Asociación Puertorriqueños en Marcha
APM
... for everyone

a health, human services and community development organization

April G. Henry, MBA
Board Chair

Nilda I. Ruiz, MBA
President & CEO

REQUEST FOR PROPOSALS (RFP)
Open & Competitive Bid

Project / Service: Retirement Plan Services
RFP No.: APM-RFP-2026-001
Issue Date: September 9, 2026
Submission Deadline: October 14, 2026, 5PM EST

1. Organizational Overview

Asociación Puertorriqueños en Marcha (APM) is a community-based nonprofit organization founded in 1970 to address the social, economic, and educational needs of underserved individuals and families in the Philadelphia region. Incorporated as a 501(c)(3) organization in 1971, APM has grown from a small grassroots initiative into one of the area's largest human services organizations, serving more than ten thousand residents annually through programs that include affordable housing, early childhood education, workforce development, behavioral health services, foster care and adoption, and food security initiatives. Guided by its mission to help families achieve their greatest potential, APM is committed to providing culturally responsive, high-quality services that strengthen communities and promote self-sufficiency.

APM is seeking a comprehensive retirement plan services partner to support and enhance its employer-sponsored retirement programs, including its 403(b), 457(b), and 457(f) plans. The selected provider will deliver an integrated service model that includes plan advisory services, recordkeeping, fiduciary support, and participant education. APM's objective is to ensure strong plan governance, regulatory compliance, operational efficiency, and a high-quality participant experience while helping employees achieve retirement readiness. The organization values a collaborative approach that combines strategic plan consulting, accurate and efficient administration, fiduciary expertise, and ongoing employee engagement through personalized education, communication, and retirement planning resources. The selected partner will serve as a trusted advisor to APM, providing best-practice recommendations and proactive support across all aspects of retirement plan management.

APM is soliciting proposals from qualified retirement plan advisors, fiduciaries, recordkeepers, and related service providers to support the administration and governance of its 403(b), 457(b), and 457(f) retirement plans.

APM's Human Resource Information System is Paylocity, and the selected provider must demonstrate compatibility with Paylocity and the Paylocity Marketplace/360 integration environment.

2. Scope of Services

The selected firm will provide the following services:

RFP Objective

The organization is seeking proposals from qualified retirement plan advisors, fiduciaries, recordkeepers, and related service providers to support and administer our retirement plans for less than or equal to current costs.

- Plan census, asset, fee, and plan-design data will be provided upon request through September 18, 2026.

The selected provider should demonstrate expertise in plan governance, fiduciary, oversight, participant education, investment advisory services, recordkeeping, regulatory compliance, and payroll/HRIS integration.

Please reach out to Sondra Brown (Sondra.brown@apmphila.org) for APM data by September 18, 2026.

A. Vendor Information

Firm Overview

1. Company Name
2. Headquarters Location
3. Year Founded
4. Ownership Structure
5. Number of Employees
6. Primary Contact Information
7. Description of your retirement plan practice
8. Experience serving nonprofit, healthcare, educational, and tax-exempt organizations
9. Philadelphia Office of Economic Opportunity (OEO) Registry?
10. Please identify any diversity certifications, including:

a. Minority Business Enterprise (MBE)
b. Women Business Enterprise (WBE)
c. Disadvantaged Business Enterprise (DBE)
d. LGBTQ+ Business Enterprise
e. Other applicable certifications

B. Fiduciary Advisory Services

Do you offer fiduciary advisory services?

Please provide details regarding:

1. ERISA 3(38) Investment Manager Services (Vendors should describe ERISA fiduciary services where applicable)
2. Investment policy statement development and monitoring
3. Fee benchmarking services
4. Investment monitoring and replacement process
5. Committee governance support
6. Fiduciary training

Please specify:

1. Level of fiduciary responsibility assumed
2. Scope of services
3. Frequency of investment reviews
4. Reporting capabilities
5. Associated costs and fee structure

C. Education & Plan Services

Describe your participant education and engagement strategy.
Please address:

1. Enrollment support
2. Group education meetings
3. One-on-one financial counseling
4. Retirement readiness assessments

5. Executive education for 457(f) participants
6. Financial wellness programs
7. Online planning tools
8. Participant call center support

Provide:

1. Cost structure
2. Services Included
3. Additional service fees
4. Communication strategy for increasing participation and savings rates

D. Recordkeeper Recommendations

Which recordkeeper do you recommend?

