



**CONSULTING GROUP, INC.**

15 Yacht Club Drive NE  
Ft. Walton Beach, FL 32548

# **Plan Administration and Compliance Services**

## **RFP No. 2-11/LG**

### **Award Documents from**

### **Duval County Public Schools**

**to be used for Piggybacking on this award.**

**RETIREMENT PLAN COMPLIANCE ADMINISTRATION SERVICES**

**850-244-7306 • FAX: 850-244-7308 • Toll Free: 888-777-5827**

## September 7, 2010, Regular Board Meeting

### Title

1. PLAN ADMINISTRATION AND COMPLIANCE SERVICES FOR 403(B) AND 457 PLANS

### Recommendation

That the Duval County School Board approve a contract for Plan Administration and Compliance Services for 403(b) and 457 Plans to TSA Consulting Group for an initial period from the expiration date of the current contract through September 30, 2015.

That the Duval County School Board authorize the Chairman and the Superintendent to affix their signatures to the agreements upon approval as to legal form and sufficiency by the Office of Policy and Compliance.

That the Duval County School Board delegate authority to the Superintendent or his designee to renew the contract for subsequent years provided the terms and conditions are essentially the same and favorable to the school district, and subject to availability of funds. There are five (5) potential one year renewals.

### Description

A Request For Proposal (RFP) was published for selecting a firm to provide 403(b) and 457 Plan Administration Services for the District. Eleven firms received the RFP and two firms submitted proposals. All proposals were uniformly evaluated by a Committee consisting of District Administrative staff. This RFP was coordinated through the Office of Minority Business Affairs and any recommendations were included in the solicitation. (RFP No. 2-11/LG)

TSA Consulting Group, Inc. (TSACG) will provide assistance in maintaining compliance with the rules and regulations established by the Internal Revenue Code (IRC) in reference to all retirement plans maintained by the District. The Internal Revenue Service issues and amends regulations regarding contribution limits, administrative requirements, tax reporting responsibilities and eligibility requirements. TSACG will provide a variety of administrative services to ensure DCPS maintains its compliance status. Other responsibilities include maintaining the Plan Documents for both the 403(b) and 457 programs, recording all contributions and distributions, providing educational materials and annual handbooks for each employee, and assisting the district in the event of an audit.

### Strategic Plan Goal

Aligns with District Strategic Plan Goal No. 6 - Deliver High Quality Support for Schools

### Financial Impact

The expenditures during the last contract were approximately \$56,700. Expenditures for the upcoming contract will be approximately \$56,700 for the first year and will increase three percent per year for the remaining four years.

My Contact

Mr. David Ford, Executive Director, General Services/Risk Management, 390-2258

Mr. Paul Soares, Chief Officer, Operations, 390-2008

Mr. Doug Ayars, Jr., P.E., Chief Operating Officer, 390-2007

Attachment: [PLAN ADMINISTRATOR EVALUATION - FINAL.pdf](#)

Attachment: [BENEFITS AND CHALLENGES - Plan Administration and Compliance Services.pdf](#)

**From:** Ganger, Larry [gangerl@duvalschools.org]  
**Sent:** Thursday, August 05, 2010 7:44 AM  
**To:** jessicam@tdsgroup.org; Joe Rollins -TSA Consulting Group, Inc.  
**Subject:** 403(B) and 457 Plan Administration Services, RFP No 2-11/LG - Award Recommendation  
**Attachments:** PLAN ADMINISTRATOR EVALUATION - FINAL.pdf

To All Interested Parties,

Please be apprised the recommendation for award of the above referenced solicitation was posted in the DCPS Purchasing Services administrative offices on **Thursday, August 5, 2010 at 8:29 a.m.** The recommendation will be presented to the School Board for action at its regularly scheduled meeting on Tuesday, September 7, 2010.

A copy of the tabulation is attached for reference.

Please accept our expression of appreciation to all who have participated in this important event.

