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STATE EMPLOYEES' RETIREMENT SYSTEM



SERS RFP 23-028

Third Party Administrator/Recordkeeper (TPA)

Issuing Officer: Cathy Gusler

Pre-Proposal Conference

February 8, 2024

AGENDA



- 1. Welcome**
- 2. Introductions**
- 3. Summary of Key Parts of RFP**
- 4. Introduction to the Procurement Process**
- 5. Key Items to remember**
 - a. Proposal Due Date March 15, 2024, at 4 pm EST to SERS, and Electronically to Callan through ProposalTech, at 4 pm EST;**
 - b. SIGN the Proposal Cover Sheet;**
 - c. Make sure Cost Proposal is SEPARATE from Technical Proposal (in a separate sealed envelope)**
- 6. Questions and Answers**
- 7. Closing Comments**

REMINDERS

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- ✓ **Sign attendance register**
- ✓ **Sign-in sheet will be posted to eMarketplace along with this Power Point presentation and Official Questions & Answers**
- ✓ **Please identify yourself and your organization when speaking or asking a question**
- ✓ **Provide business card (optional)**

SUMMARY OF KEY PARTS OF RFP



- ✓ The Board seeks a third-party administrator (“TPA”) and Recordkeeper to provide plan administration services for the Commonwealth of Pennsylvania Deferred Compensation Plan and the State Employees’ Defined Contribution Plan.
- ✓ SERS Mission is to Prepare our members and participants to achieve financial security in retirement.
- ✓ SERS expects its selected TPA to fulfill our Commitment to Serving our Members and Participants and providing them excellent service and resources.
- ✓ SERS expects its selected TPA to provide excellent customer service to our participating employers and to SERS and Treasury staff.



- ✓ The anticipated contract award will occur in May of 2024.
- ✓ It is anticipated that preparatory work with the selected offeror will begin in July of 2024.
- ✓ The contracts for the current TPA for the Plans expires on December 31, 2024.
- ✓ The TPA selected for the Plans will be providing plan administration, recordkeeping and custodial services to both Plans effective January 1, 2025.

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- ✓ Currently the system operates with a non-delegated custodial model and all accounts are custodied with the Pennsylvania Office of the Treasury.
- ✓ The selected offeror will be required to convert from the current model to a delegated sub-custodial model for both the Defined Contribution Plan and the Deferred Compensation Plan in coordination with SERS and the Pennsylvania Office of the Treasury.
- ✓ The selected offeror will be expected to provide operational, technical and communications support and expertise throughout the conversion process.

Supplier Service Center

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Supplier Development and Support

Supplier Service Center

<https://www.dgs.pa.gov/Materials-Services-Procurement/Supplier-Service-Center/Pages/default.aspx>

The Supplier Service Center assists with registration, bidding, and account management.

PA eMarketplace <http://www.emarketplace.state.pa.us>

- Solicitations
- Awards
- Search Contracts
- ITQ
- Upcoming Procurements



Supplier Development and Support

PA Supplier Portal

<https://pasupplierportal.state.pa.us/irj/portal/anonymous>

- Register as a Supplier
- Register for E-Alerts
- Small and Small Diverse Business Registration

The PA supplier portal is a website where you can register your company as a Commonwealth of PA Supplier.

- Vendor Number issued which is a unique six-digit number assigned to a registered Commonwealth Supplier.
- As part of registration, you will create a User ID and Password.
- PA Supplier Portal Help Desk: 877-435-7363, option 1



- ✓ The purpose of this Pre-Proposal Conference is to furnish background information leading to the issuance of the RFP and to emphasize certain requirements of the RFP.
- ✓ The Board seeks a third-party administrator (“TPA”) to provide plan administration services for the Commonwealth of Pennsylvania Deferred Compensation Plan and the State Employees’ Defined Contribution Plan. The contracts for the current TPA for the Plans expires on December 31, 2024. The TPA selected for the Plans will be providing plan administration services effective January 1, 2025.
- ✓ **RFP responses are due by 4:00 P.M. Eastern time on March 15, 2024.**



CRITERIA FOR SELECTION

Technical = 75% of the total points

Cost = 25% of the total points

MAKE NO ASSUMPTIONS. If there are any assumptions included in the cost submittal, your proposal may be rejected.

RFP Requirements



Proposal Submission to SERS – Due March 15, 2024, by 4:00 p.m.

