



RFP 23006KW – 401(k) Plan Investment Advisor Services

Vendor Questions

1. Do you work with an existing investment advisor? If so, what is the name of the investment advisor? **Consequent Management, LLC.**
2. How long has the current investment advisor been providing services? **Ten+ years**
3. Is the current investment advisor allowed to bid in this RFP? **Yes**
4. What is the total dollar amount of annual fees paid to the current or previous investment advisor for the last two (2) years? Was it a fixed fee or is it the percentage of plan assets? **Confidential**
5. Can you tell us why the RFP is being issued – is it renewal or other reasons? Please explain. **An RFP should be conducted every three to five years**
6. Who is the current recordkeeper? **TransAmercia**
7. When does the current recordkeeper contract expire? **Automatic Annual renewal**
8. When was the last Recordkeeper RFP and/or fiduciary standard benchmarking completed? **Unknown**
9. In what year of the selected investment advisor contract term is the next Recordkeeper RFP and/or fiduciary standard benchmarking anticipated? **2024**
10. What are GHS's expectations for the investment advisor regarding the recordkeeper search process?
 - a. Will it include drafting, and evaluating the recordkeepers' RFP responses, or will our fiduciary standard recordkeeper benchmarking process be satisfactory? **Drafting and evaluating RFP**
 - b. What year during the 5-year contract cycle is this service expected? **Year 1**
 - c. Should this RFP and/or benchmarking service be priced and billed separately in the year it is performed or should it be incorporated in our annual fee spread over the 5-year contract period? **Incorporated**
11. Is GHS seeking 3(21) co-fiduciary advisory services or 3(38) discretionary? **Co-fiduciary**
12. Has GHS considered 3(38) discretionary services in order to further help mitigate their fiduciary liability related to sponsoring the plan? **No**
13. Would GHS be willing to consider 3(38) discretionary services to further help mitigate their fiduciary liability? If yes, will GHS accept and consider contracting 3(38) as an optional service with associated costs? **Worthy of discussion**



14. To assist the Committee with meeting their fiduciary duties and investment policy objectives, would GHS expect plan sponsor fiduciary education workshops to be incorporated in one or more of the requested quarterly meetings? **Not an expectation but helpful**
15. Does the committee receive fiduciary education from the incumbent investment advisor currently?
 - a. If yes, what is the frequency?
 - b. If not, what is the expectation under the new contract? **No formal expectation**
16. Is there anything you would like the new investment advisor to do differently, improve and/or provide additional services? **Reduce fees, improve employee investments**
17. To assist us in providing GHS with the best possible price, could you please provide us the total annual dollar amounts of plan cash flow, including employer and employee contributions? **Confidential**
18. Are advisory services or managed accounts offered to plan participants now? If yes, please provide the name of the advisor Company, fee structure, and description of services. If the service isn't offered in the plan, will it be offered on a go-forward basis? **Confidential**
19. Can you please identify the amount of plan assets in risk-based/managed account portfolios? **Confidential**
20. Does GHS have an investment policy statement for the 401(k) plan? **Confidential**
 - a. If yes, can you please provide a copy?
 - b. When was IPS last updated?
 - c. Should we include this IPS creation and/or review update in our scope of work?
21. Can you please provide a copy of your current investment advisor performance report so we can clearly understand your desired quarterly reporting expectations? **No...will not share.**
22. If your current performance reporting format does not meet your needs, can you please identify what modifications, improvements and/or information format/content is desired? **To be determined**
23. **What is the market value of the plan as of 06/30/2023? Confidential**
24. Can you please provide us with the ticker symbols/CUSIP and the current market value of each fund option (Including Separate accounts and CITs) in the 401(k) plan? If ticker symbols/CUSIP are not applicable, can you please provide us the following for each investment option: **Not necessary for RFP**



- a) manager name?
 - b) asset class?
 - c) investment objective?
 - d) expense ratio of each fund?
 - e) market value in each fund strategy?
25. Are any of the funds in the Plans' lineup currently on watch or slated for removal? If yes, which ones? **Not necessary for RFP**
26. Does GHS currently have Target Date funds in the line-up? If yes, are they customized target date funds with Glidepaths to match individual participants' risk tolerance or "off the shelf" with a publicly traded ticker symbol? **Yes**
27. Has the Committee conducted a target date fund review that meets the DOL guidelines? If yes, when was it last completed? **Uncertain**
28. Has the Committee conducted an investment menu review that resulted in the addition or removal of duplicate fund options? If yes, when did this take place, and what funds or strategies were added or removed? **Undetermined**
29. Can you please provide a copy of the recordkeeper's most recent Administrative report that shows participant activity and plan operation performance?
Unnecessary for RFP
30. Is there a financial wellness program available for participants today?
Confidential
- a. If yes, please provide the name of the provider if separate from the current recordkeeper, and a summary of the services provided.
 - b. Does the wellness program provide robust employer reporting that captures participant data for plan sponsors and/or recordkeepers' benefit to assist in the delivery of relevant participant financial education topics?
 - c. Would GHS accept and consider contracting a robust financial wellness platform proposal as an optional service?
31. Can you please disclose the number, names, and titles of the proposal evaluation committee? **The Committee is comprised of leaders from Finance, HR, and Legal**
32. How many committee members will the investment advisor report to on an ongoing quarterly basis? **Eight to ten**
33. How many hard copies of plan investment fiduciary reports will be required for quarterly delivery? **Ten**
34. What are the typical quarterly meeting dates expected based on current practice? For example, quarterly reports can be delivered 45 days + after the quarter close. Can we expect to meet with the committee within 50-60 days after each quarter close? **Yes**
35. Does the current investment advisor utilize a certified Diverse Business Enterprise subcontractor (MBE/WBE)? **Uncertain**
- a. If yes, please provide the name, scope of services provided by the certified Diverse Business Enterprise subcontractor, and the total fees received by the subcontractor in the current contract cycle.
36. If we, as a certified minority business enterprise, submit our proposal as a prime vendor, does our proposal receive full evaluation credit for satisfying the 20%