*Larry Ganger, Supervisor*  
Duval County Public Schools  
Purchasing Services  
(904) 858-4859



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PLAN ADMINISTRATION AND COMPLIANCE SERVICES  
RFP NO 2-11/LG  
EVALUATION FORM

| EVALUATION ITEMS                         | EVALUATORS |    |    |    |    | TOTAL |
|------------------------------------------|------------|----|----|----|----|-------|
|                                          | 1          | 2  | 3  | 4  | 5  |       |
| APPROACH TO SCOPE OF SVCS (20 Points)    |            | 5  | 5  | 10 | 10 | 40    |
| EXPERIENCE AND REFERENCES (25 Points)    | 11         | 6  | 10 | 11 | 8  | 46    |
| RESPONSE TO TECHNICAL QUEST. (35 Points) | 15         | 15 | 15 | 15 | 15 | 75    |
| COST OF SERVICES (20 Points)             | 20         | 20 | 20 | 20 | 20 | 100   |

500 POINTS AVAILABLE

**EVALUATION TOTAL**  
**261**

PERCENTAGE OF AVAILABLE POINTS  
**52.20%**

**TAX DEFERRED SOLUTIONS**

PLAN ADMINISTRATION AND COMPLIANCE SERVICES  
RFP NO 2-11/LG  
EVALUATION FORM

| EVALUATION ITEMS                            | EVALUATORS |    |    |    |    | TOTAL |
|---------------------------------------------|------------|----|----|----|----|-------|
|                                             | 1          | 2  | 3  | 4  | 5  |       |
| APPROACH TO SCOPE OF SVCS<br>(20 Points)    |            | 15 | 15 | 20 | 18 | 83    |
| EXPERIENCE AND REFERENCES<br>(25 Points)    | 20         | 11 | 15 | 18 | 18 | 82    |
| RESPONSE TO TECHNICAL QUEST.<br>(35 Points) | 30         | 25 | 15 | 30 | 23 | 123   |
| COST OF SERVICES<br>(20 Points)             | 14         | 14 | 14 | 14 | 14 | 70    |
| 500 POINTS AVAILABLE                        |            |    |    |    |    |       |

EVALUATION TOTAL  
358

PERCENTAGE OF AVAILABLE POINTS  
71.60%


TSA CONSULTING GROUP

TSA CONSULTING GROUP

PLAN ADMINISTRATION AND COMPLIANCE SERVICES  
RFP NO. 2-11/LG  
EVALUATION SUMMARY

**EVALUATION SUMMARY**

|                        | Point Attainment out of 500 Available | Percentage |
|------------------------|---------------------------------------|------------|
| TAX DEFERRED SOLUTIONS | 261                                   | 52.20%     |
| TSA CONSULTING GROUP   | 358                                   | 71.60%     |

 - Recommended Vendor



September 7, 2010, Regular Board Meeting

**Call Meeting to Order**

[CALL MEETING TO ORDER](#)

**Invocation**

[INVOCATION](#)

**Pledge of Allegiance**

[PLEDGE OF ALLEGIANCE](#)

**Presentations**

- [1. DUVAL ART TEACHERS ASSOC. \(DATA\) ADMINISTRATOR OF THE YEAR](#)
- [2. 2010 GIRLS' AMATEUR ATHLETIC UNION \(AAU\) NATIONAL CHAMPIONSHIP](#)
- [3. DISTINGUISHED BUDGET AWARDS](#)
- [4. ENGLEWOOD ELEMENTARY ADEQUATE YEARLY PROGRESS \(AYP\) RECOGNITION](#)

**Comments From Audience**

[COMMENTS FROM AUDIENCE](#)

**Comments From Parent Organizations**

[COMMENTS FROM PARENT ORGANIZATIONS](#)

**Comments From Employee Organizations**

[COMMENTS FROM EMPLOYEE ORGANIZATIONS](#)

