

REQUEST FOR PROPOSAL

#6735

DEFINED CONTRIBUTION ADMINISTRATIVE, RECORDKEEPING, EDUCATION, ENROLLMENT AND INVESTMENT MANAGEMENT SERVICES

FOR

Washtenaw County Human Resources

Issued By:

Washtenaw County Purchasing
Administration Building
220 N. Main Street
Ann Arbor, MI 48104

Angela O. Perry
Purchasing Manager
(734) 222-6768



Proposal Submitted by:

Please type Bidder's Company Name & include as proposal cover



WASHTENAW COUNTY

Finance Department

Purchasing Division

220 N. Main, Ann Arbor, MI 48104
Phone (734) 222-6760, Fax (734) 222-6764
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Request for Proposal # 6735: Defined Contribution Administrative, Recordkeeping, Education, Enrollment and Investment Management Services

INTRODUCTION

July 29, 2013

Washtenaw County Purchasing Division on behalf of Human Resources is issuing a sealed RFP #6735 for comprehensive administration, recordkeeping, education, enrollment and investment management services for a new defined contribution retirement program.

To achieve a uniform review process and obtain the maximum degree of comparability, please complete all sections in the order that they are presented in this Request for Proposal. Bidders shall include a Letter of Transmittal (limited to no more than two pages), briefly stating your organization's understanding of the services requested, the names, titles, and contacts of persons authorized to make presentations on behalf of your organization, and **acknowledgement of your firm's acceptance of all the terms and conditions as presented in the RFP**. Bidders shall include a table of contents which should, to the degree possible, correspond to the RFP. Proposals must be sealed and labeled on the outside of the package to clearly indicate they are in response to Request for Proposal - # 6735. We require one (1) unbound original and three (3) bound copies **with the pricing page clearly flagged** in the response and all accompanying materials, as well as an electronic copy on CD-ROM, or other standard device be delivered to:

**Washtenaw County
Purchasing Division – RFP # 6735
220 N. Main St. Basement
Ann Arbor, MI 48104**

All responses must be received no later than **3:00 p.m. EST on Tuesday, August 20, 2013**.

Late responses will not be considered.

Please direct purchasing and procedural questions regarding this RFP to Angela O. Perry via email to perrya@ewashtenaw.org.

Technical questions regarding this RFP must be submitted in writing to the HR RFP Coordinator, Monica L. Boote, via email (bootem@ewashtenaw.org) on or before close of business Tuesday August 6, 2013 with the words "Defined Contribution RFP # 6735" in the subject line. Depending on the type and volume of inquires; responses may or may not be provided. Applicable responses and/or amendments to the RFP will be provided on or before August 12, 2013 only to the potential responders on the Distribution List.

In order to be placed on the Distribution List, potential bidders should submit the "Acknowledgement of Receipt of Request for Proposals Form" that accompanies this document (Attachment A) by Friday August 9, 2013. Failure to return this form, or to provide complete contact information, including an e-mail address, shall mean that the potential bidder's name will not appear on the Distribution List.

Thank you for your interest.

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ATTACHMENT A – Acknowledgment of Receipt Form

ATTACHMENT B – Washtenaw County Sample Contract

SECTION I - SCOPE OF SERVICES

Washtenaw County is seeking comprehensive defined contribution plan recordkeeping, communications, administration, investment and retirement planning services for a new defined contribution plan.

The County intends to secure a contract for bundled services as it relates to custodial, administrative, recordkeeping, member education and enrollment, as well as, investment management services of the plan. The purpose of this RFP is to define the County's minimum requirements, solicit proposals, and gain adequate information from which to evaluate such services.

The Washtenaw County defined contribution plan is intended to operate as a core retirement plan, not as a supplemental savings plan and should be designed in a manner that emphasizes a long-term approach to creating a secure retirement for plan members. Recognizing that investments will be subject to participant choice, important consideration will include participant education and communication services, as well as an investment structure that addresses risk and investment expenses in a prudent manner. Investment structures that promote a disciplined, diversified, long-term strategic allocation are preferred. Primary considerations include; appropriate fund line-up, low costs, fund performance and open architecture. Target retirement date or "life cycle" funds should be provided as well as a range of low cost investment options. As a core retirement plan, in service distributions such as loans or hardship distributions should be permitted only in circumstances that justify a divergence from the core retirement purposes of the plan. You will be asked as part of this RFP to indicate your capabilities for providing such services and also to provide your considered view on whether these options should be provided as part of a core retirement program and if so, how they should be structured.

It is intended that employees who retire or otherwise terminate employment will have a full range of payout options available under 401(a) plans from which to choose.

Washtenaw County will rely on the plan administrative, recordkeeping and investment service provider to provide payouts under the plan. The services that are being sought include the following components:

- Investment Management Options and Management – must include an open platform of prudent investments with the primary focus of providing participants with resources for retirement.
- Administration – support the administration of the plans by providing full service processing of plan transactions.
- Recordkeeping – record the transactions in a timely and accurate manner.

- Communications – support investment education and communication services for participants
- Retirement Planning – provide retirement planning advise upon a member’s retirement.

