



**City of Tacoma
Deferred Compensation (457(b) Plan
Administration
RFP Specification No. HR20-0303F**

QUESTIONS and ANSWERS

All interested parties had the opportunity to submit questions in writing by email to Tad Carlson by 3:00 pm on November 13, 2020. The answers to the questions received are provided below and posted to the City's website at www.TacomaPurchasing.org. Navigate to *Current Contracting Opportunities / Public Works and Improvements*, and then click *Questions and Answers* for this Specification. This information IS NOT considered an addendum. Respondents should consider this information when submitting their proposals.

	Question	Answer
1	It appears there are 60 locations throughout the city beyond the seven primary locations. How often would the city like an education representative to visit these locations?	This will vary by location. Most remote locations receive one visit per year. As indicated in the RFP, seven of the locations have quarterly or month visits. Specifics can be found on the City's website at www.cityoftacoma.org/benefits under Plan Information.
2	For the seven subsets that currently receive matching contributions. Does the city calculate the matching contributions or do the current recordkeepers calculate the match?	The employer contributions are calculated by the City of Tacoma.
3	How many total days per year of education would the city prefer going forward?	The levels being provided by the current providers, as described in the RFP, are felt to be adequate.
4	Is there participant account overlap between the all-City plan and the Fire Fighters plan? Do any participants have accounts at both ICMA-RC and Nationwide? If so how many individuals with two accounts are there?	There appear to be 58 persons with both ICMA-RC and Nationwide accounts. Notably, neither firm "closes" the account after an active participant transfers their contributions and assets to the other provider, it is simply maintained as a zero balance account.
5	Please confirm that the total contributions noted in each plan and in each year includes both employer and employee contributions for each year.	The contribution amounts shown in the tables in the RFP include both employer and employee amounts
6	Please provide a list of any ancillary fees that are currently being charged to the plan and or its participants. i.e) QDRO's, financial advice, etc.	See the answer for Question 7

7	<p>Please provide a listing of the City's current transaction fees for both ICMA-RC and Nationwide (new loans, ongoing loan maintenance, distributions, QDROs, managed accounts, etc.)</p>	<p><u>ICMA</u></p> <ul style="list-style-type: none"> • Origination, Refinance, Reamortization: \$75 per application • Loan maintenance: \$50 annual fee • QDRO review and processing: \$0 per divorce • Hardship reviews: None • Normal Distributions - single, recurring, Hardship & RMD: None • Expedited Disbursement / FedEx: varies by delivery address • On-line Fund Advice \$20 annual fee • Managed Accounts: <ul style="list-style-type: none"> 0.40% on first \$100,000 0.35% on next \$100,000 0.25% on next \$300,000 0.00% on All assets over \$500,000 <p>(Managed Account fees are annualized)</p> <p>-----</p> <p><u>Nationwide</u></p> <ol style="list-style-type: none"> 1. Loan set-up and maintenance \$50 initial/annual 2. QDRO review and processing \$0 3. Hardship reviews \$0 4. Distributions- single, recurring, Hardship & RMD \$0 5. On-line Investment Advice \$0
8	<p>Please provide information on the composition of the active and inactive participants by age groups and assets?</p>	<p>Please see Exhibit A (Attached)</p>
9	<p>Please provide the current revenue requirement for both ICMA-RC and Nationwide</p>	<p>ICMA-RC's revenue requirement is .039% per year; Nationwide's revenue requirement is .08% per year</p>
10	<p>The City of Tacoma fund lineup/asset listing for Nationwide is missing last two digits of the asset values, can an updated version be provided</p>	<p>Please See Exhibit B (Attached)</p>

11	What are the current fees for the plan today with each provider	See the answer for Question 7
12	What is the approximate number of loans initiated in each of the last three years – 2017, 2018 and 2019?	<p><u>ICMA</u> 2017: 116 2018: 117 2019: 120</p> <p><u>Nationwide</u> 2017: 23 2018: 28 2019: 30</p>
13	What is your current payroll vendor? What version of payroll software for that vendor do you currently use?	The City processes payroll internally using SAP - and is currently running ECC 6.08 Suite on Hana
14	What percentage of participants in each plan are receiving their statements via e-delivery?	<p><u>ICMA</u> Data Unavailable</p> <p><u>Nationwide</u> 226, representing about 58.5% of participants</p>
15	What was the call volume for the plan in 2019? If available, how many of those calls were handled by customer service representatives?	<p>ICMA - total of 1,705 call were received. 99% of calls were handled by the Call Center personnel.</p> <p>Nationwide - 190 calls</p>
16	On Page 7 you indicate that employees can participate in either the Tacoma Employee's Retirements System (TERS), the Washington State LEOFF I and II retirement plans (Police and Fire personnel only), or the federal Railroad retirement system. Can you provide us with a breakdown of the number of employees covered by each plan?	<p>As of 11/17/10:</p> <p>Tacoma Employee's Retirement System: 2,820 LEOFF I and II: 746; Railroad Retirement System: 115</p>