**Student Achievement, Reform Activities, And Reports**

- [1. CHAIRMAN'S REPORT](#)
- [2. SUPERINTENDENT'S REPORT](#)



## Reports

[1. OPERATIONS REPORT - MR. DOUG AYARS](#)

[2. ACADEMIC SERVICES REPORT - MS. PAT WILLIS](#)

## Approval of Agenda

[APPROVAL OF THE SEPTEMBER 7, 2010, AGENDA](#)

## Approval of Minutes

[APPROVAL OF MINUTES](#)

## Approval of Consent Agenda

[APPROVAL OF CONSENT AGENDA](#)

## Consent Agenda

### Academic Services

[1. 2010-2011 APPLICATION FOR TITLE I SCHOOL IMPROVEMENT GRANTS UNDER SECTION 1003 \(g\) OF THE NO CHILD LEFT BEHIND ACT OF 2001](#)

Attachment: [Benefits and Challenges Application for Title I SIG.pdf](#)

[3. ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT \(EECBG\)](#)

Attachment: [T12 to T8 Lighting Retrofit.pdf](#)

Attachment: [EECBG B C.pdf](#)

Attachment: [Occupancy Sensors Installations.pdf](#)

Attachment: [Retrofit Gym Lighting Systems.pdf](#)

[4. STARBASE AGREEMENT RENEWAL](#)

Attachment: [BENEFITS AND CHALLENGES STARBASE.pdf](#)

[5. CONTINUATION AGREEMENT WITH THE JACKSONVILLE CHILDREN'S COMMISSION FOR THE TEAM UP PROGRAM 2010-2011](#)

Attachment: [BenefitsandChallengesForm-TEAMUPAgreement20102011.pdf](#)

Attachment: [TEAM UP-2010-2011-JCCTEAMUPSites.pdf](#)

[6. PURCHASE OF SOFTWARE LICENSES FOR GIZMOS](#)

Attachment: [BENEFITS AND CHALLENGES Gizmos.pdf](#)

[7. PURCHASE OF DISTRICT-WIDE COMPASS ODYSSEY TECHNICAL SUPPORT 2010-2011](#)

Attachment: [BenefitsandChallenges-2010-2011-COTechSupport.pdf](#)

Attachment: [CompassOdyssey2010-2011-ListofSchools-COTechSupport.pdf](#)

Attachment: [CO-2010-2011-Performance Data 2009-2010-8-10-10.pdf](#)

[8. CONTINUATION AGREEMENT WITH COMMUNITIES IN SCHOOLS FOR 2010-2011](#)

Attachment: [SEP Program-2010-2011-EOYDataFrom2009-2010-8-16-10.pdf](#)  
Attachment: [SEPPProgram20102011EOYData2008-2009.pdf](#)  
Attachment: [BenefitsandChallengesFormAgreementwithCIS2010-2011.pdf](#)

#### 9. LEARNING FOR LIFE GRANT PROPOSAL

Attachment: [BenefitsandChallengesLearningforLife20102011.pdf](#)  
Attachment: [2009-2010EvaluationResultsLearningforLife.pdf](#)

#### 10. INTERAGENCY AGREEMENT WITH DEPARTMENT OF CHILDREN AND FAMILIES (DCF) AND OTHER FOSTER CARE AGENCIES

Attachment: [BenefitsandChallengesInteragencyFosterCareAgreement20102011.pdf](#)

#### 11. SUBMISSION OF 21ST CENTURY COMMUNITY LEARNING CENTER CONTINUATION GRANT PROPOSALS

Attachment: [BenefitsandChallenges20102011Submissionof21stCCLCContinuationGrants.pdf](#)

### **Human Resource Services - Labor Relations**

#### 1. DUVAL TEACHERS UNITED SETTLEMENT - TEACHERS

Attachment: [HRS Attach TA 1011.pdf](#)  
Attachment: [HRS Attach TJ 1011.pdf](#)  
Attachment: [HRS Attach TP 1011.pdf](#)  
Attachment: [HRS Attach AC 1011.pdf](#)  
Attachment: [DCSB Teacher TAs 8-25-10.pdf](#)  
Attachment: [HRS Attach AB 1011.pdf](#)  
Attachment: [HRS Attach TV 1011.pdf](#)

