Appendix C
Montgomery County Public Schools (MCPS)
403(b) and 457(b) Defined Contribution Plans

COST PROPOSAL QUESTIONNAIRE

This section asks offerors to provide the information that comprises their cost proposal. The cost proposal must be submitted in a separate binder.

Pricing Assumptions:

The estimated contract effective date is 1/1/2016.

Fees should be guaranteed for 3 years, then renewed annually on contract anniversary date upon agreed terms by both parties.

There are no broker's fees or commissions payable.

Pricing Approach:

1. A gross, hard-dollar per-participant fee is required, including all costs associated with implementation, conversion, administration, recordkeeping, education and trustee expenses. See the Instructions tab for additional details.
2. The provided fund lineup should be used and all revenue sharing generated from investments shall be credited to the plan and/or participants as directed by MCPS.
3. Participant transaction fees (e.g., loans, distributions) should be specifically identified.

Fees and Pricing:

MCPS plans to enter into an agreement with the selected respondent effective January 1, 2016 for an initial period of 36 months. MCPS would like the respondent to guarantee contract period rates and/or fees through December 31, 2018 as outlined in Appendix C.
After initial guarantee periods, rates/fees will be renewed annually on the contract anniversary date, January 1 if agreed to by both parties. Selected respondent must agree to MCPS Procurement language that specifically addresses annual increase justification, even within the guaranteed fee or rate cap, if applicable. The contract will not begin until at least January 1, 2016 after approval by the Board of Education and will conclude as stated under the contract term. MCPS reserves the right to terminate any contract, for cause (i.e. insolvency, SEC investigation, etc.) during the contract term subject to the terms of signed contracts and agreements.

Offeror will list all proposed fees that will be collected from the plan sponsor, participants and participant assets either directly or indirectly by either the offeror or any third party. Fees, charges or costs that are not stated in these attachments will not be authorized.

Montgomery County Public Schools (MCPS)
403(b) and 457(b) Defined Contribution Plans
COST PROPOSAL

Instructions:

1) **Responses and Formatting.** Do not change the formatting of worksheets. Only provide input in cells highlighted in yellow. Return this workbook in the Excel format provided (i.e., in this exact same format with the only modification being the completion of items indicated. Versions provided in an alternative format (e.g., Word, PDF) or with alteration of the workbook format may be deemed non-responsive.

2) **Gross Pricing Dollar-Per-Participant Fee Quotes.** Provide a separate dollar-per-participant "gross pricing" arrangement for each plan, respectively, by completing the "Plan Charges" worksheet for each plan. Our definition of gross pricing is the actual cost for providing all services indicated assuming no investment-related revenue sharing amounts will be retained by the recordkeeper (i.e., what it costs to provide the actual administration/recordkeeping services, regardless of how payment is received). Fee quotes based on unique Social Security Number will not be accepted (i.e., need a separate gross price applicable to participants in each plan). Under the gross pricing arrangement, any revenue sharing (e.g., 12b-1, sub-transfer agency fees, or other reimbursements) or other recordkeeping credit/offset amounts generated from each plan's investments (e.g., proprietary fund non-investment management revenue recognition), shall be credited to the plan and/or its participants by respective plan as directed by MCPS (i.e., offeror will not retain the revenue sharing/credits). The gross pricing provided should include all charges for providing the requested services and should include conversion and recurring charges.

3) **Dedicated representatives. Initially, MCPS will rely on the selected vendor of this RFP to provide broad general education services to its plan participants in a a group environment. MCPS retains the right to issue and RFP in the future for a separate education procedure. Based on the information provided within this RFP, please indicate the number of dedicated representatives you recommend. The costs associated for such dedicated representatives should be built into the quoted gross price. For informational purposes, you are asked to provide the number of representatives and costs associated on row 55 of the Plan**

4) **Each plan must be priced separately.** One plan should NOT subsidize the cost of the other by any means.

5) **For costing purposes,** please note participant counts and available assets are estimated.

Plan Administration Charges

403(b) Defined Contribution Plan

Vendor Name:

Vendor Instructions: Please fill in the yellow shaded boxes.

