

# CITY OF SHREVEPORT-PURCHASING DIVISION

P.O. BOX 31109 SHREVEPORT, LOUISIANA 71130-1109 □ Suite 610, 505 TRAVIS SHREVEPORT, LA 71101-3042  
Phone 318/673-5450 web site: www.shreveportla.gov Fax 318/673-5408

September 18, 2020

## AMENDMENT #1

### RFP# 20-816

#### City Pension Plans Administration Support

Proposers on the project are hereby notified that this amendment shall be attached to and made part of the above named solicitation documents dated August 21, 2020. The following items are issued to add to, to modify, and/or clarify the solicitation documents. Proposals, to be submitted on the specified bid date, shall conform to the additions and revisions listed herein. Failure to do so may subject the bid to being declared as non-responsive.

It shall be the bidder's responsibility to make inquiry as to any amendments issued.

#### 1.0 Questions and Clarifications

Q1: Our standard consulting agreement terms and conditions include some limitation on liability. Is the City open to accepting mutually-agreeable contract terms, which include some limitation of liability on the work performed by the contracting firm?

**A1: Contract terms will need to be reviewed by City Legal Department.**

Q2: Please provide a copy of the most-recent valuation report, plan document, amendments, and SPD for each of the plans in scope for this RFP.

**A2: See Attachments**

Q3: How are pension benefits being administered for your plan participants today? What technology is used to support this administration? A pension system, spreadsheet, or provider

**A3: HRMS and LOGOS are the two technology systems used to provide pension administration. The scope of work of this RFP is entirely handled internally with the City Pension Office. Retirements are initiated in the HR department to setup the member into the system, and then handled by Finance Department/Pension division to complete setup, and then Payroll receives notice for initiating monthly payment. The City Benefits Office handles health benefits & insurance continuations. Monthly retirement payments are paid through City payroll and subsequently reimbursed from Russell Investments. Spreadsheets (Excel and Lotus) used for calculating benefits estimates and final benefits determination. An excel spreadsheet is the primary program being used to calculate ERS retirement, that was developed by an actuary and used by the City since 1999.**

Q4: Please clarify the type of calculation/pension administration support are you looking to utilize in the future? Are you looking for a:

- System to calculate benefits yourself and manage/administer the plan in-house
- Provider to calculate pension benefits with the City interacting with the participants and trustee/check writer, or
- Fully outsourced solution where a provider manages all aspects of the administration including completion of benefit calculations, interacting with the participants and trustee/check writer, etc.

**A4: The City is looking for a support system including provision for member self-service, provider service, and in-house calculation as requested. Contractor capacity to also take in request and provide benefits calculations. Provider and City to interact with participants and trustee/check writer. Co-sourced solution where the provider supports all aspects of the administration and interaction with participants and has capacity to solely provide all aspects of the administration remotely.**

Q5: For the FPRF and PPRF, are there additional active/TV participants that will be covered by each plan upon retirement? If so, please provide the active and TV counts for each plan

**A5: NO, this plan is closed and all participants are retired.**

Q6: Please detail the specific assistance required for the deferred compensation plans, FPRF, PPRF, MPERS, and FRS (Scope of Services 1.2).

**A6: MPERS and FRS monthly and contributions are sent monthly to these state entities and the State handles these retirement processes. A new MPERS Patrol System has been implemented for the management of MPERS member contributions. In some instances MPERS or FRS members are also contributing to Deferred Comp. The Closed Fire and Police plans (FPRF and PPRF) require the Pension Manager to communicate with and track Transamerica life insurance premium payments through the Transamerica billing department, and coordinate the submission of death claims including completing fax claim forms and death certificate.**

Q7: What is the current annual volume of retirements, lump sum payments, vested terminations, deaths, and benefit estimates?

**A7: Due to the prior Pension Manager recently resigning, some data history is undetermined. Volume estimates include 30 employees are on DROP. 58 employees are on Deferred Compensation plan. There have been 39 retirements in 2020YTD and 60 estimated annually. There were estimated 50 deaths 2020YTD. There were approx. 250 lump sum payments. There are currently 10 terminated plan members due a future benefit. Approx. 120 benefits estimates are requested annually.**

Q8: How many disability retirees currently exist within each plan?

**A8: This data is undetermined.**

Q9: If a fully outsourced solution is being contemplated, what is the current annual volume of participant calls (number of calls and call minutes) related to the administration of the pension plan?

