

REQUEST FOR PROPOSAL

For Retirement Investment Advisor Services

The Round Valley Indian Housing Authority (“RVIHA”) is soliciting proposals to establish a contract with a qualified and experienced Retirement Investment Advisory Firm to handle the company retirement plan. Through this contract, RVIHA intends to minimize investment costs, improve operational efficiency, and maximize investment capabilities.

Proposals will be considered from qualified and experienced retirement investment advisory firms who are regularly established in the business of investment advisory services, and who in the judgment of RVIHA are financially responsible. Through prior work performed, firms must be able to show evidence of reliability, earnings capability, experience, and knowledgeable personnel to perform the services.

You can find more details on this Request for Proposals (RFP) on the RVIHA website homepage at www.rviha.org.

Proposal Submission:

Qualified retirement investment advisory firms are invited to submit a proposal meeting the requirements described herein which must be received no later than 2:00 p.m., Friday, April 30, 2021. The electronic file is to be sent to lwwhipple@rviha.org with the subject line of: Retirement RFP.

Mail or deliver hard copy proposals in a sealed envelope to:

Round Valley Indian Housing Authority
ATTN: Lewis Whipple, Executive Director
PO Box 682, Covelo, CA 95428

Failure to clearly label proposals may result in premature disclosure. It is the responsibility of the Bidder to ensure that proposals are received by the above deadline. Late proposals will not be considered.

Questions:

Direct all questions regarding this RFP to Lewis Whipple via email: lwwhipple@rviha.org. All questions and responses are public and posted in a timely manner on the RVIHA website homepage (www.rviha.org) under the announcements section.

RVIHA will not accept questions after Friday, April 23, 2021.

This Request for Proposal does not commit RVIHA to award a contract or pay any costs incurred in the preparation of a proposal in response to this request. RVIHA reserves the right to accept the proposal that it considers to be in its best interest. All materials submitted to RVIHA in response to this RFP become the sole property of RVIHA and may be used at its discretion unless the proposer identifies any trademarks or patents. Selection of the firm is at the sole discretion of the RVIHA Board of Commissioners.

Thank you for your interest in working with Round Valley Indian Housing Authority.

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RVIHA is soliciting proposals from qualified and experienced Retirement Investment Advisory Firms to provide services related to its employee retirement plans. Firms must demonstrate the ability to perform the work described in the Scope of Services and have significant experience to perform the outlined work successfully.

The Round Valley Indian Tribes (RVIT) is a federally recognized confederation of seven Tribes located in a remote area of northern Mendocino County in northern California. The Reservation is home to approximately 1,645 tribal members, which constitutes nearly half of the total 2018 tribal enrolment of 5,100 members. In 1976 the Tribe formed and designated the RVIHA as the primary entity by which and in order to facilitate the development of low-income housing development and provide various other housing services to its tribal members. The RVIHA is governed by a board of 7 commissioners representing the tribal membership and its elected representatives. RVIHA is a wholly-owned subsidiary of the RVIT.

The RVIHA needs a vendor who will be:

1. Proactive - offering specific solutions to help us maximize the retirement benefits to employees;
2. Collaborative - willing to meet on a regular basis with staff regarding plan maintenance and with employees regarding enrollment and education;
3. Creative - presenting new ideas regarding possible plan design and administrative improvements;
4. Responsive – responding to administrative and participant requests in a timely fashion;
5. Professional – exhibiting at all times an ethical, meticulous, and highly-detail oriented manner; and,
6. Comprehensive-able to coordinate (in-house or thru outsourcing) all administrative requirements for the plan selected.

RVIHA Retirement Plans Overview:

All full time permanent employees are eligible to participate in a 403(b) plan upon completion of their 90 day probationary period. Contributions from the employee are funded through payroll deduction, an employer match contribution is provided. Employees are allowed full investment discretion within the funds offered. On average the RVIHA employs (25) full time staff eligible for the program, (1) employee is actively participating; the volume of assets held in by employees is not known.

Retirement Investment Advisor Services Response Format:

Responses should be concise and include the materials which are requested within this RFP. Generic marketing and promotional materials are neither required nor desired. Responding firms should concisely but completely describe the scope of services they feel are appropriate to RVIHA and its affiliate entities.

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Scope of Service:

The firm selected will be required to provide the services described below.

1. Provide advice to employees on the selection of investment options offered by the 403(b) plan.
2. With the assistance of RVIHA staff, will conduct employee education and enrollment outreach efforts throughout the year.
3. Assist new participants with the process of opening 403(b) accounts and provide participants advice concerning their individual investment decisions throughout their participation in the plan.
4. Advise employees concerning changes to the existing investment policy that you would consider beneficial to the continued viability and success of plans under administration.
5. Assist employees with decisions to withdraw funds from their 403(b) account. Advise employees of the regulations and tax consequences surrounding withdrawals from retirement accounts.
6. Provide information on a semi-annual basis to the Board of Commissioners on the status of the investments held by the plans and on the market conditions in general are required.
7. Provide RVIHA with information required to comply with Internal Revenue Service and Department of Labor reporting requirements for the various plans.

