



November 6, 2014

RFP Number: 1143.5
Pre-bid Conference: November 24, 2014
Due Date: December 5, 2014
Open Time: 2:00 p.m.

To: Prospective Offerors:

Montgomery County Public Schools (MCPS) is seeking proposals from recordkeeping/ common remitter and administrative providers to provide services for its voluntary §403(b) & §457(b) plans.

Please note that all of the attached files, with the exception of Appendix A, are in PDF format. Once you inform MCPS Procurement Unit of your intent to respond a Microsoft Word version of Appendix B and a Microsoft Excel version of Appendix C will be provided. Please submit your responses using these electronic files. In addition, due to the design of Appendices B and C, some answers are pre-filled. Please be sure to review your submissions carefully to ensure that all responses are accurate for your company.

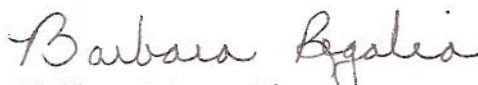
A pre-bid conference will be held on Monday November 24, 2014 from 1:00-3:00 p.m. at 45 West Gude Drive, Redwood Conference, 4th Floor Room 4C-07, Rockville, MD 20850. Questions regarding the RFP must be submitted by Wednesday, November 12, 2014.

Proposals must be received on or before 2:00 p.m. on Friday, December 5, 2014. Proposals received after this date and time will not be considered. The proposal must be signed by an official having the authority to contract with MCPS. The firm and official's name shall be used. The solicitation does not commit MCPS to pay any costs incurred in the submission of proposals or guarantee that an award will be made.

As specified in Part A, Section 16, the provider must submit an electronic copy, one (1) original, and five (5) separate copies of their entire proposal to MCPS. Hard copies of the proposals must be delivered in a sealed opaque envelope with the RFP number, opening date and opening time indicated in the lower left corner of the envelope. Proposals must be marked on cover pages of each with "ORIGINAL" and "COPIES". The electronic copy of the proposal should contain the RFP number, opening date, and opening time in the subject line. In addition, an electronic copy and one (1) paper copy of the proposal should be sent to Hewitt EnnisKnupp.

In the event of emergency closing of the MCPS Administrative offices, this RFP will open at the same time on the next working business day.

Sincerely,

for 
Kathleen C. Lazor, Director
Department of Materials Management

Enclosure