



PARKER COUNTY EMERGENCY SERVICES DISTRICT No. 1

REQUEST FOR PROPOSAL (RFP)

Retirement Plan and Related Consulting Services
March 16, 2023
Parker County Emergency Services District No. 1
PO Box 323
Springtown, TX 76082

Contact Information

Stephen Watson
Fire Chief, CFE
682-523-7598
swatson@pcesd1.com

Introduction

Parker County Emergency Services District No. 1, a political subdivision of the State of Texas created pursuant to 775 of the Texas Health and Safety Code, is seeking the implementation of a tax-advantaged deferred-compensation retirement plan that will increase the employee's retirement benefit in addition to the District's current retirement plan.

Background

The Mission of Parker County Emergency Services District No. 1 ("District") is to protect the life and property of those who reside, visit and travel through our district. The District is committed to creating a safer community through effective emergency response, education, prevention, preparedness, and our guiding principles.

The District, is located within Parker County, Texas and employs 72 full-time employees, and maintains a retirement plan on behalf of its employees with the Texas County and District Retirement System.



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Scope of Work

The District is soliciting proposals for services related to its part time employee retirement plans, and full time supplemental retirement plans. Those individuals or firms submitting proposals must provide services related to plan design, plan installation, plan consolidation, plan termination, IRS qualification and tax filings and all other compliance-related work, plan amendments, participant eligibility determinations, employer contribution calculations, excess contribution calculations, forfeiture calculations, employee loan servicing, distribution reporting, retirement distribution processing, and related tax disclosure preparation, vesting determinations, testing, plan account balance statements, participant account and benefit statements, participant education, and other communication, recordkeeping, administration, or investment management services in relation to a tax-advantaged deferred-compensation plan.

The District seeks a vendor who will be thoroughly knowledgeable of our organization and our employees' retirement needs and exhibits a passion for excellence in terms of both client service and work product.

The District needs a vendor who will be:

1. Proactive - offering specific solutions to help us maximize the District's retirement benefits to employees;
2. Collaborative - willing to meet regularly with the District staff regarding plan maintenance and with employees regarding enrollment and education;
3. Creative - presenting new ideas regarding possible plan design and administrative improvements;
4. Responsive – responding to administrative and participant requests in a timely fashion;
5. Professional – exhibiting at all times an ethical, meticulous, and highly-detail oriented manner; and,
6. Comprehensive - able to coordinate (in-house or thru outsourcing) all administrative requirements for proposed plans, including investment management.



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Proposal Requirements

Proposals will be accepted in electronic or hardcopy form. Proposals shall include, at a minimum, the following:

- General background information about you or your firm, number of years in business, location(s), and principal(s);
- Total number of employees and a list of those that would be dedicated to our account(s) showing names and professional designations or other credentialing.
- Total number of clients;
- Number of new and resigning clients in 2022;
- A description of any trust/custody/recordkeeping or other system conversion planned in the next 12 months or an affirmative statement that there are none;
- A description of your insurance coverages including Errors and Omissions, D&O, Fiduciary Liability, including names of carriers and limits;
- Your privacy policy with regard to sharing client and account information to outside parties;
- A description of your data security policies and procedures, including those related to physical access, data encryption, back-ups, and disaster recovery;
- A list and description of any current or pending administrative or similar actions against you or your firm or an affirmative statement that there are none;
- A full and complete description of the process(es) by which you address participant requests for support, e.g., telephone-based response, web portal, and a description of what individual(s) at your firm will be available to participants;
- Description of how you assist with new enrollee procedures including whether you will provide representatives for on-site enrollment and other educational meetings;
- A description of participant statements and whether they can be customized. Include samples and specify whether personalized rates of return are included;
- A description of your quality standards related to returning requests for administration assistance from your clients;
- A full and complete description of the services you will and will not provide for each of the items listed under "Scope of Work" above. Include your fee structure, consultant hourly rates, and/or other pricing arrangements for annual plan administration fees itemized by base fees, if applicable, and/or per participant fees. Also, describe any fees, commissions, rebates, asset-based fees, or other compensation received by you, your employees, or firm or a related/affiliated broker or other similar entity for any mutual funds that will be contained in our plans;
- A full and complete description of any fees, commissions, revenue-sharing arrangements, commission recapture, or similar arrangements that are received by you, your employees, or firm from any related/affiliated entity associated with the servicing of our plans, but received from sources other than our plans;
- A description of all the types of plan documents you provide and support (standardized and non-standardized prototype plans, volume submitter, individually designed) and a list of potential plan custodians for each of these products;
- A specimen copy of your client service agreement, contract, or other relevant documents;