For the recommendation, provide:

1. Rationale for recommendation
2. Recordkeeping platform overview
3. Participant website capabilities
4. Mobile application capabilities
5. Cybersecurity controls
6. Data security certifications

Please provide the following fees:

1. Recordkeeping
2. Asset-based
3. Per-participant
4. Transaction
5. Loan
6. Distribution
7. Managed account fees (if applicable)

E. Proprietary Fund Requirements

Please indicate:

1. Does the recordkeeper require use of proprietary funds?
2. Is proprietary fund mapping required?
3. Are there restrictions on open architecture investment menus?

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4. Are revenue-sharing arrangements used?

F. Payroll and HRIS Capabilities

Describe your payroll and HRIS integration capabilities.

Please specifically address:

1. Paylocity integration experience
2. Paylocity 360 Marketplace compatibility
3. Payroll file automation
4. Census data management
5. Eligibility tracking
6. Contribution processing
7. Loan and hardship administration support
8. Automated compliance reporting

G. Investments Services and Investment Fees

Describe your proposed investment lineup.

Please include:

1. Target-date funds
2. Passive/index investments
3. Active management options
4. Stable value/fixed account options
5. ESG options (if available)
6. Self-directed brokerage option
7. Managed account solutions

For each investment category provide:

1. Investment manager
2. Expense ratio
3. Share class

4. Revenue-sharing arrangements
5. Benchmark

Please answer:

1. Will the lineup include recordkeeper proprietary funds?
2. What percentage of the proposed lineup is passive versus active?
3. Will revenue-sharing funds be utilized?
4. Is participant fund mapping required?
5. Are proprietary funds required as a condition for obtaining pricing concessions?

H. Recommended Fixed Account

Please provide:

1. Recommended fixed accounts or stable value product
2. Issuing institution
3. Current net crediting rate
4. Gross crediting rate
5. Historical crediting rates (3-year and 5-year)
6. Liquidity restrictions
7. Transfer restrictions
8. Market value adjustment provisions (if applicable)
9. Book value guarantees

I. Compliance Services

Describe your compliance support for:

1. 403(b) universal availability requirements
2. 457(b) contribution monitoring
3. 457(f) deferred compensation arrangements
4. IRS and DOL compliance
5. Required plan amendments
6. Annual plan reviews
7. Audit support
8. Form 5500 support (where applicable)
9. Please identify any additional compliance services provided.

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J. Retirement Space Specialization

Do you and/or your team specialize in retirement plans?

Please provide:

1. Number of retirement plans serviced
2. Number of 403(b) plans serviced
3. Number of 457(b) plans serviced
4. Number of 457(f) plans serviced
5. Total assets under advisement
6. Average client size
7. Years specializing in retirement plans
8. Credentials held by team members (AIF®, CFA®, CFP®, CPFA®, etc.)

K. Dedicated Service Team

Identify the team that would support our organization.

Please include organizational charts and biographies of key personnel.

Include:

1. Lead Advisor
2. Relationship Manager
3. Investment Consultant
4. Participant Education Specialist
5. Compliance Support Personnel
6. Implementation Team

Provide:

1. Experience
2. Credentials
3. Tenure with firm

L. Technology, Data Security & Business Continuity

Describe:

1. Cybersecurity framework (Cyber liability insurance required)
    a. Cyber Liability: $5 million
    b. Professional Liability (E&O): $5 million
    c. General Liability: $1 million per occurrence
2. SOC 1 Type II and SOC 2 Type II reports (required)
3. Data Encryption Standards
4. Incident response procedures
5. Business continuity plans
6. Disaster recovery testing
7. Attach available reports and certifications.

M. Client References

Please provide at least three comparable clients, including:

1. Organization type
2. Plan size
3. Assets
4. Contact information
5. Length of relationship

N. Additional Information

Is there any additional information about your firm, team, services, technology, pricing, or retirement-plan expertise that would be helpful for us to know as part of this process?

Please also describe:

1. Unique differentiators
2. Value-added services
3. Recent innovations
4. Transition and implementation support
5. Expected implementation timeline

All services must be performed in compliance with all applicable federal, state, and local regulations.

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3. Contract Term

Contract Period: 5 years
APM's desired implementation date is January 1, 2027.

No work may begin until a fully executed contract is issued by APM.

