



## Request for Proposal (RFP) Retirement Plan Advisor Search

**REQUEST FOR PROPOSAL:** The Paso del Norte Children's Development Center (PdN Children's) is seeking a licensed and qualified retirement plan advisor to support the organization as a fiduciary to assist the agency in meeting its responsibility to provide a non-annuity based 401k plan and ensure that all decisions and actions are in the best interests of the plan participants and their beneficiaries and in compliance with ERISA rules. PdN Children's is a non-profit organization that offers a 401k plan to its employees. Current plan assets are approximately \$6,000,000 and the Center has over 145 employees who are eligible to enroll into the 401k plan. As the provider of the plan, PdN Children's leadership must act as prudent experts under ERISA, and are therefore held to a high standard of care with respect to plan-related decisions regarding investments, service providers, plan administration, plan costs/fees and general ERISA compliance. It is PdN Children's desire to contract with a qualified and licensed plan consultant (advisor) to assist with adhering to ERISA's rigorous standards, and to meet the Center's objective of offering a best practice, non-annuity based 401(k) plan to its employees.

**SCOPE AND QUALIFICATIONS:** In order to ensure that PdN Children's administers the 401k plan prudently and in accordance with ERISA standards and guidelines, a plan advisor will work closely with the organization's leadership and board of directors and will:

1. Have retirement plan expertise and demonstrate true specialty in retirement plan consulting and possess Series 7 and Series 66 licensure or Series 7 and Series 63 & 65 licensure,
2. Have independence with the ability to evaluate funds and service providers objectively and without conflict of interest,
3. Be willing to acknowledge in writing that they are a co-fiduciary to the plan as it relates to the selection and monitoring of investments,
4. Be ERISA 404(a) and 404(c) proficient by provide guidance through ERISA's requirements, provide checklists, forms, education modules, etc., to ensure prudent skill and care,
5. Have the ability to keep PdN Children's leadership and board updated on litigation, legislation and regulations impacting the plan and fiduciaries,
6. Satisfy section 404(a) requirement that fiduciaries act with the skill, knowledge and expertise of a prudent expert by possessing the licensure stated in bullet #1 of this proposal,
7. Have the ability to help plans maintain qualified status while continuing to meet the goals and objectives of the organization,
8. Have the ability to evaluate, select and monitor fund performance; demonstrate a documented process led by qualified CFAs & staff analysts,
9. Demonstrate knowledge of plan fees, expenses and revenue sharing, and properly benchmark the plan among other service providers, while ensuring that the plan is administered in the most efficient manner and for a reasonable price,

10. Have the ability to meet with PdN Children's employees on-site to promote better understanding of investments and asset allocation,
11. Have the ability to articulate plan details to the sponsor and participants, regardless of sophistication level, along with educating employees regarding plan highlights, and how to create an appropriate investment strategy,
12. Demonstrate procedural prudence in a well-documented manner, including meeting minutes, investment charter, online file storage, etc.,
13. Serve as an active contributor to industry development; updates the organization's leadership on current legislation and trends impacting the plan,
14. And to fully and openly disclose all sources of fees received on a direct and/or indirect basis by stating fees and frequency of services being delivered in writing.

PROPOSAL SUBMISSION: Persons and firms interested in responding to this proposal shall first return the signed NDA that is provided by the Center. Upon receipt of the signed NDA, the Center will provide the proposer the information necessary to prepare a benchmark for the Center's plan. Respondents shall benchmark the current plan, answer to the following questions, provide a copy of the licenses as discussed in the project scope, a list of references, and any other supportive information by Wednesday, February 13th, 2025 at 5:00 p.m. Responses may be a hand delivered to PdN Children's with one hard copy of the proposal and a digital copy on a flash drive. If submitted by mail, please mail certified mail and/or expedited mail delivery with a postmark prior or by to the proposal due date. A digital proposal on a PDF document will be accepted by email at the Contact person's email address. The proposal shall be delivered to:

Via email;  
Mr. Alfonso Velarde  
CEO  
[Al.velarde@pdnchildrens.org](mailto:Al.velarde@pdnchildrens.org)

Hand delivered or US Mail;  
Mr. Alfonso Velarde  
CEO  
Paso del Norte Children's Development Center  
1101 E. Schuster, El Paso Texas 79902

Please email any questions you have regarding this proposal to Mr. Velarde at the stated email address. We cannot respond to questions via telephone or any other mode of communication. Any proposal received or postmarked after the stated deadline of February 13th, 2025 at 5:00 p.m. will not be considered.

Proposal Due Date: February 13th, 2025 by 5:00 p.m.

Contact Person: Alfonso Velarde, [al.velarde@pdnchildrens.org](mailto:al.velarde@pdnchildrens.org)