

Recordkeeper RFP Vendor Q&A

1. In the provided Excel Spreadsheet (North Dakota PE Request), on the Summary of Plan Information tab, it lists that there are 9,785 participants with a balance as of 12/31/22. The RFP lists 8,999 in the 457(b) Deferred Compensation Companion plan as of Sept 2022 and 114 in the 401(a) Defined Contribution Plan as of the RFP release date. Please confirm current (or most recent available) total participants with a balance in the 457(b) Deferred Compensation Companion plan. **As of 8/31/2023 there are 10,109 participants with a balance in the 457(b), and 198 in the 401(a).**
2. In the provided Excel Spreadsheet (North Dakota PE Request), on the Summary of Plan Information tab, can you clarify what do "other annual inflows" and "other annual outflows" represent? **This refers to plan to plan transfers, and inflows/outflows from other vendors.**
3. In the provided Excel Spreadsheet (North Dakota PE Request), on the Summary of Plan Information tab, can you please confirm is this data for both plans combined (457(b) deferred compensation companion plan and 401(a) Deferred Contribution Plan)? **These statistics are for both plans combined.**
4. On page 33, under Section 6.11 Processing and Administration, the numerical number goes from 6.11.10 to 6.11.12, Is there a question 6.11.11? **No.**
5. Are we expected to include the new 1/1/25 DC plan in pricing for this RFP? If so: a. Can you confirm that this new plan will be part of the existing 401(a) Defined Contribution Plan, or will there a new 401(a) Defined Contribution Plan established? b. What assumptions should be made regarding asset transfer from the DB plan into the new DC plan in 2025? c. Expected annual contributions to the new plan? d. Expected 1st year participants in the new plan? **There will not be a new plan, but there will be an additional tier of participants. NDPERS will include on its file feed the appropriate categorization of participant. The 1/1/25 change will be to the current plan, but there will be many more participants. Yes, please do include pricing for the plan once that change takes place. No asset transfers should be assumed from the DB plan to the DC plan; however, HB 1040 allows current DB participants with under five years of service to transfer their DB balance to the DC plan from 1/1/25 to 3/31/25. Approximately 5,000 new employees are employed per calendar year with the average salary of State employees approximately \$50,000/year. From 1/1/25, the new contribution default is 5.26% from the employer and 4% from the participant. This is about \$4,600/year assuming a participant defaults and makes \$50,000.**
6. Based on the Legislation effective 1/1/2025, will new employees be going into the existing 401(a) Defined Contribution Plan, or will there be a new 401(a) Defined Contribution Plan established? **They will be directed to a new tier under the current plan.**
7. Will existing plan assets with the current provider transfer to the new provider in a lump sum at the direction of the employer, or will the current provider(s) require that the participant request an individual transfer of their balance? **Existing assets within the listed plans will be transferred in full at the direction of the plan sponsor, but it is currently the intent to move all eligible assets.**
8. Can you describe the withdrawal restrictions, market value adjustment, or required put notices on the current stable value fund? **No changes to the capital preservation option are contemplated or solicited, nor will they be considered.**

9. Can you provide the overlap or the number of participants that are in the 401(a) Defined Contribution Plan and 457(b) Deferred Compensation Companion Plan? **Please see the response to #1.**
10. If we include attachments within the ProposalTech system to augment our responses to some questions, should these attachments be included with the hardcopies, as well? If so, in what form? Print? Include attachments separately on a flash drive and labeled as such? **Please include attachments separately on a flash drive.**
- 11.
- Are loans available? If so, please provide the number of outstanding loans under each plan. **No.**
 - How is the revenue sharing used from the fund lineup? Does the recordkeeper retain it or is it provided to the plan sponsor? **Providers will be required to support either structure.**
 - Please provide the latest quarterly statement or plan review from TIAA. **Please see recent plan information here: <https://www.ndpers.nd.gov/about/investments>.**
 - How many participants have accounts in both the 401 and 457 plans? **Please see the response to #1.**
 - Please provide the CUSIP for the Galliard Stable Return J.
<https://www.galliard.com/globalassets/galliard/assets/edocs/SVJ-P.pdf>



- Can you confirm the current level of individual service conducted by TIAA Individual Consultants? Do these numbers reflect the interactions by their Wealth Management Advisors or is there a separate statistic for those meetings?

Advice & Counseling (Assisted) Meetings	
2022	2023
Total : 335	Total : 170

The combined statistics for wealth management and advice meetings are above. NDPERS expects proposers to develop a communication and education plan based on current needs as well as eligibility changes effective 1/1/25.

