

# Request for Proposal Timeline

---

## Phase 1: Timeline up to the release of an RFP

ACTION ITEM		WEEK					
		1	2	3	4	5	6
1.	Be granted access to information by the respective Recordkeeper/Trustee						
2.	Retrieve select information from the current Recordkeeper/Trustee						
3.	Gain complete understanding of the goals and objectives for the plan						
4.	Document desired features and services along with those the Plan Sponsor wishes to avoid						
5.	Gather specific financial details about the Plan(s). For example: 1. Investments and shares classes used 2. Revenue sharing received from each investment option 3. Assets in each investment option offered 4. Contribution flow 5. Number of participants						
6.	Gather all Trust and Plan documents						
7.	Begin drafting the RFP						
8.	Discuss the different types of Recordkeeper/Trustees						
9.	Provide market intelligence and discuss potential Recordkeeper/Trustees						
10.	Gather indications of interest on a blind basis						
11.	Report and discuss the indications of interest and availability						
12.	Continue drafting the RFP incorporating information gathered						
13.	Present a draft RFP						
14.	Solicit edits and refinements from the Plan Sponsor						
15.	Receive edits and refinements						
16.	Incorporate all edits and refinements into the RFP						
17.	Finalize the list of Recordkeeper/Trustees who will receive the RFP						
18.	Release the RFP to the approved list of Recordkeeper/Trustees						

## Phase 2: RFP Responses, Summary and Analysis

ACTION ITEM		WEEK									
		7	8	9	10	11	12	13	14	15	16
1.	Co-host a conference call with the Plan Sponsor (or its delegates) to allow each prospective Recordkeeper/Trustees to answer any questions. <i>(Alternatively, questions could be gathered via email and answers to each question asked could be provided to the entire group of respondents simultaneously.)</i>										
2.	Prospective Recordkeeper/Trustees complete their responses and pricing										
3.	Receive RFP responses and pricing in both print and electronic format										
4.	Schedule a meeting with the Plan Sponsor to discuss the results of the RFP summary and fee analysis										
5.	Summarize and analyze the RFP answers and proposed fees										
6.	Distribute RFP summary and fee analysis to the Plan Sponsor										
7.	Meet with the Plan Sponsor (face-to-face) to present and explain the results and findings in the RFP summary and fee analysis										
8.	Choose finalist Administrator/Record keeper(s)										
9.	Determine the delegates to attend a “day-to-day” administrative finalists conference call/Webex										
10.	Set schedule for “day-to-day” administrative finalist call/Webex										
11.	Set schedule for face-to-face finalist presentations with the Plan Sponsor										
12.	Notify all respondents of Plan Sponsor decisions										
13.	Coordinate and schedule finalists presentations with the Plan Sponsor										
14.	Deliver presentation expectations and focus topics to each finalist										
15.	Attend all finalists presentations										
16.	Site visits <i>(If site visits are desired by the Plan Sponsor, a sub-committee would be selected to accompany ACG. This step would add time to the process.)</i>										
17.	Notify all respondents of final Plan Sponsor decisions										

### Phase 3: Implementation Following Administrator/Record keeper Selection

If the Plan Sponsor decides to remain with the incumbent, the implementation of service enhancements and/or fee concessions gained during the RFP process will be seamless to participants and implemented as soon as it is administratively feasible – much of Phase 3 will be unnecessary.

ACTION ITEM		WEEK								
		17	18	19	20	21	22	23	24	25
1.	Schedule weekly conversion conference calls and help determine who should attend									
2.	Attend each conversion call to monitor progress and help coordinate the process of providing or transferring data <i>(if necessary)</i>									
3.	Assist with the review of any contracts or administrative documents that need to be executed or renewed between the Plan Sponsor and Recordkeeper/Trustee									
4.	Present suggestions for the Investment Policy Statement: <ul style="list-style-type: none"> <li>– Improvement in language and structure</li> <li>– Appropriate benchmarks for performance, risk and management fees</li> <li>– Performance reports to use on an ongoing basis</li> </ul>									
5.	Present suggestions for investment asset classes									
6.	Review investment options made available by the Administrator/Record keeper and make recommendations to the Plan Sponsor regarding the appropriate mix of funds									
7.	Communicate investment decisions to the Administrator/Record keeper									
8.	Review all Authorization Forms that require signatures									
9.	Determine the education program(s) to be delivered and develop the first annual Education Plan (“EP”). The EP addresses: <ul style="list-style-type: none"> <li>– Who</li> <li>– Topic</li> <li>– When</li> <li>– Where</li> <li>– Method of delivery</li> <li>– Measurement</li> </ul>									
10.	Review and suggest edits to print material intended for use with participants									
11.	Participant education begins									
12.	Follow up with all parties involved with education to gather the agreed upon metrics that determine success or failure <i>(depends on completion of education)</i>									
13.	Report Measurements to the Plan Sponsor <i>(depends on completion of education)</i>									
14.	Ongoing investment advisory and consulting services begin <i>(depends on completion of education)</i>									