SECTION II - BACKGROUND

The County through the collective bargaining process has restructured its core retirement program for general employees effective January 1, 2014. The new program will be a defined contribution plan qualified under Section 401(a) of the Internal Revenue Code (IRC). The plan will not be subject to the requirements of ERISA or those sections of the IRC not applicable to governmental plans. Washtenaw County currently has approximately 1000 benefit eligible employees. Current employees will be given a window of opportunity to transfer from the defined benefit plan to the defined contribution plan between January 1, 2014 and February 28, 2014. All general benefit eligible employees hired January 1, 2014 and after will be enrolled in the new defined contribution plan. Historical hiring rates are as follows:

- 2013 73 (YTD – July 29, 2013)
- 2012 137
- 2011 101
- 2010 34
- 2009 27
- 2008 52

Mandatory employee and matching employer contribution rates have been set for most employee groups through December 31, 2023

- 01.01.2014 – 12.31.2015 6.0%
- 01.01.2016 – 12.31.2017 7.0%
- 01.01.2018 – 12.31.2023 7.5%

Participants will always be 100% vested in their contributions; however employer contributions will be subject to the following vesting schedule:

- 0-3 years 0%
- 4-5 years 25%
- 6-7 years 50%
- 8-9 years 75%
- 10+ years 100%

Service for vesting purposes includes the entire period of an employee’s most current consecutive service, including service prior to January 1, 2014. Non-vested participants

who withdraw from the plan will forfeit the employer's contribution. The forfeited money will be remitted back to the plan sponsor on a periodic basis.

Plan provisions and contribution requirements are established and may be amended by the Washtenaw County Board of Commissioners, subject to the County's various collective bargaining agreements.

SECTION III - PROPOSAL INFORMATION

Definitions

"Bidder"	An individual or business submitting a bid to Washtenaw County
"Contractor/Vendor"	One who contracts to perform services in accordance with a contract
"County"	Washtenaw County in Michigan
"Human Resources"	Washtenaw County Human Resources

Terms:

A. Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the CONTRACTORS qualifications and capabilities to provide the specified service, and other factors that the County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded and negotiations would be undertaken with that CONTRACTOR whose proposal is deemed to best meet the County's specifications and needs.

B. The County reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the County to be in the best interests of the County even though not the lowest bid.

C. Proposals must be signed by an official authorized to bind the CONTRACTOR to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.

D. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of RFP's may be adjusted to allow for revisions. To be considered, **one (1) original and three (3) copies** (one copy unbound) and an electronic version in pdf format, submitted on CD-RW, DVD or USB drive must be at the County as indicated on or before the date specified.

E. Proposals should be prepared simply and economically providing a straight-forward, concise description of the CONTRACTOR'S ability to meet the requirements of the RFP. Proposals must be typed. No erasures are permitted. Mistakes may be crossed

out and corrected and must be initialed in ink by the person signing the proposal. *CONTRACTOR shall ensure that proposals are submitted using both sides of recycled paper whenever practicable.*

F. In the event, the County receives two or more bids from responsive, responsible bidders, one or more of whom are Washtenaw County Contractors and the bids are substantially equal in price, quality and service, the County shall award the contract to the most responsive, responsible Washtenaw County Contractor. For purposes of this section, Washtenaw County Contractor means a company which has maintained its principal office in Washtenaw County for at least six (6) months. Maintaining a Washtenaw County P.O. Box, is not, in and of itself, sufficient to establish a company as a Washtenaw County Contractor. The County shall have sole discretion under this section to determine if a company qualifies as a Washtenaw County Contractor and if two or more bids are substantially equal.

G. The initial award of this contract shall be for a period of **3 year(s)**, with an option for an additional **2 one year renewals**, pending agreement by both parties.

H. CONFLICT OF INTEREST. Contractor warrants that to the best of contractor's knowledge, there exists no actual or potential conflict between contractor and the County, and its Services under this request, and in the event of change in either contractor's private interests or Services under this request, contractor will inform the County regarding possible conflict of interest which may arise as a result of the change. Contractor also affirms that, to the best of contractor's knowledge, there exists no actual or potential conflict between a County employee and Contractor.

I. The bidder shall be responsible for all costs incurred in the development and submission of this response. Washtenaw County assumes no contractual obligation as a result of the issuance of this RFP, the preparation or submission of a response by a bidder, the evaluation of an accepted response, or the selection of finalists. All proposals, including attachments, supplementary materials, addenda, etc. shall become the property of Washtenaw County and will not be returned to the bidder.

J. Any responses, materials, correspondence, or documents provided to Washtenaw County under this solicitation are subject to the State of Michigan Freedom of Information Act and may be released to third parties in compliance with that Act.

Minimum Requirements:

Proposing firms must meet the following requirements:

- A. The firm must have at least 10 years experience administering public sector 401(a) defined contribution plans and must administer a minimum of \$5 billion dollars in assets in public sector retirement plans.
- B. On-site service representatives of the vendor site must have at least two years of experience providing on-site services for public sector retirement plans.

- C. Representatives will be absolutely forbidden to sell ancillary products (such as life insurance) to participants without the express written consent of Washtenaw County.
- D. Participant data is the sole property of Washtenaw County and may not be used in any way to market other products or be sold to other organizations without the express written consent of Washtenaw County. These provisions will be included in the contract with the vendor for the plans.
- E. A wide spectrum of investment options must be available to participants, including a stable value fund that does not restrict participant withdrawals or transfers (with the exception of transfers to “competing” fixed income funds) and the asset classes requested in the investment section of the questionnaire. Insurance company General Accounts may not be offered to the plans.
- F. There may be no termination, withdrawal or transfer charges or restrictions (including market value adjustments) throughout the term of the contract. The only exceptions are a) stable value fund restrictions against direct fund transfers into competing fixed income funds, b) charges for early withdrawal from fixed maturity or other structured investment products (such as CDs) which have a clearly defined investment period that if shortened would jeopardize the strategy and benefits to longer-term investors, and c) redemption fees for short-term trading.
- G. The vendor must accept full responsibility for processing errors it makes and they must be reported within a reasonable period of time. In the event a participant incurs a loss or a lost opportunity due to such an error, the vendor shall adjust the participant’s account to the same level as if the processing error had not occurred.
- H. The vendor must comply with all components of this RFP. Unless otherwise noted in your Letter of Transmittal, it is assumed that by submitting a response to this RFP, your response conforms to all specifications in every way. After finalist selection, the proposal of additional terms may not be considered.
- I. The Bidder must review and acknowledge within the Letter of Transmittal their ability to accept the terms and conditions to the set of general contract provisions and insurance requirements which apply to all contractors of service to Washtenaw County (Attachment B). Bidders should note specific concerns or limitations associated with any of the articles as outlined in the sample contract.

