



Atlanta Regional Commission

REQUEST FOR INFORMATION

PENSION ANALYSIS SERVICES

DUE: DECEMBER 6, 2019 4 PM

Objectives

The Atlanta Regional Commission (ARC) is issuing this Request for Information (RFI) to invite Respondents to submit information with regard to the Respondent's experience in evaluating defined benefit and defined contribution plans and making recommendations on plan structures. ARC is interested in reviewing provided information to determine whether to solicit services to assist in making changes to its current retirement portfolio. ARC would like to review the effectiveness of the current retirement programs to reduce the long-term cost on the agency, ability to develop a hybrid DB/DC platform, utilizing existing fund allocation as the base, including assistance with implementation of new service platform and communication strategy to employee base. ARC is looking at factors including cost mitigation, risk, employment and retention, and cost sharing strategies. This RFI has been prepared to assist ARC in fully understanding the different types of services available in the marketplace and to assist in identifying firms capable of providing such services. This RFI is not a procurement method and will not result in a contract. This RFI is strictly for the purposes of gaining information and is not a prerequisite for participation in future procurements. From this information, ARC intends to develop a Request for Proposals (RFP) and may use some, or all responses to the RFI in the development of the RFP. ARC is not bound to issue said RFP, but the current intention is to issue an RFP jointly for the requested services herein, and Third-Party Administration and record keeper services.

Background

ARC is the regional planning and intergovernmental coordination agency serving the local governments in the Atlanta Region pursuant to legislation passed by the Georgia General Assembly. ARC is supported by local, state, and federal funds. ARC is exempt from ERISA, is exempt from federal income tax as a local government and does not participate in Social Security. ARC does not intend to opt into Social Security.

ARC has approximately 333 participants of the agency retirement fund including active, deferred vested, and retired participants. Employee contribution plans for the 403(b) and 457 funds are voluntary and participation fluctuates. A four-member Pension Board of Trustees oversees the management of the assets. This Board consists of three ARC Board members and the ARC Executive Director. The ARC Benefits Committee, which is composed solely of ARC employees, is responsible for administering the plan as well as advising on other ARC benefits. A copy of ARC's pension plan document is available upon request by contacting Sheila Benefield, Talent Management Manager, at BusinessServicesRFP@atlantaregional.org.

ARC currently has contracts for Audit and Actuarial services for the Pension, Investment Consulting services for the Pension and Defined Contribution (DC) plans, and outside Legal services for benefits advisement. ARC maintains all fiduciary duties currently.

Current Plan Structure

atlantaregional.org

International Tower
229 Peachtree St, NE | Suite 100
Atlanta, Georgia 30303



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The defined benefit retirement plan provides a monthly benefit upon retirement equal to 2.5% of the employee's three-year average salary multiplied by your years of service. Plan participation is currently mandatory with a 7-year vesting time. Employees hired prior to January 1, 2008: normal retirement age is age 55 with 25 years of credited service. A reduced benefit is payable at age 55 with 10 years of service. Employees hired on or after January 1, 2008: normal retirement age is 62 with 30 years of credited service. A reduced benefit is payable at age 62 with 10 years of service. The plan also provides disability, death and postretirement medical benefits.

DB Plan Features:

- Supports approximately 50 retirees.
- Maximum replacement ratio of 75%.
- \$67.4M in assets as of 2Q 2019
- 6% Investment Return Assumption
- Approximately 80% funded
- Employee contribution of 5%
- Service Provider: US Bank

ARC currently offers a voluntary defined contribution program with both a 403(b) and 457 option. Individual service providers manage investment options and allows for selection by the employee. Contributions are made via automatic payroll deductions. After completion of a six-month introductory period, Employees are eligible for the ARC match.

DC Plan Features:

- Approximately 116 employees currently participate
- Potential replacement ration of 30%+
- Maximum ARC Contribution 1.5%
- Service Providers: Fidelity, Vanguard, and Lincoln

Desired Services

The information you provide will assist ARC in learning about the types of services available. Respondents may provide the listed services and other preferred features either in whole or in part. ARC is seeking information about the following available services (1) assessing the current ARC system with respect to its ability to meet long term financial needs, (2) conducting market research and employee engagement to assess employee impact, retention, and recruitment needs (3) presenting options for ARC Pension Board consideration (4) recommending best options for ARC to pursue (5) assisting with implementation of any plan changes including employee engagement and communications, and (6) how you have engaged (or will engage) with other third parties analyst/administrators to assist with implementation. Along with providing information about the services, ARC would like each response to include information about the vendor. ARC is specifically interested in learning about how fees are structured or determined. Additionally, ARC would like each vendor to provide a list of clientele; specifically, any public pension systems. ARC staff have worked with the Actuarial to take significant steps in accessing financial needs and that information would be provided at the contract stage if an RFP results.



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Response

Responses to the Request for Information should be submitted with 1 hard copy delivered by mail to the address below, and 1 electronic copy which may be by CD, USB or via email at the contact below. ARC will not accept or respond to any requests for consultations, or presentations either by person, or over the phone, or via the internet. The deadline to respond to the Request for Information is November 29, 2019 at 4 PM. Responses to the RFI will not be returned.

DISCLAIMER

At the current time, ARC has no intention of pursuing any responses to the RFI. ARC is conducting this RFI to inform itself of the options available, as well as the technologies utilized by companies in the pension administration software industry, and the RFI does not constitute a solicitation for services. Responses to the RFI may be subject to public disclosure if requested. Responders are solely responsible for all expenses associated with responding to this RFI. ARC reserves the right to request additional documentation or information from Respondents. Requested information may vary by Respondent. ARC may ask questions of any Respondent to seek clarification of a response to ensure the Respondent understands the RFI.

POINT OF CONTACT

Please submit all responses to the RFI to the following:

Center for Business Services

Attn: Pension RFI

229 Peachtree St, NE, Suite 100

Atlanta, GA 30303

BusinessServicesRFP@atlantaregional.org

atlantaregional.org

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