

ATTACHMENT B

KANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM REQUEST FOR PROPOSALS 457 PLAN AND INVESTMENT CONSULTING SERVICES QUESTIONNAIRE

This questionnaire consists of several sections that correspond to the broad criteria that will be used to assess responses. You may reprint the questions along with your answers, or you may simply include the referenced question number along with your responses. Please include any clarifying information as part of your response.

Please respond to each question. If the information has been provided elsewhere (i.e., within another response) please make a clear reference to the appropriate response and the portion within the response that answers the question.

Part A: Organization, Structure and Personnel

- A – 1. Provide the name and address of your company’s primary headquarters and the name and address of the office that will serve this account.
- A – 2. Provide the primary RFP contact’s name, address, title, telephone number, fax number and e-mail address. For all primary and back-up personnel proposed for this account, provide –
- Brief biographies including title, function, academic and professional credentials, areas of professional expertise, public sector defined contribution plan consulting experience and other relevant experience.
 - Information on relevant continuing professional education and membership in professional organizations.
 - A statement as to whether or not that person, within the past five years, has been the subject of any professional disciplinary action or inquiry in any jurisdiction.
 - The number of clients assigned to each of the primary and back-up personnel proposed for this account, by asset size, category of client, and type of engagement (e.g., general consulting or special project).
- A – 3. Give a brief history of your firm, including the year of organization, current and historical ownership structure, affiliations, and its involvement in the public sector defined contribution plan consulting business.
- A – 4. Describe any material changes to the company during the previous ten years, including changes in ownership structure, account personnel, business focus or objective, etc. Are changes in ownership structure or business focus planned or anticipated at this time?

- A – 5. How many years has your firm provided plan and investment consulting services to 457 plans? Please indicate the percentage of total income that such services represent for your firm.
- A – 6. What do you consider to be your firm’s specialties, strengths and limitations with respect to 457 plan and investment consulting services?
- A – 7. During the past five years, has your organization or any of its affiliates, parent or predecessor organizations or any officer or principal of your organization been involved in any business litigation, regulatory or legal proceedings? If yes, please provide a brief explanation and indicate the current status of the proceedings.
- A – 8. During the past five years, has your organization or any of its affiliates, parent or predecessor organizations or any officer or principal of your organization been the subject of an audit, inquiry, or administrative action by the SEC, IRS, U.S. Justice Department, or state regulatory body? If yes, please provide a brief explanation and indicate the current status of the proceedings.
- A – 9. Please describe your firm’s backup procedures if any key personnel is unavailable or leaves the firm. How would these procedures apply to professionals assigned to a potential KPERS account? What strategies do you use to minimize turnover among consultants and other key staff?
- A – 10. Please state your understanding of your fiduciary role in providing the services anticipated by this RFP. What limitation on liability, if any, do you impose through your contract?
- A – 11. Please describe your firm’s level of coverage for errors and omissions insurance and any fiduciary or professional liability insurance carried by your firm. Is the coverage on a per client basis, or is the dollar figure applied to the firm as a whole? List the insurance carriers.
- A – 12. The State of Kansas’ Department of Administration requires all state contracts to incorporate and attach form DA-146a, Contractual Provisions Attachment (rev. 07/19). Please review the DA-146a (Attachment C), paying particular attention to paragraphs 2, 4, and 7, and comment, if necessary.
- A – 13. Is your firm registered with the SEC or a state securities regulator as an investment advisor? If so, have you provided us with all the disclosures required under those laws? Please provide a complete copy of your latest Form ADV as it is on file with the Securities and Exchange Commission.
- A – 14. Are there any circumstances specifically related to your investment consulting activities under which our firm, its officers or employees receive direct or indirect

compensation from investment manager? If so, please provide a detailed explanation of how your firm prevents potential conflicts of interest.

- A – 15. Does your firm charge investment managers any fees when they participate in searches you conduct on behalf of clients? If so, please provide a detailed explanation of how your firm prevents potential conflicts of interest.
- A – 16. Please describe in detail any potential conflicts of interest your firm may experience in providing services to the Board, including activities of affiliated organizations and existing relationships with all categories of Plan service providers.

