

Targeted Retirement Plan Services

For those plans that do not require all the services provided in our *Comprehensive Service Package*, we offer many of these services separately. We call these services *Retirement Analytics*. Fees for our Retirement Analytic Services are determined on a per client basis and will be based upon the complexity of the services provided. We offer a flexible fee structure, whereby you may select either hourly, fixed fee, or an asset based fee structure. Prior to entering into our advisory agreement, we will provide you with a proposal that outlines the services we will provide along with their corresponding fees. Should the proposal be accepted, we will draft an advisory agreement. The advisory agreement will contain the information detailed in the proposal along with termination provisions. Elements of the consulting services available through *Retirement Analytics* include:

Fiduciary Audits

Through the Center for Fiduciary Studies at the University of Pittsburgh, we offer fiduciary review services that help the fiduciaries of businesses, non-profits, foundations, and endowments operate with the standards outlined in the Employee Retirement Income Security Act of 1974 (ERISA).

Fiduciary reviews evaluate a plan sponsor's investment management process in light of ERISA standards, case law, and regulatory opinions. The review offers recommendations on how to address plan shortfalls, reduce exposure to liability, and institute prudent management practices. Fiduciary reviews provide plan sponsors with a plan for prudent management practices and improving the quality of the investment options within the plan.

In addition to retirement plans, fiduciary reviews also provide foundations and institutions a valuable third-party, objective review of the operations and managements of trusts, endowments, and other assets. We also provide private and public seminars centered on fiduciary responsibility-excellent introductory or refresher training opportunities for board members or trustees.

Preparation of Investment Policy Statement

We will prepare an investment policy statement (“IPS”) for the Plan based upon consultation with you to ascertain the Plan’s investment objectives, policies, and constraints and will assist you in developing a policy and IPS that is consistent with the requirements of ERISA. The IPS will be specific enough to provide guidance to the investment manager(s) and shall include the investment objectives of the Plan, the asset classes to be offered under the Plan, the number of investment options to be offered within each class, the criteria and benchmarks for selection and monitoring of the investments offered under the Plan, and the criteria used for monitoring the Advisor as a fiduciary of the Plan. The Plan Sponsor will be responsible for the final review and approval of the IPS. We provide no assurances that the Plan Sponsor will achieve the investment objectives in the IPS.

Performance Monitoring of Investment Manager(s)

If the Plan is a defined benefit pension plan, we will perform ongoing monitoring of investment manager(s) in accordance with the IPS guidelines to ensure compliance. If the Plan is a defined contribution plan, we will perform ongoing monitoring of the investments held by or offered as investment options under the Plan. In either case, the investment manager(s) or investments will be evaluated according to the established guidelines as outlined in the IPS and investment portfolio characteristics, performance of duties, and investment process and philosophy.

Performance Reports and Investment Recommendations

We will prepare quarterly reports, unless otherwise agreed upon, evaluating the performance of Plan investment manager(s) or investments, as the case may be, as well as comparing the performance thereof to benchmarks agreed upon by both parties and set forth in the IPS. The information used to generate the reports will be derived from statements provided by the Plan Sponsor. We will recommend, for selection by the Plan Sponsor, specific funds to be held by the plan or, in the case of a participant-directed defined contribution plan, offered as investment options under the Plan consistent with the policies outlined in the IPS.

Fiduciary Education Services to Plan Committee

We will provide in-person training in group sessions for the members of the Plan Committee covering guidance with respect to fiduciary duties at times mutually agreeable to the parties.

Participant Education Services

We will create a customized participant education package. We will work closely with the Plan Sponsor and Administrator to create an educational service package that will help the Plan's participant achieve their retirement goals. These services could include such things as conducting in-person individual or group investment/retirement educational sessions or providing printed materials (which may include posters, payroll stuffers, and emails) to participants in the Plan, advising them of the investment options under the Plan.

Plan Provider Search Support

Our RFP and Plan Benchmarking Analysis offers an effective means of analyzing your Plan's service providers versus their peers. From past experience, Plan Sponsors have saved significant amounts by utilizing this process which manages the preparation, distribution, evaluation of RFP's, and finalist interviews. We design a customized Benchmarking Report that typically includes a RFP Scorecard that compares and evaluates each vendor based upon their fully disclosed total expenses, investments, administrative services, compliance services, participant services, and investment consulting services. This report has four levels of detail. The first is an executive summary, the second is a one page Scorecard, the third level is comprised of summary reports on the vendors being analyzed, and the fourth contains the detailed responses from each vendor. This report design allows the Plan's Investment Committee to easily assess the pros and cons of each vendor leading them to an objective and appropriate decision.

Analysis of Plan Expenses

One of the current areas of potential liabilities for Plan Sponsors is plan expenses. We provide analysis of all expenses involved with maintaining and operating the Plan. We drilled down to uncover the hidden cost as well as those that are explicitly stated. This involves full and complete fee disclosure by all service providers to the Plan. If your service provider does not offer full fee disclosure, we will alert you to this fact and advise you on actions that may be taken.

Asset Allocation Analysis

Studies have shown that 90% of the variability in a fund's investment return is the result of the strategic allocation decision which makes this the most important decision facing any investor. We recommend that each client conduct a full review of their strategic asset allocation policy every three to four years or more often as circumstances warrant. This review process entails confirming client objectives, evaluating the appropriateness of the current asset allocation and testing the benefit of alternative mixes and their impact upon the risk/return relationship.

We offer free, no-obligation consultations to all prospective clients. To schedule a meeting, please go to the Contact Us section of our web site or call us at 717-395-9380.