Any proposal not meeting these specifications will not be considered.

Response Format, Organization and Timelines

To achieve a uniform review process and obtain the maximum degree of comparability, please complete all sections in the order that they are presented in this Request for Proposal. Bidders shall include a Letter of Transmittal (limited to no more than two

pages), briefly stating your organization's understanding of the services requested, the names, titles, and contacts of persons authorized to make presentations on behalf of your organization, and **acknowledgement of your firm's acceptance of all the terms and conditions as presented in the RFP**. Bidders shall include a table of contents which should, to the degree possible, correspond to the RFP. Proposals must be

sealed and labeled on the outside of the package to clearly indicate they are in response to Request for Proposal - #6735. We require one (1) original and three (3) copies of the response and all accompanying materials, as well as an electronic copy on CD-ROM, or other standard device be delivered to:

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In order to be placed on the Distribution List, potential bidders should submit the "Acknowledgement of Receipt of Request for Proposals Form" that accompanies this document (Attachment A) by Friday August 9, 2013. Failure to return this form, or to provide complete contact information, including an e-mail address, shall mean that the potential bidder's name will not appear on the Distribution List.

The following dates are set forth for informational and planning purposes and may be changed at the discretion of Human Resources.

RFP Issued	<u>2013</u>
Deadline to submit written questions	July 29
Deadline to be placed on the Distribution List	August 6
Response to written questions / RFP amendments	August 9
Deadline to submit proposal	August 12
Oral presentations by finalists (if applicable)	August 20
	September 5

Award

An award will be made to the lowest responsive, responsible bidder, with the most relevant experience and best qualifications. The award may not be

solely based on the lowest bid / fee structure.

SECTION IV - QUESTIONNAIRE

Your company's proposal, including your responses to the following questions, will be incorporated as part of the contract between your company and the County of Washtenaw.

Business Organization

1. State the full name and address of your organization and, if applicable, the branch office or other subordinate elements that will perform or assist in performing the work. Indicate whether you operate as an individual, partnership or corporation. Provide a general description of the firm, including size, number of employees, primary business (consulting, pension planning, insurance, etc), other business or services, and other descriptive material. Describe how your firm will meet the RFP minimum requirements.
2. Describe your experience in serving public sector retirement plans. What portion of your company's total business is devoted to public sector retirement plans in terms of assets under management, number of plans, and number of participants? How many public sector defined contribution and deferred compensation plans do you currently administer? What are the assets and number of participants in these public sector retirement plans? What is the average plan size?
3. Provide an organization chart for the team that will serve our plan. Provide brief biographies of each individual who will serve our plan. Include licenses and applicable certifications held by these individuals.
4. Is the package of services being quoted provided under a joint venture arrangement? If so, describe the arrangement, its terms and conditions, and whether your company and the other companies have been involved in similar joint ventures in the past.
5. Indicate whether any services will be subcontracted to another company and fully describe these services and the stability, background, and qualifications of all companies that may provide subcontracted services, including audited financial statements for the last two years.

6. Please provide your most recent audited financial statement. If the proposing firm is an insurance company please provide your credit ratings from such agencies as Standard & Poor, Moody's, Duff & Phelps and A.M. Best Company if available.
7. What are the local, state and federal agencies that monitor oversee and audit your operations, financial transactions and licensing?
8. In the last 5 years, has your company:
 - a. Been involved in litigation or is there any pending litigation arising out of your performance or participation in a defined contribution plan?
 - b. Been cited or threatened with citation by any federal or state regulators for violations of any state or federal law or impending regulations?
 - c. Had a contract terminated by a client for cause?
 - d. Been denied a license or have had a license revoked or suspended to do business with a client? If so, please describe.
9. Please provide three references of current clients similar to the County of Washtenaw in size and services requested. Fully describe your scope of services and include the following:
 - a. County
 - b. Name of Contact
 - c. Telephone #
 - d. Length of Relationship
10. Please provide three references of clients who have terminated their full-service relationship with you within the last three years, indicating the reason for termination.
11. How does your firm measure and evaluate County satisfaction? How does your firm intend to report the results of such measurements to the County?
12. What distinguishes your County service program for define contribution plan administration from that of other companies?
13. Describe your staff recruitment programs. What was the level of turnover for staff dedicated to public sector retirement plans in the last calendar year?
14. Describe training provided for your (a) customer service staff, (b) investment staff, and (c) other staff.
15. Describe insurance coverage you carry for services you deliver to public sector retirement plans.

Relationship Management

1. Describe your approach to servicing and managing the relationship with Washtenaw County, and your process for monitoring satisfaction for the services your company will provide.
2. How often will your team meet with Washtenaw County?
3. Can you provide a prototype document or other appropriate plan document to assist Washtenaw County in the establishment of an IRS qualified 401(a) defined contribution plan that is also a governmental plan?
4. Describe any conflicts of interest your company may have in providing defined contribution plan services to Washtenaw County.

