

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

ASD MEMORANDUM #198 (2007-2008)

March 3, 2008

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: AWARD OF CONTRACT: 403(b) Consulting Services

ASD Goal: Establish and maintain a supportive and effective learning environment by continuing to retain, recruit and train highly qualified staff with an emphasis on improving staff diversity to better reflect our study body.

RECOMMENDATION:

It is the Administration's recommendation that the School Board approve and authorize the Superintendent to award a contract to Woodside Financial Partners to provide 403(b) Consulting Services in a fixed fee amount of \$50,000 for the period through December 31, 2008 to provide consulting services for plan design, provider RFP; investment analysis and selection, and vender implementation; and \$50,000 per year for on-going plan and investment evaluation consulting services for the periods of January 1, 2009 through December 31, 2010 for a total fixed fee amount of \$150,000; with an option to renew for two (2) additional one-year periods in the amounts of \$50,000 per year.

PERTINENT FACTS:

The Anchorage School District currently has a 403(b) program that has been available to employees for over 30 years. There are currently over 2,000 individuals who participate in the 403(b) program and they contribute over \$10,000,000 annually. The District currently sends employee contributions to 39 different vendors. The District's 403(b) program is a supplemental retirement savings program for District employees. The Internal Revenue Service (IRS) has adopted new rules for 403(b) plans requiring plan administration and monitoring, vendor compliance with the plan documents, and increased recordkeeping and documentation. The conversion to the new 403(b) plan must be completed by January 1, 2009.

The Request for Proposal is to seek the services of an independent consultant for a range of services in the development and management of its 403(b) benefit program. The scope of services includes services for the design, modification and implementation of the District's 403(b) program, including conversion to a plan compliant with new IRS regulations by the compliance date, provider proposal preparation, evaluation and

negotiation, as well as ongoing consultation. The vendor will work with an employee committee throughout the process and will provide guidance and direction as well as communication services to assist the District to successfully accomplish the conversion to a new plan. The consultant also will advise the District with respect to conversion requirements and methods to transfer participants to new providers efficiently and successfully. The consultant will also provide investment evaluation and consulting services after the plan implementation.

Requests for Proposal were mailed to 45 proposers and two (2) responsive proposals were received. The proposals were analyzed and evaluated by a selection committee consisting of staff members from the Human Relations and Business Management Departments.

This proposal is for providing 403(b) Consulting Services to the Anchorage School District for the period through December 31, 2010, with two (2) additional one-year options periods in the amount of \$50,000 per year. These renewals will be by mutual agreement between the Contractor and the Anchorage School District subject to the Contractor's satisfactory performance. The amount encumbered by this Board Memo will be \$50,000 for the first year of the contract occurring in Fiscal Year 2007-2008. All future year funds are subject to annual appropriation.

As the highest scoring proposer, Woodside Financial Partners is recommended for award. The following are attached for review by the School Board: Abstract of Proposals (Attachment A) and Tabulation of Proposals (Attachment B).

CERTIFICATION OF FUNDS:

Funds Description:

- (01) General Fund
- (109901) Non-departmental
- (3010) Contracted Services Administration

<u>Fund Source:</u>	<u>Fund</u>	<u>Source</u>	<u>Funding Account Code</u>	<u>Amount</u>
	01	109901	3010	\$50,000

GV/PC/CW

Attachments

Prepared by: Christine Wright, Sr. Purchasing Agent
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Approved by: George Vakalis, Assistant Superintendent, Support Service
 Janet Stokesbary, Chief Financial Officer

ANCHORAGE SCHOOL DISTRICT

ABSTRACT OF PROPOSAL

Commodity or Service:	<u>403(b) Consulting Services</u>
Proposals Submitted On:	<u>3:00 P.M., Anchorage Time January 22, 2008</u>
Budget Fund:	<u>01</u>
Number of Request for Proposals Sent:	<u>Forty-Five (45)</u>
Number of Responsive Proposals Received:	<u>Two (2)</u>
Number of "NON-RESPONSIVE PROPOSALS" Received:	<u>Two (2)</u>
Advertising Date:	<u>Anchorage Daily News December 21, 2007</u>
Preproposal Conference Held:	<u>10:00 A.M., Anchorage Time January 9, 2008</u>
Addendum Issued:	<u>N/A</u>