions in their proposal and to limit the proposed plan offerings to no more than five (5) pages.

5. Do you happen to have a breakdown of participant counts (active v inactive, term deferred eligible employees)?

Answer: Yes. This information is included in the ING reports

6. Can you tell me the payroll frequency the plans?

Answer: Yes, the payroll frequency is every two weeks.

7. Do you know of any liquidity issues with any of the Investments in the current lineup, including the Stable Value investment?

Answer: The City is not aware of any liquidity issues.

8. Attachment D Fee Schedule requires that we outline our proposed fees based on the investment lineup provided without any substitutions to the investment line up. Questionnaire #5, Question 1 allows for modifications to the current fund line-up. Is the expectation that the proposal will include the fees based on the current investment lineup, as well as, fees based on a revised or new investment line-up?

Answer: Fees should be based on the line-up your firm is proposing to the City. If you are proposing a modification, then the pricing should be based on that modification.

9. What is the frequency of contributions (employer and employee) into the 401(a)?

Answer: See question number six (6).

10. Is the 457(b) a strictly voluntary plan?

Answer: Yes.

11. Please detail any restrictions on the liquidity of the ING Stable Value option for both Book and Market Value.

Answer: See answer number seven (7).

12. If a new vendor is selected, how does the City expect to handle the assets in the current Stable Value Option?

Answer: Assets will be transferred into a like account at current market value.

13. If Stable Value assets are to be transferred, are they subject to an MVA or the potential transfer at less than 100% Market to Book Ratio?

Answer: They are subject to MVA.

14. What is the current Market to Book Ratio?

Answer: The current Market to Book Ratio is 1 to 1.

Proposers must acknowledge receipt of this Addendum Number One in the space provided below. This Addendum forms an integral part of the RFP documents and therefore must be executed. Failure to return this addendum with your proposal submittal may be cause for disqualification.

Issued By: City of West Palm Beach
Procurement Division
June 12, 2011

Signed By: 
Althea Pemsel, MA, C.P.M.
Procurement Officer

PROPOSER: _____

Signed By: _____

Print Name: _____

Title: _____

Date: _____