<<ADD YOUR COMPANY LETTERHEAD TO HEADER OR PRINT TO PHYSICAL LETTERHEAD>>

<<NAME OF INVITEE COMPANY>>

<<CONTACT>>

<<STREET ADDRESS>>  
<<CITY, STATE ZIP>>

DATE

Request for Proposal – Retirement Plan Advisor

Dear <<NAME>>,

Thank you for your interest in submitting a Retirement Plan Advisor RFP. Please complete the attached document and submit all requested information via <<PREFERRED METHOD OF DELIVERY>> no later than <<REQUIRED SUBMISSION DATE>>.

If you should have any questions, please don’t hesitate to contact me. We look forward to reviewing your submission.

Sincerely,

<<YOUR NAME>>

<<TITLE>>

<<COMPANY>>

<<CONTACT INFORMATION>>

**Information on the 401(k) Plan**

**Primary Contact Information:**

**Response Procedures:**

**Plan Sponsor Name:**

**Plan Sponsor Address:**

**Description of Corporate Structure:**

**Number of Employees:**

**Employer Locations Requiring Onsite Meetings:**

**Employee Turnover Rate:**

**Reason for Search and RFP:**

**Scope of Services Being Sought:**

**Current Recordkeeper:**

**Current Payroll Company:**

**Current Third Party Administrator:**

**Frequency of Contributions:**

**Employer Contributions:**

**Eligibility Requirements:**

**Vesting Schedule:**

**Automatic Features:**

**Total Value of Existing Assets**

**Plan Default Investment:**

**Brokerage Window Offered (Yes/No):**

**Participant Advice Currently Offered:**

**Loan Information:**

Background Information on Submitting Organization

**Contact Information for Submitting Organization:**

**Firm/Team Name:**

**Address:**

**Contact for this RFP:**

**Name:**

**Phone:**

**Email:**

1. **Provide a brief history on your firm, practice, and individuals responsible for corporate retirement plans:**
2. **Please describe the ownership structure of your organization:**
3. **How many years has your firm been in business?**
4. **What relevant licenses and certifications do you and your firm hold?**

1. **How many 401(k) plans are administered and what percentage is this of all your clients?**
2. **Are you encouraged or required to use any proprietary investments? Proprietary platform?**

1. **Recognition received from independent sources demonstrating expertise and credibility:**
2. **Please list the types of services your firm offers for retirement plans**
3. **Has your firm or any advisor of your firm been found guilty of any violation or paid any fines because of violations of securities regulations or ERISA?**
4. **Have any individuals from your firm ever been disciplined by any government regulator for unethical or improper conduct or been sued by a client who was not happy with the work performed by the firm?**
5. **Describe what differentiates your firm from other investment consulting firms.**
6. **Please provide three to five client references:**

Fiduciary Coverage

1. **Are you a Fiduciary? If yes, what level of co-fiduciary coverage is offered?**
2. **Describe your fiduciary responsibility under ERISA to our plan, including your ability to serve in an ERISA 3(21) or 3(38) capacity:**
3. **What fees are involved with co-fiduciary services?**

1. **Are there any current or pending litigation or administrative actions against your firm? If yes, please describe.**

1. **Do you receive any 12b-1 or other compensation from any mutual funds that are or will be contained in our plan and, if so, is it used to reduce our costs?**
2. **Will your firm and/or any affiliated or related entity be paid fees and/or commissions (including those from revenue-sharing and commission recapture) for its services to our plan from sources other than the plan?**
3. **What is your privacy policy regarding sharing client or account information with a third party?**
4. **Describe potential conflicts of interest that may arise with the proposed advisory relationship:**

Investments

1. **What is your procedure for selecting and monitoring our investments?**
2. **Please describe how you work with Third Party Administrators:**
3. **What is the maximum number of investment fund options our plan can have?**
4. **How do you screen investment recommendations?**

1. **How are recommendations delivered and implemented?**
2. **What information will we receive about investment options?**
3. **Will your representatives be available to meet regularly with our investment committee to review the plan and investment options?**
4. **What investment policy statement support do you offer?**
5. **Do you have an investment watch list and what is your termination recommendation process?**

Service

1. **How does your firm define and measure the success of retirement plan consulting relationships?**
2. **Describe your service model to our plan: (staff, responsibilities, interactions with our plan, frequency of in- person meetings, frequency of conference calls, team dynamics)**
3. **How are newly eligible employees enrolled in the plan?**
4. **How would you engage with our employees?**

1. **What additional/ongoing education do you provide to employees?**

1. **What is your average participation rate for existing 401(k) clients?**

1. **What is your average deferral rate for existing 401(k) clients?**

Education

1. **Please list the types of services your firm provides to retirement plan participants:**
2. **Do you offer advice?**
3. **What resources do you have dedicated to participants?**
4. **Please provide 2 specific examples of ways in which your firm has made a positive impact on retirement plans you support over the past 24 months (For example: increased participation, increased deferrals, enhanced services, lowered fees)**
5. **Do you offer one on one meetings? At what frequency?**
6. **Do you offer group meetings? At what frequency?**

Fees and Expenses

1. **What are fees involved for setup?**
2. **What is the proposed advisor compensation?**
3. **What additional expenses may be involved for additional features or services?**

1. **Describe your vendor benchmark service and process:**
2. **With how many different service providers does your firm work to support current clients?**
3. **What plan design change initiatives have you led with your clients in the past 24 months?**

Sample Materials

1. **Please provide a link to your website.**
2. **Please provide a sample of employee education materials or executed initiative.**
3. **Provide a sample of a written fund change recommendation provided to a client.**