

## ***Appendix E – Defined Contribution Questionnaire***

### Defined Contribution Plans

- a. Describe the process and systems utilized to evaluate FPPA's current investment lineup. What issues are considered?
- b. Describe your fund search capabilities. Describe the level of detail captured on funds. Please discuss systems utilized.
- c. Describe your due diligence process and issues considered in recommending a fund. How many DC investment option searches have you conducted over the past five years? Please provide a sample fund recommendation.
- d. Describe your on-going monitoring process of a fund.
- e. What is your definition of an "emerging manager"? Does your firm have any staff dedicated to sourcing and evaluating emerging managers?
- f. Describe the types of DC research available through your firm.
- g. What types of risks should we be concerned about in our defined contribution program?
- h. Explain how your approach would be the preferred construct for this mandate. What are the advantages and disadvantages of having a single generalist consulting solution vs. a specialist in one or more of the asset classes? If offering a specialist approach, how do you plan to work with other consultants across asset classes?
- i. Does your firm have experience in supporting a governance structure where manager hire/fire decisions have been delegated to a Staff committee?
- j. Describe your firm's experience with unitizing a DB plan? Describe the pros and cons of unitization.
- k. Describe your firm's experience with clients utilizing managed accounts. Do you support the use of managed accounts? If so, when are such accounts most effective?
- l. Describe your firm's experience with creating custom target date funds. Please discuss the pros and cons of custom target date funds.
- m. Do you conduct due diligence on DC service providers? If so, describe your process and issues considered.
- n. Describe the content and format of your firm's quarterly performance reports for DC plans. Describe the quality control procedures in place to assure accuracy and timeliness of reports. Are your performance reports and attribution analysis tools available on-line? Please provide a sample report.
- o. Describe the communications you would provide to our committee regarding significant changes that occur at service providers or with investment options.

- p. List all standard services provided in a typical consulting and performance monitoring relationship. List any special services that you have provided to meet additional client needs. Which services do you consider your firm's strength?
- q. Please review FPPA's Investment Policy Statement and provide any comments.
- r. What are your firm's views on the following?
  - 1. Active vs. Passive Management
  - 2. Target Date Funds
  - 3. Revenue Sharing
  - 4. Use of Alternative Investment Strategies
- s. Please provide any additional information about your firm which was not covered from the previous questions.