



Procurement Services
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ADDENDUM NO: 1

IFB/RFP No: NKU-02-18

Commodity: Financial Consulting Services

Date: 8/10/2017

Due Date: 8/22/2017

BIDDER/RESPONDER SHALL CONFORM TO THE FOLLOWING CHANGES AS SAME SHALL BECOME BINDING UPON THE CONTRACT TO BE ISSUED IN RESPONSE TO THIS INVITATION FOR BID.

Please provide one (1) unbound original, four (4) bound copies, and one electronic copy of your proposal with your submission.

Please disregard the language on page 8 B(3) regarding similar “flooring” for and requires these universities have similar “athletic background.” This was a typographical error. **Please provide 3 university references that you have provided similar fiduciary services for.**

The following questions were raised and answered:

- 1) Is it the intent for the Financial Consultant to monitor and review all funds currently in the lineup or to streamline into a core investment lineup?

The intent is for the Financial Consultant to assist with development of an investment policy statement. The next step would be to review the funds currently available to determine if any changes are needed for alignment with the policy statement. This could result in a change in the core investment lineup.

- 2) What is your current governance structure?

NKU has established a committee of three including the Chief Financial Officer, Senior Director Human Resources and Director of Benefits. From time to time other individuals may be included in meetings for educational purposes or to provide input on potential changes. These individuals will not be part of the normal structure.

- 3) Is there a current investment and/or administrative committee in place for the plans included within the RFP?

NKU has established a committee of three including the Chief Financial Officer, Senior Director Human Resources and Director of Benefits.

- 4) How often does NKU intend to hold investment / administrative review meetings (Quarterly, semi-annual, etc.)?

NKU would anticipate that investment/administrative review meetings would be held quarterly at the outset but frequency could be increased initially or decreased as appropriate.

- 5) What facilitated the decision to proceed with a Request for Proposal for a Financial Consultant?

Although NKU is not required to comply with ERISA we use ERISA as prudent guidelines for our plans.

- 6) What are the traits/characteristics NKU is looking for in a Financial Consultant? Most important/not so important?

Probably the most important factor is an understanding of the higher education landscape particularly in the Commonwealth of Kentucky.

- 7) Does NKU have near-term priorities/changes they're looking to accomplish in 2017-2018? Longer-term priorities beyond 2018?

NKU's near term priority is to establish an investment policy statement, review the current investment choices in concert with this statement and make appropriate changes. NKU's longer term priorities are to provide a more robust savings educational program to increase voluntary savings participation.

- 8) In a brief statement, please explain the last time a fund was replaced and the process leading up to the decision to replace the fund.

Five fund choices were added several years ago. One of those funds was a replacement fund. This action was a result of an investment fund review. All communications were handled by TIAA. No feedback about the change was received from employees/participants.

- 9) Is revenue sharing from the investments used to offset the administrative costs of the Plans?

The administrative costs of the plan are born by the participants. As stated in the RFP, amounts accrued in the Revenue Credit Account have been distributed to participants twice. NKU has retained funds in the account for payment of the financial consultant services.

- 10) Is an Investment Policy Statement in place currently? If so, please provide a copy.

NKU does not currently have an Investment Policy Statement.

- 11) How many firms are being considered?

NKU sent the RFP to 5 firms. As a public institution the RFP was also posted on our Procurement site. There are currently 6 firms who have indicated they will be responding.

- 12) How many finalists do you expect to interview?

It depends upon the responses however, it is anticipated only to be the top few contenders.

13) How will you make a decision? Who are the key decision makers?

We will make a decision using the scoring criteria in the RFP, input from the finalist presentations and references. The three committee members will make the final decision.

14) Does NKU have a current relationship with a consultant providing services for the plans covered by this RFP?

No.

15) In addition to TIAA-CREF, are there any frozen legacy vendors in place that retain 403(b) and/or 457(b) plan assets?

No, TIAA is the only vendor in place for the mandatory plan. It is also the predominate plan for the voluntary options. The state requires that Kentucky Deferred Compensation Authority also be offered for voluntary plans but there is lower participation than TIAA.

16) Please clarify the employee education services requested in this RFP?

At this time we are not seeking specific employee education services. Rather we seek to know what employee education services you can provide or would suggest. Also if you would provide those services or would work with another firm to provide those services.

17) Please clarify the request for references from universities with “similar athletic background” as NKU? That seems to be a type (or incorrect auto correct.)

It should be similar academic background.

18) Please provide the types of contracts/custodial accounts in place today with TIAA (e.g., RA, SRA, RC).

NKU uses RA/GSRA for the 403b plans and RCP for the 457b and RCA accounts.

19) How many committee members currently support the review of mandatory 403(b), voluntary 403(b) and 457 plans?

NKU has established a committee of three including the Chief Financial Officer, Senior Director Human Resources and Director of Benefits.

20) Presently, how frequently does the committee meet to review the retirement program?

This is a newly formed committee and they have not yet met to review the retirement program.

21) Typically, a plan of NKU’s size will conduct quarterly on-site due diligence meetings with quarterly reports, is this the intention for NKU?

NKU would anticipate that investment/administrative review meetings would be held quarterly at the outset but frequency could be increased initially or decreased as appropriate.

CONTINUED

Please contact Ryan Straus with any questions.

T H E E N D

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