



Chicago Teachers' Pension Fund

Questions and Answers #1 Related to the RFP for NOC

1. What is the average quantity per month of checks issued?

Answer: CTPF provides the following estimates:

- 1,000 checks issued for monthly payroll;
- up to 400 checks in a month for weekly lump sum;
- 2-3 checks for rebates.

2. What is the average quantity per month of the advises issued?

Answer: 28,000 to 29,000

3. Do the checks image one side or two sides?

Answer: One sided

4. Can CPTF provide a sample of one pension check and one pay advice?

Answer: The samples requested are confidential , therefore, CTPF is unable to share the samples requested here due to the risk of security breach and exposure.

5. If Bolger elects to not participate in the segment of the RFP will we be disqualified?

Answer: CTPF is seeking a vendor with the ability and willingness to perform all of the services identified in the Scope of Work. A vendor electing not to participate in a segment of the RFP may be deemed non-responsive, or scored below average according to its response.

6. What is the average quantity per of 1099's issued each year.

Answer: Including initial prints and reprints the volume would be 32,300 on annually.

7. Does the 1099 image one side or two sides?

Answer: One side

8. Can CPTF provide a sample their preferred 1099 statement paper?

Answer: CTPF prefers a security pressure seal document for the 1099R

9. Can CPTF provide an imaged sample of the imprinted 1099 on the statement paper?

Answer: The samples requested are confidential, therefore, CPTF is unable to share the samples requested here due to the risk of security breach and exposure. However, CPTF complies with the standard IRS format for the 1099R on a security pressure seal document.

10. Can Bolger elect just to bid on this segment of the RFP, or will we be disqualified?

Answer: Please refer to Answer No.5.

11. What is the average quantity per of lump sum checks issued each week/month?

Answer: About 100 checks per week or 400 checks per month

12. What is the average quantity per of periodic rebate checks issued each week/month?

Answer: 2-3 per month

13. Do the checks image one side or two sides?

Answer: One sided

14. Can CPTF provide a sample of one lump sum check and one rebate check?

Answer: Confidential. Provide fields.

15. If Bolger elects to not participate in the segment of the RFP will we be disqualified?

Answer: Please refer to Answer No.5.

16. For pricing purposes, what volumes would you like us to quote? As mentioned above, we are currently working with the CPTF for these services so we can use the volumes from previous runs if you'd like. Please let us know what you would prefer.

Answer: CPTF will accept the pricing from previous runs for a quote.

17. Is there a specific pricing template/layout we should use?

Answer: Yes that will be provided to the awarded vendor.

18. Should responses to categories A through J be embedded along with the questions, or simply reference the sections and provide just the response?

For example:

D. Project Plan

a. Address the various tasks, services, and deliverables outlined in Section III.

Scope of Work and describe the specific approach that will be taken in performing each task or service or providing each deliverable

“Response response response response response etc...”

D. Project Plan

a. *“Response response response response response etc...”*

Answer: Please follow the instructions contained in the RFP, and label each response corresponding to the respective RFP Section.

19. How many people are currently on payroll?

Answer:

- 28,000-29,000 receive direct deposit.
- 1,000 receive live checks for the monthly pension payroll process.
- For the weekly payrolls the maximum would be no more than 100 members.

20. How many are W2 vs 1099?

Answer: All are 1099R

21. Frequency of payroll (weekly, bi-weekly, etc)?

Answer:

- There is a weekly lump sum process for specific beneficiaries along with a periodic health insurance rebate (weekly as needed).
- The monthly pension payroll process follows a processing calendar and payment is due on the first business day of the month (direct deposit and live checks).

22. Current provider?

Answer: D4 Solutions, Addison Illinois

23. RFP timeline?

Answer: Please see Section III, TIMELINE in RFP document, page 5 of 18.

24. We do not see any terms in the RFP. What terms is this referring to?

H. Contract or Agreement Mandatory CTPF Terms

a. “Please state Respondent’s exceptions to the below CPTF terms for negotiation purposes

Answer:

H. Contract or Agreement Mandatory CTPF Terms.

a. Please state Respondent’s exceptions to the below CTPF terms for negotiation purposes.

b. Provide additional details, if any, that we should be aware of regarding your contracting process.

i. The resolution of all dispute(s) arising from a contract award shall take place in the State of Illinois, County of Cook.

ii. CTPF shall not waive its right to a Jury Trial.