This document provides responses to questions submitted to the City of West Hollywood in regards to the Deferred Compensation Plan Provider Study RFQ. **The deadline to submit qualification is January 12, 2017 at 4:00 p.m.**

1. Are you currently working with a consultant for the city's deferred compensation plan and, if so, who is that consultant?

Currently, the City does not work with a consultant.

1. The RFP states there is a Plan Review Committee that provides the governance oversight of the plans. Will the consultant report to the Committee or the Staff?

The consultant will report to the plan administrators who are part of the Human Resources Staff.

1. Is there a current investment policy statement for the each of the plans? Are you able to make them available to us?

ICMA-RC - see attachments:

457 Making Sound Investment Decisions

401 Making Sound Investment Decisions

IRA Making Sound Investment Decisions

RHS Making Sound Investment Decisions

Empower – see attachment:

Future Funds Service Agreement

Note: Because the deferred compensation plan is under the Empower, Future Funds II Agreement, there is no IPS. The attachment outlines the program.

1. Do you have a current line of funds/managers for the plans? Is there overlap in the Fund Options or does each plan have their own fund line-up?

Yes, the record keepers currently manage the funds for the plans and each plan has their own fund lineup.

1. In conducting the vendor search, will the incumbents be included in the search? Is the City looking to consolidate the record-keeping function with one provider?

Yes, the current providers will be included in the search. The City has not made a determination with regards to one or more providers. Part of the consultant’s responsibility will be to make a recommendation regarding the advantages/disadvantages of both options.

1. Has the City conducted any prior fee & service benchmarking review of the vendors? If so how long ago?

No.

1. Is there a current investment consultant for the plans? If so, how long have they been in place?

No.