

**REQUEST FOR PROPOSAL
BID NUMBER
001041**

Bids are being solicited by Wayne County Community College District for the 403(b) Third Party Administrative Services.

A Mandatory Pre-Bid Conference will be held at 11:00 a.m., Wednesday, April 15, 2009 at the following location:

**Wayne County Community College District
Central Administration Building
Human Resources Conference Room, 2nd Floor
801 W. Fort Street
Detroit, MI 48226**

IMPORTANT: Your company is responsible for knowing any changes or modifications discussed at the Pre-Bid Conference. Those bids which do not meet specifications will be rejected. (**FAXED BIDS WILL NOT BE ACCEPTED**)

Following the Pre-Bid Conference, bids will be received by:

The deadline for questions will be Friday, April 17, 2009 at 12:00 p.m.

**All bids will be received by:
Wayne County Community College District
Purchasing Department – 4th Floor
801 W. Fort St.
Detroit, MI 48226
Voice: (313) 496-2781 / fax: (313) 961-7693**

The deadline for receipt of proposals will be Wednesday, April 22, 2009 at 3:00 p.m. At that time, the bids will be opened publicly. **Indicate on the outside of your (SEALED) envelope your company name, the Bid number, Project Name and the Deadline.**

Information required from Bidders: (NOTE: Items 1 through 6 are required for all bids.)

Please return the following with your submission:

1. Proposal page(s), complete with authorized signature (if provided)
2. Proof of three (3) years in business
3. Proof of business insurance
4. References (a minimum of three)
5. Certificate of Awardability (available from the State of Michigan Civil Rights Office, ph. 313-456-3823; (a copy of a letter stating you have applied is sufficient)
6. Addendum to Independent Contractor Agreement (supplied by the College)
7. Financial Statement (required only if your total bid is \$50,000.00 or more)
8. Bid Guarantee (required if your total bid is \$50,000.00 or more)
9. Outline of any suggested modifications or an explanation of any proposal suggestion submitted by you, which may not be clear.

REQUIREMENTS IN DETAIL

1) **PROPOSAL PAGE**

Your bid proposal **must** be submitted on 8.5" x 11" paper; you may submit supporting documentation, etc. but the College reserves the right to dispose of said support (covers, oversize envelopes, etc.) at the completion of the bid.

2) **PROOF OF THREE YEARS IN BUSINESS**

Any company submitting a bid must show proof of being in business for at least three (3) years. The proof of three years in business must be supplied by the company submitting the bid and cannot be submitted by an umbrella company or a company previously operated by the principle agents. Proof of 3 years in business can be a copy of a three year old document bearing the company" name. These documents may include; Articles of Incorporation, bank statement, licenses, telephone bill, etc.

3) **PROOF OF BUSINESS INSURANCE**

Your company must be insured and possess the proper amounts of liability, workman's compensation, auto, etc., required by law. Please include a copy of your certificate with your bid. The contractor must be licensed to do business in the State of Michigan. The contractor's insurer must be one which is acceptable to the College. Insurance must be kept in force for the term of the contract; the retro-date must stay the same.

4) **REFERENCES**

References shall consist of a minimum list of clients (three) presently serviced by your company, for whom you perform the same or similar service(s), and a contact person with current phone number at each establishment.

5) **CERTIFICATE OF AWARDABILITY**

Each contractor submitting a proposal must establish if he or she is awardable under criteria established by the Michigan Civil Rights Commission. **A Certificate of Awardability** must accompany your bid. Certificates may be obtained through the Michigan Civil Rights Commission Office located at 3054 W. Grand Blvd., Suite 3-600. Detroit, MI ; (phone: 313-456-3823). A letter stating that you have applied for the certificate is acceptable until receipt of the certificate.

6) **ADDENDUM TO INDEPENDENT CONTRACTOR AGREEMENT**

This document, supplied by the College, is required with most bids. This states that the contractor and employees including subcontractors **are not** employees of the College

7) **FINANCIAL STATEMENT – Must be submitted with BIDS OF \$50,000.00 OR MORE.** A financial statement covering the latest complete business cycle is required.

