

# **REQUEST FOR PROPOSAL**

## **REQUEST FOR PROPOSAL FOR THE APPOINTMENT OF A PENSION FUND ADMINISTRATOR**



**ISSUE DATE: 22 JULY 2021**

**CLOSING DATE: 22 SEPTEMBER 2022**

**CLOSING TIME: 11:00**

**BID VALIDITY PERIOD: 90 DAYS FROM CLOSING DATE**

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## 1. REQUEST FOR PROPOSAL

- 1.1. The Municipal Councillors Pension Fund (the “Fund”) herewith invites proposals from interested service providers to submit responses to this Request for Proposal (RFP) for the provision of **fund administration services**.
- 1.2. The Fund requires the bidders to provide two separate proposals:
  - 1.2.1. Market related pricing for fund administration services, and
  - 1.2.2. Costs of transferring the Fund’s internal administration staff

## 2. PURPOSE OF THE DOCUMENT

- 2.1. The purpose of this RFP document is to provide broad details relevant to the services required and does not necessarily provide a detailed overview of every action required.

## 3. FUND OVERVIEW

- 3.1. The Fund is a defined contribution pension fund.
- 3.2. The Fund provides for retirement, death and disability benefits.
- 3.3. The Fund’s membership comprises some 3 956 members as at June 2022, with corresponding assets of some R 1 381 602 566,81 bn at the same date.
- 3.4. The Fund has about 198 pay points
- 3.5. The Fund is currently managed by two Curators appointed by the high Court.
- 3.6. The fund administration services are currently performed by 19 internal staff members (self-administration) with a salary bill of R12 521 401,94 per annum.
- 3.7. The Curators have resolved to outsource administration of the Fund to a suitable independent third-party administrator.
- 3.8. The Fund’s investments are managed by external asset managers.
- 3.9. The Fund currently follows a “one size fits all” investment strategy and there is no investment choice administration required.

## 4. RFP RESPONSE GUIDELINES

- 4.1. This RFP is issued on an open tender notice format with a definite closing date and time.
- 4.2. All interested bidders must register their interests by email to [juanito@damonsinc.co.za](mailto:juanito@damonsinc.co.za).
- 4.3. Respondents are required to submit their responses in expansive detail and in time to qualify for consideration of their responses.

## 5. COMMUNICATION

- 5.1. Respondents are warned that a Proposal will be liable to disqualification should any attempt be made by a Respondent either directly or indirectly to canvass any officer or employee of the Fund in respect of this RFP between the closing date and the date of the award of the business.
- 5.2. All specific queries relating to this RFP should be submitted by 19 August 2022 before 15:00.
- 5.3. The electronic mail address for queries is [juanito@damonsinc.co.za](mailto:juanito@damonsinc.co.za)
- 5.4. No telephonic or verbal queries will be entertained.
- 5.5. In the interest of fairness and transparency, Fund's response to such queries will then be made available to the other Respondents who have collected RFP documents.
- 5.6. For this purpose, Fund will communicate with Respondents using the email address provided to the Fund on registration of interest to bid.

## 6. PROPOSAL SUBMISSION

- 6.1. Potential service providers are requested to be mindful of the time allowed for responses, the closing date and time, the delivery address for proposals and must note that late or incomplete submissions will not be considered.
- 6.2. The RFP must be submitted with the necessary supporting detail and must at least provide the information requested in this RFP.
- 6.3. The Fund reserves the right to consider any proposal in its entirety or partially and may appoint more than one service provider or no service provider at all. The Fund's decision is final, and no correspondence will be entered into.
- 6.4. Respondents must ensure that whoever delivers the proposal to the Fund takes care to complete the RFP register at the reception desk.
- 6.5. The responses should be bound and packaged in such a way to ensure that the overall size of the submission/s does not exceed the size of an A4 Lever Arch file as this is the maximum size that can be accommodated by the tender box slots.
- 6.6. The closing date for submission of proposals at the delivery address indicated below and email is 22 September 2022 at 11:00.
- 6.7. RFPs must be submitted in a sealed envelope and addressed to:

The Curators

Fund Administration Services Proposal

Municipal Councillors Pension Fund

Address: 9 George Road, Noordwyk, The Willows Office Park Block1, Midrand, Johannesburg, 1687

The RFPs must be placed in the Fund's official Tender Box that is placed in the reception area at:

Fund offices address in Midrand.