Part B: Consulting Services & Resources

- B – 1. What standard services does your firm typically provide to its deferred compensation clients?
- B – 2. Describe the services that distinguish your firm from your competitors. **Briefly** explain why your firm is the most qualified for this engagement and identify specialty areas in which you believe your firm provides exceptional value relative to industry standards.
- B – 3. Describe your firm’s philosophy relating to the consultant’s relationship with client staff and members of the client’s governing body.
- B – 4. Please describe your firm’s view of best investment program design for large defined contribution plans?
- B – 5. Describe your firm’s approach to researching and monitoring investment managers. How often do you visit them? What does a due diligence visit to an investment manager usually entail?
- B – 6. Please describe your firm’s qualifications for advising the Board on the structure and asset allocation of the Stable Value Fund separate account and its wrap provisions.
- B – 7. Describe your firm’s internal quality control processes for reports and recommendations. How are these services monitored and reviewed?
- B – 8. Does your firm use internal or external legal expertise, or both? If external, please state its source and nature.
- B – 9. How does your firm monitor and measure client satisfaction?

- B – 10. For business continuity, please describe your firm’s disaster recovery plan, including information regarding when it was last tested and how data and documents are stored and protected.
- B – 11. Describe the work plan, time frame, and methodology you would propose to follow for the services required in this RFP, including:
- General plan consulting and contract administrative services
 - Investment Policy, fund searches, and quarterly investment review services
 - RFP development and process and contract negotiations, and post-selection contractor transition services
- B – 12. Would your firm propose to use any subcontracts in the provision of the required services? If yes, describe the specific services that would be subcontracted, the name of the subcontractor, and how you would control the quality of services provided.

Part C: References and Client Base

- C – 1. Please list references for three plans comparable in size to the Kansas Plan for whom the primary consultant to be assigned to the KPERS account has provided 457 plan and investment consulting services in the last five years. For each reference, include client name, address, name of contact person, e-mail address, telephone number, and the plan’s asset base.
- C – 2. How many public sector consulting service accounts has your firm gained in each of the last five years? Please list each new or renewed client.
- C – 3. How many public sector consulting service accounts has your firm lost in each of the last five years? Please list each terminated client and indicate the reason(s) each account was lost.
- C – 4. Please identify (by name) your firm’s five largest deferred compensation plan client relationships (based on assets).
- C – 5. Please identify (by name) your firm’s five largest 457 plan client relationships (based on assets).
- C – 6. Please identify by name any government clients who sponsor a defined contribution plan as a primary retirement plan, whether employee membership is mandatory or voluntary, for which you have provided consulting services.

Part D: Fees and Fee Structure

D – 1. Please describe how fees are determined for your firm’s services. Fully describe any formulas used in deriving the fixed price and all assumptions used, including number of in-person meetings, number of fund searches, and number of proposals evaluated during the RFP process. Any limitations or “not-to-exceed” conditions on such services must be explicitly stated. Bidder cost proposals shall be presented in sufficient clarity and detail to enable KPERS to validate the costs.

D – 2. Provide your fee schedule for the basic services outlined in Section V, Statement of Needs, for the period of the Contract. The bidder must provide a total, fixed price for the services described in the RFP, including expenses. Fees for the following are to be identified separately as a fixed price, each by plan year.

- General plan consulting
- Contractor Administrative Services
- Investment Policy and fund searches
- Quarterly investment review services
- RFP development and process and contract negotiations
- Post-selection contractor transition services

Unless otherwise specified, the basic fees should include all items specified in Section V. The proposed fee shall be all-inclusive, reflecting all travel, labor, and incidental costs. In addition, please provide hourly rates for Section V, Paragraph G, “Additional Services,” including travel, labor, and incidental costs.

D – 3. Please describe any fees that are not included in the aggregate fixed fees discussed in D-2.