Participant Services

1. Describe the general employment lifecycle services your firm would provide to member of the plan. Include information regarding frequency and average duration of on-site group meetings/education opportunities. What specific subjects are covered in your program? Will participants have the opportunity to receive individual consultations? If so, please describe the software your representatives will use to work with participants during consultations
2. Briefly describe how you assist participants that leave the organization prior to retirement.
3. Briefly describe how you assist participants nearing retirement, and those that are eligible for retirement.
4. How is your approach to educating public sector employees different from your service for private sector plans? Is the representative proposed for our plan solely dedicated to serving public sector employees, or does this individual also serve private sector plans?
5. Are your representatives salaried employees? On average, what percent of their total compensation is salary and what percent is bonus/commission? Is their compensation affected in any way by participant investment or disbursement decisions? Do your representatives receive any additional compensation for the sale of annuities or life insurance to participants?
6. What financial planning services are available through a Certified Financial Planner or other similarly trained personnel? How are these individuals compensated?

7. Provide samples of all 401(a) employee enrollment and communications materials.
8. Internet. Address the following with regard to your web-based services:
 - a. Describe the educational features offered to members on your web site. Does it offer functionality for determining a) how much to save each year toward retirement, and b) asset allocations? Does it have the flexibility to make these determinations based on overall household assets?
 - b. Describe investment advice available to participants. What firm provides this service?
 - c. Describe the transactions that can be implemented by employees on-line.
 - d. Provide the URL for your web site and a test account for us to view all participant functions. The test account should be made available to us through the date in which our final selection decision is scheduled.
 - e. In the past calendar year, how many hours was your web site down? How much of this down time was planned?
 - f. What percent of retirement plan participants have established PINs for your web site?
9. Call Center. Describe your call center:
 - a. What transactions and information are accessible through call center representatives and through your voice response system? Is it a dedicated line to public sector retirement plan service personnel, or do they cover all other aspects of your business?
 - b. Describe the licenses held, special training received and other qualifications of call center personnel. Are your call center representatives dedicated solely to serving public sector employees?
 - c. Describe how participants transfer from the voice response system to the call center. When are they notified they can transfer to a representative?
 - d. What hours are call center representatives available?
 - e. Complete the following chart for the primary call center for our plan for each quarter of last year:

	Q1	Q2	Q3	Q4
Call abandon rate				
Average length of call				
Average response time				
Unscheduled down time				

- f. Describe how you ensure and measure the quality of your call center.
 - g. How do you manage peak volume when you have large number of calls?
 - h. Describe the ability, if any, to track the types of customer inquiries and develop new materials/training/routines for resolving inquiries (e.g., if tax code changes cause new inquiries).
10. Statements. Address the following with regard to participant statements:
- a. Do you provide aggregate account information for participants if you administer multiple plans?
 - b. Does your statement provide a) asset allocation graphics and b) a personal rate of return? Provide a sample quarterly statement.
 - c. Can a customized message be printed on statements for participants in our plan? If so, how long can the statement message be?
 - d. How many days after quarter-end are statements mailed? What percent of statements mailed over the past four quarters met this target?
 - e. Are your statements made available on-line? What is the turnaround time? Do participants have the option to discontinue paper statements and receive copies only on-line?
11. Performance. Address the following questions related to the impact of your participant services.
- a. Describe surveys you conduct to measure participant satisfaction.
 - b. How do you measure the success of your educational programs?
 - c. How has your educational program affected participant decisions? In the aggregate, how are assets allocated between the equity, fixed income/stable value and balanced/lifestyle/lifecycle funds you administer? What percent of

participants making withdrawals opt for periodic payments, lump sum payments and annuities?

Plan Sponsor Services

1. Describe how you interact with plan sponsors on a daily basis and how you minimize the plan sponsor’s workload through automation.
2. Describe the services you offer to help maintain compliance with current and proposed regulations as they relate to public sector retirement plans.
3. What information do you provide plan sponsors to assist with their investment and plan due diligence? Provide a sample employer statement and plan review we would receive. What access do you provide for ad-hoc reports?
4. Who will serve as our contact for daily questions and issues related to the administration of our plan?
5. Describe on-line services available to plan sponsors. Provide the URL for your web site and a test account for us to view all plan sponsor functions. The test account should be made available to us through the date on which our final selection decision is scheduled.

Investment Management

1. Briefly describe your overall investment philosophy. What are your criteria for selecting and retaining an investment management firms? .
2. Propose one mutual fund for each of the categories in the chart below. Offer one option only for each category and provide the data requested for both the fund and its market benchmark as of the last quarter-end. If the fund has a custom or blended benchmark, provide data for each benchmark and indicate the benchmark allocations (which should add to 100%).

Fund Name/Benchmark	1 Year Return	3 Year Return	5 Year Return	10 Year Return	3 Year St Dev	Beta	Mgr. Tenure	Mstar. Rating
Intermediate-Term Bond								
Fund:								
Index Benchmark:						N/A	N/A	N/A
Morningstar Average:						N/A	N/A	N/A

Treasury Inflation Protected Bond								
Fund:								
Index Benchmark:						N/A	N/A	N/A
Morningstar Average:	Category					N/A	N/A	N/A
High-Yield Bond								
Fund:								
Index Benchmark:						N/A	N/A	N/A
Morningstar Average:	Category					N/A	N/A	N/A

