

Registrars of Voters Employees' Retirement System

Request For Proposal For Third Party Administrator as Director

This request for proposal seeks an Executive Director for the Registrars of Voters Employees' Retirement System ("ROVERS")

Duties of the Director for ROVERS

The Director is to provide the following functions for the Retirement System:

1. Establish a Fund office which is available to all interested parties for regularly scheduled business hours. The Fund office will also maintain all records of the Fund.
2. Attend all quarterly meetings of the Board of Trustees and special meetings as needed.
3. Serves as Secretary to the Board of Trustees.
4. Prepare agendas and notices for all Board of Trustees meetings and records, transcribe and maintain minutes of those meetings.
5. Ensure that the administrative matters of the Board of Trustees are handled, i.e. correspondence, coordination of Fund service providers, travel reservations for seminars.
6. Direct and administer the operations of the pension system, including the preparation and implementation of the annual operating budget, the management of staff, and the oversight of all service and consultant contracts.
7. Establish and implements policies and procedures for the effective maintenance of all retirement system records and documents.
8. Establish systems and procedures to record participant service based upon years of service.
9. Establish systems and procedures to record participant salary and contribution information.
10. Preparation of all correspondence with members/retirees/beneficiaries and third parties.
11. Maintenance of all individual member/retiree/beneficiary accounts.
12. Recipient of all deposits of money received from parish governing agencies and Secretary of State for retirement contributions and receipt of all Ad Valorem taxes and State Revenue Taxes, verifying the accuracy of the payment and contributions and posting accurately to each appropriate account.
13. Be familiar with all plan documents and provisions to assist participants in applications for benefits and generally answer questions regarding the Fund.
14. Prepare, interpret and implement complex retirement rules, procedures and laws.
15. Administrator must be familiar with Louisiana laws governing public employee pensions and retirement systems
16. Effectively interact with state and local government officials in executing the responsibilities of the pension system.
17. Assist service providers in obtaining data regarding the Fund.
18. Pay or oversee the payment of benefits and expenses from the Fund.
19. Oversee the publication of annual reports on assets, liabilities, and actuarial tables, and prepares periodic reports and documents for submission to the public and/or other entities.

20. Responsibilities in this area include overseeing the reconciliation of accounts and preparation of financial statements.
21. Monitors and facilitates quality and production in support of accurate and timely service delivery to members, retirees and beneficiaries of the retirement system.
22. Prepare and file necessary government reports and other documentation required by law (e.g., W2P's, withholding election forms, 1099's) or direct professionals to do so.
23. Handle all required payments to the Internal Revenue Service online.
24. Meet and maintains all internal and external auditing standards and regulatory requirements.
25. Assist in preparation of Summary Plan Description periodically, as requested by the Board.
26. Oversee all risk management and compliance programs.
27. Compute estimate of retirement benefits.
28. Other matters which may be delegated to the Director by the Board of Trustees.
29. Monitor and supports all training and organizational development programs and ensures that the Trustees have ample opportunities to obtain their continuing education credit.
30. Oversee all infrastructure systems related to business operations and information technology.
31. Ensures appropriate systems are in place to protect and maintain the information security and physical security of ROVERS.
32. Attend the annual Registrar of Voters Association meeting and provide a presentation regarding the retirement system.

Credential requirements for Executive Director

Executive Director Candidates are required to have:

1. A baccalaureate degree from an accredited college, or comparable knowledge by its owners/employees if the applicant is an entity.
2. Six years of progressively responsible experience in the administration of an employees' retirement system.
3. In lieu of 1 and/or 2, satisfactory equivalent combination of education and experience.
4. Regardless of above, all candidates must have high school graduation or evidence of having passed an examination for a high school equivalency diploma and must possess at least two years of experience in a responsible managerial or executive capacity, or equivalent education and experience if applicant is an entity.

All submissions must contain the following in order to be considered:

1. The bidder's name, home office address, address of the office providing the services under the contract and telephone number for each.
2. General description of the firm, including size, number of employees, primary business, other business services, type of organization (franchise corporation, partnership, etc.) and other descriptive material.
3. Identification of personnel who will be assigned to the contract including their qualifications and number of clients for which each provides services.

4. List of public and private sector retirement systems for which the bidder currently provides services. Also provide the address, telephone number, name and title of at three references who may be contacted.
5. List of clients who have terminated services.
6. A description of the bidder's understanding of the work to be performed.
7. Relationship, if any, to any other service providers for ROVERS.
8. A statement of the bonding and/or insurance coverage carried by the bidder, if any.
9. List of outstanding litigation involving the bidder. Provide a summary of suit, including causes of action and present status.

Fees

1. Fees should include all travel, etc. No other charges will be allowed unless specifically authorized by the Board.
2. State with specificity those items which are excluded from your base fee.

General Information on the selection process:

1. An oral presentation by the bidder may be required at a time and place scheduled by the Board.
2. In evaluating the proposals, the Board may consider any factors it deems necessary and proper. The Board reserves the right to reject any or all proposals.
3. To ensure fair consideration, the Board prohibits communication to or with any ROVERS Board member regarding this Request for Proposal during the submission process. If you have specific questions requiring explanation of the content of these proposal specifications, submit a written request for interpretation or additional information to the Fund's legal counsel, Denise Akers, Akers & Wisbar, L.L.C., 8280 YMCA Plaza Drive Building 8-C, Baton Rouge, LA 70810.
4. Submit nine copies of your response for distribution to the Trustees and current Director.
5. The Executive Director that is selected will be required to acknowledge fiduciary responsibility to the Fund.
6. The Board bears no responsibility for the costs of preparation of your response to this proposal.

Nine (9) copies of the response to the RFP should be sent to:

Registrar of Voters Retirement System
ATTN: Lorraine Dees, Director
P.O. Box 57
Jennings, LA 70546
337-824-7336
337-824-9187 (fax)
E-mail: r_rovers@bellsouth.net

The envelope should be clearly marked "Response to RFP - Director."

No telephonic communication should be made with any member of the Board. All inquiries concerning the RFP should be sent to:

Lorraine Dees, Director, 337-824-7336

RFP's are due not later than 5:00 p.m. on: October 20, 2017

The Board may conduct interviews.

You will be notified of the exact time and date of the interview after the RFP is filed if you are selected for an interview.

The Plan reserves the right to reject any or all responses to the RFP in its sole and exclusive discretion. Submission of the lowest bid is no guarantee of selection. By submitting a response, a service provider agrees to be bound by the Plan's determination in this matter and waives any claim against the Plan, its trustees and their agents for any matter connected with this request.