

Pension Administration System RFP Questions and Responses

Question: The RFP mentions data conversion from multiple data sources. Besides the existing access-based database, please list the other sources that would be needed for data conversion.

Response: There are multiple access-based databases that will need conversion into one central system.

Question: What is the overall quality of the data, since cleansing is mentioned? What are the known or expected data issues (e.g., gaps, duplicates, invalid values, etc.)

Response: The data itself is good. There may be some invalid/missing values though. Currently there is a database for active members and a database for annuitant members that do not talk to one another. A member's identification number is changed once a member becomes an annuitant member. We need a uniform ID system to track a member from beginning to end.

Question: For Pension Payroll, are you looking for the new PAS solution to capture refunds/pension elections/tax elections/Banking information/insurance deductions and send the payment instructions to Northern Trust (NT) on a monthly basis, and NT will calculate/withhold/remit taxes and other deductions, make payments (ACH or check), and create/send 1099's? Or do you need the PAS vendor to handle pension payroll, drawing on the money held at NT?

Response: We are looking for a system to capture all data as it pertains to our members: personal information (PII)/refunds/pension contributions/pension amounts/tax withholdings/banking information/insurance; basically, the system should be able to track the member from start to finish. The system needs to generate payment information via a file to send Northern Trust to issue manual checks (refunds, disabilities, death benefits and some annuitants), and send direct deposits for annuitants. The system should also be able to create, print and send Form 1099's to members and beneficiaries and should be able to create a file to send to the IRS at year end.

Question: How many PEABF staff today currently handle day to day pension administration duties (either on an FTE basis or provide # of full time and # of part time (and their approx. %)

Response: The Fund has 9 FTE and 7 of them use the PAS daily.

Question: Will the ongoing source for data feeds be limited to Park District bi-weekly feed via Iron Box, monthly Insurance feed from the Park District and periodic updates for Retirements/Terminations?

Response: Yes. We are a single employer Fund.

Question: For forms/letters/packages, does PEABF prefer to continue utilizing the existing communications, or does PEABF want to consider using a client's templates?

Response: We would want templates for a more uniform look.

Question: Does PEABF expect the PAS vendor to attend board meetings? How often? What are the expectations/requirements of PAS vendor at these meetings?

Response: No, that will not be necessary.

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Question: Please confirm if Electronic Content Management is required in order to respond to this RFP.

Response: Electronic Content Management is required for any information that pertains to the Fund members, such as spreadsheets and scanned documents.

Question: It appears in the RFP that counts were provided for both actives and those in payment. Please confirm how many deferred vested members the Fund has.

Response: As of 12/31/20, the Fund has 158 deferred vested members.

Question: How many non-vested members with remaining contributions does the Fund have?

Response: As of 12/31/20, the Fund has 4,906 non-vested members.

Question: Please confirm that HB417, if approved by the governor, will add a third group of contribution requirements for those hired on or after 1/1/2022. Would any other changes occur as a result?

Response: That is correct. A third tier, with a contribution rate of 11%, has been created now that HB 417 is signed. The retirement age would drop from age 67 to age 65 without penalty.

Governor Pritzker signed House Bill 417 into law on Friday, August 6th, establishing Public Act 102-0263. Please see the following link:

<https://www.ilga.gov/legislation/BillStatus.asp?DocNum=417&GAID=16&DocTypeID=HB&LegId=128418&SessionID=110&GA=102>

Question: Why is the Fund seeking a new PAS system?

Response: The current system that the Fund is using is out of date and has been for many years. We primarily have 2 databases, one for active members and one for retirees and they do not communicate with one another. The databases are very limited in their functionality.

Question: Does the Fund have a member web portal today?

Response: No, we do not.

Question: The Fund mentions that within the scope should be Qualified Domestic Relations Orders (QDRO). Please specify the level of support the Fund would want surrounding QDROs. Would this be the review of the DRO to determine if it's Qualified or preparing the QDRO split of the benefit due to the member and alternate payee?