6.8. The timelines for the RFP process are as follows:

Activity	Due date
RFP issue/advertisement date	22 July 2021
Deadline for clarification questions	19 August 2022, 15:00
Final response to vendors	2 September 2022
Closing date for RFP	22 September 2022, 11:00

6.9. Please note that the above timelines are indicative and that the Fund reserves the right to change these timelines. Respondents will be advised of any changes and / or notices via email.

6.10. The following minimum requirements will be applied to the RFP process:

- 6.10.1. Responses received after the closing date and time will be considered late and will not be accepted. If a response is considered late, it will be returned unopened to the return address of the relevant respondent identified on the response envelope.
- 6.10.2. All responses must be submitted in full and complete on or before the closing time.
- 6.10.3. The Fund will not allow additions and/or amendments to any response to be submitted after the closing date and time and will not receive various documents or items in separate envelopes as one submission.
- 6.10.4. Responses may be withdrawn in writing by a respondent prior to the closing date and time.
- 6.10.5. All enquiries relevant to the RFP may only be submitted to the indicated point of contact and in writing.
- 6.10.6. Telephonic and/or verbal enquiries will not be entertained.
- 6.10.7. During the course of this RFP process, respondents may acquire confidential information relating to the Fund's business, projects and/or members.
- 6.10.8. Respondents are required to keep this information strictly confidential at all times (even after the RFP process has been completed) and may not use or attempt to use or allow such information to be used for personal gain or the gain of any other person or institution.
- 6.10.9. Respondents may not disclose any such confidential information to any third party, but to the extent that such disclosure may be necessary for the submission of a formal proposal, must approach the Fund for prior approval to share any information with any third party.
- 6.10.10. This does not apply to information which must, by law, be disclosed or becomes available to and known by the public due to no fault on the part of the respondents.

- 6.10.11. Respondents must comply with the highest ethical standards in order to promote mutual trust and an environment where business can be conducted with integrity, in a fair and reasonable manner.
  - 6.10.12. Respondents must, on the official letterhead of the company submitting the response, declare that:
    - 6.10.12.1. the information provided in all documentation is true and correct.
    - 6.10.12.2. the signatory of the tender document is duly authorised to do so by means of a special or general resolution of the company responding, and
    - 6.10.12.3. undertake that all information gained from the MCPF through this RFP document or from any other interaction relevant to this RFP, will remain confidential.
  - 6.10.13. Proposals submitted to the Fund will remain valid for a minimum period of 90 calendar days from the closing date.
  - 6.10.14. Respondents will be held to their proposals submitted. The Fund reserves the right to negotiate the modification of a proposal with the successful respondent in whole or in part.
  - 6.10.15. Agreements reached after such modifications with the successful respondent, or parts thereof, and accepted by the Fund will form part of the contract.
  - 6.10.16. Each proposal will be evaluated for general conformity to specifications and the demonstrated capabilities of respondents to execute the scope of work.
  - 6.10.17. Respondents must provide curricula vitae of all key personnel they propose for execution of the scope of work, with clearly defined fields of expertise, functions and responsibilities.
  - 6.10.18. In general respondents must indicate the experience and field/s of expertise of their companies and must specifically indicate previous work done in the retirement fund industry, if any.
  - 6.10.19. Respondents are responsible for any and all costs and liabilities incurred in responding to this RFP. The Fund will not be responsible for any costs whatsoever or howsoever arising.
  - 6.10.20. The Fund reserves the right to withdraw this RFP for any reason and at any time without incurring any cost or liability.
  - 6.10.21. The Fund reserves the right to withdraw, at any stage of this process, amend or cancel this RFP, reject or not accept any or all proposals, obtain any information from any lawful source regarding past business history and practices of the respondent, and to take any such information into consideration in the evaluation process.
  - 6.10.22. The Fund does not have to explain acceptance or rejection of any specific service provider and the Fund's decision is final and binding, no correspondence will be entered into.
- 6.11. All responses are required to be prepared as follows:
- 6.11.1. Proposals must be electronically generated, and one printed original must be signed by the individual(s) legally authorised to bind the respondent. The original proposal must be clearly marked as original.

