

**Agenda Item Summary**

# 19-1010

BOC Meeting Date  
12/4/2019**Requesting Agency**

Finance

**Commission Districts Affected**

All Districts

**Requested Action** *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Request approval of a recommended proposal- Finance Department, RFP# 19RFP524216C-BKJ, 457(b) Deferred Compensation Plan Administrator with Mass Mutual (Springfield, MA) to provide plan administrative services for the 457(b) Deferred Compensation Plan. Contributions are 100% employee paid – no cost to the County effective January 1, 2020 through December 31, 2024, for a five year period with two renewal options.

**Requirement for Board Action** *(Cite specific Board policy, statute or code requirement)*

In accordance with Purchasing Code Section 102-374 and 102-375, all competitive sealed proposals shall be forwarded to the Board of Commissioners for approval.

**Is this Item related to a Strategic Priority Area?** *(If yes, note strategic priority area below)*

Yes All people trust government is efficient, effective and fiscally sound

**Is this a purchasing item?**

Yes

**Summary & Background***(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)*

**Scope of Work:** This contract will provide the following services for the administration of the County's 457 deferred compensation plan: Pre-Transition Participant Educational Sessions; Investment Mapping and Transition of Assets; Plan Administrative Services; Ongoing Participant Educational Services; Participant and Plan Sponsor Reporting Services; Loan servicing and Qualified Emergency Withdrawals; Participant Communication Services; Investment Management Services; and Plan document Review and Recommended Amendments of Plan Documents. The proposed investment fund offerings will include a diversified list of funds that include both active and lower cost passive index fund offerings. It is anticipated that the assets should transition late Q1'20.

**Community Impact:** None**Department Recommendation:** Approval of recommended vendor.**Project Implications:** None**Community Issues/Concerns:** None**Department Issues/Concerns:** None**Agency Director Approval****County Manager's Approval**

Typed Name and Title

Felicia Strong-Whitaker, Director

Phone

(404) 612-5800

Signature

Date

History of BOC Agenda Item: This is a new procurement.

Contract Compliance Information	(Provide Contractor and Subcontractor details.)
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Contract Value:	No cost to the County
Prime Vendor:	Massachusetts Mutual Life Insurance Company
Prime Status:	Non-Minority
Location:	Springfield, MA
County:	Hampden County
Prime Value:	No cost to the County
Total Contract Value:	No cost to the County
Total M/FBE Value:	\$-0-

<b>Solicitation Information</b>	<b>NON-MFBE</b>	<b>MBE</b>	<b>FBE</b>	<b>TOTAL</b>
No. Bid Notices Sent:	7	7	32	46
No. Bids Received:	9	0	0	9
<b>Total Contract Value</b>	<b>No cost to the County</b>			
<b>Total M/FBE Values</b>	<b>\$-0-</b>			
<b>Total Prime Value</b>	<b>No cost to the County</b>			
<b>Fiscal Impact / Funding Source</b> <i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i> NA - All fees and expenses paid by Plan Participants				
<b>Exhibits Attached</b> <i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i> Exhibit 1: Evaluation Committee Recommendation Letter Exhibit 2: Contractor Performance Report				
<b>Source of Additional Information</b> <i>(Type Name, Title, Agency and Phone)</i> Bryce Riddle, Investment Officer, Finance, 404-612-7702				

<b>Agency Director Approval</b>		<b>County Manager's Approval</b>
<b>Typed Name and Title</b> Felicia Strong-Whitaker, Director	<b>Phone</b> (404) 612-5800	
<b>Signature</b>	<b>Date</b>	

Revised 03/12/09 (Previous versions are obsolete)

**Procurement****Contract Attached:**  
No**Previous Contracts:**  
No**Solicitation Number:**  
19RFP524216C-BKJ**Submitting Agency:**  
Finance**Staff Contact:**  
Bryce Riddle**Contact Phone:**  
404-612-7702**Description:** To provide 457B Plan Services**FINANCIAL SUMMARY****Total Contract Value:**

Original Approved Amount: .  
 Previous Adjustments: .  
 This Request: .  
 TOTAL: .