8) *BID GUARANTEE*

A certified check, bank cashier's check or bid bond equal to **five percent (5%)** of your total base bid is required for each bid; the items should be made payable to ***Wayne County Community College District***. A bid bond shall be issued by a bonding company licensed to transact business in the locality.

The successful bidder's bid guarantee will be retained until he has entered into a contract with the College. The College reserves the right to hold the bid guarantee of the next two bidders until the successful bidder has entered into a contract with the College, or for a period of sixty (60) days, whichever time elapses first. Bid guarantees of all other bidders will be returned to them as soon as possible after the bid opening.

Should a bidder fail to enter into a contract with the College within ten (10) days, after his bid is accepted, his bid guarantee will be **forfeited** to the College as liquidated damages but not as a penalty.

A performance Bond and Labor and Material Bond for (100%) of the contract may be required for construction projects.

OTHER INFORMATION

ADDENDA

Addenda will be mailed, faxed or delivered to all who are known by WCCCD to have a complete set of bid documents. No addenda will be issued later than (24) hours prior to the bid opening date except for addenda withdrawing the bid or postponing the bid opening date.

EXPLANATION OF BID DOCUMENTS

Any bidders requesting clarifications or corrections to bid documents must put +their requests in writing and fax them to WCCCD Purchasing Department at 313-961-7693.

Clarification requests must be received no later than 3 days prior to the bid opening date.

BIDS EXCEEDING \$50,000.00

If the combined total of your bid on this package is \$50,000.00 or above, it is **MANDATORY** that all information requested in the previous section titled "Information Required from Bidders" be included in your bid package at the time of the bid opening to insure that your bid be considered.

WITHDRAWAL OF BIDS

Any bidder may withdraw his bid, either personally or by written request, at any time prior to the hour set for the bid opening. No bid may be withdrawn or modified later than the time set for opening unless and until the award of contract is delayed for a period exceeding sixty (60) days.

SUBMISSION OF FORMS

Proposals must be submitted on forms furnished by the College (if provided); forms may be requested in duplicate. Attachment(s) may be made to clarify or supplement the College form(s). Please note that outsized attachments and other supplemental submissions may be disposed of at the completion of the bid process.

TERMS

The College's terms are net 30, unless otherwise negotiated.

ACCEPTANCE OF BID PROPOSAL(S)

The College reserves the right to reject any or all bids; the College may waive any informalities or irregularities in bid proposals submitted during the bidding process. **The College also reserves the right to award the contract to other than the low bidder.**

Sealed bids may be submitted prior to the closing date in an envelope clearly marked with the **company name, bid number, title of the project and the date and time it is due**. The College accepts no responsibility for bids, which do not meet the deadline because they were improperly labeled.

“LOWEST RESPONSIBLE BIDDER”

The lowest responsible bidder shall be based upon the following criteria: (1) purchase price; (2) the reputation of the vendor and of the vendor's goods or services; (3) the quality of the vendor's goods or services; (4) adequate financial resources for performance; (5) the extent to which the goods or services meet the College's needs; (6) the vendor's past relationship with the College; (7) adequate experience, organization and technical qualifications, skills and facilities; (8) ability to comply with the required timeline for delivery of services or goods; (9) a satisfactory record of integrity, judgment and performance; (10) in form and substance, a commitment to MBE, WBE, and WCBE goals.

ADDENDUM TO INDEPENDENT CONTRACTOR AGREEMENT

This will confirm that I have informed Wayne County Community College District that I meet the four basic tests used by the General Accounting Office to determine whether a true separate business entity exists which permits the College to engage me as an independent contractor.