- 6.11.2. Legibility, clarity and completeness are essential.
- 6.11.3. The RFP response must contain the following:
  - 6.11.3.1. One clearly marked and signed original copy of the RFP response and supporting documents,
  - 6.11.3.2. One bound hard copy of the RFP response and supporting documents as above.
  - 6.11.3.3. One digital/electronic copy of the RFP response sent via email [juanito@damonsinc.co.za](mailto:juanito@damonsinc.co.za); and
  - 6.11.3.4. The electronic copies of the RFP proposal must be provided in Adobe Reader Portable Document Format (PDF), free of any viruses or malicious ware.
- 6.12. Responses must be prepared as simply as possible, providing a straightforward, concise description of the interested parties and the capabilities available to satisfy the requirements of the RFP.
- 6.13. The RFP response must be presented in two separate proposal in the following format:

**6.13.1. Section 13B Administration services proposal**

Section	Title
A	Executive Summary of Proposal
B	Company Background
C	Functional Requirements
D	Pricing

**6.13.2. Proposal for transfer for transfer of the Fund's internal administration staff**

- 6.14. Respondents will be evaluated according to the extent to which they are able to fulfil the requirements of the Fund. Evaluation criteria will place emphasis on the following areas:
  - 6.14.1. BEE 20%
  - 6.14.2. Pricing 30%
  - 6.14.3. Functional ability and experience 50%
- 6.15. The fees that would be charged to provide the administration services must be expressed as a Rand per member per month and be reflected separately for each service, as set out below.
- 6.16. The fees are to be expressed exclusive of VAT.
- 6.17. Standard period of the administration contract.
- 6.18. Notice period required for discontinuance of administration services.

## **Empowerment / B-BBEE**

6.19. The Fund is committed to advancing the objectives of B-BBEE and details of the service provider's B-BBEE credentials, supported by a copy of a rating certificate from a SANAS accredited rating institution or an affidavit wherever applicable, with details of the relevant company profile must be provided. In the very least, specific reference must be made to:

6.19.1. Ownership structure and shareholding.

6.19.2. Board representation.

6.19.3. Executive / Operational Management structure.

6.19.4. Gender equity profiles for all staff; and

6.19.5. Secondary B-BBEE initiatives, such as procurement from B-BBEE suppliers and other initiatives.

6.20. These details must be clearly stated in the order requested and with the headings as above.

6.21. Minimum BBEE Level 4

## **Requirement of respondents**

6.22. Respondents must be well established entities with a minimum of five years demonstrable experience in providing fund administration services.

6.23. Respondents are required to indicate the period of time they have been in operation in fund administration services environment and must include supporting documents in respect of such specific experience.

6.24. Respondents must also provide supporting documentation relevant to issues such as the ownership of the business, management structure and BBEE credentials in the format indicated in this RFP document.

6.25. The successful respondent should have a balance between technical and business knowledge. This would allow it to put forward an appropriate proposal that indicates a thorough understanding of the Fund's specific business requirements.