**A9: A Co-sourced solution is requested. Due to the prior Pension Manager recently resigning, some data history is undetermined. There is an estimated up to 40 calls per day of approx. 5 to 60 minutes each. The Pension Manager attends meetings for ERS, and the closed Fire & Police boards. Other meetings for retirement requests and benefits questions fluctuates at approximately 1 per day, with the largest volume of in-person meetings usually occurring around the 1<sup>st</sup> week of the month. Walk-ins fluctuates between 4-6 per day for impromptu meetings that may last between 15 to**

65 minutes.

Q10: Are benefit statements furnished to participants today?

**A10: No. Employees may view payroll contributions on eSuite/HR portal. Benefits estimates are provided by request. In the past 3 weeks, there have been approximately 10 benefits calculation requests received by the Pension office. Payment verification reports provided by request.**

Q11: How would you assess the quality of participant data? Are there known gaps or issues?

**A11: The two systems include LOGOS and HRMS. HRMS hold data prior to 2017 and LOGOS holds data thereafter. The quality of the participant data can be described as good. One issue is regarding ERS buy-in history is not calculated in LOGOS total. When an employee buys into ERS from deferred compensation, this amount is recorded in notes for final add-in at retirement/withdrawal.**

Q12: From how many and what sources will conversion data be provided?

**A12: Data will come from 2 sources (LOGOS and HRMS).**

Q13: What is the frequency of payroll files? Does all payroll reside on one HRIS system?

**A13: Retiree payroll frequency is monthly. Payroll data resides on the LOGOS system. HRMS used only for calculations and retrieving data.**

Q14: Who is the trustee and checkwriter for benefit payments?

**A14: Russell Investments is the investment manager. Payroll is generated from the City and reimbursed by Russell Investments monthly.**

Q15: With regard to Section 5.0 (Part I, General Information,,Page 3) and the request for one (1) signed original response to be submitted, is the City amenable to waiving the requirement for one copy with original signatures given the current COVID situation and office closures? If so, would 10 hard copies be sufficient for this RFP response?

**A15: The solicitation is not requiring original signatures.**

Q16: With regard to the Fair Share Forms and Certifications, Item 1.9 (page 13), Items 3.6 – 5.1.6 (pages 15 and 16) and Item 3.0 of Appendix 1, Form 1, all refer to Fair Share Forms and Certifications. Would you please clarify if Appendix 1, Forms 1 – 4 and 6 need to be completed and submitted with the RFP response or within 72 hours of being awarded the contract?

**A16: Page 1 states that these docs “should be furnished with your document”. These documents are also listed on Submission Requirements on Page 13.**

Q17: The links provided in Item 3.9 (page 15) are not active. Please provide working links to the list of subcontractors.

**A17: FSC/DBE Directory: <https://www.shreveportla.gov/141/Online-Database>  
FSC Application: <http://www.shreveportla.gov/FairShareApp>  
Vendor Application: <http://www.shreveportla.gov/780/Section-800>**

Q18: Is the Affidavit (page 35) a required submission document?

**A18: Yes**

Q19: We are interested in the discretionary investment management of FPRF and PPRF. Can we bid specific task within the RFP? We would essentially be investing the funds and meeting with the board to discuss performance results or portfolio changes.

**A19: No, the investment management of these funds will be bid out in a separate RFP.**

Q20: The following items within the RFP appear to relate to investment services:

**A20:** Project Background – 2.8 (pg 5) **this info is FYI**

Exhibit A – Provide examples of model allocations (pg 18). **Please provide examples of, or a model of how the proposer will establish a co-sourced pension administration environment**

Exhibit F - Describe what differentiates your firm from other investment consulting firms? (pg 26) **Describe what differentiates your firm from other plan administration consulting firms**

Q21: With regards to Appendix 3 – Felony Conviction Statement, please confirm that this form is directed at officers/directors who own 10% or more of the service provider's shares.

**A21: The Felony Conviction Statement is for anyone owning 10% of more shares.**

Continue to monitor BidSync and the City website [www.shreveportla.gov/solicitations](http://www.shreveportla.gov/solicitations) for any additional amendments. All questions must be submitted in writing. E-mail questions to Renee Anderson at [renee.anderson@shreveportla.gov](mailto:renee.anderson@shreveportla.gov)

CITY OF SHREVEPORT

---

Wendy Wagon, CPPO  
Purchasing Agent