

THE OMNI<sup>®</sup> GROUP

---



*403b Retirement Savings Plan Administration  
and Compliance Monitoring for Governmental  
and Non-profit Employers*

## Omni Advisory Committee General Rules, Evaluations and Test for Responsiveness

Note: Please keep in mind, this is a confidential process. The Consultant, Barbara Healy, CFP, TGPC, CFS is the only person allowed to have contact with the responders' once the responses are submitted. All responders will be notified in writing by the Consultant after the selection is made and approved by the Omni Advisory Committee.

Step 1 – Evaluate the Minimum Qualifications of each responder using Matrix attached.

Step 2 – Evaluation of each responder by the Narratives evaluation package form in detail to arrive at a score for each item on the Evaluation Matrix.

Step 3 - Transfer the Scores from the Narratives evaluation package to an individual scoring matrix for each Responder.

Step 4 – Transfer the individual scores to a master spreadsheet to be shared with the Omni Advisory Committee

### A. RFI Scoring

The Consultant shall score the proposals based upon the factors outlined in the RFI, and further detailed in the evaluation package. The Consultant shall submit scores to the Omni Advisory Committee on a summary spreadsheet.

#### B. Clarifications; Discussions with Proposers

Oral or written discussions may be held with Responders. Oral discussions took the form of conference calls or email communications.

#### C. Competitive Range

Based on the composite scores determined by the Advisory Committee, a Competitive Range may be established. The number of responders to be included in the Competitive Range will be determined solely at the discretion of the Advisory Committee and the Omni Group with consultation with the Consultant that did the evaluations.

#### D. Notification

All Responders will be notified in writing by the Consultant and the Omni Group. Responders selected for the competitive range will be sent instructions regarding signing the amendment for the Omni ISA and must agree to its terms and return a signed copy.

Responders not selected for inclusion within the competitive range will be notified in writing once a determination is finalized.

THE OMNI® GROUP



403b Retirement Savings Plan Administration  
and Compliance Monitoring for Governmental  
and Non-profit Employers

As the Omni Advisory Committee's consultant, all RFI responses were evaluated first to determine compliance to the minimum qualifications requirements using the criteria listed below. The RFI was considered compliant when ALL elements of the minimum qualification requirements are met. The Omni Advisory Committee Consultant documented page reference and specified the actual experience in Contractor's documentation where requirement was determine to be met. The consultant also documented the page reference and specified which requirement, if any were not met. **In addition, on all "No" responses, the consultant provided specific justification comments.** After the completion of the evaluation, the consultant certified overall compliance. Please note that these comments may be shared with Proposer during debriefing sessions, if applicable.

OMNI Group Advisory Committee  
Consultant Barbara Healy

| PROPOSER'S NAME   | YES                      | OR | NO                       |
|---|--------------------------|----|--------------------------|
| <b>CRITERIA (List the minimum requirements below)</b>   | YES                      |    | NO                       |
| 1. The firm shall at a minimum have at least five (5) years of continuous experience in the 403(b) plan administration marketplace.                   | <input type="checkbox"/> |    | <input type="checkbox"/> |
| 2. The key individuals providing services to the 403(b) plans shall have at least five (5) years of experience servicing 403(b)s in school districts. | <input type="checkbox"/> |    | <input type="checkbox"/> |
| 3. The firm must have provided 403(b) products, education, and administrative capabilities to at least ten (10) school districts nationwide.          | <input type="checkbox"/> |    | <input type="checkbox"/> |

|   |  |                          |
|---|--|--------------------------|
| 4. The firm must have a minimum of five (5) years of providing 403(b) products, education and administrative services to school districts and/or Agencies.<br>Yes | <input type="checkbox"/>   | <input type="checkbox"/> |
| 5. Willing to offset fees to the districts  | <input type="checkbox"/>   | <input type="checkbox"/> |
| <input type="checkbox"/>  | Proposer <b>HAS</b> successfully met the Minimum Qualification Requirements.     |                          |
| <input type="checkbox"/>  | Proposer <b>HAS NOT</b> successfully met the Minimum Qualification Requirements. |                          |