**MBE/FBE Participation:**

Amount: .                      %: .  
 Amount: .                      %: .  
 Amount: \$-0-                      0.00%: .  
 Amount: .                      %: .

**Grant Information Summary:**

Amount Requested: .                      ☐ Cash  
 Match Required: .                      ☐ In-Kind  
 Start Date: .                      ☐ Approval to Award  
 End Date: .                      ☐ Apply & Accept  
 Match Account \$: .

**Funding Line 1:**All fees and expenses  
paid by Plan  
Participants**Funding Line 2:**

.

**Funding Line 3:**

.

**Funding Line 4:**

.

**KEY CONTRACT TERMS****Start Date:**

1/1/2020

**End Date:**

12/31/2024

**Cost Adjustment:**

.

**Renewal/Extension Terms:**

Two renewal options

**ROUTING & APPROVALS**

(Do not edit below this line)

X	Originating Department:	Turner, Ray	Date: 11/18/2019
X	County Attorney:	Ringer, Cheryl	Date: 11/22/2019
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 11/22/2019
X	Finance/Budget Analyst/Grants Admin:	Jones, Monica	Date: 11/20/2019
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 11/25/2019



## INTEROFFICE MEMORANDUM

**TO:** Felicia Strong-Whitaker, Director  
Department of Purchasing & Contract Compliance

**FROM:** Evaluation Committee Recommendation Letter

**DATE:** November 6, 2019

**PROJECT:** 19RFP524216C-BKJ, 457(b) Deferred Compensation Plan Administrative Service Provider

In accordance with the Purchasing Code, a duly appointed Evaluation Committee has reviewed the proposals submitted in response to the above-reference project on behalf of the Finance Department.


Nine (9) qualified firms submitted proposals for evaluation and consideration for award of this project:

1. Lincoln Financial Group
2. ICMA-RC
3. Nationwide Retirement Plans
4. Transamerica
5. Great West Life & Annuity Insurance Company
6. Massachusetts Mutual Life Insurance (Mass Mutual)
7. Prudential Retirement Insurance & Annuity Company
8. AIG Retirement Services
9. Voya Financial Inc.

After review, evaluation and consideration of all available information related to the requirements and evaluation criteria of the RFP, the Evaluation Committee has determined that the proposal submitted by Massachusetts Mutual Life Insurance (Mass Mutual) with a total score of **82.08**, is the recommended vendor for the award of 19RFP524216C-BKJ, 457(b) Deferred Compensation Plan Administrative Service Provider.

The Evaluation Committee members attest that each member scored each proposal independently in accordance with the evaluation criteria set forth in the Request for Proposal and that their individual score is a part of the final scores in the attached Evaluation Matrix.

**SELECTION COMMITTEE MEMBERS:**

  
\_\_\_\_\_  
Ray Turner  
Deputy Director

  
\_\_\_\_\_  
Melissa Barnett  
Employee Benefits Manager

  
\_\_\_\_\_  
Bryce Riddle  
Investment Officer

EVALUATION CRITERIA	WEIGHT	Lincoln Financial Group	ICMA-RC	Nationwide Retirement Plans	Transamerica	Great West Life & Annuity Insurance Company	Mass Mutual	Prudential Retirement Insurance & Annuity	AIG Retirement	Voya Financial
Project Plan/Approach to Work	10%	7.50	6.67	6.67	4.17	5.00	5.83	5.83	5.83	5.00
Qualifications of Key Personnel	10%	7.50	6.67	7.50	5.83	6.67	7.50	7.50	7.50	7.50
Relevant Project Experience/Past Exp.	10%	5.83	9.17	6.67	0.83	5.00	8.33	7.50	8.33	6.67
Availability of Key Personnel	8%	6.00	4.00	6.00	2.67	6.00	6.67	6.00	5.33	4.67
Core Questionnaire - Participant Services	10%	5.83	7.50	7.50	4.17	6.67	8.33	6.67	5.83	5.83
Core Questionnaire - Plan Sponsor Services	10%	5.83	5.83	5.00	5.83	6.67	8.33	7.50	6.67	5.83
Core Questionnaire - Investment Management	5%	4.58	2.92	1.25	1.25	4.58	4.58	3.33	2.08	2.50
Core Questionnaire - Plan Administration, Record Keeping & Plan Sponsor Reporting	10%	7.50	7.50	4.17	4.17	4.17	7.50	6.67	6.67	5.83
Local Preference	5%	5.00	0.00	0.00	0.00	0.00	5.00	0.00	0.00	5.00
Service Disabled Veterans Preference	2%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>**Total Technical Scores**</b>		55.58	50.25	44.75	28.92	44.75	62.08	51.00	48.25	48.83
Cost	20%	4.00	3.16	4.17	2.94	4.37	20.00	10.00	3.13	5.26
<b>TOTAL SCORE:</b>	<b>100%</b>	<b>59.58</b>	<b>53.41</b>	<b>48.92</b>	<b>31.86</b>	<b>49.12</b>	<b>82.08</b>	<b>61.00</b>	<b>51.38</b>	<b>54.83</b>



