

**TOWN OF TRUMBULL
REQUEST FOR PROPOSAL**

Police Pension Plan Services

Addendum 1

Bid Numbers: 6056 PD Consultant/6057 PD Admin

This addendum is being issued to request additional information from prospective bidders relating to services for the Town of Trumbull Police Pension Plan. The original bids indicated two separate vendors for pension services, one for administration/custodian and the other for investment advisors. In addition to that structure, the Town is considering alternative options whereby there would be one vendor providing the combined services outlined in the attached document. We are requesting the responders/bidders review the attached document and if interested, please respond if you are interested in providing such combined services and if there is any change in the pricing structure from your original/new proposal. If so, please respond indicating those pricing changes or by indicating there is no change.

Responses are due to: Kevin Bova, Purchasing Agent by close of business on October 3rd.

We are also requesting responders provide an implementation schedule anticipating a possible date of transition of January 1, 2015. In addition, all vendors should be aware that the finalist presentations will be scheduled for October 21st, times to be determined.

If you have any questions in this regard, please send an email to Kbova@trumbull-ct.gov

Town of Trumbull Police Pension Plan Services

Investment consulting

- Manager selection
- Ongoing strategic consulting
- Performance analysis
- Co-Fiduciary¹

Investment management

- Manager research, analysis and oversight
- Asset allocation optimization

Employee benefit reporting

- Summary of receipts/disbursements
- Summary statement of assets at book and market value
- Statement of securities acquired/disposed
- Summary of return on investments
- Statement of transactions in date or transaction-type order
- Annual schedule of reportable transactions and 5500 report detail
- Consolidated/combined reporting
- Master trust report (dollar based)
- Online access to account information

Custody/trust

- Asset safekeeping and servicing
- Interface between investment managers, depositories and clearinghouses
- Daily cash sweep
- Act as fiduciary (trustee)

Participant and tax reporting

- Participant payment report
- Annual tax reporting
- Annual 1099 register

Conversion

- Data gathering and extensive pretesting
- On-site planning meeting
- Asset and data transfer
- Reconciliations

Client service standards

- Formal account plan updated annually
- Quarterly investment review and presentation
- Quarterly investment reports provided by mail
- Quarterly on-site review with your relationship manager and portfolio strategist

Payment processing

- **Benefit payments**
 - Non periodic payments
 - Periodic payments – monthly benefit checks
- Expense checks
- Wire transfers

¹ The Town of Trumbull Police Pension Plan will act as a fiduciary in providing investment services and will manage plan assets consistent with the duties and standards established under ERISA, including its oversight of any third-party investment managers. The Town of Trumbull Police Pension Plan and its representatives do not provide investment advice with regard to defined benefit plans where the Town of Trumbull Police Pension Plan is a fiduciary.