17	On Page 9 you provide the number of loans through each current record keeper. Are those loan numbers indicative of the normal level of loans or are they higher than usual as a result of the CARES Act?	The Committee has not seen a marked increase in loans due to the CARES Act
18	On Page 9 you indicate an increase in the number of and the amount of "Rollouts" from 2017 through 2019. Is this increase and the larger than typical expected amounts of cash outs as a result in a change of the City's demographics, and increase in retirements, or some other reason(s)?	The Committee believes that this increase is primarily due to the Plan's aging participant base and increasing retirements.
19	Would you prefer that the new record keeper handle the employer contribution calculations or would the City be handling these?	The City will handle this
20	ICMA - Page 1 of the RFP document references a maximum file size of 35 MB, and that multiple emails are permitted to be sent to you. Is it the City's wish to have the entire submittal's limit be 35 MB, or is that the limit per email sent? For example, the response may be 70 MB total, but is permitted to be split between two separate emails, 35 MB each.	Submissions need to be limited to 35mb per email, but you may submit multiple emails. Please label your emails 1 of X, 2 of X, etc
21	Please provide the current revenue requirement for both ICMA-RC and Nationwide	Please refer to Question 7
22	Please provide the number of unique participants across all plans.	This information is unavailable to us

Age=	30-39		30-39 Total	40-49		40-49 Total	50-59		50-59 Total	60+		60+ Total	Under 30		Under 30 Total	Grand Total
Fund Name	Active	Inactive		Active	Inactive		Active	Inactive		Active	Inactive		Active	Inactive		
AmFds EuroPacfc Gr R6	\$95,251.60		\$95,251.60	\$46,867.22		\$46,867.22	\$340,573.30	\$145,244.52	\$485,817.82				\$18,258.22		\$18,258.22	\$646,194.86
DFA Intl Sm Co Inst				\$78,711.87		\$78,711.87	\$43,956.41	\$53,904.72	\$97,861.13				\$6,752.51		\$6,752.51	\$183,325.51
DFA US Trgt Val Inst	\$9,731.21		\$9,731.21	\$59,153.46		\$59,153.46	\$100,338.84	\$0.00	\$100,338.84	\$22,257.70		\$22,257.70	\$16,047.12		\$16,047.12	\$207,528.33
DodgeCox Intl Stock Fd	\$4,446.54		\$4,446.54	\$21,259.83		\$21,259.83	\$147,555.87		\$147,555.87				\$12,469.60		\$12,469.60	\$185,731.84
HW Hi Yld I	\$17,960.54		\$17,960.54	\$29,598.46		\$29,598.46	\$163,636.54		\$163,636.54							\$211,195.54
JnHnck Dscpld Val MdCap R6	\$49,051.79		\$49,051.79	\$54,846.31		\$54,846.31	\$152,043.00		\$152,043.00				\$8,063.88		\$8,063.88	\$264,004.98
MetWest Ttl Rtn Bd Pln	\$24,055.91		\$24,055.91	\$138,395.10		\$138,395.10	\$586,526.66	\$0.00	\$586,526.66	\$129,135.89	\$144,015.54	\$273,151.43				\$1,022,129.10
MFS MdCap Gr R6	\$133,655.87		\$133,655.87	\$180,572.93		\$180,572.93	\$281,928.61		\$281,928.61	\$22,729.16		\$22,729.16	\$5,794.48		\$5,794.48	\$624,681.05
NW 11012005 VF	\$156,109.92		\$156,109.92	\$721,542.83	\$42,752.64	\$764,295.47	\$3,443,230.74	\$1,606,007.08	\$5,049,237.82	\$1,118,918.35	\$1,767,357.94	\$2,886,276.29	\$21,309.03		\$21,309.03	\$8,877,228.53
PIMCO GNMA Govt Sec Inst											\$575,865.80	\$575,865.80				\$575,865.80
TRowePr US Eq Rsrch I	\$339,951.83		\$339,951.83	\$704,706.05		\$704,706.05	\$1,880,562.48	\$184,139.28	\$2,064,701.76	\$487,566.80	\$0.00	\$487,566.80	\$27,453.42		\$27,453.42	\$3,624,379.86
Vngrd Explr Adml	\$105,771.20		\$105,771.20	\$150,020.66		\$150,020.66	\$267,311.73	\$35,864.10	\$303,175.83		\$0.00	\$0.00	\$9,389.20		\$9,389.20	\$568,356.89