Fund Name/Benchmark	1 Year Return	3 Year Return	5 Year Return	10 Year Return	3 Year St Dev	3 Year Beta	Mgr. Tenure	Mstar. Rating
Large Cap Growth								
Fund:								
Index Benchmark:						N/A	N/A	N/A
Morningstar Average:	Category					N/A	N/A	N/A
Large Cap Blend								
Fund:								
Index Benchmark:						N/A	N/A	N/A
Morningstar Average:	Category					N/A	N/A	N/A
Large Cap Value								
Fund:								
Index Benchmark:						N/A	N/A	N/A
Morningstar Average:	Category					N/A	N/A	N/A
Mid-Cap Growth								
Fund:								
Index Benchmark:						N/A	N/A	N/A
Morningstar Average:	Category					N/A	N/A	N/A
Mid Cap Blend								
Fund:								
Index Benchmark:						N/A	N/A	N/A
Morningstar Average:	Category					N/A	N/A	N/A

Mid Cap Value									
Fund:									
Index Benchmark:					N/A	N/A	N/A	N/A	
Morningstar Average:	Category				N/A	N/A	N/A	N/A	
Small Cap Growth									
Fund:									
Index Benchmark:					N/A	N/A	N/A	N/A	
Morningstar Average:	Category				N/A	N/A	N/A	N/A	
Small Cap Blend									
Fund:									
Index Benchmark:					N/A	N/A	N/A	N/A	
Morningstar Average:	Category				N/A	N/A	N/A	N/A	
Fund Name/Benchmark									
		1 Year Return	3 Year Return	5 Year Return	10 Year Return	3 Year St Dev	3 Year Beta	Mgr. Tenure	Mstar. Rating
Small Cap Value									
Fund:									
Index Benchmark:					N/A	N/A	N/A	N/A	
Morningstar Average:	Category				N/A	N/A	N/A	N/A	
Foreign (1)									
Fund:									
Index Benchmark:					N/A	N/A	N/A	N/A	
Morningstar Average:	Category				N/A	N/A	N/A	N/A	
Foreign (2)									
Fund:									
Index Benchmark:					N/A	N/A	N/A	N/A	
Morningstar Average:	Category				N/A	N/A	N/A	N/A	
Foreign Large Value									
Fund:									
Index Benchmark:					N/A	N/A	N/A	N/A	
Morningstar Average:	Category				N/A	N/A	N/A	N/A	
Real Estate									
Fund:									
Index Benchmark:					N/A	N/A	N/A	N/A	
Morningstar Average:	Category				N/A	N/A	N/A	N/A	

Attach copies of Morningstar summary sheets for each fund proposed.

For the bond fund, provide the average maturity, average duration and average credit quality as of the end of the last quarter.

3. Describe the flexibility you will provide for the plan sponsor to select investments for use by our plan. If you are providing the plan sponsor open access to your alliance with mutual fund families to customize the fund line-up, provide a list of the fund families available.
4. Describe the risk-based and/or time-based funds that you propose and their competitive attributes. Provide the following data for each of the funds:

Fund Name	- Returns Since Last Quarter-End -				- Asset Allocation -	
	1 Year	3 Year	5 Year	10 Year	Equitie s	Fixed

5. For your stable-value or equivalent investment option(s):
 - a. Provide the rate being paid in the current month. Provide a five-year history of credited rates by quarter. If a single portfolio rate is not used, provide new and old money rates by quarter for the period. Define how assets are distributed between the new and old money rates.
 - b. Describe how interest is credited and whether this method can change during the term of the contract.
 - c. Provide the market-book ratio as of the end of the last quarter. Are plan-level or participant-level transfers or withdrawals limited in any way? Confirm that there are no charges of any kind (including market value adjustments) for plan-level or participant-level transfers or withdrawals from the fund.
 - d. Provide the average quality and duration to maturity of fund investments. If the fund contains a wrapped bond portfolio, specify the fund's average quality including and not including the wrap contract quality. Provide the maximum

positive and negative variance between the wrapped portfolio's book and market values over the past five years.

- e. How is the fund diversified by type of investment and contract issuer?
 - f. How do you monitor and manage the portfolio's credit risk?
6. Describe how you support the plan sponsor's due diligence process. How do you report on mutual funds in the plan to the plan sponsor? How do you assist selection, monitoring, and, if necessary, replacement of funds?
 7. How does your firm monitor underlying funds for potential performance issues? How would your firm/team communicate with Washtenaw County on underlying funds that need replacement due to performance or other issues?
 8. Please describe how you designed the asset allocation for any target retirement date or "life cycle" fund investment options you have proposed. Please describe in detail the modeling technique used. Please describe how you derived your input estimates for the model.
 9. Please indicate how your approach to asset allocation has changed in response to 2008-2010 market volatility.
 10. Please describe how and when you will rebalance assets in target retirement date or "life cycle" funds.
 11. Please describe the process by which you evaluate new asset classes for inclusion in target retirement date or "life cycle" funds.
 12. Describe your due diligence process for investment managers, both on a portfolio management and operational risk basis.
 13. Indicate the delivery vehicles available to the participants to obtain investment guidance/advice, and any additional costs associated (ie. phone, web, one-on-one, etc)
 14. Recommend limitations on the annual number of permissible investment changes by participants that would be consistent with the plan's purpose to promote long-term strategic investment allocations.
 15. Describe your policy on fee disclosures to Washtenaw County and participants. Provide detail on revenue sharing information for the suggested fund line-up.
 16. Will you provide reports of actual revenue received for plan administration services? Please describe the frequently? If not, please provide an explanation.

17. Is same day settlement provided for each fund?
18. Are there any surrender or withdrawal charges or restrictions associated with the proposed investment funds?
19. Describe any other restrictions, 12-b1 fees, front end loads, etc?
20. Describe your process to assist Washtenaw County with performance monitoring of the investments offered, including the frequency of reporting, description of information provided, process to change funds if warranted, and level of input available to Washtenaw County.