## **7. REQUIRED SERVICES**

7.1. The administrator is required to provide the following services in respect of the Fund.

7.2. Data management services:

### **Member data management:**

7.3. Collecting, keeping reconciling, and maintaining member data/information:

7.3.1. Reconcile data fields against the previous month's data and query discrepancies with the Employer

7.3.2. Update member records with regards to the following information:

7.3.2.1. Contributions for retirement.



- 7.3.2.2. Additional voluntary contributions.
- 7.3.2.3. Monthly investment returns.
- 7.3.2.4. Deductions from member accounts
- 7.3.2.5. Tax status of contributions paid, and benefits transferred.
- 7.3.2.6. Divorce orders, cessions, and housing loans.
- 7.3.2.7. Nominated beneficiaries and the maintenance thereof.
- 7.3.2.8. Section 14 transfer credits.

**Maintenance:**

- 7.4. Update member's evidence of health record on receipt of advice from insurer.
- 7.5. Changes to date of birth, gender or marital status, residential address, postal address, email address.
- 7.6. Flag and maintain member's record with a divorce order, cession, or housing loan.

**Attend to member queries timeously:**

- 7.7. Acknowledgement receipt of query and respond to member accordingly.
- 7.8. Response to member queries.

**Payment of contributions:**

- 7.9. Reconcile differences on contribution and take-up differences with the Employer.
- 7.10. Utilise contributions for insurance premiums, expenses, and statutory levies.
- 7.11. Transfer contributions towards retirement to the investment managers involved in accordance with the Fund's allocation strategy.
- 7.12. Calculate interest due on contribution's paid late by the Employer.

**Benefit Payments:**

- 7.13. Gather and process all the information required for benefit payment purposes.
- 7.14. Disinvest benefit proceeds in accordance with the Fund's disinvestment strategy.
- 7.15. Where applicable, receive insured benefits paid in respect of the member and invest in a money market portfolio selected by the Fund.
- 7.16. Apply for a tax directive on the benefit payable or transferable, deduct housing loans divorce settlements, tax and Employer's claims from member's benefit and pay to relevant parties.
- 7.17. Transfer remaining benefit according to instruction from the member to:
  - 7.17.1. Member bank account:
    - 7.17.1.1. Approved retirement annuity or other approved fund.
    - 7.17.1.2. Selected insurer to purchase annuity.
- 7.18. Provide breakdown of payment and tax certificate to member.

7.19. Pay tax to SARS.

**Benefit payments at death and/or disability:**

7.20. Notify the insurer as soon as notice is received from the employer.

7.21. Verify if completed claims form for correctness and that contributions are paid to date in respect of the member involved.

7.22. Provide relevant documents to insurer to claim benefits.

7.23. Apply for tax directive on the benefit payable or transferable; and deduct all relevant claims from member's benefit and pay the relevant parties e.g., divorce settlements, Employer's claims. Transfer the remaining benefit according to instruction from the member.

7.24. Provide breakdown of payment as well as tax certificate.

**Accounting:**

7.25. Where applicable, open bank account for the Fund and manage on behalf of the Fund.

7.26. Reconcile bank account, assets, and liabilities.

7.27. Pay accounts of third-party service providers appointed by the Fund, after receipt of the necessary invoices, and on authorisation by the Board of Fund and reconciliation of valid supporting documents.

7.28. Calculate and pay FSCA levies due.

**Financial statements:**

7.29. Draft annual financial statements and submit to auditors appointed by the Fund.

7.30. Prepare all reports and documents required for the audit process, so that the audited financial statements are completed within 3 months of the financial year end.

7.31. Provide audited financial statements for submission to the Board of the Fund.

7.32. Service Provider will submit to FSCA the approved financial statement and deal with queries from the FSCA regarding the statements.

