

AGREEMENT

THIS AGREEMENT is made and entered into as of this ____ day of _____, 2020, by and between

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
(hereinafter referred to as “SBBC”),
a body corporate and political subdivision of the State of Florida,
whose principal place of business is
600 Southeast Third Avenue, Fort Lauderdale, Florida 33301

and

TSA Consulting Group, Inc.
(hereinafter referred to as “*TSACG*”),
whose principal place of business is
15 Yacht Club Drive NE
Fort Walton Beach, FL 32548

WHEREAS, SBBC desired to obtain the services of a Third-Party Administrator for Tax Sheltered Annuities for School Board Employees; and

WHEREAS, the above referenced services are only available from a single source and is therefore exempt from the competitive solicitation requirements; and

WHEREAS, SBBC’s Procurement & Warehousing Services Department electronically or otherwise publicly posted a description of the above referenced contractual services on February 11, 2020 for a period of at least seven (7) business days under Quote – Q20-010 pursuant to Rule 6A-1.012, Rule 12D, Florida Administrative Code and Policy 3320, Part II, Rule; and

WHEREAS, TSACG responded to the public notice on February 11, 2020, (hereinafter referred to as “Response”) which is incorporated by reference herein, in response to the Public Notice posting; and

WHEREAS, TSACG desires to provide SBBC and SBBC desires to receive from TSACG, Third Party Administration for Tax Sheltered Annuities.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

ARTICLE 1 - RECITALS

1.01 **Recitals.** The parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

ARTICLE 2 – SPECIAL CONDITIONS

2.01 **Term of Agreement.** Unless terminated earlier pursuant to Section 3.05 of this Agreement, the term of this Agreement shall commence on January 1, 2021 and conclude on December 31, 2021. The term of the Agreement may be extended by two (2) additional one-year periods, if needed, upon SBBC' sole option after the initial contract period or any one-year renewal option. SBBC may exercise its option to extend the contract for 180 days beyond the expiration period.

2.02 **Reporting.** TSACG agrees to provide customized and/or ad hoc reporting, as needed, at no charge.

2.03 **Emergency Request.** TSACG agrees to provide special services for processing emergency request, at no additional charge.

2.04 **On-Site Educational Seminars.** TSACG agrees to provide a minimum six (6) on-site and/or virtual service days annually to SBBC to provide educational seminars.

2.05 **Additional Services.** TSACG agrees to establish and administratively support a Roth product feature.

2.06 **Performance Guarantees.** TSACG agrees to accept the Performance Guarantees as outlined in Attachment A. TSACG further agrees to provide reporting and metrics to SBBC, on an annual basis.

2.07 **Educational Materials.** TSACG agrees to provide SBBC with electronic educational materials and a generic version of the Annual Retirement Benefits Guide for employees, at no charge. All materials must be approved by the Director, Benefits & Employment Services prior to dissemination.

2.08 **Services.** TSACG will provide SBBC with services, as outlined in Attachment B and in compliance with this Agreement.

2.09 **Minority Scholarships.** TSACG agrees to allocate \$3,000 annually to the District's Broward Education Foundation for Minority Scholarships to SBBC students.

2.10 **System Enhancements:** TSACG agrees to provide SBBC with any system enhancements, upon SBBC's sole option, at no additional cost.

2.11 **QuickENROLL.** TSACG agrees to implement an electronic Quick Enroll TSA Enrollment System, at no additional cost.

2.12 **Monthly Fees.** TSACG agrees that the fee of \$1.00 is a monthly fee per active and inactive accounts for the current 403b/457b vendors under Agreement/Contract with SBBC.

ARTICLE 2 – SPECIAL CONDITIONS cont'd

2.13 Nondiscrimination.

(a) As a condition of entering into this Agreement, TSACG represents and warrants that it will comply with the SBBC's Commercial Nondiscrimination Policy, as described under, Section D.1 of SBBC's Policy No. 3330 – Supplier Diversity Outreach Program.

(b) As part of such compliance, TSACG shall not discriminate on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation, or on the basis of disability or other unlawful forms of discrimination in the solicitation, selection, hiring, or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall TSACG retaliate against any person for reporting instances of such discrimination. TSACG shall provide equal opportunity for subcontractors, vendors, and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the SBBC's relevant marketplace. TSACG understands and agrees that a material violation of this clause shall be considered a material breach of this Agreement and may result in termination of this Agreement, disqualification of the company from participating in SBBC Agreements, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party.