Investment Fees and Expenses

1. Complete the following table to provide all asset-based fees and current expenses as of the latest quarter-end) that you and the funds you propose will assess.

Asset Category	Fund Name	Gross Expense	Net Expense	All Other Asset Fees*	Total Fees & Expenses**	Total Revenue to Vendor
Stable Value						
Intermed Term Bond						
Treas Infl Prot Bond						
High-Yield Bond						
Large Cap Growth						
Large Cap Blend						
Large Cap Value						
Mid Cap Growth						
Mid Cap Blend						
Mid Cap Value						
Small Cap Growth						
Small Cap Blend						
Small Cap Value						
Foreign (1)						
Foreign (2)						
Real Estate						
Risk/Time Based						
Risk/Time Based						
Risk/Time Based						
Risk/Time Based						
Risk/Time Based						
Risk/Time Based						
Risk/Time Based						
Risk/Time Based						

* Administration fees, risk & mortality expense fees, etc. Do not include asset based fees for advice or managed accounts in this table.

**Total fees and expenses is the net expense ratio plus all other asset-based fees and expenses.

2. If expenses and/or revenue are not disclosed, explain why.
3. Describe any per participant fees you will charge.
4. Describe all ancillary service fees and any other fees/expenses you will charge.

Plan Administration

1. How quickly are contributions invested in participant accounts? Do you require a minimum contribution for employees? How do you receive contribution data and money? What assistance will you provide us in accommodating this format? How do you monitor and enforce contribution limits?
2. Describe how fund transfers are executed. What is your deadline for receiving instructions to implement fund transfers at the close of business?
3. Describe in detail the annuity and non-annuity disbursement options available to plan participants. What flexibility do you give participants in specifying the sequence in which investment options will be depleted? Are participants not making contributions treated differently in any way?
4. How long does it take to mail a check to the participant once a withdrawal is authorized? How long does it take to mail a check to another vendor once a participant provides an instruction to make the transfer? What authorization do you require to make such a payment? Identify all participant-level or plan-level transfer or withdrawal restrictions.
5. Describe your company's processes relating to providing federal, state and local tax reporting. How do you report disbursements to the IRS and state tax authorities? Describe the tax statements you provide to participants on plan disbursements.
6. Describe how you handle minimum required distributions.
7. Indicate your firm's capabilities for providing loans or hardship distribution and philosophy on whether these options should be provided as part of a core retirement program and if so, how they should be structured.
8. Describe how you evaluate and process QDROs and hardship/emergency withdrawal requests.

9. Describe your loan service and how participants and the plan sponsor would implement a loan.
10. What confirmations do you mail to participants? What confirmations are made available to participants on-line? How quickly are confirmations sent to participants?
11. Describe how you adhere to the policies of investment funds administered with regard to market timing.
12. Describe the quality control procedures you have in place. What types of reconciliation and editing do you perform? How do you resolve data discrepancies with respect to transaction processing?
13. Describe your process for resolving issues that occur. What are your standards for the timing of resolving issues and how do you meet that target? What are your escalation procedures for issues that are not resolved within a standard period of time?
14. Describe the procedures manual that you provide to plan sponsors. Is it available on-line?
15. Provide samples of forms used for withdrawals, contributions, and plan-to-plan transfers.
16. Describe your back-ups and disaster recovery plan. How often is the plan tested?
17. Describe procedures and safeguards used to provide systems security. Discuss your Internet and call center security. Describe how confidentiality of data is ensured.
18. What is the capacity utilization rate of your record keeping system's hardware and voice response unit? How do you ensure adequate capacity as demands on your system grow?
19. Do you record keep assets at NAV or on a unitized basis? How do you record keep assets in the stable value fund?
20. Describe internal and external audits of your record keeping system and administrative functions. Do you receive a SAS-70? If so, provide a copy.
21. Confirm that you will provide total access to plan data during business hours to our auditor as required.

22. In the event of an error in your control, how do you make participants and the plan whole?
23. Describe performance guarantees you will make for the plan, with specific penalties for non-compliance.

Recordkeeping

Your company will be required to maintain all participant level records and make them available to County personnel as requested.

1. Please provide a sample plan document.
2. Please describe your recordkeeping system.
 - a. What recordkeeping system do you currently use?
 - b. Was the system initially purchased from an outside vendor? If so, please provide the vendor' name.
 - c. If purchased, how has your company modified the system?
 - d. If leased, who has responsibility for system maintenance and enhancements?
 - e. How many plans now use this system?
 - f. How many full service clients use the system?
 - g. How long has the system been used?
 - h. When was the last update to the system and what were the key enhancements made to the system?
 - i. How much has been spent on recordkeeping system enhancements/technology in the past two years? Please provide in \$ and as a % of revenue.
3. Describe the maximum system limits for:
 - a. Investment funds
 - b. Contribution sources
 - c. Vesting schedules
4. Describe your company's system back up, security, and disaster recovery procedures. Are files archived and stored at an off-site location? If so, what is the

location? Have procedures been tested? When did you last perform a full-scale disaster recovery test?