**Reporting:**

7.33. Report to Principal Officer the contributions not received on agreed time following the month it was due.

7.34. Report outstanding information to the Employer with regard to member benefit payment.

7.35. Provide fund data for purposes such as re-broking the risk benefits of fund.

**Contracts and Documentation:**

1.1. Draft administration agreement and administration manual.

1.2. Provide the necessary training for Employer's staff regarding administration manual.

1.3. Keep the Fund and the Board of the Fund informed of changes in the industry and legal developments.

**Unclaimed Benefits:**

- 7.36. Provide unclaimed benefits report to identify all claims other than death claimed, older than 24 months where payments have not been made.
- 7.37. Research all cases for final determination.
- 7.38. Transfer member's benefits to Unclaimed Benefit Provident Preservation Fund in terms of Board resolution.

**Communication with Members:**

- 7.39. Issue a benefit statement per member per year in compliance with the requirement of Pension Fund Circular 86.
- 7.40. Issue membership certificates in accordance with FSCA requirements.
- 7.41. Preparation and distribution of member newsletters.
- 7.42. Provide a call centre service for member enquiries, with staff suitably qualified to answer queries in this regard.
- 7.43. Assist with annual information sharing sessions.
- 7.44. Provide option forms to enable members to exercise their choices if applicable.
- 7.45. Provide access to Fund information via internet for members viewing their current benefits.
- 7.46. Supply the necessary option forms to enable members to exercise their choices (if applicable).

**Management reports:**

- 7.47. Reports will be provided on at least the following:
  - 7.47.1. Member statistics which need to include information on resignations/termination of service, death, retirement, and disability claims.
  - 7.47.2. Potential retirements.
  - 7.47.3. Member with outstanding information for proof good health.
  - 7.47.4. Outstanding membership data and contributions.

**Legal and compliance:**

- 7.48. Ensure compliance with Fund's rules.
- 7.49. Draft rule amendments, as required.
- 7.50. Manage litigation processes, as required.
- 7.51. Assist with complaints against the Fund including responses to the Pension Funds Adjudicator.

**Rule Amendments and Revised Rules:**

- 7.52. Draft amendment document and provide to Fund.

7.53. Arrange for electronic application for registration of Rules/Special Rules to the FSCA.

7.54. Arrange for approval by the South African Revenue services, if applicable.

7.55. Arrange for regular follow-up of outstanding documentation.

**Insured risk benefits:**

7.56. Administration of approved risk benefits, the lump sum death and/or disability benefits offered by the fund.

7.57. Maintenance of the risk reserve account in terms of the rules of the Fund

**Assistance to the Principal Officer and the Trustees:**

7.58. Assist the Principal Officer in the preparation of Trustee Board agenda packs.

7.59. Packs to include reports on service deliveries and adherence with time standards.

7.60. Maintain and manage administration and risk registers.

**Attendance at meetings:**

7.61. Trustee Board Meetings (quarterly).

7.62. Investment Committee Meetings (monthly).

7.63. Audit, Risk and Compliance Committee Meetings (quarterly).

## 8. INFORMATION REQUIRED

8.1. In order for the Curators to adequately assess your ability to provide the required administration services, please provide details of your services and capabilities as requested below.

**Company details:**

8.2. Company name and registration number.

8.3. Details of company structure (holding companies, subsidiaries, etc.),

8.4. Details of ownership structure and major shareholders.

8.5. An organizational chart, including any affiliated companies, joint ventures, and other entities that contribute in some way to your company's operational management.

8.6. Clearly label BEE entities in your structure, if any.

8.7. Date company first provided retirement fund administration services.

8.8. Proof of Section 13B registration

8.9. Attach valid BBBEE certificate.

8.10. Attach a valid tax clearance certificate

8.11. Total number of company employees

8.12. Number of employees in retirement fund administration

8.13. Vacancies in the fund in fund administration area

8.14. Ability of the firm to take over the current administration staff of the Fund

- 8.15. Physical and postal address
- 8.16. Contact person including email and phone numbers.
- 8.17. Has your company changed auditors in the past five years? If so, please explain why?
- 8.18. What financial arrangements does your company enter into with retirement fund product providers, intermediaries, Banks etc.?

