INTERNATIONAL CITY/COUNTY
MANAGEMENT ASSOCIATION
777 N Capitol St. NE, Ste. 500
Washington, DC 20002-4290
202.962.3680 | 202.962.3500 (f)
icma.org

RESPONSES TO QUESTIONS RE: THE RETIREMENT PLAN ADVISOR RFP

1. What is your reason for going to search?
   - **Our portfolio has grown significantly enough to require the support and guidance of a qualified dedicated Retirement Plan Advisor to assist ICMA's Retirement Plan Committee in fulfilling its fiduciary responsibilities.**

2. Please confirm if there is interest in 3(21), 3(38) or both service models?
   - **We are planning to hire a 3(21) provider.**

3. Are you currently working with an advisor or consultant as a co-fiduciary to your plan?
   - **We are not. We are working with a recordkeeper (TIAA) and a Third-Party Administrator (CBIZ).**

4. If you are currently working with an advisor, what is the current fee being paid? If you are not currently working with an advisor, what is the budget for this service provider?
   - **We are not currently working with an adviser. We believe we have budgeted sufficiently to cover the cost of this service.**

5. Are there any recent items, issues or challenges facing your Retirement Plan Committee that you would like us to address in our response?
   - **No.**

6. Please confirm your recordkeeper. When was the last time their services were formally put out to bid? Are there any pain points or service issues with your recordkeeper?
   - **Our current recordkeeper is TIAA. They have served as our recordkeeper for several decades.**

7. Can you describe ICMA's education needs and the current employee education approach - e.g., in-person vs. virtual, group meetings vs. one-on-one, etc.? What aspects are performed by the recordkeeper vs. the advisor?
   - **At present, employees receive periodic email communications from the Plan Sponsor. Throughout the year, we coordinate virtual webinars to allow employees to ask questions of financial management trainers. The Committee believes that**

ICMA's employees would benefit from more retirement-related education opportunities.

8. Can you provide a copy of the most recent Investment Policy Statement and Plan Sponsor fee disclosure?
    - **Requested documents will be shared with the responders who submit a signed NDA. To receive the NDA and any plan-related documents, email WorkWithUs@icma.org and pwilson@icma.org.**

9. Does the ICMA Retirement Plan Committee wish to meet in-person, virtually or both? If in-person, where will these meetings take place?
    - **We will schedule a virtual meeting with the selected firms to review the firms' RFP responses. Once the adviser is hired, meetings will continue to be held virtually.**

10. Can you receive zip files included within our email response?
    - **Yes, we can.**

11. Could we obtain the most recent asset statement?
    - **Requested documents will be shared with the responders who submit a signed NDA. To receive the NDA and any plan-related documents, email WorkWithUs@icma.org and pwilson@icma.org.**

12. Could you provide the Plan documents and adoption agreement?
    - **Requested documents will be shared with the responders who submit a signed NDA. To receive the NDA and any plan-related documents, email WorkWithUs@icma.org and pwilson@icma.org.**

13. Where may we locate the NDA?
    - **To receive the NDA and any plan-related documents, email WorkWithUs@icma.org and pwilson@icma.org.**

14. When was the last time you conducted a fee benchmarking on your recordkeeper?
    - **This has not been done recently.**

15. When was your last recordkeeping vendor search/RFP?
    - **This has not been done for at least a decade.**

16. Could you please provide a list of the individual investments offered in the 403(b) Plan?

- **The asset statements include details of the individual investment options. To receive the NDA and any plan-related documents, email WorkWithUs@icma.org and pwilson@icma.org.**

17. Can you please confirm that there is only one plan (the noted 403b plan)?

- **Confirmed.**

18. How many onsite participant education meetings would you like included?

- **Because ICMA is a virtual-first organization, any educational sessions will be conducted virtually. The number of sessions will be determined based on proposals and best practices.**

19. Is there any interest in participant advice?

- **Please include a detailed description of this service and the associated price.**

20. Regarding question #47 please clarify what you mean by testing

- **Please provide the type of testing your firm provides for its clients.**

21. Regarding question #61 please clarify what you mean by describing the technologies available to you/your firm

- **What systems or platforms do you use in fulfilling your responsibilities to your clients?**

22. Does the 20 pages maximum include attachments

- **Yes**