- What level of support do you expect from the recordkeeper as part of the education on the one-time irrevocable election window for employees to choose to increase their contributions to the Defined Contribution Plan or will that be handled exclusively by NDPERS staff? **NDPERS expects the recordkeeper to assist in developing plan comparisons and conducting webinars/meetings to help educate employees impacted.**
- Please provide the list of payroll locations NDPERS has across the State. What are the approximate number of eligible employees per location? **NDPERS aggregates contributions and information from all the employers and sends a single file feed to the recordkeeper.**

12. Please advise where the plan documents, current investment lineup and proposed investment structure are located. I did not see them under Manage Documents in ProposalTech. <https://www.ndpers.nd.gov/about/investments>
13. Please advise where the Pricing/Fee matrix referenced in the RFP is located. I did not see it under Manage Documents in ProposalTech. **This has been posted to ProposalTech.**
14. Is there any expectation around how many meeting days to assume in our proposal. **NDPERS expects proposers to develop a communication and education plan based on current needs as well as eligibility changes effective 1/1/25.**
15. Can you please confirm the number of on-site participant education days the current vendor provides annually? **Please see the response to #11.f above.**
16. Can you please confirm any ancillary participant fees? **All fees are covered in the fee matrix. Current fees are not applicable to your response.**
17. Can you please confirm the current recordkeeping fee charged by the current vendor? **Current fees are not applicable to your response.**
18. Are there any liquidity restrictions with investments subject to MVA, PUT, other restriction(s) **Please see the response to #8 above.**
19. Can you expand on the statement in the PE Data Request, Roles and Responsibilities tab which stated "multiple plan provisions requires manual intervention"? **The complexities are primarily (1) the purchase of service credits via fax, (2) the rollovers between TIAA and the legacy providers, who administer a substantial amount of assets, and (3) in service distributions, which require approval.**
20. How many payroll funding sources are there? **See row 91 of the plan characteristics tab.**
21. What is the current payroll file submission method (i.e. sFTP, website upload, etc.) **100% website upload.**
22. Please provide the payroll vendor/software & applicable version. **Sagitec PERSLink 6.0.18.O.J**
23. Is Payroll submission centralized (one location/person)? **Yes.**
24. Is Day-to-day plan admin centralized (one office/one person)? **Yes.**
25. Do you capture personal email addresses for those employees who don't have an employer issued email address? **Email addresses are captured when provided directly to TIAA. It is not clear what percentage are employer vs. personal.**
26. What percentage of employees are issued an employer email address? If so, are the employer email addresses included on the payroll file? **We are unable to determine the answer to this question. Email is not included in the payroll file.**
27. Do employees participate in social security? **It depends. Everyone in the 401(a) participates in social security. Certain employees in the 457(b), highway patrol, do not participate in social security. It is unknown what those numbers are.**
28. What is the average annual employee turnover percentage? **Unknown.**
29. Are the assets and participant counts provided on the PE Data Request document, Summary of Plan Information tab a combination of data for both plans? If so, would a similar summary of the assets and participant counts be available for each plan? **Yes, they are combined. There are only 198 participants currently in the 401(a) plan, and of these, there are 93 currently contributing. There are 7,254 members participating in the 457(b) plan currently. Total annual contributions to the 457(b) plan in 2022 were \$17,469,237. Total contributions to the 401(a) plan were \$1,031,080.**

30. Is there any variability in plan design across the counties/cities/school districts who participate in the plan? **No, nothing in plan design. There are different tiers with different required contribution levels.**
31. Please provide a copy of the current plan document(s), applicable amendments and/or SPDs, for all plans in scope for this RFP. **The information can be found here: <https://www.ndpers.nd.gov/about/investments>**
- a. Section 6.2 ProposalTech Attachments references that the following resources have been made available, but they do not seem to be posted. Can you please provide these? a) Pricing/Fee Matrix b) Plan Documents and any pertinent amendments c) Proposed Investment Structure for the Plan. **The fee matrix and proposed investment line-up has been added to ProposalTech. Other plan information can be found here: <https://www.ndpers.nd.gov/about/investments>.**
 - b. Please provide the total participants by plan type. **Please see the response to #1.**
 - c. Please provide the total actively contributing participants by plan type. **Please see the response to #29.**
 - d. Please provide the total annual contributions by plan type. **Please see the response to #29.**
 - e. Please provide the total annual distribution by plan type. **457(b) 2022 = \$7,257,394 and 401(a) 2022 = \$470,256**
 - f. Is there any overlap with participants in both of the plans? If yes, please provide the total number of unique participants in each plan. **Yes, please see the response to #1.**
 - g. Are there liquidity concerns or investments subject to a market valued adjustment, put, or other restrictions? If yes, please provide details. **Please see the response to #8.**