2.14 Inspection of TSACG Records by SBBC. TSACG shall establish and maintain books, records and documents (including electronic storage media) sufficient to reflect all income and expenditures of funds provided by SBBC under this Agreement. All TSACG's Records, regardless of the form in which they are kept, shall be open to inspection and subject to audit, inspection, examination, evaluation and/or reproduction, during normal working hours, by SBBC's agent or its authorized representative to permit SBBC to evaluate, analyze and verify the satisfactory performance of the terms and conditions of this Agreement and to evaluate, analyze and verify any and all invoices, billings, payments and/or claims submitted by TSACG or any of TSACG's payees pursuant to this Agreement. TSACG's Records subject to examination shall include, without limitation, those records necessary to evaluate and verify direct and indirect costs (including overhead allocations) as they may apply to costs associated with this Agreement. TSACG's Records subject to this section shall include any and all documents pertinent to the evaluation, analysis, verification and reconciliation of any and all expenditures under this Agreement without regard to funding sources.

- (a) TSACG's Records Defined. For the purposes of this Agreement, the term "TSACG's Records" shall include, without limitation, and any supporting documents that would substantiate, reconcile or refute any charges and/or expenditures related to this Agreement.
- (b) Duration of Right to Inspect. For the purpose of such audits, inspections, examinations, evaluations and/or reproductions, SBBC's agent or authorized representative shall have access to TSACG's Records from the effective date of this Agreement, for the duration of the term of this Agreement, and until the later of five (5) years after the termination of this Agreement or five (5) years after the date of final payment by SBBC to TSACG's pursuant to this Agreement.

ARTICLE 2 – SPECIAL CONDITIONS cont'd

(c) Notice of Inspection. SBBC's agent or its authorized representative shall provide *TSACG*'s reasonable advance notice (not to exceed two (2) weeks) of any intended audit, inspection, examination, evaluation and or reproduction.

(d) Audit Site Conditions. SBBC's agent or its authorized representative shall have access to *TSACG*'s facilities and to any and all records related to this Agreement and shall be provided adequate and appropriate workspace in order to exercise the rights permitted under this section.

(e) Failure to Permit Inspection. Failure by *TSACG* to permit audit, inspection, examination, evaluation and/or reproduction as permitted under this Section shall constitute grounds for termination of this Agreement by SBBC for cause and shall be grounds for the denial of some or all of any *TSACG*'s claims for payment by SBBC.

(f) Overcharges and Unauthorized Charges. If an audit conducted in accordance with this Section discloses overcharges or unauthorized charges to SBBC by *TSACG* in excess of two percent (2%) of the total billings under this Agreement, the actual cost of SBBC's audit shall be paid by *TSACG*. If the audit discloses billings or charges to which *TSACG* is not contractually entitled, *TSACG* shall pay said sum to SBBC within twenty (20) days of receipt of written demand under otherwise agreed to in writing by both parties.

(g) Inspection of Subcontractor's Records. *TSACG* shall require any and all subcontractors, insurance agents and material suppliers (hereafter referred to as "Payees") providing services or goods with regard to this Agreement to comply with the requirements of this section by insertion of such requirements in any written subcontract. Failure by *TSACG* to include such requirements in any subcontract shall constitute grounds for termination of this Agreement by SBBC for cause and shall be grounds for the exclusion of some or all of any Payee's costs from amounts payable by SBBC to *TSACG* pursuant to this Agreement and such excluded costs shall become the liability of *TSACG*.

(h) Inspector General Audits. *TSACG* shall comply and cooperate immediately with any inspections, reviews, investigations, or audits deemed necessary by the Florida Office of the Inspector General or by any other state or federal officials.

2.15 Notice. When any of the parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph.

ARTICLE 2 – SPECIAL CONDITIONS cont'd

2.16 **Priority of Documents.** In the event of a conflict between documents, the following priority of documents shall govern.

First: This Agreement; then
Second: Sole Source Public Notice Q20-010 issued by SBBC; then
Third: Submitted response to the Sole Source Public Notice Solicitation by TSACG.

