

Request for Quotations

Provision of a Defined Contribution Group Pension Scheme (PO/2018/RFQ12)

Isle of Man Post Office (IOMPO) employs around 340 people and has 45 years of experience in the mailing industry. As the single postal authority for the Isle of Man, we carry almost 40 million letters and parcels each year and deliver to each household and business on the Island 6 days per week. IOMPO has the largest retail network on the Island with 26 post office locations, which offer customers the opportunity to post letters and parcels, pay bills, renew licenses and undertake a range of banking services.

IOMPO is interested in receiving quotations from suitably experienced companies, who are interested in providing a contract based defined contribution group personal pension scheme ('the DC scheme'). This will include the on-going administration services to the DC scheme and its members. Once established, this will be for an initial term of five years with the option to extend for an additional five years.

From the date of establishment, the DC scheme will be open to all new employees of IOMPO, and to any existing employees who are not members of our existing defined benefit scheme. For information, IOMPO is consulting stakeholders of the defined benefit scheme, with a proposal that it would be closed to new members (subject to legislative approval) once the DC scheme is in place.

To give interested companies an indication of potential membership levels, over the last three years IOMPO has employed approximately 70 permanent employees, of which 20 have joined the defined benefit scheme. Over the same period, 60 members of staff have left the organisation of which 25 were members of the defined benefit scheme. There are approximately 70 employees who are not members of the defined benefit scheme, who would be eligible to join the DC scheme.

IOMPO are intending that the DC scheme will be a 'matching' scheme, whereby the employer will make minimum contributions of 5%, but will match any contributions made by the employee up to 7.5% (employees can choose to pay more than this but IOMPO contributions will be capped at 7.5%).

It is unlikely that IOMPO will be in a position to launch the DC scheme until early 2019 as it is subject to legislative approval. However, we would like to be in a position to launch at the earliest opportunity.

Requirements
The Contractor will be required to provide a:
DC scheme for employees of IOMPO, which maximises: <ul style="list-style-type: none"> • potential benefits • offers tax efficient contributions; and • subject to Isle of Man regulatory safeguards to protect member interests
Provide information packs in respect of the DC scheme
Ahead of the DC scheme being introduced, hold (up to five) briefings at IOMPO locations across the Island for existing eligible employees potentially interested in joining.
Undertake all day-to-day administration of the DC scheme (for new members, existing members, deferrals, retirees etc.).

Meet with employees at IOMPO locations to discuss scheme membership.
Meet with members to provide investment advice when required, such as investment decisions and retirement planning.
Provide members with regular communications such as updates, annual valuations, etc.
Provide members with access to secure web portal for services.
Provide a range of investment options to members offering a 'life-styling' and discretionary investment options, and offer members the ability to switch investments.
Demonstrate options available for charging the annual fees (i.e. borne by IOMPO or by DC scheme members)
Attend contract management meetings on a quarterly basis to monitor standards of service.

Potential suppliers must include how they plan to comply with above requirements. The response must also include:

1. Provision of References *
2. Completion of Form of Acknowledgement *
3. Completion of Schedule of Confidential Information *
4. Completion of the Enhanced Supplier Questionnaire *
5. Details of your company's experience of implementing and administration of a DC scheme
6. Details of your company's experience of working with employers of a similar size to IOMPO
7. Details of your company's experience of working to Isle of Man legislation
8. High-level plan of activities to implement DC scheme with envisaged timescales
9. Security and functionality provided to members using the web portal
10. Any variations in the specification of the above requirements
11. A fixed fee to cover the creation of the DC scheme (including briefings to eligible employees and information packs) as well as an indication to how long the quote will remain valid
12. The fixed fee (per member) per annum for the DC scheme administration. As well as any additional charges and an explanation of any potential annual increases in fees over the initial term.

* The supplier declarations, reference and supplier questionnaire documents can be obtained from the below contact.

Failure to address any areas requested above may disadvantage the assessment of your submission.

Please be aware that neither the Isle of Man Post Office nor any other part of Government or any other organisation assisting with the procurement process, will accept any charges for expenses or losses incurred by any interested party as a result of responding to this enquiry.

IOMPO does not bind itself to accept the lowest or any quotation, and reserves the right to accept a portion of any quotation, unless the supplier expressly stipulates otherwise in their quotation.

IOMPO will evaluate responses to shortlist the top three highest scoring organisations to deliver a presentation/demonstration in the Isle of Man based on their submission. Allocated presentation dates/times will be confirmed in writing after the closing date for responses has passed, although provisionally, presentations will take place in either week commencing 15th or 22nd October 2018.

If you need to seek further information, please do not hesitate to submit your request by email (to linda.dunwell@iompost.com).

Should you wish to respond to this opportunity, your response must be returned by **noon on Friday 28th September 2018**, electronic responses are acceptable. Late responses will not be considered.