

# **Request for Proposals**

## **Questions and Responses**

### **State Administered Private Sector Employee Retirement Savings Study**

**December 15, 2014**

This document includes all questions submitted in response to the State Administered Private Sector Employee Retirement Saving Study RFP issued by the State of Minnesota on December 1, 2014. These questions and responses are hereby included incorporated into the RFP.

- 1. Describe the State's anticipated project resources, including roles and expected time commitment, which will be available to work with the vendor during the course of the project.**

State staff expect to provide oversight of the development of the study. We will facilitate the transfer of information where possible. We have access to several retirement organizations that collect information and research and are able to share that information. Our expectation is that the selected Responder will have a strong role in defining roles and that roles will be negotiated and defined in the contract.

We expect to commit that state staff will be available as necessary.

- 2. Describe any bodies of work, either existing or currently underway, that the State anticipates the vendor may potentially leverage for this study.**

We do not have any particular work in mind.

- 3. In Part I, Section B, reference is made to an implementation plan. What level of detail is expected for this plan (e.g., high-level roadmap with major milestones, detailed work plan with intermediate steps)?**

We expect the implementation plan to be a high-level outline with major milestones.

- 4. What is the State's desired timeframe for completing this study? Are there any hard deadlines or timeline interdependencies that will impact the project timeline?**

The due date will be part of the contract negotiations.

- 5. Is the state willing to delay the submission date of the RFP to a date later in January?**

We are aware that the time to complete the RFP response is short and includes the holiday season. We realize that some of the questions are involved. We anticipate all potential Responders are facing this same difficulty. Our recommendation is to complete the RFP as best as you can and realize that we are aware of the time constraint.

Please keep in mind that the scoring process is to score the RFP, conduct interviews, and then rescore based the information gained during the interview. We expect to conduct interviews between January 29 and February 6, 2014. That gives Responders approximately two full months to prepare.