**Service delivery:**

- 8.19. Provide an overview (including chart) of the management/organizational structure of your company, including back-office staff.
- 8.20. Discuss the Firm's succession plans.
- 8.21. Confirm that your firm can meet or exceed all the requirements in the Scope of Requirements (Section 7 above).
- 8.22. If your firm cannot meet all of the requirements in Section 7, list those that you cannot meet (using the numbering in the relevant sections) together with a short explanation as to how you would deal with these issues.
- 8.23. Confirmation that none of the administration services will be outsourced to third parties.
- 8.24. Office and staff issues:
  - 8.24.1. Where would the administration office, be situated.
  - 8.24.2. If not in Johannesburg confirm the presence and size of any front office in Johannesburg that would be used to service the fund.
  - 8.24.3. Where the call-in centre would be situated. Provide details of the call centre, e.g. number of seats, hours of operation, etc.
- 8.25. Describe the general administration approach, i.e. multi-skilled client-focussed teams or divided on functional lines.
- 8.26. Name the person (together with a brief CV) who would be the primary contact for all fund related issues.
- 8.27. Names of other staff (together with brief CVs) who would be allocated to the fund.
- 8.28. Would member queries be addressed by a call centre or by the administration team administering the fund.

**Service and administration standards:**

- 8.29. Please provide a diagram depicting the following with regards to the service and administration standards:
  - 8.29.1. Number of days to process benefit payments.
  - 8.29.2. Number of days to respond verbally to queries or complaints.
  - 8.29.3. Number of days to provide a written response to queries or complaints.
- 8.30. Describe how your company benchmarks itself.

- 8.31. How does your company benchmark itself?
- 8.32. How are the services standards formulated and implemented?
- 8.33. How is the achievement of service standards monitored?

**Systems, Backup and Disaster Recovery:**

- 8.34. Name of administration system and details of whether it has been purchased or developed in-house.
- 8.35. Date system purchased or written.
- 8.36. Describe the company's compliance with any international internal Control Standards i.e. ISAE3402 and/or FRAG21 and/IOS. Provide evidence of compliance if possible.
- 8.37. Confirm if there were any changes to systems service providers in the last 5 years.
- 8.38. Party responsible for maintaining and upgrading the system.
- 8.39. Describe how you will ensure the safe transfer of fund data onto and from your system?
- 8.40. Describe how back up scheme information are made so that the recovery of data can be automatically accessible should it be deleted or destroyed accidentally.
- 8.41. How often is data backed up and how often are tests performed on restoring data from back-ups, performed?

**Track record:**

- 8.42. Number of retirement funds and total membership of those funds under administration by the company. Any funds which are directly linked to the company should be excluded from this analysis.
- 8.43. Number of retirement funds and total membership and assets of those funds under the team earmarked to administer the fund.
- 8.44. Listing of all retirement funds being administered with a membership of more than 1 000 members, together with the contact details of the Principal Officer of each fund and the period they have been under your administration.
- 8.45. List the retirement funds being administered with a membership of more than 1 000, together with the contact details of the Principal Officer of each fund and the period they have been under your administration.
- 8.46. Confirmation that we may contact the Principal Officers listed under point 8.37 and 8.38 to get references on the quality of the administration.
- 8.47. Details of any retirement funds with a membership of more than 1 000 members who have terminated administration services in the last 3 years.
- 8.48. Details of any new retirement fund administration appointments for funds with more than 5 000 members in the last 3 years.

**Reporting:**

- 8.49. Provide samples of any monthly and quarterly administration reports that your company has prepared.
- 8.50. What is the timing of the monthly and quarterly reports? Please state the answer as a number of days following the month /quarter end.