Response: Both options would be beneficial to the Fund.

Question: Please expand on the type of integration needed with the Fund's financial software.

Response: The Fund currently uses Sage accounting software and there is no integration with the databases. We would like to have an import/export function where monthly registers/reports can be utilized easily in the monthly reconciliation process.

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Question: Please confirm the forms of payment a member is entitled to upon retirement.

Response: When a member retires, their first initial pension payment is a paper check without any taxes withheld. After the first check is issued, the majority of our annuitants elect direct deposit. Currently we have around 160 annuitants receiving paper checks monthly.

Question: Is electronic delivery of our response to the RFP acceptable or are you requesting printed hard copies?

Response: An electronic copy of your response is acceptable.

Question: Please provide additional information about Docuware:

- What is the version number? We use version 6.10.0.725
- What are the document indexes? Documents are indexed by the member ID (assigned by the Fund)
- What document formats are stored? Majority of the documents stored is a pdf file.
- What is the image repository size (GB)? About 141GB
- Approximately how many images are scanned per month? This will vary from month to month depending on staff availability. For example, in July 2021, we scanned 579 documents, but in October 2020, we scanned only 129 documents.
- What scanning solution and hardware is used currently?
Some staff use Fujitsu ScanSnap ix500 scanner to scan to PDF and then import those scans into Docuware. Some staff use the office copier that is set up to scan directly into Docuware.

Question: How many database sources store the data required for conversion?

Response: There are 2 main databases that store data on active and annuitant members. There is an inactive database that is used as well from 2000. That has very limited information. No one is added to this database, only removed.

- Are there other sources of legacy data requiring conversion, other than the Access database(s)? No, the Fund only has the Access databases.
- What frequency is the historical member data stored? E.g. bi-weekly, monthly?
Member data gets updated in the databases as needed. Backups are done nightly.

Question: Is the PEABF requesting replacement of the Docuware Electronic Content Management solution or integration with the current Docuware system?

Response: We are looking for an integration with the current Docuware system.

Question: Is the Respondent to provide their cost proposal within the Compensation section that requests the fee structure or are Respondents to create a separate Cost Proposal submission section?

Response: The Respondent may create a separate cost proposal submission section to provide sufficient information regarding the Cost Proposal.

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Question: The RFP indicates the term of the engagement shall be for up to ten years and will be governed by the negotiated contract or agreement. Is the Fund requesting Respondents present their cost proposal based on a 10-year cost model or is the Fund's preference to have the annual post-implementation fees identified? Please confirm how the Fund would prefer the Cost information be presented.

Response: The Fund is seeking to identify implementation and post-implementation costs with a 10-year period. The Respondent may propose more than one type of cost model.

Question: On page 3 of the RFP Northern Trust is referenced as the Vendor that the fund uses to process members benefit payments. Does Northern Trust manage all functions related to calculating tax withholdings, deductions, check printing, ACH and direct deposit, 1099 processing? If not – how are these functions, benefit checks and 1099's processed?

Response: Currently, the Fund manages all aspects of member benefit payments. We provide Northern Trust with the direct deposit file monthly. The Fund produces a file with Form 1099 information, prints and mails the tax document. We are in the process of turning over the check printing process to Northern Trust for all checks issued.

Question: Will the funds' website continue to be hosted and maintained by an outside vendor?

Response: Yes.

Question: Page 3 references and Access databases. Is all of the fund's data stored within one Access database or is the fund utilizing multiple databases, If so, how many Access databases are being utilized by the Fund?

Response: There are 2 main databases that store data on active and annuitant members. There is an inactive database that is used as well from 2000. That has very limited information. No one is added to this database, only removed.

Question: Is data prior to 1990 maintained by the Fund? If so, what format is his data in?

Response: The total employee contributions, interest, etc. would be a part of the year to dates in the databases but the detailed amounts by year would be in the member's file. Service credits would carry over from year to year.