*Barbara A. Healy*

---

Barbara Healy

---

Date 9-10-11

**Evaluation Matrix**

RFI Responder:



| CATEGORY                                   | IMPORTANCE WEIGHT<br>(MUST ADD UP TO 100) | PROVIDER VALUE<br>(0-50 points) | TOTAL POINTS |
|--|---|---------------------------------|--------------|
| Column 1                                   | Column 2                                  | Column 3                        | Column 4     |
| Qualifications and Experience of Firm      | 20%                                       |                                 |              |
|  | Qualifications                            | 6.66                            |              |
|  | Experience                                | 6.66                            |              |
|  | Technology                                | 6.66                            |              |
|  |   | Subtotal                        | 20.00        |
| Qualifications and Experience of Personnel | 15%                                       |                                 |              |
|  | Project Manager                           | 5                               |              |
|  | Experience of team                        | 5                               |              |
|  | Training                                  | 5                               |              |
|  |   | Subtotal                        | 15.00        |
| Work Plan/Project                          | 15%                                       |                                 |              |
|  | Go Live October 1, 2011                   | 5                               |              |
|  | Data Management                           | 5                               |              |
|  | Data Security                             | 5                               |              |
|  |   | Subtotal                        | 15.00        |
| Administrative Fee Offset                  | 50%                                       |                                 |              |
|  | Admin Fee Offset and signed ISA Amendment | 50                              |              |
|  |   | Subtotal                        | 50.00        |
| Total Scoring                              |   | 100                             | 100.00       |



**Score Justification “Narrative” Worksheet**

**RFI Title:** Preferred Provider

**Proposer:** \_\_\_\_\_

| EVALUATION CRITERIA  | Reference Notes For Justification  |
|--|--|
| <p><b>A. Qualifications and Experience of Firm (20 Points Maximum)</b></p>   | <p><b>Note: All raters must complete this narrative section (per proposal) in detail to support all scores assigned. In addition, strengths and weakness shall be clearly identified. Please attach additional sheets if necessary</b></p> |
| <p>1. Does the firm have the qualifications and experience in providing the requested services as delineated in the RFI?<br/>(6.66 points max)</p> |  |

|  |  |
|--|--|
| <p>2. Does the firm have the experience in providing asset management, employee communication, governmental defined contribution and deferred compensation data management and compliance management to large and small school district clients? (6.66 points max)</p> |  |
| <p>3. Does the firm have the experience and technology in data management system and web portals? (6.66 points max)</p>  |  |
| <p><b>B. Qualifications and Experience of Key Personnel (15 Points Maximum)</b></p>  | <p><b>Note: All raters must complete this narrative section (per proposal) in detail to support all scores assigned. In addition, strengths and weakness shall be clearly identified. Please attach additional sheets if necessary</b></p> |

|   |  |
|---|--|
| <p>1. Does the proposed Project Manager have the expertise specifically related to the requirements of the RFI to manage the project and proposed team? Does the Project Manager have prior implementation experience with similar projects as described in RFI? (5 points max)</p>   |  |
| <p>2. Does the proposed team have specific areas of responsibilities in providing 403(b) investments, employee communication, governmental 403(b) defined contribution plans data management and compliance management to large and small school district clients? (5 points max)</p> |  |
| <p>3. Do the key personnel have the training, experience, and qualifications in providing the 403(b) services to the District? (5 points max)</p>   |  |



|   |   |
|---|---|
| <b>C. Work Plan/Project Approach (15 Points Maximum)</b>  | <b>Note: All raters must complete this narrative section (per proposal) in detail to support all scores assigned. In addition, strengths and weakness shall be clearly identified. Please attach additional sheets if necessary</b> |
| <p>1. Does the work plan/implementation plan for 403(b) Preferred Provider Administration demonstrate a solid technical understanding of the requirements? Does the firm have good customer service? (5 points max)</p> |   |
| <p>2. Does the firm have a data management plan that meets our requirements? Does the quality assurance plan for processing and updating records prevents errors? (5 points max)</p>                                    |   |
| <p>3. Does the firm have a data security plan for keeping and maintaining records? (5 points max)</p>   |   |

**D. Administrative Fees (50 Points Maximum)**

**Note: All raters must complete this narrative section (per proposal) in detail to support all scores assigned. In addition, strengths and weakness shall be clearly identified. Please attach additional sheets if necessary**

Proposer's administrative fee structure shall be evaluated based upon overall best value to the District's plan participants. Overall best value shall be based on reasonableness, standard industry rates, and District historical experience. It will include offsetting the Omni TPA fees in total for a fee. Maximum points 50

**Evaluator's Name and Signature**    **Barbara Healy**

*Barbara A. Healy*

**Date**    9-10-11