

REQUEST FOR INFORMATION

**For 403(b) Plan Design and
Implementation**

Issued by:

**Board of Trustees of the State of
Mississippi Institutions of Higher Learning**

TO: Prospective Respondents

FROM: Board of Trustees-State of Mississippi Institutions of Higher Learning (IHL)

DATE: May 7, 2010

SUBJECT: Request for Information (RFI) for data pertinent to the design and implementation of a 403(b) plan.

OBJECTIVE: A 403(b) plan is a tax-advantaged retirement savings plan, similar to a 401(k) plan, available for public education organizations which allows employees to put a portion of their pre-taxed salary into 403(b) plans. The objective of the RFI is to compile data from various service providers to explore outsourcing management of the 403(b) to one provider for the IHL System. The IHL System consists of the eight public universities, the University of Mississippi Medical Center (UMMC) (which is actually a component of the University of Mississippi) and the System Office. The eight state universities include: Alcorn State University, Delta State University, Jackson State University, Mississippi State University, Mississippi University for Women, Mississippi Valley State University, the University of Mississippi and the University of Southern Mississippi. Currently, there are a total of 21,250 benefit eligible employees in the IHL System. Additional information concerning IHL and the individual institutions may be found by visiting: <http://www.ihl.state.ms.us/>.

RFI PROCEDURE: Please draft responses to the RFI in the order of the RFI presentation that follows including a restatement of the question or component preceding the company's response. Responses are to be submitted to the address noted below. The responses to this RFI will be evaluated by the IHL Human Resources Directors. Submission of a response does not obligate IHL in any way with regard to any entity/business submitting a response.

IHL SYSTEM OFFICE CONTACT INFORMATION (Address for mailing submissions to the RFI and contact for questions):

Cheryl Mowdy
Director Support Operations
Mississippi Institutions of Higher Learning
3825 Ridgewood Road, Room 409
Jackson, MS 39211

Phone: 601.432.6112
Email: cmowdy@mississippi.edu

Data requested in the following Request for Information must be received by the Board of Trustees of the State of Mississippi Institutions of Higher Learning *no later than 5:00 p.m. Friday, May 21, 2010.*

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Organization and History of Service Provider

1. Please provide the name and full contact information for the individuals responsible for this request for information.
2. Provide a brief overview of your company and history of your organization including an organizational chart of your retirement plan operations. Please describe any parent/subsidiary/affiliate relationships.
3. What is the mission of your organization?
4. Are you currently participating in any alliances or joint marketing efforts?
5. Indicate how many years your company has been active in the defined contribution business.
6. Indicate the total value of assets in all defined contribution plans for which you provide services.
7. What is the total number of participants in all defined contribution plans for which you provide services?
8. How many defined contribution plans do you currently service?
9. What is your average plan size?
10. What is the average client relationship duration?

Client Service/Quality Assurance

1. If your firm has multiple offices, what location would provide services to the *customer*? Would all personnel involved in the account be at this location?
2. Please describe the team that would deal directly with us during the project.
3. Describe your organization's commitment to quality and your philosophy/approach to client services.

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The eight public institutions of higher learning (universities), the University of Mississippi Medical Center and the System Office are requesting additional information for 403(b) plan design and implementation. The request for information includes the following components in addition to the responses to the above questions:

1. A common written document for each institution, as well as UMMC and the System Office, including identification of contracts, specific terms regarding eligibility and coverage, deferral and compensation limits, detailed terms of loan and hardship policies, delegation of responsibilities among vendors, third party administrators, and the plan sponsor.
2. A review of each institution's (including UMMC's and the System Office's) current contracts, custodial agreements, service agreements and participant communication materials for compliance with the 403(b) regulations and the identification of the terms of the current plans.
3. A consultation with the eight institutions, UMMC and the System Office, including the identification of resulting plan objectives and desired plan features.
4. Obtaining additional information from vendors as needed to identify the scope and limitations of vendor compliance services.
5. Drafting a plan document and summary plan description.
6. Review current contracts and custodial agreements for consistency with the terms of the plan.
7. Assist the institutions, UMMC and the System Office in developing an understanding of the terms and requirements of the plan.
8. Review current vendor service agreements and information sharing agreements to ensure compliance responsibilities are adequately addressed and prepare a model service agreement.
9. Assist the institutions, UMMC and the System Office with good faith efforts to establish information sharing agreements with deselected vendors.
10. Review current enrollment procedures and materials and evaluate operational compliance with universal availability requirements.

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11. Assist the institutions, UMMC and the System Office in coordinating vendor responsibilities and activities and developing procedures for compliance with the new requirements.

Fees

Please provide your fee schedule and billing procedures for the components listed above.