4. Minimum Qualifications

Proposers must demonstrate:

1. At least 10 years of experience in similar work
2. Appropriate licenses, registrations, and insurance
3. Experience working with nonprofit or publicly funded projects
4. Good standing with all regulatory agencies
5. No federal or state debarment or suspension
6. Ability to comply with APM's Equal Opportunity and M/WBE policies

5. Proposal Submission Requirements

Proposals must include:

1. Firm profile and ownership
2. Description of relevant experience
3. Technical approach to the scope of work
4. Staffing plan and key personnel
5. Itemized cost proposal, using the following fee schedule table.

Fee Category	Annual Cost	Asset-Based Cost	Notes
Advisor Fee			
ERISA 3(38) Fee			
Recordkeeping Fee			
Managed Accounts			
Compliance Services			
Participant Education			

6. Three (3) professional references
7. Conflict of Interest Disclosure
8. M/WDBE certification (if applicable)
9. Executive Summary
10. Detailed Fee Proposal
11. Service Agreement Templates
12. Fiduciary Agreement Samples
13. Record Keeping Pricing
14. Implementation Timeline
15. References
16. Sample Investment Review Reports
17. Sample Participant Education Materials

Submit to:
Name: Sondra Brown
Email: Sondra.brown@apmphila.org
Address: 1900 N. 9th Street, Suite 102, Philadelphia, PA 19122

Deadline: October 14, 2026, 5PM EST
Late or incomplete proposals will not be considered. Please confirm receipt of submission prior to RFP deadline. Sondra will respond to each submission within 24 hours.

6. Evaluation & Scoring

Proposals will be evaluated using the following criteria:

Category	Points
Experience & Qualifications	40
Technical Approach	15
Past Performance & References	15
Cost & Value	25
M/WBE & Local Participation	5
Total	**100**

APM will award the contract to the **highest-scoring, responsible, and responsive bidder**. APM intends to award one contract.

7. Procurement Process, Questions & Confidentiality

The successful proposer(s) shall maintain the confidentiality of all information received from Asociación Puertorriqueños en Marcha, Inc. (APM) in connection with this RFP and any resulting engagement. Such information may include, but is not limited to, retirement plan data, participant information, payroll data, employee records, financial information, investment information, plan documents, fiduciary materials, business records, and other proprietary or sensitive information.

Proposers shall:

- Use confidential information solely for the purpose of preparing a proposal and/or performing services under any resulting agreement.
- Restrict access to confidential information to employees, subcontractors, and agents who have a legitimate business need to know and who are bound by confidentiality obligations.
- Implement appropriate administrative, technical, and physical safeguards to protect confidential information against unauthorized access, disclosure, alteration, loss, or misuse.
- Comply with all applicable federal, state, and local laws and regulations regarding privacy, data protection, cybersecurity, and the safeguarding of personally identifiable information (PII).
- Promptly notify APM of any actual or suspected data breach, cybersecurity incident, unauthorized disclosure, or compromise involving APM information.
- Return or securely destroy all confidential information upon request or upon completion of the engagement, unless retention is required by law.

The proposer shall not disclose confidential information to any third party without the prior written consent of APM, except as required by law or regulatory authority. Any confidentiality obligations shall survive the expiration, termination, or completion of any resulting contract.

APM reserves the right to require the selected provider to execute a separate Non-Disclosure Agreement (NDA) and/or Data Security Agreement as a condition of contract award.

APM will:

- Confirm receipt of proposals
- Respond to questions by September 25, 2026. All questions must be sent to Sondra Brown by September 18, 2026.

- Review all proposals using a documented scoring matrix
- Conduct interviews if necessary
- Verify references and compliance
- Recommend an award
- Obtain required management, Board, and funder approvals, as necessary

Negotiations may only occur with the top-ranked bidder.

Notifications of award will be emailed within five business days of selection (October 30, 2026).

8. Conflict of Interest & Ethics

No officer, board member, or employee of APM may have a financial interest in any proposer unless fully disclosed in writing and approved in advance by APM's Board of Directors.

Any violation will result in immediate disqualification.

9. Right to Reject or Re-Bid

APM reserves the right to:

- Reject any or all proposals
- Waive minor irregularities
- Cancel or reissue this RFP
- Award in the best interest of APM and its funders
- Please follow up with Sondra Brown and confirm RFP submission is received by October 14, 2026, at 5:00PM EST. APM will not be responsible for blocked submissions. Please follow up to ensure receipt of proposal.

APM reserves the right to request additional information, conduct presentations, negotiate pricing or scope, and select no proposer if deemed in the organization's best interests.

Authorized by:

Chanell Hanns
Chief Financial Officer
Asociación Puertorriqueños En Marcha, Inc.

Date: ___9/8/2026____