**#112624-Pension RFP ADDENDUM 1**

**TO:** ALL VENDORS SUBMITTING A SEALED PROPOSAL FOR:

“**Pension RFP**” FOR THE COUNTY OF WASHINGTON

**FROM:** RANDY VANKIRK

DIRECTOR OF PURCHASING

**DATE:** November 20, 2024

**SUBJECT:** **CONTRACT # 112624-Pension RFP**

**Clarification of Specifications**

Please note the following questions and answers regarding the above Request for RFP Offer:

1. Please confirm when the County would like to start the new project - ASAP
2. Please confirm when the County would like the new system to be in production - ASAP
3. Please confirm if there are any times where the County staff will be limited to participate in the implementation project – We do have several software projects happening but are willing to work our schedule around this.
4. Please confirm where the historical member and contribution data is stored today and if the County has a resource that can help with the extraction to the new system – We have the data stored in our own pension app, but we have the data backed up in an excel document.  Our IT department is familiar with both.
5. Please confirm what system the County uses for active member payroll today.  Please confirm if there is an upgrade planned or in progress for this what the new system is and when it is planned to be live.  – Currently using Finance Plus.  Plans to convert to Tyler in late 2025.  Meetings between Tyler and Payroll begin in early 2025.
6. Please confirm the below scope area is expected to be an interface from the active member payroll system
   1. Implement and Automatically Interface New Employees/Hires – Yes, would also like it to automatically recognize terminations and calculate partial year interest at 2.75%.
7. Please confirm what system is used for the pickups, member contributions, and buybacks and confirm that the new system will integrate with the current system for the below scope areas
   1. Automatically Interface Bi-Weekly and Bi-Monthly Pickups
   2. Automatically Interface Bi-Weekly and Bi-Monthly Member Contributions
   3. Automatically Interface Bi-Weekly and Bi-Monthly Buybacks

- Finance Plus process the current year and interfaces bi-weekly to the Pension App.  We manually update the excel sheet monthly for terminations and at the end of each year for active employees.

1. Please confirm the below functional areas relate to annual contribution interest process
   1. Roll Year-End Balance into Begin-Year Balance - YES
   2. Calculate full FY interest at 5.5% - YES
   3. Calculate partial FY interest at 2.75% - YES
2. Please confirm for the below the details for how this would be calculated
   1. Calculate new hire work days and auto adjust interest  - YES
3. Please confirm that the refund will be manually calculated for the below scope area or if there is an expectation for the new system to calculate the refund
   1. Refund Date and Amount Logging – YES
   2. Auto Calculate Refunds for terminated employees (taxable, nontaxable amount) – YES
4. Please confirm that the buybacks will be manually calculated for the below scope area or if there is an expectation for the new system to calculate the buybacks – The calculation of buybacks would be ideal but not required
5. Please confirm if the below is a calculation of interest for a vested member, and if not please explain
   1. Calculate a Request to Vest  - This would calculate the interest accrued for a member, plus average their three highest year salary and calculate their service time
6. Please confirm if the below is the annual member statement or another statement and details
   1. Generation of Pension Benefits statements – Annual member statement
7. Please confirm retiree payroll is not part of this scope, and confirm the County’s expectations for getting new retirees into the retiree payroll system – Retiree payroll will be done through our payroll software.  New retirees would be halted in the pension software but remain in an inactive status for record purposes.
8. Can you provide a summary of the plan provisions? i.e., benefit formula, service calculations, available forms of payment, vesting rules, normal/early/late retirement, employee contribution interest crediting methodology, etc. – Attached you should find the Summary Plan Description.
9. Are there any separate groups/unions that provide variability of the plan provisions? If so, what are they? - All members are under the same plan rules.
10. Can you provide the current plan membership counts? – As of 12/31/23 we had 890 active and vested members. We currently have nearly 900 retirees. We also keep the records of any terminated employees.
11. Can you provide a sample or a template of a recent pension benefit statement?  - Attached you should find a sample benefit statement.
12. Does the system need to calculate the amount needed for a member to buyback service or are the buyback amounts calculated elsewhere, and the periodic payments passed via the payroll feed(s)? – Yes
13. Does the system need to calculate death benefits? – No
14. Does the system need to calculate disability benefits? - No
15. Does the system need to calculate COLA increases for retirees? - No
16. Which payroll system are you currently using? Is there any intent to change providers in the near future? - Currently using Finance Plus, but beginning the migration process to Tyler with the intent of being live mid-2025.
17. The RFP mentions bi-weekly and bi-monthly interfaces, how many interfaces do you anticipate needing to load the appropriate pension-related data? – We only need to interface bi-weekly.

**ADDENDUM ACCEPTANCE CERTIFICATION:**

(Please attach this to your submitted proposal)

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**DATE**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_