Vngrd Fed Mny Mkt Inv	\$262,587.75	\$838.23	\$263,425.98	\$401,351.71		\$401,351.71	\$1,718,324.01	\$187,655.95	\$1,905,979.96	\$349,748.62	\$617,179.06	\$966,927.68	\$34,915.96		\$34,915.96	\$3,572,601.29
Vngrd FTSE Soc Indx Adml	\$92,700.08		\$92,700.08	\$49,540.55		\$49,540.55	\$242,105.09	\$377,832.09	\$619,937.18		\$246,305.17	\$246,305.17	\$2,196.39		\$2,196.39	\$1,010,679.37
Vngrd Inst Indx Inst	\$891,981.11	\$13,762.88	\$905,743.99	\$978,928.62	\$11,483.82	\$990,412.44	\$2,785,843.14	\$195,735.77	\$2,981,578.91	\$430,443.46	\$201,619.20	\$632,062.66	\$47,797.01	\$1,461.39	\$49,258.40	\$5,559,056.40
Vngrd InstTrgRtrm2015 Inst	\$11,329.70		\$11,329.70	\$738,431.01		\$738,431.01	\$35,861.19	\$850,435.81	\$886,297.00		\$1,395,385.51	\$1,395,385.51				\$3,031,443.22
Vngrd InstTrgRtrm2020 Inst	\$31,688.75		\$31,688.75	\$109,821.30		\$109,821.30	\$3,423,568.91	\$957,132.82	\$4,380,701.73	\$1,968,078.93	\$532,159.97	\$2,500,238.90				\$7,022,450.68
Vngrd InstTrgRtrm2025 Inst				\$819,961.06		\$819,961.06	\$4,355,891.70	\$86,600.19	\$4,442,491.89	\$80,430.19		\$80,430.19				\$5,342,883.14
Vngrd InstTrgRtrm2030 Inst				\$2,294,167.06		\$2,294,167.06	\$939,363.14	\$298,990.62	\$1,238,353.76	\$180,121.98	\$8,230.45	\$188,352.43				\$3,720,873.25
Vngrd InstTrgRtrm2035 Inst	\$1,173,318.99	\$12,535.03	\$1,185,854.02	\$2,910,698.19	\$135,296.15	\$3,045,994.34	\$2,495,429.69	\$404,096.27	\$2,899,525.96	\$899,180.95	\$34,228.55	\$933,409.50				\$8,064,783.82
Vngrd InstTrgRtrm2040 Inst	\$2,668,516.97	\$13,884.83	\$2,682,401.80	\$3,316,604.24	\$287,138.31	\$3,603,742.55	\$964,920.12		\$964,920.12	\$103,835.76	\$338,398.29	\$442,234.05	\$6,603.97		\$6,603.97	\$7,699,902.49
Vngrd InstTrgRtrm2045 Inst	\$2,260,063.12	\$0.00	\$2,260,063.12	\$105,180.75	\$4,923.23	\$110,103.98	\$747,839.03		\$747,839.03				\$139,221.81	\$44,170.24	\$183,392.05	\$3,301,398.18
Vngrd InstTrgRtrm2050 Inst	\$377,206.18		\$377,206.18	\$41,470.92		\$41,470.92	\$298,308.38		\$298,308.38	\$40,612.39		\$40,612.39	\$248,999.72		\$248,999.72	\$1,006,597.59
Vngrd InstTrgRtrm2055 Inst	\$491,862.60	\$4,582.38	\$496,444.98	\$377,835.45		\$377,835.45	\$100,474.49		\$100,474.49				\$304,517.76		\$304,517.76	\$1,279,272.68
Vngrd InstTrgRtrm2060 Inst	\$284,479.29	\$20,932.09	\$305,411.38				\$7,542.22		\$7,542.22				\$185,753.09	\$5,293.01	\$191,046.10	\$503,999.70
Vngrd InstTrgRtrm2065 Inst	\$149,211.36		\$149,211.36	\$96,236.17		\$96,236.17					\$46,258.65	\$46,258.65				\$291,706.18
Vngrd InstTrgtRtrmIncl Inst	\$6,183.90		\$6,183.90	\$206,257.02		\$206,257.02		\$1,584.18	\$1,584.18							\$214,025.10
Vngrd MdCap Indx Inst	\$213,589.99	\$2,148.08	\$215,738.07	\$579,098.71	\$11,003.27	\$590,101.98	\$956,840.19	\$297,820.15	\$1,254,660.34	\$149,281.14	\$284,976.06	\$434,257.20	\$12,231.14		\$12,231.14	\$2,506,988.73
Vngrd SmCap Indx Inst	\$262,265.36	\$1,995.35	\$264,260.71	\$407,041.26		\$407,041.26	\$588,161.02	\$179,289.06	\$767,450.08	\$26,621.01	\$0.00	\$26,621.01	\$9,073.66		\$9,073.66	\$1,474,446.72
Vngrd Ttl Bnd Mkt Idx Adm	\$143,240.57	\$2,649.78	\$145,890.35	\$305,909.96		\$305,909.96	\$1,455,460.85		\$1,455,460.85	\$39.52	\$3,758.58	\$3,798.10				\$1,911,059.26
Vngrd Ttl IntlStkIndx Adml	\$137,689.94	\$4,163.13	\$141,853.07	\$99,852.71		\$99,852.71	\$575,072.85		\$575,072.85				\$2,838.43	\$1,220.39	\$4,058.82	\$820,837.45
Grand Total	\$10,393,902.07	\$77,491.78	\$10,471,393.85	\$16,024,061.41	\$492,597.42	\$16,516,658.83	\$29,098,670.20	\$5,862,332.61	\$34,961,002.81	\$6,009,001.85	\$6,195,738.77	\$12,204,740.62	\$1,119,686.40	\$52,145.03	\$1,171,831.43	\$75,325,627.54