For the present, the Parties designate the following as the respective places for giving notice:

To SBBC: Superintendent of Schools
The School Board of Broward County, Florida
600 Southeast Third Avenue, 10th Floor
Fort Lauderdale, Florida 33301

With a Copy to: Director, Benefits & Employment Services
Benefits & Employment Services
7770 West Oakland Park Boulevard, 1st Floor
Sunrise, FL 33351

To *TSACG*: TSA Consulting Group, Inc.
15 Yacht Club Drive NE
Fort Walton Beach, FL 32548

With a Copy to: Janet Williamson, Sr. Vice President, Chief Financial Officer
TSA Consulting Group, Inc.
P.O. Box 2799
Fort Walton Beach, FL 32549

2.17 **Background Screening:** TSACG shall comply with all requirements of Sections 1012.32 and 1012.465, Florida Statutes, and all of its personnel who (1) are to be permitted access to school grounds when students are present, (2) will have direct contact with students, or (3) have access or control of school funds, will successfully complete the background screening required by the referenced statutes and meet the standards established by the statutes. This background screening will be conducted by SBBC in advance of TSACG or its personnel providing any services under the conditions described in the previous sentence. TSACG shall bear the cost of acquiring the background screening required by Section 1012.32, Florida Statutes, and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to TSACG and its personnel. The parties agree that the failure of TSACG to perform any of the duties described in this section shall constitute a material breach of this Agreement entitling SBBC to terminate immediately with no further responsibilities or duties to perform under this Agreement. TSACG agrees to indemnify and hold harmless SBBC, its officers and employees from any liability in the form of physical or mental injury, death or property damage resulting from TSACG failure to comply with the requirements of this section or with Sections 1012.32 and 1012.465, Florida Statutes.

ARTICLE 2 – SPECIAL CONDITIONS cont'd

2.18 **Liability.** This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

(a) By SBBC: SBBC agrees to be fully responsible up to the limits of Section 768.28, Florida Statutes, for its acts of negligence, or its employees' acts of negligence when acting within the scope of their employment and agrees to be liable, up to the limits of Section 768.28, Florida Statutes, for any damages resulting from said negligence.

(b) By TSACG: agrees to indemnify, hold harmless and defend SBBC, its agents, servants and employees from any and all claims, judgments, costs, and expenses including, but not limited to, reasonable attorney's fees, reasonable investigative and discovery costs, court costs and all other sums which SBBC, its agents, servants and employees may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the products, goods or services furnished by TSACG, its agents, servants or employees; the equipment of TSACG, its agents, servants or employees while such equipment is on premises owned or controlled by SBBC; or the negligence of TSACG or the negligence of TSACG agents when acting within the scope of their employment, whether such claims, judgments, costs and expenses be for damages, damage to property including SBBC's property, and injury or death of any person whether employed by TSACG, SBBC or otherwise.

ARTICLE 3 – GENERAL CONDITIONS

3.01 **No Waiver of Sovereign Immunity.** Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable or of any rights or limits to liability existing under Section 768.28, Florida Statutes. This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

3.02 **No Third-Party Beneficiaries.** The parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement. None of the parties intend to directly or substantially benefit a third party by this Agreement. The parties agree that there are no third-party beneficiaries to this Agreement and that no third party shall be entitled to assert a claim against any of the parties based upon this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.

3.03 **Independent Contractor.** The parties to this Agreement shall at all times be acting in the capacity of independent contractors and not as an officer, employee or agent of one another. Neither party or its respective agents, employees, subcontractors or assignees shall represent to others that it has the authority to bind the other party unless specifically authorized in writing to do so. No right to SBBC retirement, leave benefits or any other benefits of SBBC employees shall exist as a result of the performance of any duties or responsibilities under this Agreement.

ARTICLE 3 – GENERAL CONDITIONS cont'd

SBBC shall not be responsible for social security, withholding taxes, contributions to unemployment compensation funds or insurance for the other party or the other party's officers, employees, agents, subcontractors or assignees.

3.04 **Equal Opportunity Provision.** The parties agree that no person shall be subjected to discrimination because of age, race, color, disability, gender identity, gender expression marital status, national origin, religion, sex or sexual orientation in the performance of the parties' respective duties, responsibilities and obligations under this Agreement.