#### 2. DUVAL TEACHERS UNITED SETTLEMENT - PARAPROFESSIONALS

Attachment: [DCPS Para TAs 8-25-2010.pdf](#)  
Attachment: [HRS Attach RC 1011.pdf](#)  
Attachment: [HRS Attach Para 1011.pdf](#)

### **Administration and Business Services - Budget and Financial**

#### 1. IMPLEMENTATION SERVICES FOR SAP PUBLIC BUDGET FORMULATION (PBF) SOFTWARE

Attachment: [Benefits and Challenges - SAP PBF Implementation 9-7-10 Revised Final.pdf](#)

### **Operations - Information Technology**

#### 1. PURCHASE OF LANGUAGE INTERPRETATION AND DOCUMENT TRANSLATION SERVICES FOR PARENTS OF STUDENTS WITH DISABILITIES

Attachment: [InterpretingServicesBENEFITSandCHALLENGES \(2\) .pdf](#)

### **Operations - Real Estate, Planning and Programming**

#### 1. PURCHASE OF PROPERTY AT SHEFFIELD ELEMENTARY SCHOOL NO. 242

Attachment: [Gillis Land Purchase at Sheffield ES 242-AERIAL Plan.pdf](#)  
Attachment: [Benefits Challenges Form-Gillis Land Purchase at Sheffield ES 242.pdf](#)

## **Operations - Facilities Project Design, Construction and Maintenance**

### 1. FACILITIES SERVICES DIVISION OF SUBSTANTIAL COMPLETIONS, FINAL INSPECTIONS AND RETURN OF CONTINGENCY SAVINGS AMOUNT ON MAJOR MAINTENANCE AND MINOR CAPITAL PROJECTS UNDER \$1,000,000

Attachment: [September 10 Agenda Item Subs Comp Final Comp for August 2010 08 26 10.pdf](#)

Attachment: [September 10 B-C Subs Comp Final Comp for August 2010 06 15 10.pdf](#)

### 2. REMODELING, RENOVATIONS AND NEW CONSTRUCTION AT ROBERT E. LEE HIGH SCHOOL NO. 33: CONTRACT AWARD TO DESIGN PROFESSIONAL SERVICES/DCSB PROJECT NO. C-91460

Attachment: [September 10 B-C C91460 Con Award to DP for RE Lee HS No 33 06 15 10.pdf](#)

### 3. NEW DAY TREATMENT CLASSROOM ADDITION AT EUGENE BUTLER MIDDLE SCHOOL NO. 168: CONTRACT AWARD FOR CONSTRUCTION MANAGEMENT AT RISK FIRM AND GUARANTEED MAXIMUM PRICE/DCSB PROJECT NO. C-91430

Attachment: [September 10 B-C C-91430 Con Award and GMP for Eugene Butler MS No 168 06 15 10.pdf](#)

### 4. NEW DAY TREATMENT CLASSROOM ADDITION AT EUGENE BUTLER MIDDLE SCHOOL NO. 168: PHASE III (CONSTRUCTION) DOCUMENTS/DCSB PROJECT NO. C-91430

Attachment: [September 10 B-C C91430 Phase III Doc App for Eugene Butler MS No 168 08 02 10.pdf](#)

### 5. SUBSTANTIAL COMPLETION AND CERTIFICATE OF FINAL INSPECTION OF CAPITAL PROJECTS OVER \$1,000,000: ATLANTIC COAST HIGH SCHOOL NO. 268

Attachment: [September 10 Agenda Item C-90650 CFI 08 02 10.pdf](#)

Attachment: [September 10 B-C-C-90650 CSC and CFI 08 02 10.pdf](#)