Age=	30-39		40-49		50-59		60+		Under 30		Grand Total					
Fund Name	Active	Inactive	30-39 Total	Active	Inactive	40-49 Total	Active	Inactive	50-59 Total	Active	Inactive	60+ Total	Active	Inactive	Under 30 Total	Grand Total
AmFds EuroPacfc Gr R6	5		5	2		2	11	3	14				4		4	25
DFA Intl Sm Co Inst				4		4	3	1	4				1		1	9
DFA US Trgt Val Inst	2		2	4		4	5	1	6	1		1	5		5	18
DodgeCox Intl Stock Fd	2		2	3		3	4		4				3		3	12
HW Hi Yld I	4		4	3		3	5		5							12
JnHnck Dscpld Val MdCap R6	5		5	3		3	5		5				4		4	17
MetWest Ttl Rtn Bd Pln	3		3	6		6	8	2	10	1	4	5				24
MFS MdCap Gr R6	6		6	6		6	10		10	1		1	3		3	26
NW 11012005 VF	3		3	9	1	10	19	9	28	8	18	26	2		2	69
PIMCO GNMA Govt Sec Inst											1	1				1
TRowePr US Eq Rsrch I	7		7	16		16	19	4	23	3	1	4	5		5	55
Vngrd Explr Adml	4		4	6		6	10	2	12		1	1	3		3	26
Vngrd Fed Mny Mkt Inv	15	1	16	10		10	12	3	15	1	5	6	2		2	49
Vngrd FTSE Soc Indx Adml	4		4	3		3	7	3	10		3	3	2		2	22
Vngrd Inst Indx Inst	28	1	29	25	1	26	28	3	31	4	4	8	5	1	6	100
Vngrd InstTrgRtrm2015 Inst	1		1	2		2	4	2	6		7	7				16
Vngrd InstTrgRtrm2020 Inst	2		2	1		1	13	6	19	7	4	11				33
Vngrd InstTrgRtrm2025 Inst				3		3	12	3	15	1		1				19
Vngrd InstTrgRtrm2030 Inst				9		9	4	1	5	2	1	3				17
Vngrd InstTrgRtrm2035 Inst	11	2	13	19	4	23	15	6	21	2	1	3				60
Vngrd InstTrgRtrm2040 Inst	31	3	34	25	3	28	8		8	1	2	3	1		1	74
Vngrd InstTrgRtrm2045 Inst	45	2	47	4	1	5	3		3				13	2	15	70
Vngrd InstTrgRtrm2050 Inst	17		17	2		2	1		1	1		1	13		13	34
Vngrd InstTrgRtrm2055 Inst	11	2	13	3		3	3		3				10		10	29
Vngrd InstTrgRtrm2060 Inst	13	2	15				1		1				11	1	12	28
Vngrd InstTrgRtrm2065 Inst	3		3	1		1					1	1				5
Vngrd InstTrgtRtrmInc Inst	2		2	2		2		1	1							5
Vngrd MdCap Indx Inst	16	1	17	21	1	22	19	6	25	3	5	8	2		2	74
Vngrd SmCap Indx Inst	22	1	23	19		19	18	3	21	1	1	2	2		2	67
Vngrd Ttl Bnd Mkt Idx Adm	12	1	13	12		12	11		11	1	1	2				38
Vngrd Ttl IntlStkIndx Adml	15	1	16	10		10	11		11				3	1	4	41
Grand Total	289	17	306	233	11	244	269	59	328	38	60	98	94	5	99	1075