**Regulatory:**

- 8.51. What measures does your company take to ensure compliance?
- 8.52. Who is responsible for checking that compliance procedures are met?
- 8.53. What is the frequency of the compliance checks?
- 8.54. What systems are in place to ensure that clients are compliant?
- 8.55. Has your company ever found any violations of internal compliance procedures? If so, what were they and what steps were taken to remedy this situation?

**Legal:**

- 8.56. Describe any past criminal or administrative proceedings or investigations against the Firm, its affiliated entities and/or its current and former Team Members.
- 8.57. Describe any past investigations by FSCA, its affiliated entities and/or its current or former Team Members.
- 8.58. Describe any pending or ongoing litigation/investigation against the Firm, its affiliated entities and/or its current or former Team Members.
- 8.59. Describe any accusation and/or conviction of fraud or misrepresentation against any of the Firm's current or former Team Members.
- 8.60. Detail the processes and procedures for capital movements (disinvestments, transfers of cash, etc).
- 8.61. Provide an overview of the third parties providing services to the Firm (e.g., law firms, auditors, consultants, banks, etc.). How does the Firm manage counterparty risk related to these third-party arrangements?

**Professional indemnity and fidelity cover:**

- 8.62. Details of professional indemnity and fidelity cover held by the company which would be directly applicable to the administration services.
- 8.63. Attach a certificate to validate the cover is currently in place.
- 8.64. Details of any fidelity claims against the company in the last 3 years.
- 8.65. Details of any other material complaints against the company which have been raised or settled in the last 3 years.

**Anti-money laundering:**

- 8.66. Is the company subject to the legislation in South Africa and internationally for the prevention of money laundering?
- 8.67. Describe the company's anti-money laundering procedures.
- 8.68. Please provide a copy of the company's written anti-money laundering procedures
- 8.69. Who is responsible for checking that anti-money laundering procedures are met? Indicate the anti-money laundering officer and their relevant credentials?
- 8.70. Do any of your controlling owners or senior management team currently hold, or have held, important public positions (often referred to as "politically exposed persons")?
- 8.71. Does your institution have policies covering relationships with Politically Exposed Persons (PEPs), their family and close associates?

**Transfer of all staff:**

- 8.72. The legal entity that will be accepting the transfer.
- 8.73. Proven ability/capacity to implement.
- 8.74. An indication that all employees will be accepted.
- 8.75. Willingness to offer "on the whole", no less favourable terms.
- 8.76. The intended strategy for the retention of employees.
- 8.77. Effective date of proposed transaction.
- 8.78. Details of any staff related matters.



## 9. ANNEXURE – FEE PROPOSAL

**PRICING: ADMINISTRATION SERVICES**

1. Provide pricing for services depicted in the table below:

Service description	Current Members	Unit Price (Vat excl.)	Monthly Price (Vat excl.) (Unit Price X members)	Price Year 1 (VAT excl.) (Monthly Price X 12)
Ongoing Administration fee	3956			
Take on fee	3956			
Flagging of member records with pension backed loans	adhoc			
Flagging of member records with divorce and/or maintenance orders	adhoc			
Payment of Service Providers	adhoc			
<b>SUB TOTAL (VAT Excl.)</b>				
<b>VAT (15%)</b>				

2. Declaration by the service provider:
  - 2.1. No other fees would be charged other than the quoted fees.
  - 2.2. The administrator would not receive any further direct or indirect income as a result of providing the administration services to the fund and that if any such remuneration is received it will immediately be declared and rebated to the fund.
  - 2.3. The provision of administration services to the fund will not be used to 'cross-sell' any other services provided by the company or any related companies.
3. Confirm whether any fees, if any, including amount would be charged on termination of administration contract with your company.
4. Provide details of any restrictions on the escalation of the initial administration fee.

**PRICING: TAKE OVER OF ADMINISTRATION STAFF**

1. Provide a cost for the transfer of administration staff.
2. Provide key assumptions/rationale for the cost provided.
3. Provide indicative terms of acceptance of staff members.
4. Terms of cession of contracts.