## DEPARTMENT OF PURCHASING &amp; CONTRACT COMPLIANCE

CONTRACTORS PERFORMANCE REPORT  
PROFESSIONAL SERVICES

Report Period Start	Report Period End	Contract Period Start	Contract Period End
1/1/2019	12/31/2019	1/1/2017	12/31/2021
PO Number			PO Date
Department	Finance		
Bid Number	16RFP102009C-CL		
Service Commodity	401(a) Defined Contribution Plan Administrative Services		
Contractor	Mass Mutual		

<b>0 = Unsatisfactory</b>	<i>Achieves contract requirements less than 50% of the time, not responsive, effective and/or efficient, unacceptable delay, incompetence, high degree of customer dissatisfaction.</i>
<b>1 = Poor</b>	<i>Achieves contract requirements 70% of the time. Marginally responsive, effective and/or efficient; delays require significant adjustments to programs; key employees marginally capable; customers somewhat satisfied.</i>
<b>2 = Satisfactory</b>	<i>Achieves contract requirements 80% of the time; generally responsive, effective and/or efficient; delays are excusable and/or results in minor programs adjustments; employees are capable and satisfactorily providing service without intervention; customers indicate satisfaction.</i>
<b>3 = Good</b>	<i>Achieves contract requirements 90% of the time. Usually responsive; effective and/or efficient; delays have not impact on programs/mission; key employees are highly competent and seldom require guidance; customers are highly satisfied.</i>
<b>4 = Excellent</b>	<i>Achieves contract requirements 100% of the time. Immediately responsive; highly efficient and/or effective; no delays; key employees are experts and require minimal directions; customers expectations are exceeded.</i>

. Quality of Goods/Services (-Specification Compliance - Technical Excellence - Reports/Administration - Personnel Qualification)

☐ 0  
☐ 1  
☐ 2  
☐ 3  
☒ 4

**Comments:**

Good, diversified offerings at an attractive cost.

. Timeliness of Performance (-Were Milestones Met Per Contract - Response Time (per agreement, if applicable) - Responsiveness to Direction/Change - On Time Completion Per Contract)

☐ 0  
☐ 1  
☐ 2  
☒ 3  
☐ 4

**Comments:**

Quarterly reports and meetings occur as planned and expected.

. Business Relations (-Responsiveness to Inquiries - Prompt Problem Notifications)

☐ 0  
☐ 1

**Comments:**



to be proactive and see what needs the County may have.

**# 19-1010**

☐ 4

Customer Satisfaction (-Met User Quality Expectations - Met Specification - Within Budget - Proper Invoicing - No Substitutions)

☐ 0  
☐ 1  
☐ 2  
☐ 3  
☒ 4

Comments:

Overall, very happy.

Contractors Key Personnel (-Credentials/Experience Appropriate - Effective Supervision/Management - Available as Needed)

☐ 0  
☐ 1  
☐ 2  
☒ 3  
☐ 4

Comments:

Good personnel.

Overall Performance Rating: 3.4

Would you select/recommend this vendor again?  
Check box for Yes. Leave Blank for No)

☒ Yes ☐ No

Rating completed by:

Bryce Riddle

Department Head Name

Department Head Signature

Date

Hakeem Oshikoya

Hakeem Oshikoya

11/6/2019