

April 25, 2024

ADDENDUM #2
TO THE
SOLICITATION DOCUMENTS
FOR RFP-2024-13

RETIREMENT PLAN RECORDKEEPING AND TRUST SERVICES

Clarifications, amendments, additions and/or deletions to the plans and specifications are hereby incorporated as follows:

Additions

None

Amendments:

None

Clarifications:

The following page contains vendor questions and DHA's response:

RFP 2024-13 Recordkeeping and Trust Services

	Vendor Question	DHA Response
1	Can you please provide the following data points: a. Unique participants with a balance between the 457(b) and 401(a) plans (i.e. a participant with a 457(b) and a 401(a) account only counts as 1). b. Number of loans outstanding. c. Number of self-directed brokerage accounts. d. Assets using managed account services. e. 2023 Contributions f. 2023 Distributions	This information will be provided to successful proposer.
2	Can you please provide a copy of the plan documents and adoption agreements governing the plans?	This information will be provided to successful proposer.
3	Can you please provide the termination provision options associated with the Lincoln Stable Value Account and Lincoln Stable Value DHA CI?	This information will be provided to successful proposer.
4	Please identify any market value adjustments, termination/surrender charges, put periods or CDSCs associated with the current investments if the Authority were to convert away from the current provider.	This information will be provided to successful proposer.
5	Regarding the section page length limits identified in the RFP: Please confirm response expectations based on the "Response Pages Allowed". Is DHA looking for yes/no responses for most of the questions? For instance, the "Participant Experience and Service" section indicates a maximum of three pages, however the questions themselves take up this much space.	Maximum pages were increased in Addendum #1.
6	Can you please provide the current fee/fee structure paid by the plan or the participants for recordkeeping and administration?	This information will be provided to successful proposer.
7	Regarding the evaluation criteria awarding 5 points for "Minority Business/HUB Certification," can you elaborate on how these will be awarded? Is a proposer required to be certified as one of these entities to receive points?	Proposer not required to be Minority Business/HUB Certified. No points are given for non-minority firms. Contract will be awarded to based on the total points.
8	Please describe the current fixed account or stable value options offered by the providers. Please include current crediting rates, minimum guarantees, withdrawal restrictions, market value adjustments, surrender charges, required put notices or any other encumbrance to liquidation.	This information will be provided to successful proposer.
9	Please provide the number of unique participants.	401(a) = 265 457(b) = 100
10	How many participants in the 401(a) and 457(b) plans overlap?	100
11	Please clarify if the Plan Sponsor is looking for an exclusive provider for both plan awards.	Yes
12	What are the total number of loans outstanding?	73
13	Are loan repayments made through a payroll file or directly with the participant's bank account (ACH)?	Payroll deduction
14	Do you use a payroll vendor or an in-house payroll software?	In-house payroll
15	What is your method for submitting payroll contributions?	biweekly payroll transmittals