			SET-UP/CONVERSION					ANNUAL/RECURRING (YEAR 1)			
RECORDKEEPING / ADMINISTRATION											
$ Per Actual Participant w/ Account Balance (Gross Price) (includes on-site representatives)	9,500	lives @		=	-		9,500	lives @	-	=	-
Loans - Takeover/Conversion		loans @	-	=	-						
- Origination								@	-	=	-
- Maintenance								@	-	=	-
Hardship/Unforeseen Emergency Withdrawals								@	-	=	-
In-service Withdrawals								@	-	=	-
Distributions								@	-	=	-
QDRO - Processing Fee (per QDRO)									-	=	
- Qualification Fee (per QDRO)									-	=	
Self-directed brokerage account fees											
Annual plan sponsor fee									-	=	
Set-up fee per participant									-	=	
Annual participant fee									-	=	
Other fees:									-	=	-
Other fees:									-	=	-
Direct expenses (travel, phone, postage, etc.)											
Annual participant statement postage (assuming 4/year)							38,000	lives @	-	=	-
Other - explain			-	=	-				-	=	-
Other - explain			-	=	-				-	=	-
Other (please explain)											
Adhoc reports (assume 1/year)									-	=	-
Other - explain									-	=	-
Other - explain									-	=	-
Total Recordkeeping/Administration Expenses					-						-
TRUSTEE											
Base Fee			-	=	-				-	=	-
Per Participant	9,500	lives @	-	=	-		9,500	lives @	-	=	-
Asset-based Charge		bp's x	640,000,000	=	-		-	bp's x	640,000,000	=	-
Other - explain			-		-				-	=	-
Total Trustee Expenses					-				-		-
COMMUNICATION											
Start-up/Conversion - base fee			-	=	-						
- materials - per head fee		lives @		=	-						
- meetings (included)		days @	No Charge	=	-						
- meetings (additional cost)		days @		=	-						
- other - explain			-		-						
Ongoing education/enrollment - base fee									-	=	-
- education materials - per head fee								lives @	-	=	-
- enrollment materials - per head fee								lives @	-	=	-
- dedicated representatives - provide the costs that are built into the quoted gross price (for informational purposes only)							-	# of Reps	-		
- other - explain									-	=	-
Advice Program - base fee			-	=	-				-	=	-
- ongoing per participant charge		lives @	-	=	-			lives @	-	=	-
- ongoing per eligible charge		lives @	-	=	-			lives @	-	=	-
- other - explain			-		-				-	=	-
Managed Account Services - Plan Set Up & Ongoing fees			-	=	-				-	=	-
- Provider											
- ongoing per participant charge (bps range)			-						-		
- other - explain			-						-		
Direct expenses (travel, phone, postage, etc.)			-	=	-				-	=	-
Other - explain			-	=	-				-	=	-
Total Communication Expenses					-						-
COMPLIANCE											
Plan Document			-	=	-				-	=	-
IRS Submission			-	=	-				-	=	-
Plan Limits Testing - 415, 402(g), etc.									-	=	-
Other - explain			-	=	-				-	=	-
Total Compliance Expenses					-						-
Total Plan Administration Charges					$ -						$ -

Plan Administration Charges

457(b) Deferred Compensation Plan

Vendor Name:

Vendor Instructions: Please fill in the yellow shaded boxes.

			SET-UP/CONVERSION					ANNUAL/RECURRING (YEAR 1)			
RECORDKEEPING / ADMINISTRATION											
$ Per Actual Participant w/ Account Balance (Gross Price)	2,300	lives @		=	-		2,300	lives @	-	=	-
(includes on-site representatives)											
Loans - Takeover/Conversion		loans @	-	=	-						
- Origination								@	-	=	-
- Maintenance								@	-	=	-
Hardship/Unforeseen Emergency Withdrawals								@	-	=	-
In-service Withdrawals								@	-	=	-
Distributions								@	-	=	-
QDRO - Processing Fee (per QDRO)									-	=	
- Qualification Fee (per QDRO)									-	=	
Self-directed brokerage account fees											
Annual plan sponsor fee									-	=	
Set-up fee per participant									-	=	
Annual participant fee									-	=	
Annual inactivity fee									-	=	
Other fees:									-	=	-
Other fees:									-	=	-
Direct expenses (travel, phone, postage, etc.)											
Annual participant statement postage (assuming 4/year)							9,200	lives @	-	=	-
Other - explain			-	=	-				-	=	-
Other - explain			-	=	-				-	=	-
Other (please explain)											
Adhoc reports (assume 1/year)									-	=	-
Other - explain									-	=	-
Other - explain									-	=	-
Total Recordkeeping/Administration Expenses					-						-
TRUSTEE											
Base Fee			-	=	-				-	=	-
Per Participant	2,300	lives @	-	=	-		2,300	lives @	-	=	-
Asset-based Charge		bp's x	160,000,000	=	-		-	bp's x	160,000,000	=	-
Other - explain			-		-				-	=	-
Total Trustee Expenses					-				-		-
COMMUNICATION											
Start-up/Conversion - base fee			-	=	-						
- materials - per head fee	2,300	lives @		=	-						
- meetings (included)		days @	No Charge	=	-						
- meetings (additional cost)		days @		=	-						
- other - explain			-		-						
Ongoing education/enrollment - base fee									-	=	-
- education materials - per head fee							-	lives @	-	=	-
- enrollment materials - per head fee							-	lives @	-	=	-
- on-site representatives - provide the costs that are built into the quoted gross price (for informational purposes only)							-	# of Reps	-		
- other - explain									-	=	-
Advice Program - base fee			-	=	-				-	=	-
- ongoing per participant charge	-	lives @	-	=	-		-	lives @	-	=	-
- ongoing per eligible charge		lives @	-	=	-		-	lives @	-	=	-
- other - explain			-		-				-	=	-
Managed Account Services - Plan Set Up & Ongoing fees			-	=	-				-	=	-
- Provider											
- ongoing per participant charge (bps range)			-						-		
- other - explain			-						-		
Direct expenses (travel, phone, postage, etc.)			-	=	-				-	=	-
Other - explain			-	=	-				-	=	-
Total Communication Expenses					-						-
COMPLIANCE											
Plan Document			-	=	-				-	=	-
IRS Submission			-	=	-				-	=	-
Plan Limits Testing - 415, 402(g), etc.									-	=	-
Other - explain			-	=	-				-	=	-
Total Compliance Expenses					-						-
Total Plan Administration Charges					$ -						$ -