3.05 **Termination.** This Agreement may be canceled with or without cause by SBBC during the term hereof upon thirty (30) days written notice to the other parties of its desire to terminate this Agreement. In the event of such termination, SBBC shall be entitled to a *pro rata* refund of any pre-paid amounts for any services scheduled to be delivered after the effective date of such termination. SBBC shall have no liability for any property left on SBBC's property by any party to this Agreement after the termination of this Agreement. Any party contracting with SBBC under this Agreement agrees that any of its property placed upon SBBC's facilities pursuant to this Agreement shall be removed within ten (10) business days following the termination, conclusion or cancellation of this Agreement and that any such property remaining upon SBBC's facilities after that time shall be deemed to be abandoned, title to such property shall pass to SBBC, and SBBC may use or dispose of such property as SBBC deems fit and appropriate.

3.06 **Default.** The parties agree that, in the event that either party is in default of its obligations under this Agreement, the non-defaulting party shall provide to the defaulting party (30) days written notice to cure the default. However, in the event said default cannot be cured within said thirty (30) day period and the defaulting party is diligently attempting in good faith to cure same, the time period shall be reasonably extended to allow the defaulting party additional cure time. Upon the occurrence of a default that is not cured during the applicable cure period, this Agreement may be terminated by the non-defaulting party upon thirty (30) days notice. This remedy is not intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or future exercise thereof. Nothing in this section shall be construed to preclude termination for convenience pursuant to Section 3.05.

3.07 **Annual Appropriation.** The performance and obligations of SBBC under this Agreement shall be contingent upon an annual budgetary appropriation by its governing body. If SBBC does not allocate funds for the payment of services or products to be provided under this Agreement, this Agreement may be terminated by SBBC at the end of the period for which funds have been allocated. SBBC shall notify the other party at the earliest possible time before such termination. No penalty shall accrue to SBBC in the event this provision is exercised, and SBBC shall not be obligated or liable for any future payments due or any damages as a result of termination under this section.

3.08 **Excess Funds.** Any party receiving funds paid by SBBC under this Agreement agrees to promptly notify SBBC of any funds erroneously received from SBBC upon the discovery of such erroneous payment or overpayment. Any such excess funds shall be refunded to SBBC.

ARTICLE 3 – GENERAL CONDITIONS cont’d

3.09 **Public Records.** Any party contracting with SBBC is required to (a) keep and maintain available for public inspection any records that pertain to services rendered under this Agreement; (b) provide the public with access to public records on the same terms and conditions that SBBC would provide such records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or as otherwise provided by law; (c) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and (d) meet all requirements for retaining public records and transfer, at no cost to SBBC, all public records in that party’s possession upon termination of its Agreement with SBBC and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All of such party’s records stored electronically must be provided to SBBC in a format that is compatible with SBBC’s information technology systems. Each party shall maintain its own respective records and documents associated with this Agreement in accordance with the records retention requirements applicable to public records. Each party shall be responsible for compliance with any public documents request served upon it pursuant to Section 119.07, Florida Statutes, and any resultant award of attorney’s fees for non-compliance with that law. Each party acknowledges that this Agreement and all attachments thereto are public records and do not constitute trade secrets.

3.10 **Student Records:** Notwithstanding any provision to the contrary within this Agreement, any party contracting with SBBC under this Agreement shall fully comply with the requirements of Sections 1002.22 and 1002.221, Florida Statutes; FERPA, and any other state or federal law or regulation regarding the confidentiality of student information and records. Each such party agrees, for itself, its officers, employees, agents, representatives, contractors or subcontractors, to fully indemnify and hold harmless SBBC and its officers and employees for any violation of this section, including, without limitation, defending SBBC and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon SBBC, or payment of any and all costs, damages, judgments or losses incurred by or imposed upon SBBC arising out of a breach of this covenant by the party, or an officer, employee, agent, representative, contractor, or sub-contractor of the party to the extent that the party or an officer, employee, agent, representative, contractor, or sub-contractor of the party shall either intentionally or negligently violate the provisions of this section or of Sections 1002.22 and/or 1002.221, Florida Statutes.

3.11 **Compliance with Laws.** Each party shall comply with all applicable federal, state and local laws, SBBC policies, codes, rules and regulations in performing its duties, responsibilities and obligations pursuant to this Agreement.

