



**REQUEST FOR INFORMATION (RFI)
RETIREMENT HEALTH SAVINGS PLAN ACCOUNT**

ISSUE DATE: Monday, August 14, 2017

RFI NO.: 100170-FY18-09

INFORMATION DUE DATE: Thursday, August 24, 2017; 5:00 PM

TECHNICAL CONTACT: Celeste M. Kane
Wells Fargo Insurance Services USA, Inc.
9020 Stony Point Parkway, Suite 200
Richmond, VA 23235
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E-mail: celeste.kane@wellsfargo.com

TOWN CONTACT: Octavia Andrew, CPPO, CPPB, VCO
Chief Procurement Officer
Phone: 703-737-7176
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NOTICE OF ADDENDA: Any addenda to this RFI will be posted on the Town's Bid Board (<http://www.leesburgva.gov/bidboard>) and will only be emailed to those firms who have REGISTERED on this site. It is the firm's responsibility to provide a correct email address and to be aware of any addenda.

I. Purpose

The Town of Leesburg, Virginia (“Town”) is issuing this Request for Information (“RFI”) to gather information from interested parties that can provide plan administration, recordkeeping and participant education for a Retirement Health Savings Plan Account. Services for this Plan will include administration of the plan, trust and custody of funds, and maintenance of plan documents.

This RFI shall in no way be interpreted as an Invitation for Bid (IFB) or Request for Proposal (RFP) and any information obtained as a result of this RFI may or may not be used by the Town to develop a future IFB or RFP.

II. Background

The Town is changing its contribution towards retiree healthcare coverage. As a result of the transition, there will be three groups of retiree eligibility:

- 1) Employees hired before April 1, 2016 who have a minimum of 10 years of service as of a date to be determined are eligible for the traditional monthly subsidy.
- 2) Employees hired before April 1, 2016 with less than 10 years of service as of the date to be determined will be eligible for a defined contribution into a Retirement Health Savings Plan Account.
- 3) Employees hired April 1, 2016 or later will have access to retiree healthcare through the Town. However, they will not be eligible for a monthly subsidy nor will they receive contributions into the Retirement Health Savings Plan account.

This RFI is for employees in Group #2 above. There are approximately 122 employees that would be eligible for this benefit. The Town is considering whether to offer this group of employees a one-time election to become grandfathered in Group #1 or to move to Group #2. Therefore, there may be fewer than 122 employees in Group #2.

Contributions to the Plan may include a) sick leave conversion paid as a contribution to the Plan upon an employee’s retirement and/or b) cash contribution from the Town.

III. Submittal Information

In response to this RFI, please provide the following information:

- A. In your cover letter, be sure to include your primary point of contact and contact information (name, title, address, telephone number and e-mail address).
- B. Describe your organization and the types of services you provide. Include information that demonstrates your ability to provide the services relevant to this RFI.
- C. Confirm that you are able to administer this plan as a stand-alone plan.
- D. Confirm that you are able to administer the plan for the limited number of participants. What is your minimum participation requirement?
- E. Confirm that your firm sees no conflict with IRS regulations in the potential plan structure. Indicate whether an IRS ruling is required.
- F. Provide general pricing information (i.e., ranges and variables impacting price; not a specific price quote). Include details describing how your organization is compensated for the services.

G. Provide any additional information that your organization believes would help in evaluating the plan.

All responses must be submitted to the Technical Contact:

Celeste M. Kane
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