Attachment: [September 10 Agenda Item C-90650 CSC 08 02 10.pdf](#)

### 6. AMEND EDUCATIONAL SPOT SURVEY FOR ROBERT E. LEE HIGH SCHOOL NO. 33

Attachment: [Robert E Lee High School Survey 3.9 Recommendation 08.10.10.pdf](#)

### 7. CHANGE ORDER REPORT FOR THE MONTH OF AUGUST 2010

Attachment: [September 10 Agenda Item Change Order Report Chart for August 2010 08 10 10.pdf](#)

Attachment: [September 10 B-C Agenda Item Change Order Report for August 2010 08.05.10.pdf](#)

## **Operations - Purchasing and Logistics**

### 1. PLAN ADMINISTRATION AND COMPLIANCE SERVICES FOR 403(B) AND 457 PLANS

Attachment: [PLAN ADMINISTRATOR EVALUATION - FINAL.pdf](#)

Attachment: [BENEFITS AND CHALLENGES - Plan Administration and Compliance Services.pdf](#)

### 2. SURPLUS PROPERTY RETIREMENT REPORT

Attachment: [ROSEPT11n.pdf](#)  
Attachment: [RORET FY11 N.pdf](#)  
Attachment: [07Sept10.pdf](#)  
Attachment: [06Sept10.pdf](#)  
Attachment: [AGENDA step BENEFITS AND CHALLENGES FORM Sept.pdf](#)  
Attachment: [05Sept10.pdf](#)  
Attachment: [04Sept10.pdf](#)  
Attachment: [September 2010.pdf](#)

[3. RENEWAL - LEGAL LIABILITY INSURANCE \(ERRORS AND OMISSIONS\)](#)

Attachment: [BENEFITS AND CHALLENGES EO.pdf](#)

[4. RENEWAL - EXCESS MEDICAL STOP LOSS INSURANCE CONTRACT](#)

Attachment: [BENEFITS AND CHALLENGES FORM STOP LOSS.pdf](#)

**Discussion**

**Academic Services**

[2. HIGH SCHOOL INITIATIVE GRANT](#)

Attachment: [HighSchoolGraduationInitiativeGrant-2009-2010-Revised Budget\(2\)9-7-10 \(2\).pdf](#)  
Attachment: [BenefitsandChallengesForm-2009-2010-HighSchoolGraduationInitiativeGrant.pdf](#)

**Human Resource Services - Staffing**

[1. HUMAN RESOURCE SERVICES EMPLOYEE TRANSACTIONS](#)

Attachment: [HRS ATTACH 09-07-10 TRANS.pdf](#)

**Administration and Business Services - Budget and Financial**

[2. SECOND PUBLIC HEARING ON CLASS SIZE INFORMATION](#)

**Operations - Information Technology**

[2. PUBLIC HEARING AND VOTE: ACCEPTABLE USE POLICY FOR USE OF DISTRICT COMPUTER RESOURCES](#)

Attachment: [ACCEPTABLE USE POLICY \(AUP\) Updated 8-23-10.pdf](#)  
Attachment: [Board Agenda Item Checklist AUP 9-7-10.pdf](#)

**General**

[1. PUBLIC HEARING AND VOTE: REVISION OF BOARD POLICY 7.41 - AUTHORITY TO SIGN CONTRACTS, AMENDMENTS AND MEMORANDA OF UNDERSTANDING](#)

Attachment: [7 41 AUTHORITY TO SIGN CONTRACTS revised \(3\).pdf](#)

[2. PUBLIC HEARING AND VOTE: REVISION OF BOARD POLICY 7.70 PURCHASING](#)

Attachment: [7 70 PURCHASING revised.pdf](#)

**Board Member Travel**

[BOARD MEMBERS TRAVEL](#)

**Superintendent's Travel**

[SUPERINTENDENT'S TRAVEL](#)

**For The Record**

[FOR THE RECORD](#)

**Adjournment**

[ADJOURNMENT](#)