To be considered, Offerors must submit proposals to the (I.) Issuing Office and to (II.) Callan as follows:

I. Proposal Submission to Issuing Office:

A. Technical Proposal, in response to Part III

Twelve (12) paper copies, plus one copy marked "ORIGINAL". The submission must include one exact copy on Flash-drive, in a separate sealed envelope marked "TECHNICAL PROPOSAL". Submission must include:

1. Hard copy of responses to Callan 2023 Recordkeeping Questionnaire
2. Hard Copy of SERS Custom Hardcopy Questionnaire
3. Iran Free Procurement Certification, See Appendix B
4. Trade Secrets/Confidential Proprietary Information Notice, See Appendix C
5. Domestic Workforce Utilization Certificate, See Appendix D
6. Worker Protection and Investment Certification Form, See Appendix E
7. Signed Proposal Cover Sheet, See Appendix Q

All Addendums

RFP Requirements



Proposal Submission to Issuing Office (Cont'd)

B. Cost Proposal, in response to Part IV

Two (2) paper copies of the Cost Submittal under separate cover and sealed.

All Offerors are to complete and submit the information requested on the spreadsheet contained in **Appendix I - Cost Fee Matrix** as your Cost Submittal which should be submitted in hard copy with one electronic copy on a Flash-drive, in a separate sealed envelope marked "**COST PROPOSAL**".

C. One (1) complete and exact copy of each proposal (Technical and Cost submittals, along with all requested documents) on Flash drive in Microsoft Office or Microsoft Office-compatible format.

All cost data relating to this proposal shall be kept separate from and not included in the Technical Submittal. Offerors shall not reiterate technical information in the cost submittal.

* In accordance with Part I-18 of the RFP - If claiming confidential proprietary information, or trade secrets, include a redacted version of the proposal (Paper and electronic) along with a signed written statement on the Flash Drive clearly marked "REDACTED PROPOSAL".

RFP REQUIREMENTS

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II. Proposal Submission to Callan - Due March 15, 2024, 4:00 p.m. EST

1. SERS is requiring offerors to submit electronic proposals by the March 15th deadline to Callan, via ProposalTech in addition to the required paper and digital submissions to SERS.
2. Offerors are required to complete Callan's General Database Questionnaire on ProposalTech, and include a hardcopy of those responses to the SERS proposal as an attachment.
3. Additionally, offerors are required to complete the electronic Questionnaire contained as part of the RFP, and include a hardcopy of those responses to the SERS proposal as an attachment.
4. Questions about accessing ProposalTech or about the questionnaires may be directed to:
 - a. Ben Taylor, Callan LLC, Phone: (503) 308-8875, Email, Taylorb@callan.com , or
 - b. ProposalTech Technical Support, Phone: (877)211-8316, Email, support@proposaltech.com
5. A bid will be deemed non-responsive if the offeror does not complete the two questionnaires on ProposalTech, submit a proposal to Callan by the due date, and include hard copies of the two questionnaires in its submission to SERS, by the due date.

RFP REQUIREMENTS



MANDATORY REQUIREMENTS KEY POINTS

(In addition to the mandatory requirements in the RFP)

- Proposal must be received by the proposal due date and time:
March 15, 2024, 4:00 PM EST.

State Employees' Retirement System
ATTN: Cathy Gusler
30 North Third Street, Suite 150
Harrisburg, PA 17101

*** Late Submittals will automatically be rejected**

- Proposal Cover Sheet (Appendix Q) must be properly signed by an authorized official that binds Offeror to the provisions contained in their proposal.



CONTRACT REQUIREMENTS

- The total score for the technical submittal must be greater than or equal to 75% of the available technical points to advance.
- Do not include any cost information in your technical submittal.
- Do not include any assumptions in your cost submittal.
- Do not make your proposal contingent on the negotiation of the terms and conditions set out in Part V of the RFP.
- If you object to a contract term in Part V, you must formally object to the term or you will have waived the right to object to the contract term in contract negotiations.

Failure by an Offeror to meet the above requirements may result in the Offeror's proposal being deemed as non-responsive and the proposal may be rejected.



Review of Questions and Answers

- ✓ Answers provided today are considered unofficial and not binding. Staff will compile a list of all the questions and answers provided today and post them to the eMarketplace website after they have been reviewed.
- ✓ Other questions that were asked today but were not answered will receive a written response that will be posted to the eMarketplace website.
- ✓ All other questions after the pre-proposal conference may be submitted to the Issuing Officer, who will then coordinate posting of answers to the eMarketplace website.
- ✓ **All questions must be received by SERS no later than February 16, 2024, and final questions and answers will be posted on March 1, 2024. After February 16, 2024, no further questions will be accepted.**
- ✓ All questions and answers will be posted on the eMarketplace website.
- ✓ All Q&A will become official when posted to the eMarketplace website.

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QUESTIONS AND ANSWERS?

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*Thank you for attending today's
pre-proposal conference.*