5. How do you monitor the system and plan for future expansion?
6. Are you going through any system conversions or major changes now or in the next three years? If so, please describe and give the schedule. What effect will this have on the County's employees?
7. Which accounting methods does your system support – unit or share? Which is preferred?
8. Describe the integration among your voice response, Internet and recordkeeping systems. How do you assure that requests made via one access method will not be duplicated through another method if requests are batch processed?
9. Can you calculate employer contributions? (please include any costs)
10. Describe the reports that are furnished to the plan sponsor and participants. To what extent can these reports be customized? Please provide sample reports.
11. Describe the plan sponsor on-line access to reports. To what extent can the on-line reporting be customized? Provide sample on-line report screen prints and access to your demo site.
12. What controls are in place to ensure that the Plans are administered according to the plan provisions?
13. From what location would this account be serviced?
14. Provide the name, location, and brief biography for each key staff member who would be assigned to the County of Washtenaw account in the chart below.
 - a. Name
 - b. Number of Clients responsible for
 - c. Tenure with your company
 - d. Role on the account
 - e. Educational and professional background
 - f. Number of Clients
 - g. Number of participants
15. Please give a description of your required licensing and continuing education program, including:
 - a. number of hours of training
 - b. training methodology (classroom, on-line, outside classes, etc.)
 - c. qualifications of instructors

- d. performance requirements for satisfaction of training program
- 16. Discuss how the team will interface with representatives at the County.
- 17. When will participant statements be mailed following each period end date? Provide a sample statement and indicate whether you would customize statements for the County. Provide your company's statement accuracy percentage, i.e., the percentage of statements that are mailed after the normal mail date because of an unresolved discrepancy or other problem.
- 18. Please provide a sample Service Agreement for a County similar in size and make up to the County.

Implementation

1. Describe your company's anticipated work-plan of activities, responsibilities, and time frames for implementation. Assuming that a service provider is selected by October 2, 2013 and the plan commencement date is January 1, 2014.
2. Based on your organization experience with similar implementations, what type of involvement should Washtenaw County have in the implementation and what resources will Washtenaw County be required to provide?
3. For the implementation team assigned to Washtenaw County, please provide an organizational chart of team members, years, and type of experience of each member, and biographies. How would the implementation team and the ongoing relationship team interact?
4. What primary issues would your company raise as potential delays or problems to implementation? What recommendations would be made to forestall or resolve potential problems?
5. Please provide a detailed budget for the initial implementation of the program.

SECTION V – FEES

Please outline your company's comprehensive fee proposal, and any assumptions on which the fee is based, for Washtenaw County. How will your firm be compensated (fixed dollar, basis points per account, one all-in fee, or different fees for different services).

Service	\$ Per Account	Basis Points (%)	Other
Program Administration			
Customer Service and Recordkeeping			
Investment Management			
Other			

Explain how the fee will change as the assets grow; provide breakpoints if possible.

What revenue does your company expect to receive from the recommended fund line-ups?

Itemize any costs that would be applicable to the plan under your organization's proposal.

- Implementation:
 - Recordkeeping setup
 - Other
- Plan Administration
 - Automatic enrollment
 - QDRO administration
 - QDRO qualification
 - Determination of hardship eligibility
 - Distributions and benefit payments
 - Other
- Loan Fees
 - Loan initiation
 - Loan maintenance
 - Other
- Investment Guidance / Advice and Managed Accounts
 - Investment guidance / advice fees
 - Managed accounts
 - Other
- Other
 - Self-directed mutual fund window fees
 - Identify any and all other itemized fees your company will assess:
 - Other

SECTION VI – OTHER

- A. Inviting a proposal does not assume a “pre-qualification” of any proposer.
- B. Washtenaw County will not be liable for any costs incurred in preparation of proposals.

- C. By submitting a proposal, the proposer certifies that he/she has fully read and understands the "Request for Proposal" and has full knowledge of the scope, nature, quantity, and quality of work to be performed. Unless specified to the contrary, submitting a proposal will be interpreted as agreement to all provisions in and requirements of the RFP.
- D. The proposer shall furnish such additional information as Washtenaw County may reasonably require. Washtenaw County reserves the right to investigate the qualifications of all proposers as it deems appropriate.
- E. Washtenaw County reserves the right to conduct pre-contract negotiations with any or all proposers.
- F. Washtenaw County reserves the right to reject any or all proposals, the right in its sole discretion to accept the proposal which it considers most favorable to the County's interest, and the right to waive minor irregularities in the procedures.
- G. All proposals submitted shall be binding for ninety (90) calendar days following the above due date for receipt of proposals to allow for evaluation and award of contract.
- H. All information required by the Request for Proposal shall be supplied to constitute an acceptable proposal. Failure to submit a complete proposal may result in the disqualification of your proposal.
- I. This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when Human Resources determines such action to be in the best interest of the County.
- J. This RFP and any agreement with Bidders that may result shall be governed by the laws of the State of Michigan.
- K. A large part of the communication regarding this process will be conducted by electronic mail (e-mail). Responders must have a valid e-mail address to receive this correspondence.

RFP 6735 ATTACHMENT A:

ACKNOWLEDGEMENT OF RECEIPT FORM

In acknowledgement of receipt of the Request for Proposal – Defined Contribution Administrative, Recordkeeping, Education, Enrollment and Investment Management Services, the undersigned agrees that he/she has received a complete copy, beginning with the title page and table of contents, and ending with Attachment B.

The acknowledgment of receipt should be signed and returned to the RFP Coordinator no later than **5:00 p.m. EST Friday, August 9, 2013** in order to be added to the Distribution List. Only potential Responders who elect to return this form completed with the indicated intention of submitting a proposal will receive copies of all Bidder written questions and Washtenaw County written responses to those questions as well as RFP amendments, if any are issued.

