

Attachment A

Corporate Matrix

Request for Proposal Number 5142 Z1

The bidder must address the following as part of the Corporate Overview:

1.	<p>Record Keeping Services NPERS is seeking a qualified and experienced contractor to provide record keeping services for participants which include but are not limited to account maintenance, quarterly member statements (both paper copy and electronic versions), daily valuation of the accounts, management reports (See Attachment B for a small sample of these reports with confidential member data removed), other reports deemed necessary by retirement staff, create on-line website and access for participants and the NPERS' staff and enrollment eligibility monitoring. NOTE: This service does not include investment management services however it does include involvement with nightly pricing, trading and settlement of the day's activities along with the custodial bank. Please provide evidence of your experience and qualifications.</p>
	Response:
2.	<p>Project Consulting Services NPERS is seeking a qualified contractor who has the expertise and experience to advise and consult on IRS plan qualifications and reporting matters for governmental 401(a) and 457 plans with specific emphasis in defined contribution plans, cash balance plans, deferred compensation plans, and deferred retirement option plans. Please provide examples of your consulting experience with IRS qualifications and other record keeping services. The contractor must develop and, upon approval by the NPERS Director, implement a plan to ensure that the plans mentioned herein maintain IRS qualification and conform to IRS reporting requirements. The contractor will be responsible for keeping the NPERS Director, and the NPERS Director's designees, if any, apprised of its progress in ensuring IRS plan qualification, and report to NPERS when any reports required by the IRS are filed, but such report to the NPERS Director, and NPERS Director's designees, will occur at least quarterly.</p>
	Response:
3.	How long has the bidder been providing these services?
	Response:
4.	A brief history of the bidder's work performance with respect to both defined contribution and cash balance record keeping services and consulting services.
	Response:
5.	An experience history of administering DROP plans.

	Response:
6.	An experience history of administering 457 DCP plans.
	Response:
7.	A description of the length of time the bidder has been providing these services.
	Response:
8.	A description of the ownership structure including all affiliations and subsidiary companies and business partners.
	Response:
8.a.	This includes a detail of those that would be involved in the record keeping process.
	Response:
8.b.	An explanation of any significant shifts in the organization within the last 3 years such as ownership or restructuring.
	Response:
8.c.	A description of any significant changes anticipated in the next five years.
	Response:
9.	An identification of the physical location of the office from which management of the project would be accomplished, as well as any other offices anticipated to be involved.
	Response:
10.	List the names, positions, and contact information for the primary contacts with the bidder that will coordinate the implementation of this contract and also the on-going administration of this record keeping contract.
	Response:
11.	Identify how many of bidder's employees will be dedicated to servicing the NPERS contract, and include the average length of service and average turnover rate for those employees responsible for the record keeping services.
	Response:
12.	Provide an organization chart showing all key personnel, identifying their area of expertise, their roles and how they would interact with NPERS personnel and among themselves.
	Response:

13.	Include professional resumes of each individual on the project team that lists length of service, experience and education.
	Response:
14.	Include professional resumes for the key individuals that will be involved in ongoing support and the day-to-day operation through member services, employer services and the technology team that shows the length of service, experience, and education of each key individual.
	Response:
15.	The bidder must provide a list and resumes of project managers and staff assigned to NPERS account for implementation of the record keeping contract and the on-going, day to day administration of this contract.
	Response:
16.	A description of the bidder's annual budget for record keeping technology systems, with details regarding the items covered, to include, but not limited to, the amounts for security, backup, maintenance, operations, and any other items covered by the annual budget for record keeping.
	Response:
17.	A description of the bidder's experience with Information Technology interfaces and transferring and receiving data from a variety of clients and hosts.
	Response:
18.	A description of the bidder's record retention procedures including the length of time records are stored, how they are accessed, and if the plan sponsor would have access, and how the bidder will adjust its records retention procedures based upon changes of law and regulation governing the plans.
	Response:
19.	The bidder must disclose whether any part of the bidder's system is sub-contracted or outsourced to outside vendors, and, if so, what protocols the bidder has in place to ensure that the sub-contractors or outside vendors will conform to all required information technology and security protocols outlined in this document or any of its attachments.
	Response:
20.	In relation to live plan administrator support, would there be specific members of the bidder's organization assigned to NPERS' account for support on a full time basis? If so, how many? Describe the availability and qualifications of the support staff. What support would they provide? Give examples.

	Response:
21.	Please complete the following tables outlining the number of plans your firm administers, the number of members covered by the plans, and the amount of assets in the plans in the below categories.

Member Information	Number of Total DC Plans	Number of Total CB Plans	Number of Total DCP Plans	Number of Total DROP Plans	Number of Total Governmental Plans
Under 500 members					
501 to 1,000 members					
1,001 to 5,000 members					
5,001 to 10,000 members					
10,001 to 25,000 members					
25,001 to 50,000 members					
50,001 to 100,000 members					
Over 100,000 members					
Assets	Number of Total DC Plans	Number of Total CB Plans	Number of Total DCP Plans	Number of Total DROP Plans	Number of Total Governmental Plans
Under \$100 million					
\$100 million to \$500 million					
\$500 million to \$1 billion					
\$1 billion to \$5 billion					
Greater than \$5 billion					