3.12 **Place of Performance.** All obligations of SBBC under the terms of this Agreement are reasonably susceptible of being performed in Broward County, Florida and shall be payable and performable in Broward County, Florida.

3.13 **Governing Law and Venue.** This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Any controversies or legal problems arising out of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted exclusively to the jurisdiction of the State courts of the Seventeenth Judicial Circuit of Broward County, Florida or to the jurisdiction of the United States

ARTICLE 3 – GENERAL CONDITIONS cont'd

District Court for the Southern District of Florida. Each party agrees and admits that the state courts of the Seventeenth Judicial Circuit of Broward County, Florida or the United States District Court for the Southern District of Florida shall have jurisdiction over it for any dispute arising under this Agreement.

3.14 **Entirety of Agreement.** This document incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

3.15 **Binding Effect.** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

3.16 **Assignment.** Neither this Agreement nor any interest herein may be assigned, transferred or encumbered by any party without the prior written consent of the other party. There shall be no partial assignments of this Agreement including, without limitation, the partial assignment of any right to receive payments from SBBC.

3.17 **Incorporation by Reference.** Exhibits attached hereto and referenced herein shall be deemed to be incorporated into this Agreement by reference.

3.18 **Captions.** The captions, section designations, section numbers, article numbers, titles and headings appearing in this Agreement are inserted only as a matter of convenience, have no substantive meaning, and in no way define, limit, construe or describe the scope or intent of such articles or sections of this Agreement, nor in any way effect this Agreement and shall not be construed to create a conflict with the provisions of this Agreement.

3.19 **Severability.** In the event that any one or more of the sections, paragraphs, sentences, clauses or provisions contained in this Agreement is held by a court of competent jurisdiction to be invalid, illegal, unlawful, unenforceable or void in any respect, such shall not affect the remaining portions of this Agreement and the same shall remain in full force and effect as if such invalid, illegal, unlawful, unenforceable or void sections, paragraphs, sentences, clauses or provisions had never been included herein.

3.20 **Preparation of Agreement.** The parties acknowledge that they have sought and obtained whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to herein expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

3.21 **Amendments.** No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by each party hereto.

ARTICLE 3 – GENERAL CONDITIONS cont’d

3.22 **Waiver.** The parties agree that each requirement, duty and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof. Any party’s failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement unless the waiver is in writing and signed by the party waiving such provision. A written waiver shall only be effective as to the specific instance for which it is obtained and shall not be deemed a continuing or future waiver.

3.23 **Force Majeure.** Neither party shall be obligated to perform any duty, requirement or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor disputes, riot or civil commotions, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, or by reason of any other matter or condition beyond the control of either party, and which cannot be overcome by reasonable diligence and without unusual expense (“Force Majeure”). In no event shall lack of funds on the part of either party be deemed Force Majeure.

3.24 **Survival.** All representations and warranties made herein, indemnification obligations, obligations to reimburse SBBC, obligations to maintain and allow inspection and audit of records and property, obligations to maintain the confidentiality of records, reporting requirements, and obligations to return public funds shall survive the termination of this Agreement.

3.25 **Agreement Administration.** SBBC has delegated authority to the Superintendent of Schools or his/her designee to take any actions necessary to implement and administer this Agreement.

3.26 **Counterparts and Multiple Originals.** This Agreement may be executed in multiple originals, and may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same Agreement.

3.27 **Authority.** Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the date first above written.

FOR SBBC

(Corporate Seal)

THE SCHOOL BOARD OF BROWARD
COUNTY, FLORIDA

ATTEST:

By _____
Donna P. Korn, Chair

Robert W. Runcie, Superintendent of Schools

Approved as to Form and Legal Content


Office of the General Counsel

FOR TSACG

(Corporate Seal)

TSA Consulting Group, Inc.

ATTEST:

By Janet Williamson
Janet Williamson, Sr. Vice President,
Chief Financial Officer

, Secretary

-or-

Jackie Bell
Witness

Beholo Biki G
Witness

The Following Notarization is Required for Every Agreement Without Regard to Whether the Party Chose to Use a Secretary's Attestation or Two (2) Witnesses.

STATE OF FLORIDA

COUNTY OF OKALOSSA

The foregoing instrument was acknowledged before me this 13th day of August, 2020 by JANET WILLIAMSON of TSA CONSULTING GROUP INC, on behalf of the corporation/agency.

