



**Request For Proposals for
Actuarial Services
for the
Defined Benefit Pension Plan for the Employees of the
American Society of Pension Professionals & Actuaries, Inc.
(ASPPA)**

Release Date: December 16, 2010

Closing Date: January 21, 2011 at 5:00 pm EST

Proposals Must Be Submitted to:

David Lipkin, MSPA
On behalf of the ASPPA Retirement Committee
Metro Benefits, Inc.
8150 Perry Highway, Suite 311
Pittsburgh, PA 15237
david@metrobenefits.com
(412) 847-7600

**Request For Proposals for
Third Party Administration of the
Defined Benefit Pension Plan for the Employees of the
American Society of Pension Professionals & Actuaries, Inc.**

I. OVERVIEW

The American Society of Pension Professionals & Actuaries, Inc. (“ASPPA”) is a non-profit professional organization that acts on behalf of its members to improve retirement policy. It is the premier national organization for career retirement plan professionals. Membership is comprised of individuals who work in all of the disciplines supporting retirement income management and benefits policy. ASPPA’s members are all a part of the diversified, technical, and highly regulated benefits industry.

In pursuit of improving retirement income policy, ASPPA is committed to educating retirement plan and benefits professionals and to preserving and enhancing the private pension system. ASPPA also actively monitors legislative and regulatory activities and acts to make the views of the society known. ASPPA employs a professional staff and offers certain benefits as part of the overall compensation package provided to the staff.

One of the benefits provided to employees of ASPPA is a defined benefit plan (the “Plan”) with aggregate assets of approximately \$350,000. As of January 1, 2010, the Plan had approximately 52 participants. The Plan is currently written on a volume submitter defined benefit plan document. ASPPA also sponsors a 401(k) plan that is handled by another TPA.

II. SERVICES REQUIRED

The ASPPA Retirement Committee (the “Committee”) is issuing this Request for Proposal (“RFP”) to solicit proposals for an actuarial firm that will provide actuarial services for the Plan. The selected firm will be required at a minimum to:

- Provide and maintain a tax-qualified plan document;
- Conduct nondiscrimination testing;
- Be responsible for the creation of all notices and other disclosures required by law, including the annual funding notice and participant statements;
- Prepare the annual report to the Department of Labor and the IRS, including Schedule SB, and the PBGC filing;

- Prepare the Actuarial Valuation report, AFTAP, and FASB report; and
- Routine consultation, including a short annual meeting with the Retirement Plan Committee in October.

The selected firm will have no discretionary authority over the Plan's assets and will not be expected to act as a fiduciary under section 3(21) of the Employee Retirement Income Security Act of 1974 ("ERISA").

The selected firm will take over administrative services of the Plan, as soon as administratively feasible, and must be prepared to issue the Actuarial Valuation report for the 2011 plan year. We will need a beginning of the year valuation (i.e., as of 1/1/11). The services performed shall be subject to reasonable deadlines established by the Committee.

A representative of the selected firm may also be required to attend Committee meetings as requested. This will require attendance (which may be telephonic) at a minimum of four quarterly meetings.

III. RESPONSE FORMAT AND ORGANIZATION

Proposals must respond to the following requests, preferably in the format outlined below.

A. Contact Person

Please provide the name, title, address, telephone number, fax number, and email address of the person from the firm who we may contact with questions regarding your responses below. This individual should be authorized to discuss the scope, terms, and pricing outlined in the proposal.

B. Profile of Firm

1. Provide the firm's name and address.
2. Provide a brief history of the firm and, if applicable, its parent organization.
3. Describe the ownership structure of the firm, including specific details with regard to the parent and any affiliated companies. Also please indicate if the firm has had any change in ownership in the past three years and if there are any changes anticipated in the next three years.
4. Describe the line(s) of business and services provided by the firm, the firm's parent organization, and any affiliated companies.
5. Provide the number of employees, offices, and locations and indicate which office would provide the requested services.

6. Discuss the average size of the firm's clients in terms of fund assets and number of participants.
7. Provide information regarding the firm's errors and omission insurance and any other professional liability insurance the firm carries. Please provide an explanation as to why this is sufficient coverage.
8. Describe any material developments in the firm's organization (changes in ownership, personnel, business, etc.) over the past three years and anticipated material developments in the next year?
9. Within the last five years has the firm, or any officer or principal, been involved in any business litigation or other legal proceedings relating to its consulting activities?
10. Has the firm or a consultant of the firm ever been investigated, cited, or threatened with citation by the Department of Labor, the Internal Revenue Service, or the Pension Benefit Guaranty Corporation (PBGC) or any other federal or state regulatory agency for violations of any federal or state law or regulation? If so, please explain fully.
11. What is your privacy policy with regard to sharing client or account information with a third party?
12. Please disclose any notices or letters received from regulatory agencies regarding perceived conflicts of interest in the firm's business.
13. Describe your approach to conflicts of interest between and among any services or products the firm offers. Does the firm have any policies or procedures to address conflicts of interest or apparent conflicts of interest? If so, please provide a copy of the policy.
14. Describe any potential conflicts of interest the firm may have in the handling of this account.
15. Identify all of the firm's employees who are current members of ASPPA and indicate each ASPPA designation held by them.
16. Describe your firm's policies, procedures, and technical measures to prevent unauthorized access or alteration, fraud, theft, misuse or physical damage to hardware, software, communications networks and data.
17. Describe your firm's system back-up, security, and disaster recovery procedures. Are files archived and stored at an off-site location? If so, what is the location? Have procedures been tested? If so, when were they last tested?

C. Plan Service

1. Describe all the testing and other administrative work the firm will provide. Is there standard testing or administrative work the firm does not normally perform?

D. Consulting Personnel

1. Identify the key staff who would be involved in serving the Plan. Provide biographical information on these individuals.
2. Provide biographies of other key individuals in the firm.
3. Describe the firm's redundancy plan in the event the primary consultant assigned to this account should leave the firm or be transferred to other accounts or duties.

E. Fees

1. Please provide the fee structure for this proposal and the services included in the fee.
2. Is billing done on a monthly, quarterly, or annual basis?
3. Please identify any costs for other specific services and materials if not included in the periodic fee.
4. Does the fee depend upon the participant count or asset size or is it strictly a fee for service? As the Plan grows, will the fee change?

F. Other

1. What do you believe sets the firm apart from the competition?
2. Please provide a sample client contract for services.
3. Please provide three references of clients similar in size and type to the Plan. For each client provide the name of the organization, contact person, address, telephone number, size of retirement plan, and number of years as a client.
4. Please include any other information about the firm that would be helpful in our decision process.

IV. SUBMISSION REQUIREMENTS

Respondents are required to deliver four copies of the proposal by 5:00 p.m. EST on January 21, 2011 to:

David Lipkin, MSPA
On behalf of the ASPPA Retirement Committee
Metro Benefits, Inc.

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The proposal must be signed by an official authorized to bind the firm to its provisions. ASPPA assumes no responsibility for errors or misinterpretations resulting from the use of information provided by ASPPA to assist in the preparation of the proposals. ASPPA does not confer a license or grant permission for any other use of the information provided by ASPPA other than for the purpose of responding to this request for proposal.

V. FINALIST INTERVIEWS AND PRESENTATIONS

The Committee will choose a select number of finalists who will be expected to make a presentation about the merits of their proposal. The Committee reserves the right to request additional information from, and to schedule interviews with, any or all respondents.

Thank you for your time and interest in submitting a proposal!

The ASPPA Retirement Committee