

ADDENDUM NO. 2

**Kansas City Area Transportation Authority
1350 E. 17th Street
Kansas City, Missouri 64108**

**KANSAS CITY AREA TRANSPORTATION AUTHORITY
SALARIED 401(a) RETIREMENT PLAN, 457 (b) DEFERRED COMPENSATION PLAN &
457 ROTH RETIREMENT PLAN OFFERING & MANAGMENT
Request for Proposals #G19-8009-28A**

Issue Date: October 16, 2019

This Addendum is hereby made a part of the Request for Proposals and Project Documents to the same extent as if it was originally included therein and is intended to modify and/or interpret the RFP documents by additions, deletions, clarifications or corrections. The Contractor shall acknowledge in the proposal the receipt of this Addendum.

REQUEST FOR CLARIFICATIONS

1. Please provide the current balance and total participants with a balance (regardless of active vs. terminated) in each plan today.
A. 443 Participants/\$10,090,228.20 +
2. Please provide the fund line up that each provider currently offers?
A. See Attachments
3. Please provide a complete breakdown of assets by fund including ticker symbols for each provider.
A. See Attachments/Assets held in CIT and do not have ticker
4. Please provide the total contributions to the plan in 2016, 2017, & 2018 for each provider.
**A. 2016-737,658.50 /149,668
2017-548,100.00/185,398
2018-896,351.65/161,674**
5. Please provide the total distributions to the plan in 2016, 2017, & 2018 for each provider.
**A. 2016 518,101.60/259,902
2017 803,440.51/130,318
2018 729,885.60/422,800**
6. What is the number of eligible employees in both plans?
A. Over 700 employees are eligible to participate in the 457 plans.
7. Does the plan currently offer loans? If so, please provide the total number of loans outstanding as well as the total number of loans issued in 2018.
A. Loans are not offered.

8. Please indicate the current process for submitting loan payments. Is it done through a payroll file or directly with a participant bank account (ACH)?
- A. Loans are not allowed.
9. Please provide the current service days provided by your recordkeepers, how many group meetings and how many individual meetings were held in 2018? How many days per year would KCATA prefer going forward?
- A. On-site enrolment is typically held quarterly. Lunch and Learns were as needed. On-site enrollments and Lunch and Learn are held a minimum of quarterly with ongoing education options throughout the year.
10. Please provide information on the fixed funds in the plan today for each provider. What is the current crediting rate? What are the expense ratios? Are there any termination provisions or liquidity restrictions (i.e. MVA, 12 months put, etc.)?
- A. See attached
11. What is the preferred date for transfer of assets? What is the preferred date for contract start date? What is the preferred contract term?
- A. The preferred target date for transfer of assets is March 1, 2020. The preferred target date for contract start is March 1, 2020. As stated in the RFP the contract is for a five (5) year term.
12. What are the current fees for the plan today with each provider?
- A. All fees are paid by the employee investing.
13. Please provide a sample of the current contribution file feed that the plan uses today. (This is something that can be addressed if the vendor is awarded the contract.) Please provide data definitions as well as field level definitions for the file.
14. What are Voya's current assets?
- A. See attached file
15. Does KCATA participate in managed accounts? If yes, how many assets in the program? What percentage or amount of assets are in the Fixed Account?
- A. See attached file
16. The RFP (pp. 17-19) identifies the content requirements for inclusion in specific order for **Volume II**. However, under 4.3 E 5 b under Fees & Projected Deliverables, it states: Proposer's must include a comprehensive fee schedule including costs broken out by each major part of the project and by fees for the KCATA and for those of the employees as participants in the proposed plans. **This information must be submitted in Volume I and shall not be included in Volume II or Volume III.**
- Can KCATA please clarify if this information should or should not be included in Volume II in the order identified as required?
- A. All information related to fees and costs must be submitted in Volume I Cost/Price Proposal Response.

17. In order to submit competitive range of pricing. Could you provide the total assets for the
- 457 Deferred Compensation See attached file
 - 457 Roth This plan was just implemented
 - 401 (a) – KCATA does not currently provide this plan, therefore the assets are unknown. However, there will be a 4% contribution from the company based on employee contributions.
18. Please provide the total assets (in \$) for each of the Authority’s retirement plans.
- A. Salaried Pension Plans are not being transferred, therefore this information is not required. Plan will be frozen to new participants.
19. Please provide the total amount of stable value/general account assets (in \$) for each of the Authority’s retirement plans.
- A. The salaried plan will remain separate and the question does not require an answer.
20. Please provide the number of participant accounts in each Plan along with a unique participant count (by Social Security number) across all plans.
- A. Employee social security numbers are sensitive and will not be released.
21. How many annual service/education days do ICMA and VOYA provide? Would the Authority prefer more, less or the same amount of service days?
- A. Service /education days are provided based on KCATA request. However, KCATA would like to increase our participant education and outreach.
22. Please share expected contributions to the new 401(a) plan.
- A. The company will match up to 4% of the employees’ eligible contributions for employees hired after 1/1/2020
23. What is your expected implementation date for the new 401(a) plan and transition date of the 457 plan?
- A. KCATA prefers a March 1, 2020 implementation
24. Section 2.3, 2b: Please confirm the anticipated match to the new 401(a) Plan is 4% of what participants are contributing to the 457 Plan vs. a 4% match to the 401(a) based on employee salary.
- A. KCATA will match up to 4%
25. Section 4, 4.3 Volume II, Section 5 Proposal Content (page 18) - does not appear to include some of the items from Project Scope (page 7, Section 2.3). May we address these items in this section, specifically Methodology? Will this change our 30-page proposal limit?
- A. Yes, the page limit shall not exceed 50 pages.

26. In Section 2, Section 2.5 Proponent Overview and Minimum Qualifications (page 9) - Should we include response to this section with General Business Background (Section 4, 4.3 Volume II, Section 4 Proposal Content, page 18) or in Project Team Experience & Qualifications?

- A. It should be included in both. The qualifications of the firm should be included in the General Business Background as it relates to the requested information. The qualifications of the team that will work with KCATA should be included in the Project Team Experience & Qualifications.

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**Kansas City Area Transportation Authority
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**KCATA ELECTRONIC RECORDS MANAGEMENT SOFTWARE &
IMPLEMENTATION SERVICES
Request for Proposals #G19-7055-21B**

Proposers shall return this **RECEIPT OF ADDENDA** form when submitting their bid. The form shall be signed and dated by an authorized representative of the firm. Failure to submit this form may deem the Bidder non-responsive.

We hereby acknowledge that the Addenda noted below have been received and all information has been incorporated into the Invitation for Bid as required.

Addendum #1 Dated _____ Date Received _____

Addendum #2 Dated _____ Date Received _____

Addendum #3 Dated _____ Date Received _____

Addendum#4 Dated _____ Date Received _____

Company Name _____ Date _____

Address/City/State/Zip _____

Authorized Signature _____ Printed Name _____

Telephone _____ Fax _____ Email _____