- This Potential Responder does not intend to respond to this Request for Proposal.*
- This Potential Responder intends to respond to this Request for Proposal, and the authorized signature below indicates our acceptance of all the terms and conditions as presented in the Defined Contribution Administrative, Recordkeeping, Education, Enrollment and Investment Management Services – RFP.*

POTENTIAL RESPONDER: _____

REPRESENTED BY: _____

TITLE: _____ PHONE NO.: _____

E-MAIL: _____ FAX NO.: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SIGNATURE: _____ DATE: _____

Acknowledgement Form should be directed to:

*Washtenaw County Human Resources
Monica L. Boote, HR RFP Coordinator
220 N Main Street, PO Box 8645
Ann Arbor, MI 48107*

*E-Mail: bootem@ewashtenaw.org
Facsimile: 734.222.6775*

RFP 6735 - ATTACHMENT B

SERVICE CONTRACT
(**NAME OF CONTRACTOR**)

CR _____

AGREEMENT is made this _____ day of _____, 2013, by the COUNTY OF WASHTENAW, a municipal corporation, with offices located in the County Administration Building, 220 North Main Street, Ann Arbor, Michigan 48107 ("County") and (**NAME OF CONTRACTOR**) located at (**CONTRACTOR'S ADDRESS**) ("Contractor").

In consideration of the promises below, the parties mutually agree as follows:

ARTICLE I - SCOPE OF SERVICES

The Contractor will (**SPELL OUT SCOPE OF SERVICE**)

ARTICLE II - COMPENSATION

Upon completion of the above services and submission of invoices the County will pay the Contractor an annual amount not to exceed (**SPELL OUT DOLLAR AMOUNT**).

ARTICLE III - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to (**DEPARTMENT HEAD TITLE**) and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 4 - The County may review and inspect the Contractor's activities during the term of this contract.

Section 5 - When applicable, the Contractor will submit a final, written report to the County Administrator.

Section 6 - After reasonable notice to the Contractor, the County may review any of the Contractor's internal records, reports, or insurance policies.

ARTICLE IV - TERM

This contract is for a three (3) year term (**change as necessary**) which begins on (**MONTH, DAY, YEAR**) and ends on (**MONTH, DAY, YEAR**) with an option to extend for two (2) additional one (1) year periods.

ARTICLE V - PERSONNEL

Section 1 - The contractor will provide the required services and will not subcontract or assign the services without the County's written approval.

Section 2 - The Contractor will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that the Contractor is neither an employee nor an agent of the County for any purpose.

Section 4 - The parties agree that all work done under this contract shall be completed in the United States and that none of the work will be partially or fully completed by either an offshore subcontractor or offshore business interest either owned or affiliated with the contractor. For purposes of this contract, the term, "offshore" refers to any area outside the contiguous United States, Alaska or Hawaii.

ARTICLE VI - INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

ARTICLE VII - INSURANCE REQUIREMENTS

The Contractor will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and non-owned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.

Insurance companies, named insured's and policy forms may be subject to the approval of the Washtenaw County Administrator, if requested by the County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Washtenaw County. Contractor shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the County Administrator's Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the Washtenaw County c/o: **INSERT DEPARTMENT, DEPARTMENT ADDRESS & CR#** _____, P. O. Box 8645, Ann Arbor, MI, 48107, and shall provide for written notice to the Certificate holder of cancellation of coverage.

ARTICLE VIII - COMPLIANCE WITH LAWS AND REGULATIONS

The Contractor will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

ARTICLE IX - INTEREST OF CONTRACTOR AND COUNTY

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

ARTICLE X - CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

ARTICLE XI - EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

ARTICLE XII - LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service contract with the County to pay their employees under that contract, a minimum of either \$11.64 per hour with benefits or \$ 13.65 per hour without benefits. Contractor agrees to comply with this Ordinance in paying its employees. Contractor understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on or before April 30, 2014 and annually thereafter which amount shall be automatically incorporated into this contract. County agrees to give Contractor thirty (30) days written notice of such change. Contractor agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees.

ARTICLE XIII - EQUAL ACCESS

The Contractor shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

ARTICLE XIV - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

ARTICLE XV - ASSIGNS AND SUCCESSORS

This contract is binding on the County and the Contractor, their successors and assigns. Neither the County nor the Contractor will assign or transfer its interest in this contract without the written consent of the other.

ARTICLE XVI - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

ARTICLE XVII - PAYROLL TAXES

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability.

ARTICLE XVIII - PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

ARTICLE XIX- CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the County and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

ARTICLE XX - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

ARTICLE XXI - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

ARTICLE XXII – ELECTRONIC SIGNATURES

All parties to this contract agree that either electronic or handwritten signatures are acceptable to execute this agreement.

ATTESTED TO:

WASHTENAW COUNTY

By: _____
Lawrence Kestenbaum (DATE)
County Clerk/Register

By: _____
Verna J. McDaniel (DATE)
County Administrator

APPROVED AS TO CONTENT:

CONTRACTOR

By: _____
(DEPARTMENT HEAD) (DATE)

By: _____
(CONTRACTOR'S NAME) (DATE)

APPROVED AS TO FORM:

By: _____
Curtis N. Hedger (DATE)
Office of Corporation Counsel

SIGNATURE PAGE

_____ Signature	_____ Company Name
_____ Print Name	_____ Company Address
_____ Title	_____ City, County, St. Zip
_____ Telephone #	_____ Fax #
_____ Federal Tax ID #	_____ Email Address for Purchase Orders

The above individual is authorized to sign on behalf of company submitting proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.

Signature page must be signed and returned as part of vendor proposal.

By checking this box we hereby certify that we are a Washtenaw County company. If proven otherwise, company may be subject to Disbarment and/or Suspension of doing business with Washtenaw County.