Responses to this RFP should cover the following components; the number shown in parentheses is the weighting that component will receive in the rating matrix:

1. Background
 - Firm Name • Home Office Address • Website • Contact Information for this RFP
2. Structure and Experience (5 points)
 - Describe the ownership and structure of your firm • Number of branches and size (overall as well as locally within Mendocino County) • Number of employees • Number of years in existence • General services you offer for retirement plans • Provide your privacy policy with regards to sharing client and account information with outside parties • Provide a conflict of interest statement that your firm; associate firms and/or key staff may have regarding these services. If no potential conflicts of interest are identified, state so within your proposal • Provide proof of insurances carried for errors and omissions and fiduciary liability
3. Non Profit Expertise / Relevant Experience (5 points)
 - Descriptions / examples of previous experience that may be relevant to servicing the retirement plan similar in size / structure to that of RVIHA's ideals. • Provide a list of current clients with a similar non-profit structure
4. Proposed Service Approach (30 points)
 - Describe your understanding of RVIHA's desired services • Discuss your firm's philosophy on the process of providing retirement investment advisory services, including proposed

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techniques and methodology to be used for each task. • State any difficulties foreseen in performing the designated tasks • Describe your firm's technological capabilities and what resources are available including online access for 403(b) participants and administrative staff for each plan type. • State under what circumstances you would recommend adding and/or replacing an investment manager/investment fund • Describe your strategy for participant education. • Provide the availability of investment advisory representatives to respond to participant questions and the method of communication to be utilized for this contact • Detail any educational materials that will be made available to 403(b) participants to assist with investment selection • Confirm your representative(s) will be available to meet in person or provide information semi-annually to our Board of Commissioners to review the plan performance and as needed for outreach to our employees

5. Service Team (15 points)

- Include your approach to providing quality customer service and education as well as response times on services such as opening new accounts • Describe the proposed service team members.

6. Client References (5 points)

- List three clients, preferably Tribal or other non-profit organizations, whom we may contact as references. Please include the number of years you have been working (or worked) with them. • Provide two specific examples of ways in which your firm has made a positive impact on retirement plans you supported over the past 24 months (For example: increased participation, increased deferrals, enhanced services, lowered fees).

7. Small, Women, Disabled Veteran, or Minority Owned Business and Diversity (10 points)

- Efforts will be made to utilize small businesses, women, disabled veteran, and minority-owned businesses, with the consideration that the primary responsibility is the most favorable return to RVIHA. INDIAN PREFERENCE: preference in filling vacancies is given to qualified Indian applicants in accordance with Section 7(b) of the Indian Self Determination and Education Assistance Act (USC 450e(b)) and, to the greatest extent feasible, give preference in the award of contract of projects funded under the IHBG program to Indian organizations and Indian-owned economic enterprises.

8. Proposed Fee Structure / Pricing (30 points)

- Describe how your firm is compensated for services. • Does your firm receive any form of compensation or benefits from companies or individuals whose products or services you may refer or recommend? Please explain. • Describe any and all fees for services to our plan under this proposal, • Provide a list of fees and the corresponding fee structure that will be charged by each proposed money managers who will be utilized. • Are you willing to guarantee your fees for a specific period of time? • If your firm provides a written agreement or letter of engagement detailing services provided to our plan, please provide a sample. Pricing will be reviewed based on reasonableness for services being provided, competitive market rates, and fee structure. RVIHA is not obligated to select the firm with the lowest fee proposal to perform these professional services.

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Patent Indemnity

The Bidder shall hold RVIHA, its officers, agents, and employees, harmless from liabilities of any nature or kind on account of use of any copyrighted or un-copyrighted composition, secret process, patented or unpatented invention, article of appliance furnished or used under this RFP.

Selection Process

All eligible proposals will be reviewed and rated for their qualifications, experience, price, and suitability to complete the Scope of Work for this RFP. RVIHA, at its discretion, may request presentations from a short list of firms and/or request additional clarification information from any or all Bidders. However, RVIHA reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Bidder can propose. All bids are subject to approval by the RVIHA Board of Commissioners. Notice to selected bidder to proceed with scope of work is anticipated by June 1, 2021. Proposal evaluation shall be based solely on the information provided in the proposal submittal package. Be sure to include all relevant information and evidence of your firm's record of performance and ability to perform the work.

Right to Reject

RVIHA reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP. RVIHA reserves the right to waive informalities or irregularities in bids. In case of deviation from enclosed specifications, the bidders shall indicate in writing the exception(s) from the specifications.