



ALASKA RAILROAD CORPORATION
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December 18, 2024

Addendum Number 1

RFP 24-76-212713 Pension Record Keeping Services

This Addendum is being issued to provide information as follows.

1. Proposal Due Date is changed to 3:00 pm, Alaska Time, December 26, 2024.
2. Proposals shall be submitted to the following Dropbox link:
<https://www.dropbox.com/request/YKL00UN8iJyUIMWOkTV>
3. Remove and replace Section I Cost Schedule with the revised Cost Schedule attached. (Cost Proposals must use this revised Cost Schedule.)

Questions and answers:

4. Q: Please confirm which of the following services you're looking for us to bid on:
 - o Administrative – **yes; as in full-service record keeping services**
 - o Retiree Payments – **yes; distribute all applications for payment, review for completeness, set up for payment in Trustee's system, track & reconcile payments, responsible for stop-payments, 1099s, etc.**
 - o Actuarial - **since the record keeper produces the Valuation file, they need to be knowledgeable of the data used in actuarial analysis and occasionally answer actuarial inquiries.**
 - o Trust & Custody of all assets - **No**
 - o Trust & Custody of only enough for benefit payments – **works with Trustee regarding access to Pension Trust statements to reconcile monthly benefit payments. Notifies Retirement staff of expected/pending high balance withdrawals; and Retirement staff works with Trustee & Investment Consultant to determine trades to liquidate to ensure cash is available for scheduled distributions.**
 - o Risk Management Services – **not in a "risk management sense. The record keeper calculates all disability benefits which is accomplished at the time of a newly awarded disability benefit and then these benefits are recalculated annually.**
5. Q: If we are to provide Trust & Custody of all assets can you provide the current investment line up, including details on the specific holding and reporting structure needed?
A: Not applicable.
6. Is Stoel Rives LLP your current legal counsel?
A: Yes.

7. Q: Who is expected to draft and/or maintain the Plan Documents?
A: ARRC
8. Q: Can you provide the most recent Valuation Reports, auditor reports and CBAs?
A: ARRC will not be providing these reports and documents during the solicitation process. ARRC can make this information available to the successful offeror after award.
9. Q: Does client need to refer to any non-electronic sources? If so, for what purpose? Occasionally for research? For every participant? Needed to complete the calculation?
A: Yes, Qualified Domestic Relations Order, Disability application, death benefit determination/calculations, etc.
10. Q: Does client expect we'd need these sources to support ongoing administration?
A: Yes.
11. Q: Regarding the evaluation and scoring of proposals, does each evaluator provide a single rating of "5" for only one provider per criteria, then "4", "3", etc., for the deficient providers, or can they rate multiple providers a rating of "5" for the same criteria? For example, could one evaluator rate two providers as a 5 for "Qualification of the Firm" (10 weighting/50 points)?
A: No, there will be only one "5" given per criteria; however, depending on how many proposals are received, scores of "4", "3", "2", and "1" may be duplicated.
12. Q: Regarding the note in section 3 referring to full service versus co-sourcing, could you clarify your definition of co-sourcing? We believe this to mean all services within the "Scope" are to be performed by the bidding entity or its wholly owned subsidiary but would appreciate further guidance specific to this requirement.
A: We are not looking for "co-sourcing," only full service.
13. Q: Are the current annual volumes of transactions similar to the 2014 volumes listed in Attachment 1 – Service Administration Manual, or different (if different, please provide)?
Historical participant transaction volume under the prior administrator in 2014:
• 361 calls/30 calls per month average **Atessa is not tracking monthly calls. The amount is nominal for a call center.**
• 113 calcs / 10 per month average
 o 38 manual calculations **We can only guesstimate the number of manual calculations each month as it depends on divorces/QDROs, deaths, disability, retirements and lump sum distribution requests. We average 12 retirements a year; 90 lump sums this year; 5 QDRO estimates/calculations. 5 disability calculations, again deaths vary but are usually minimal.**
 o Automated calculations
 § 75 phone requests
 § 110 automated, run online
14. Q: Will Principal continue to operate as the Plan Trustee and take pension payment instructions from the ARRC record keeper, withhold taxes and issue 1099Rs? Item #20 if scope sounds like the Record Keeper will be issuing the checks, deducting taxes, and issuing 1099Rs, and not Principal. Please clarify & confirm.
A: The Record Keeper sets up the checks to be issued in Principal's system, along with the retiree's requested withholdings, and direct deposit information.

The Trustee, Principal, mails out the 1099s. Requests for duplicate copies are handled by/through the Record Keeper.

15. Q: Is ARRC still using the JDE E1 v9.2 for Payroll/HRIS to generate the bi-weekly file?

A: Y=Version below from JDE:

- EnterpriseOne Tools Release 9.2.6.1
- Environment: JPD920

16. Q: The RFP states this:

The original copy of your proposal will need to be mailed to the address provided below by the proposal due date. The Dropbox submittal date/time will be used for the official receipt. Your proposal package (qualifications and proposals) must be complete.

As with the 2020 RFP for Pension Record Keeping Services, will ARRC accept the original paper copy of the proposal as long as it is postmarked on or before 12/20/2024?

A: Firms may submit their proposal via hardcopy (and not use Dropbox); however, it will need to be received prior to the due date and time. Dropbox submittals are preferred.

17. Q: Can you please clarify what “annual Billing Conversion” refers to?

Annual Fixed Fee to Maintain Accounts:	\$ _____
Annual Billing Conversion:	\$ _____
Termination Cost(s)	\$ _____
Cost of Conversion:	\$ _____
Total Proposed Price:	\$ _____

A: Please see item #3 above. The Cost Schedule has been revised.

All other terms and conditions remain unchanged.

Acknowledge receipt of this and all addenda in your firm’s Service Bid Form (Form 395-0129).

Sincerely,



Michele Hope
Senior Contract Administrator

**Revised Addendum #1
SECTION I**

Cost Schedule

This Cost Schedule shall be included in Offeror's response. Per Criteria #6.

The fixed fees below shall include all costs that will be charged under the proposed contract for any of the twenty-three items in 3.1 Scope, and as defined by your firm in criteria 5 as fixed fees.

Annual Fixed Fee to Maintain Accounts*: \$ _____

Conversion Cost**: \$ _____

Termination Cost(s)***: \$ _____

Total Proposed Price: \$ _____

* Annual Fixed Fee is typically invoiced monthly

** Conversion Cost, if applicable, explain how these costs will be structured.

*** Termination Cost(s), if applicable, explain the effective timeframe

For purposes of determining total proposed price, the annual fees shall be totaled in aggregate.