

# OKLAHOMA PUBLIC EMPLOYEES RETIREMENT SYSTEM

## Question and Answer Document

### Sooner Save Recordkeeping Services RFP #515-12-077

*Question: Section II, Requirement T, states that “Vendor must have previous experience in administering large IRC Section 457 Plans with participation of over 20,000 members per plan for at least three State and/or local governments.” Could this requirement be amended to accept any governmental (State or Local) plan such as 401(a) or 401(k) with over 20,000 members per plan?*

Answer: The RFP cannot be amended.

*Question: Section II, Requirement H, states that “the Q&A document will be posted on the OPERS website ([www.opers.ok.gov](http://www.opers.ok.gov)) on or after Friday, September 30, 2011. This will be the only distribution method for the Q&A document.” If the answer the above question about requirement T is affirmative, would it be possible to receive the response prior to September 30<sup>th</sup> in order to have adequate time to prepare our response?*

Answer: Please see answer to preceding question.

*Question: With regard to Page 4, Section H, Mandatory Requirements, Item G, please confirm if the record keeper is to pay the cost of the audit, and if so, what was the cost of the audit for the plan year 2010.*

Answer: The State of Oklahoma would be responsible for the cost of any audit initiated based on this requirement.

*Question: With regard to Page 6, Section Q, Mandatory Requirements, please confirm if some and/or all of the reports can be provided through an online Plan Sponsor reporting tool for OPERS access.*

Answer: Some and/or all of the reports can be provided through an online Plan Sponsor reporting tool.

*Question: With regard to Page 7, Section Q, Item 6, please clarify the requirement for vendor to have the ability to download payroll data from the State to capture payroll deferrals and employer contributions. Section L on page 14 indicates that a file is provided to the record keeper. Also, does the state send contribution files in a specified format to current vendor via FTP process?*

Answer: The state currently sends files to the record keeper via the record keeper's https web site. A secure FTP process would be acceptable. The ability to accept files via an https web site or FTP process would satisfy the requirement in Section Q, Item 6.

*Question: With regard to Page 15, does the current record keeper return any of the 12b-1 and recordkeeping re-allowance to OPERS/plan?*

Answer: Yes. All fees collected in excess of the contract recordkeeping rate are returned to the plan.

*Question: Please indicate if the deferred compensation accepts employee and rollover dollars only and that the 401(a) Money Purchase accepts employer contributions.*

Answer: The Deferred Compensation Plan accepts employee contributions and plan to plan transfers from other 457 Plans. The 401(a) plan accepts the \$25.00 employer contribution, rollovers from qualified plans and IRA's.

*Question: The incoming RFP states "It is anticipated that the initial contract shall be for a one-year period beginning on July 1, 2012 through June 30, 2013. Thereafter, the contract may be renewed by the Board annually, at the Board's discretion, for four (4) additional one year contract periods." Would you be amenable to an evergreen contract that provides OPERS the right to terminate?*

Answer: No.

*Question: In the Mandatory Requirements for Submitting a Proposal section, P1 it states "Acknowledge and agree to be a fiduciary to the plan pursuant to Section 909.2 of Title 74 of the Oklahoma Statutes." Is it OPERS expectation that the record keeper would act in a discretionary capacity as described in the statute?*

Answer: Yes.

*Question: Can you please provide an SPD and plan documents? In lieu of providing these documents we ask that you please provide additional details of plan provisions and procedures.*

Answer: The OPERS administrative rules serve as the plan documents for the SoonerSave Plans. OPERS administrative rules can be found at [www.opers.ok.gov/administrative-rules](http://www.opers.ok.gov/administrative-rules) (chapters 25 and 35). Information can also be found on the plan's web site [www.soonersave.com](http://www.soonersave.com).

*Question: Can you confirm that all assets are available for transfer upon conversion at the direction of the client?*

Answer: Yes.

*Question: Please provide a copy of the OPERS Administrative rules as noted in Section II Item P of the request for proposal.*

Answer: Administrative rules are available from the OPERS web site at [www.opers.ok.gov/administrative-rules](http://www.opers.ok.gov/administrative-rules) (chapters 25 and 35).

*Question: Would OPERS have any interest in moving to a paper-less environment?*

Answer: OPERS would consider a paper-less environment.

*Question: Do you have any interest in implementing auto enrollment?*

Answer: Yes, however legislation authorizing auto-enrollment would have to be approved before implementation.

*Question: Can you please provide details related to eligibility, vesting, or employer contributions? How are these requirements calculated and/or what party is responsible for performing calculation?*

Answer: Full-time employees of state agencies, with the exception of higher education, are eligible to participate in SoonerSave. Participants are immediately vested and the employer contribution into the Savings Incentive Plan is set by state statute, currently \$25 per month. Since the employer contribution is a dollar amount, no calculation is required.

*Question: We understand that loans are not permitted from the Plans currently. Is there any interest in adding this feature?*

Answer: Not at this time.

*Question: Can you please provide the number of participants who currently use the brokerage option and provide a breakdown of asset types?*

Answer: As of 6/30/11, 91 participants were using the brokerage option. We do not have a breakdown of the asset types in the SDBO.

*Question: Can you please share your expectations for onsite education?*

Answer: OPERS is interested in receiving proposals addressing the delivery of investment education to a diverse work group located across the state. Information on the current education efforts can be found in Section VII, item J.