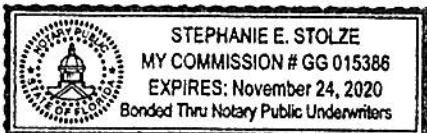
Name of Person
Name of Corporation or Agency
He/She is personally known to me or produced _____ as identification and did/did not first take an oath. _____ Type of Identification

My Commission Expires:
NOVEMBER 24, 2020

Stephanie E. Stolze
Signature - Notary Public

STEPHANIE E. STOLZE
Printed Name of Notary

(SEAL)



GG 015386
Notary's Commission No.

ATTACHMENT B

Q20-010- Third Party Administrator for Tax Sheltered Annuities SCOPE OF SERVICES

1. Vendor agrees to accept SBBC's self-billing statement. The process is as follows:
District Information Technology staff will develop a query that will run after each payroll to produce a file in the third-party administrator's common remitter system format. Payroll or benefits personnel will then log on to the system and upload the data. Once reports are reviewed, these personnel will send the remittance report to Treasury detailing the amounts needing to be transferred to the clearing account. Treasury will transmit the total amount of funds required for the payroll contributions. The District deposits the total remittance in its own clearing account, which has been established at Wells Fargo Bank, the night before the remittance instructions are submitted. The next morning the remittance is submitted and processed with the funds being immediately debited from the clearing account for ACH transfers. If the instructions through the common remitting system are submitted by 10:00 am Eastern Time, the vendors being paid via ACH transfer receive the contributions within 24 hours for crediting to participant accounts. For those vendors who cannot receive their funds via ACH with electronic contribution data, Wells Fargo Bank will issue checks with contribution details and mail them the same day. Authorized District personnel will receive confirmations on all transactions. In the event that it is necessary to correct an excess contribution, TSA will correct the error, according to applicable revenue procedures, between January and April 15th of the following calendar year. Contribution corrections usually require the participant to be notified by the third-party administrator and verified by the District. If the correction is then determined to be necessary, the refund is sent by the provider directly to the participant, along with appropriate tax reporting by the provider. The third-party administrator monitors the requirements to establish 403(c) accounts for excess contributions and can facilitate the opening of a 403(c) account, if necessary.
2. Vendor agrees to provide a bilingual customer service representative, at no additional cost, if requested by SBBC.
3. Vendor will be required to administer and maintain the 403(b)/457(b) Program in accordance with all appropriate federal and state statutes then in effect.
4. The Benefits Department shall review and approve all communication materials, including direct mailing. Postage and production costs are to be paid by the Vendor.

ATTACHMENT B

Q20-010- Third Party Administrator for Tax Sheltered Annuities SCOPE OF SERVICES

5. SBBC requests that the Vendor perform all administrative functions and maintain all required paperwork, such as distributions, etc.
6. Vendor will verify necessary data needed to document loans, hardships, surrender, and rollover for each employee.
7. Vendor shall agree to supply SBBC with standardized reports, upon request, for both industry data and based on SBBC specific membership. These reports will include, but will not be limited to cash flow data, member enrollment information on a monthly basis, etc.
8. Vendor shall provide employee information statements, as requested, at no cost.
9. Vendor pays for all fees, ACH, bank transactions and bank maintenance, etc., for the SBBC established account.

ATTACHMENT A

Q20-010 – Third Party Administrator for Tax Sheltered Annuities PERFORMANCE GUARANTEES

Implementation	Amount of Liquidated Damages
Brochures/descriptive literature must be delivered to SBBC or its designee, as directed in final form, within 60 calendar days prior to Open Enrollment. Additional materials to be provided within 30 calendar days of the Benefits Department's request.	\$250 per calendar day
Inquires/Complaints	
All request for payments, written inquires or complaints and other contacts with the vendor by the Benefits Department, the Payroll deduction Unit or SBBC employees and their covered dependents must have a written response within ten (10) calendar days of receipt by the vendor.	\$100 per occurrence per day beyond, as outlined
Telephone Responsiveness	
The employees/retirees of SBBC must have their telephone calls returned within twenty-four business hours from receipt.	\$100 per calendar day for the first 30 calendar days, \$1,000 beyond

*Performance penalties will be capped at 5% of annual premium.