ICMA

Age Group	Participant Status	Balance	# Participants
<30	Active Contributing	\$1,769,545	111
<30	Active Not Contributing	\$43,803	6
<30	Separated From Service	\$238,620	12
30-39	Active Contributing	\$20,882,864	412
30-39	Active Not Contributing	\$392,461	19
30-39	Separated From Service	\$1,723,647	51
40-49	Active Contributing	\$62,880,832	528
40-49	Active Not Contributing	\$1,394,543	34
40-49	Separated From Service	\$5,744,311	90
50-59	Active Contributing	\$118,451,636	614
50-59	Active Not Contributing	\$3,265,728	51
50-59	Separated From Service	\$44,973,024	192
60-69	Active Contributing	\$44,305,747	227
60-69	Active Not Contributing	\$2,535,673	31
60-69	Separated From Service	\$87,593,810	472
>69	Active Contributing	\$1,368,584	6
>69	Active Not Contributing	\$151,403	2
>69	Separated From Service	\$41,736,400	267

Exhibit B

Nationwide City of Tacoma Assets by Fund

Ticker	FundName	EndValue
VMFXX	Vanguard Federal Money Market Inv	\$ 3,265,172.45
NW_FixedTacomaFF	Nationwide Fixed Account	\$ 8,507,952.44
MWTSX	Metropolitan West Total Return Bond Plan	\$ 1,027,526.21
VBTLX	Vanguard Total Bond Market Index Adm	\$ 1,789,742.81
PDMIX	PIMCO GNMA and Govt Sec Fd Instl	\$ 571,849.27
HWHIX	Hotchkis & Wiley High Yield I	\$ 251,322.06
VINIX	Vanguard Institutional Index Instl	\$ 5,985,938.76
PCCOX	T. Rowe Price U.S. Equity Research I	\$ 4,294,750.07
JVMRX	JHancock Disciplined Value Mid Cap R6	\$ 235,092.82
VMCIX	Vanguard Mid Cap Index Instl	\$ 3,102,612.51
OTCKX	MFS Mid Cap Growth R6	\$ 509,453.54
DFFVX	DFA US Targeted Value I	\$ 172,037.74
VSCIX	Vanguard Small Cap Index Instl	\$ 1,688,056.13
VEXRX	Vanguard Explorer Adm	\$ 339,860.88
OGLIX	Invesco Oppenheimer Global R6	\$ 2,057,631.86
DODFX	Dodge & Cox International Stock	\$ 117,925.17
VTIAX	Vanguard Total Intl Stock Index Adm	\$ 885,097.82
RERGX	American Funds EuroPacific Growth R6	\$ 692,772.48
DFISX	DFA International Small Company I	\$ 208,339.25
VITRX	Vanguard Instl Target Retirement Income Instl	\$ 311,759.73
VITVX	Vanguard Instl Target Retirement 2015 Instl	\$ 3,043,373.62
VITWX	Vanguard Instl Target Retirement 2020 Instl	\$ 6,639,652.20
VRIVX	Vanguard Instl Target Retirement 2025 Instl	\$ 5,064,224.27
VTTWX	Vanguard Instl Target Retirement 2030 Instl	\$ 3,598,563.95
VITFX	Vanguard Instl Target Retirement 2035 Instl	\$ 7,848,981.76
VIRSX	Vanguard Instl Target Retirement 2040 Instl	\$ 7,660,596.00
VITLX	Vanguard Instl Target Retirement 2045 Instl	\$ 3,009,446.05
VTRLX	Vanguard Instl Target Retirement 2050 Instl	\$ 910,413.25
VIVLX	Vanguard Instl Target Retirement 2055 Instl	\$ 1,184,076.55
VILVX	Vanguard Instl Target Retirement 2060 Instl	\$ 458,784.07
VSXFX	Vanguard Instl Target Retirement 2065 Instl	\$ 144,309.16
VFTAX	Vanguard FTSE Social Index Adm	\$ 853,638.88