- goal outlined in the RFP document on Page 8, Section 7: SUPPLIER DIVERSITY? **No, you as a prime, will still need to provide us with a plan on how you plan to meet our 20% with other M/WBEs.**
37. If we submit as a prime vendor, should we complete the forms related to subcontractors on pages 11 and 12, DIVERSE SUPPLIER SUBCONTRACTING PLAN (DSSP) PG.1 & 2 of the RFP document? **Yes, you as a prime minority owed business will need to submit a plan with other minority owed supplier(s) who can support your initiative in meeting the 20% goal.**
38. If we, as a certified minority business enterprise, submit our proposal as a prime vendor, would we benefit or obtain additional evaluation points if we identify and subcontract with a separate certified Diverse Business Enterprise? **Your plan will be accepted and evaluated, as such, with participating in our Supplier Diversity program. No, point(s) will be deducted, nor will it be non-compliant, so, in this case you will benefit.**
39. If GHS receives two proposals with similar cost and capability; however, one has meaningful certified MBE/WBE professional service participation and one does not, which proposal would receive more favorable consideration for contracting? **To be determined**
40. What is the primary driver of conducting the RFP? Are there any key areas you are looking to improve? **Fees and investments for employees.**
41. Does the Scope of Services include:
- Recordkeeper live-bid benchmarking/RFP - **Yes**
 - Employee education - **No**
 - Financial wellness - **No**
 - Plan Design/Investment Consulting - **Yes**
 - NQ Plan consulting - **Yes**
42. Is the plan currently using an advisor? If so, what is the current compensation? **Unnecessary for RFP**
43. Is the plan using Portfolio Xpress? If so, is an advisor serving as a fiduciary for the solution? **No**
- If the committee is willing, can we receive a copy of:
 - Investment Policy Statement
 - Adoption Agreement for all plans
 - Current Recordkeeper report with plan assets, including fund names, tickers and balances per investment
 - 408(b)2 disclosure
 - Plan year discriminations testing for most recent plan year end
44. Insurance Requirement, section 4-B-(3), specifies a deductible not to exceed \$25,000. Our broker at Willis Towers Watson specializes in professional liability insurance for investment advisors. He stated in his 19 years in the industry that he has never seen a deductible this low, and for plans of your size coverage of \$5,000,000 with a deductible of \$500,000 is more typical. Would you accept this level of coverage should we be awarded the contract? **Yes**



45. Vendor Registration: Should we complete the GHS vendor registration process at this stage, or should we wait until we are awarded the contract? **Please wait until the contract is awarded.** If we should register now, should we complete it using the primary consultant's name?
46. Will you please share the questions and answers you provide to the other firms invited to make a proposal? **Yes, questions and answers will be posted on Grady's website from the other firms.**
47. What are the buying criteria for this search, ranked in order of importance? **To be determined**
48. Would the GHS be interested in considering discretionary investment management services (ERISA 3-38) for the plan as well as advisory (ERISA 3(21)) services? **Yes**
49. Could you provide more information around the expectations for Supplier Diversity? Is the stated 20% of Contract Value Goal specific to any element of the selected firm? Does it refer to manager selection for the assets under advisement? Or can other business lines within an organization satisfy the stated 20% goal? How is the current provider meeting this goal presently?
50. Could you please confirm the total assets for advisement for the Grady Health System RFP? **Confidential**
51. Can you share the current manager line up for the plan? **Confidential**
52. Section 2 of the RFP contains specific Questions 1 – 8 that will be used to evaluate each manager's submission. Are there additional questions that we should address, outside of the forms that are provided on pages 10-18? **No, there are no additional questions that need to be address.**
53. What prompted the search? Are there any issues that need to be addressed? **See response for question 5**
54. Please provide a copy of the Plan's Investment Policy Statement. **Confidential**
55. Please provide the current plan assets broken down by fund. **Confidential**
56. Please provide a copy of the current Plan Sponsor Fee Disclosure or the equivalent. **Confidential**
57. Does the plan have a set required revenue figure to cover the recordkeeping costs? **No**
58. Does Grady Health's 401(k) plan have an onsite education representative to meet with employees? If so, how many days of coverage per year? **No**
59. When is the last time Grady performed a Recordkeeper RFP? **Over 10 Years**
60. Our firm does not utilize subcontractors to provide our services and would not be able to fulfill the 20% Diverse Supplier language in the request for proposal. Would this fact prohibit us from being considered for this business? **No**