

SUMMARY OF PROPOSALS

BASA ADMINISTRATIVE PENSION SERVICES

January 2012

<u>Criteria</u>	<u>Dunbar, Bender & Zapf</u>	<u>Mockenhaupt Benefits Group</u>
• List of Qualifications	X	X
• Experience and Expertise	X	X
• Act 205 Knowledge/ Research Capabilities	X	X
• References	X	X
• Availability to Meet w/BASA	X	X
• Designation of Assigned Staff	Joe Siktar	Colleen Deer
• Understanding of Scope of Work	X	X
• Fees - 401(A) Plan	\$2,000	\$500
- 457 Plans	\$500*	Hourly
- Other Services (hourly rate)		
Consultants	\$150	\$180
Actuarial Analyst	-	\$125
Administrative Asst.	-	\$75

* Will bill the lesser of the \$500 fee or the total number of hours spent on the 457 plan multiplied by the hourly rate.

BASIS OF DECISION:

The Butler Area Sewer Authority recently prepared a Request for Proposals (RFP) for administrative pension services, particularly those related to the preparation of the Authority's biennial Act 205 reporting forms. The Authority advertised the RFP and received two proposals, one from our current consultant, Dunbar, Bender & Zapf, Inc. (DB&Z) and another from Mockenhaupt Benefits Group. The Authority's Board reviewed the two proposals and conducted an assessment of how the two proposals met the evaluation criteria (above) contained in the RFP and the Authority's Act 44 compliance policy. Both firms met all the criteria and the major difference between the two proposals was in the fee schedules. DB&Z proposed a \$2,000 fee for work associated with the Authority's 401(a) Plan and the lesser of a \$500 fee or an hourly rate for the Authority's 457 Plan; Mockenhaupt proposed a \$500 fee for the completion of the Act 205 reporting forms associated with the Authority's 401(a) Plan, and an hourly rate schedule for any other services requested to be performed on the 401(a) Plan or the 457 Plans. Since it is anticipated that most of the work will be directed towards fulfilling the requirements of the Act 205 biennial filing, the Board felt that the Mockenhaupt proposal was more cost-effective for the Authority. As a result, the Authority Board accepted the proposal from Mockenhaupt Benefit Consultants by a vote of 5-0 at their Board meeting of January 25, 2012.