City of Mobile
Request for Proposals
Addendum 1 to RFP Number: 5563

PENSION PLAN MANAGEMENT SOFTWARE
CITY OF MOBILE ALABAMA POLICE AND FIREFIGHTERS RETIREMENT PLAN

The City of Mobile is seeking proposals for cloud software solutions for management of the City of Mobile, Alabama's Police and Firefighters Retirement Plan.

The City is providing this Addendum 1 in response to questions received regarding the original RFP.

The due date for submitted written proposals remains 5:00 pm, June 29, 2021.

The full contents of the original Request for Proposals (RFP), and any subsequent Addenda to this RFP may be found on the City Bid page at https://www.cityofmobile.org/bids.

QUESTIONS AND ANSWERS:

The follow are questions that have been received and City responses to those questions. The questions are included generally verbatim as received relating to the overall RFP requirements where the City determined that an answer to all potential proposers was merited. Where you remain unclear or uncertain of the City's requirements, please use your judgment as to the City's intent, and state any questions or assumptions you made in interpreting the City's RFP. All timely submitted RFPs will be fully considered and scored by the City.

1. •Regarding paragraph 1.11. Does this entail Mobile Police Fire Pension being able to use the new system to pull reports needed to interact with the Board, members, general counsel, etc.

Yes.

2. Regarding paragraph.11.6 – Does this entail the Pension Coordinator/Executive Secretary using the Pension Administration System (PAS) to generate a monthly file of payment Starts/Stops/Changes (including pension elections, and tax elections that were

entered into the PAS), and sending this file to City's HR for entry (or loading) into Tyler Munis system? If not, please clarify what the future vision and process will be for MPFP and how the information in the PAS for pension payments/taxes will get to City HR. Should this include the ability to reconcile pension payment information between the PAS and Tyler Munis?

The City expects that the proposed pension software will generate benefit payment information that will be sent to the City's Tyler Munis HR payroll software. The City asks proposers to propose how their software could and would interface with the Tyler Munis payroll software to reconcile payment information and make payments.

3. Once the new PAS is in place, what source (e.g., Tyler Munis or plan's custodian/trustee, etc.) will generate the retirees checks, facilitates direct deposits, withholds & remits taxes.

The City intends to continue to use the Tyler Munis software to generate checks, facilitate direct deposits, and withhold and remit taxes. The proposed pension software will provide all information necessary to the Tyler Munis software for the Tyler Munis software to perform these function. Consider that Tyler Munis's function will be cash management and tax reporting, but that the proposed pension software will receive and make all payment, withholding, allotment, direct deposit inputs and calculations.

4. Does the PAS need to generate the 1099's? If not, which source will generate 1099's (e.g., Tyler Munis or plan's custodian/trustee, etc.)

The proposed pension software will need to generate 1099's. While the actual distribution of 1099's may occur through the Tyler Munis software, the proposed pension software will be a standalone source for all plan distribution information and must be able to generate 1099 information.

5. Regarding paragraph 1.11.7 – Please confirm that this entails building reports to capture the applicable information for the Pension Coordinator to run, related to pension disbursements.

Yes.

6, Regarding paragraph 1.11.9 – Confirm that this entails building reports needed for Board and Member meetings that the Pension Coordinator can run.

Yes.

7. Regarding paragraph 2.5 – Clarify what "calendar options" means, please give examples.

"Calendar options" may include beneficiary or plan-generated reminders, start/stop dates, and "what-if" scenario dates.

8. Regarding paragraph 2.9 – What are some examples of how the PAS would interface with Tyler Munis? Does this include the ability to reconcile pension payment information between the PAS and Tyler Munis?

The pension software will send payment information to Tyler Munis so that Tyler Munis can generate appropriate payments from pension cash accounts. The pension software will push information to Tyler Munis.

9. Regarding paragraph 2.10 – For the initial operating capability within 6 months, besides the member self-service pension portal (which includes Data Conversion and Pension Calculator), what other capabilities is the City looking for in the PAS at the 6 month point?

The City is asking proposers to indicate their expectation on what can be ready in 6 months.

10. Regarding paragraph 3.3.1.1 – Does "DDL" refer to Data Definition Language?

Yes.

11. Regarding Exhibit E: How many existing active and deferred vested members (not retirees) have Hire Dates prior to 1995 (and thus have Payroll and/or Contributions on index cards)?

No active members have relevant payroll/contribution information on index cards. All of that information resides in the databases described in Exhibit E.

12. What is the approximate timeline for the RFP evaluation process? When does MPFP anticipate making their selection of vendor?

The City hopes to make a selection and contract award before fiscal year-end on September 30, 2021.

13. What is MPFP's budget for the new PAS project?

No budget has been set.

14. We require a non-disclosure agreement if we are to submit a copy of our SOC with the proposal. Will the City provide proposers a non-disclosure agreement?

The City does not required a full SOC report at this stage of the proposal process, and will not provide a non-disclosure agreement. Paragraph 3.4.6 of the RFP is amended to say "Provide a listing of the date, type, and brief summary of your latest SOC report."