Those four basic tests are:

- 1. I have a principal place of business other than furnished by the College. I understand that a home does not qualify as a separate place of business unless it qualifies as a deduction of certain expenses in connection with business use of the home.**
- 2. I maintain a separate set of books and records that reflect all items of income and expenses at my business.**
- 3. I have the risk of suffering a loss as well as the opportunity of making a profit and**
- 4. I hold myself out in my own name / Company name as self-employed and make my services generally available to the public.**

In addition to meeting the above basic tests, I have read and understand the twenty-factor test set forth by the Internal Revenue Service at Rev Rul 87-41, 1987 which is used to determine whether an individual is an independent contractor, I generally meet the requirements, and hereby certify to Wayne County Community College District (WCCCD) that I am an independent contractor in accordance with the Internal Revenue Service twenty-factor test included therein.

Name of Independent Contractor

Name of Firm (if applicable)

Employer Identification Number

Date

RFP #001041

Scope of Work Wayne County Community College District 403(b) Third Party Administrative Services

Wayne County Community College District is seeking proposals from qualified TPA candidates to administer an entire program in accordance with the Internal Revenue Code (IRC) Section 403 (b) plans. This will include maintaining and processing all changes for current participants, enroll new participants and provide enrollment and change forms. Maintain records and perform necessary tests and research to ensure that participant contributions do not exceed Internal Revenue Code limits and are in compliance with the College plan document. The qualified candidate must establish a wire transfer type arrangements for the College and the current investments vendors, prepare a monthly report showing payroll deposit/monthly and year-to-date activity by participant and at the plan level, coordinate with the College related to discrepancies, funds not able to be transferred and closed accounts. Recommend human resources policies and procedures that will assist in the monitoring of the program's progress and effectiveness.

In addition, TPA must be available for consultation with College staff on an as-needed basis, Monday through Friday during normal business hours. Agree to use employee information solely for TPA administration and identify duties and expectations of the College and TPA, which includes a hold harmless agreement. Finally, we are seeking a firm that will assist us in compliance of new 403 (b) regulations that will be effective January 1, 2009 and thereafter.

The preferred company submitting a proposal should provide the following:

- **Background and history of Company/Provider**
- **Executive Summary of expertise and resource capabilities**
- **Statement of Qualifications**
- **Staff experience**
- **Explain the role of the TPA's primary contact**
- **Contract Personnel used by your company**
- **Provide a Model 403 (b) Plan**
- **Investment Products**
- **Sample Reports**
- **Implementation Time Line and Training Plan**
- **References (higher learning particularly)**

TPA candidates are responsible for clearly identifying and describing the services being offered in response to the Request for Proposal (RFP). TPA candidates are cautioned that the organization of their response, as well as thoroughness, is critical to the College's evaluation process.

PROPOSALS ARE TO REMAIN VALID FOR ONE-HUNDRED AND TWENTY (120) CALENDAR DAYS AFTER THE RECEIPT OF PROPOSALS.

Proposal Page
RFP #001041
403 (b) Third Party Administrative Services

Total Price for complete 403 (b) Third Party Administrative Services

\$ _____

- **Plan Administrative and compliance**
- **Claim review & Investigation**
- **Investment costs**
- **Annual Maintenance costs**
- **Distribution Fees (participant withdraw assets)**
- **Broker costs**
- **Advice/Consultant relate fees**
- **Other costs of 403 (b) plan**
- **Company Handbook Analysis**
- **Include proposed structure to recoup costs including revenue sharing and plan participant charges**

If you claim that there is no charge to the College for administration of the program, please explain the source of your compensation below:

Management Software your company currently utilizes _____

Is the software compatible to SCT Banner 8.0 Yes _____ No _____

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**WAYNE COUNTY COMMUNITY
COLLEGE DISTRICT
403 (b) Third Party Administrative Services
RFP 001041**

PROPOSAL PAGE

1. Company Name _____

2. Company Address _____

3. City _____ State _____ Zip Code _____

4. Authorized Company Signature _____

Printed name _____

Title _____

5. Phone number _____

6. Fax No. _____