July 6, 2017

To: All Potential Respondents

From: Nancy Wheelock, Purchasing Agent

Subject: ITQ1117005202 – 403b Optional Voluntary Retirement Savings Program

**Addendum One**

**Please amend the subject ITQ to include answers to the following timely received questions:**

Q1. Can the electronic version of the bid material alternatively be submitted on a Flash Drive (as opposed to the required CD-ROM)?

A1. Yes, the electronic version may be submitted on a flash drive instead of a CD-ROM.

Q2. Attachment #11 (Documentation of Compliance with HF 569) is missing from the bid webpage (<http://bidopportunities.iowa.gov/>).  Has it been removed from the requirements, or can we obtain a copy elsewhere?

A2. As noted in the ITQ, Attachment 11 shall be provided by the Contractor in its response. For insurance products, Attachment 11 shall contain documentation which verifies the product’s contract and forms have been approved by the Iowa Insurance Division. For non-insurance products, Attachment 11 shall contain documentation verifying the investment company is registered with the SEC.

Q3. Regarding Section 4.1.11 of the Invitation to Qualify document, please elaborate on what may qualify as a “reasonable alternative” to a toll-free TDD line.

A3. Reasonable alternatives may include using a relay service, email, instant messaging, text messaging, or similar alternatives for the hearing-impaired.

Q4. Regarding Attachment #9 (Agent Recommendation of 403b Optional Provider) – Are we allowed to submit more than one agent recommendation?

A4. Yes.

Q5. If approved as one of the 21 additional providers, we understand that each community school district, community college and area educational agencies will need to add approved provider to their list.  Is there a minimum participant requirement?

A5. To clarify, employers may elect to add optional providers at their discretion. There is no minimum participant requirement for providers selected in this ITQ process.

Q6. Am I correct that this ITQ in no way affects the University of Iowa, but does affect the public school districts?

A6. Yes.

Q7.       I am currently servicing and opening new 403(b) accounts for employees of public school districts, using Voya.  Will business be proceeding as usual with this company, i.e. can I continue to open accounts as I have done in the past, or are there new plans/procedures I should be aware of?

A7. Business will proceed as usual for Voya.

Q8.       Company X is currently not an approved provider for the 403(b) plan.  Does this ITQ allow them to petition for approval?  What I mean is, does the request need to come from the Home Office of Company X, or is this a request that can come from me, an advisor with Company X?  I noticed the document titled “Agent Recommendation of the Provider,” so I wanted to know where this fits in with everything, and what happens if I were to fill it out.  In particular, are there any downsides to me filling out this form?

A8. HF 569 requires an individual as described therein to recommend an insurance or investment company for inclusion in the plan. Both the individual and the company must submit the applicable Attachments. Someone authorized by the company to legally bind the company must complete Attachment 10.

Q9.      Why did this ITQ come into existence?  I had heard that there was new legislation passed in the Iowa legislature, so I am guessing it stems from this, but if you could please help to educate me on this process, I’d very much appreciate it.

A9. This ITQ came into existence as a result of HF 569, codified in Iowa Code section 8A.438.

Q10. Will the number of providers be limited to 30 in order of submission or order of confirmation?

A10. Provider selection is explained in Section 6.2 of the ITQ.

Q11. Will all accepted providers be listed on the common remitter list as a single group?  There will be no labels suggesting core, basic or optional levels that would differentiate one provider from another.  All providers will be made available to all participating districts.

A11. Providers will not have labels in the common remitter service. Each employer assigns unique codes to providers so the remitter service knows where to send the contributions. All optional providers will be made available to all participating employers for their consideration.

Q12. The 30 accepted providers will not be limited to single product offerings but can offer as many 403b qualified products as the provider determines they can support.

A12. As discussed in Sections 5.1 and 6.4 of the ITQ, a provider can propose more than one product. Each individual product must be submitted as a separate sealed proposal. Each submitted proposal must stand on its own merits.

Q13. Please clarify whether fees pre-populated in the Invitation to Qualify (“ITQ”) Excel templates are thresholds or for placement only.

A13. The pre-populated fees in Attachment 8 are for example only and are not intended to be required thresholds.

Q14. Please clarify whether there are specific ratings agency requirements (A.M. Best, Standard & Poor’s or Moody’s) required for insurance companies seeking qualification.

A14. There are no specific ratings agency requirements.

Q15. Please clarify whether there are minimum participant requirements for companies seeking qualification.

A15. See A5.

**Please acknowledge receipt of this addendum by signing in the space provided below, and return this letter with your offer (do not send back separately).**

I hereby acknowledge receipt of this addendum.

Signature Date

Typed or Printed Name