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- Description of fund and fund family offerings included in your fee quote and any variations thereof, including maximum number of funds provided and any limitations on the number of funds or families offered within the total offering. Also, specify whether it is possible to invest in funds not managed by your company or the custodian(s) with which you are affiliated;
- A description of what information you will provide regarding funds and fund options; provide specimen copies of this material;
- A description and/or samples of plan management reports that include total assets, contributions, and other statistics and whether that information is available on a plan sponsor website;
- A copy of your latest SSAE 16, 18, OR SAS 70 Service Organization Report or a statement that you do not have one;
- References for three clients with budgets in the range of \$5M to \$10M including organization name, contact; phone number and email, number of years as an administrator, and number of participants.

Failure to adequately address scope of work items may result in the District removing your proposal from consideration.

Evaluation

Respondents will be evaluated for the following criteria:

- Demonstrated experience of the firm in relation to the services required and quality of performance on similar past projects;
- Demonstrated experience, technical competence, and availability of key personnel in relation to the services required;
- Recommendation of prior clients;
- Capability of the firm to provide services desired; and
- Value offered considering capabilities and experience of the firm.

Review and Selection

Proposals are due by April 18th, 2023, and should be sent to Stephen Watson at the contact information noted above. Subsequent selection activities may include Board or Committee interviews and on-site due diligence.



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Compliance

A contract greater than \$50,000 requires the vendor to electronically create a Certificate of Interested Parties Form 1295 through the Texas Ethics Commission (TEC) website (https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm) and submit a signed copy of the form to the District prior to award of the contract. A contract will not be enforceable or legally binding until the District receives and acknowledges receipt of the properly completed Form 1295 from the vendor.

Prohibition on Contracts with Companies Boycotting Israel:

Pursuant to Chapter 2270 and 808, Texas Government Code, the Firm certifies that it is not ineligible to receive the award of or payments under the Agreement and acknowledges that the Agreement may be terminated and payment withheld if this certification is inaccurate. Failure to meet or maintain the requirements under this provision will be considered a material breach.

2252 Compliance

Section 2252 of the Texas Government Code restricts the District from contracting with companies that do business with Iran, Sudan, or a foreign terrorist organization. The firm hereby certifies that it is not ineligible to receive the award of or payments under this Agreement. Failure to meet or maintain the requirements under this provision will be considered a material breach. NOTE: On April 25, 2019, the US District Court for the Western District of Texas entered a preliminary injunction enjoining the enforcement of this clause in any state contracts.

Supplementary narrative – to foster creativity, respondents are encouraged to provide a narrative describing any options, alternatives, or other opportunities not addressed in the RFP that, in the respondent's opinion, would strengthen the District's employee retirement programs.

The District reserves the right to reject any or all responses, waive any irregularities and/or technicalities in response received, or award a part but not all of the work involved on the Project(s). The District, in its sole discretion, will determine whether any or all of the responses are responsive and reserves the right to make a determination as to whether anyone or more Respondents are qualified.

The submission of a response to this RFP is an offer by the Respondent to participate in further processes of response, evaluation, and selection only and does not constitute a contract. There will be no contractual obligations on the part of the District to any Respondent, nor will any Respondent have any property interest or other right in the contract unless and until all terms of the contract have been agreed upon by the District, including, without limitation, the cost of the services; all provisions of the contract have been negotiated to the satisfaction of the District; the contract is unconditionally signed by the District and the selected Respondent; the contract is delivered by all



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parties, and all conditions to be fulfilled by the Respondent prior to contracting have either been fulfilled by the Respondent or waived in the writing by the District.

Prior to the execution of a contract for these services, the selected Firm will complete a Request for Taxpayer Identification Number and Certification Form (IRS Form W-9). The District will not make payment against the contract until it has received the properly completed form.

Confidentiality

Note: Texas Public Information Act: During the course of the selection process, the responses submitted by Respondents are exempt from disclosure to the public under the Texas Public Information Act. However, upon the award of the contract, if any, or the rejection of the responses, the responses and all information submitted to the District will become a public record; and therefore, subject to disclosure to any person who makes a proper request for review of the documents. Some of the information you may provide in your response may contain commercial or financial information which is privileged or confidential by statute, or which you feel may cause substantial competitive harm to your business if disclosed by the District to a third party even after the award. You may be entitled to protect this information at the time the request is made for disclosure; however, you will need to consult your legal counsel to assure that this kind of information, if included in your response, is properly marked as confidential prior to submission. Wholesale marking of your entire proposal "Confidential" or "Proprietary" will not be effective.