



RETIREMENT PLAN SERVICES (401K)

AssuredPartners can connect you with a specialized industry professional to serve as your plan's ERISA Section 3(21) or 3(38) fiduciary investment advisor, and also provide client advocacy services for clients' relations with their service providers, as needed.

The industry professional will provide expertise in each of the following services:

- General retirement plan consulting
 - Comprehensive semi-annual investment review and manager searches
 - ERISA Section 3(21) and 3(38) fiduciary advisory services
 - Investment Policy Statement review, analysis, and drafting assistance
 - Participant education/communication/advisory services
 - ERISA 404(c) and 404(a) fiduciary guidance
 - Comprehensive fiduciary training and support
 - Regulatory/legislative updates
 - Semi-annual market summary
 - Monthly employer newsletters with employee education materials
 - Comprehensive fiduciary support and training
 - Implementation of fiduciary plan structure (Committee Charter, etc.)
 - Deferred compensation plan design and investment consulting
 - Client advocacy with all service providers
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The first stage of an investment consulting approach is to understand the plan sponsor's goals and objectives for the plan's menu. Will the plan be strongly supporting any specific investments (TDF, QDIA, etc.)? Is the menu intended to be directional? Is there a particular risk/reward dynamic to be achieved based on plan demographics or the existence of another retirement plan? Are participants actively engaged, investment savvy, and on track for meeting retirement goals? The plan sponsor should look to various plan metrics to help make a determination on these questions, and answers will help the financial professional design a "best fit" menu for the plan sponsor and participants.

The primary function of the advisory process is to provide ongoing due diligence to minimize fiduciary risk, enhance investment opportunities for employees, and support a "best practices" retirement plan. The financial professional will focus on the following four steps:

- Select and monitor the plan's investment options;
- Educate the plan fiduciaries (plan committee) on their fiduciary responsibility;
- Document that the plan is compliant with ERISA and the plan documents; and
- Develop ongoing education opportunities based on plan demographics and revenue.

Funds will be reviewed on a quarter-by-quarter basis. Specific fund recommendations are presented by the financial professional during the quarterly Fiduciary Investment Review. During this on-site meeting with the client, the financial professional will provide the current Service Plan, Investment Policy Statement, Scorecard Fund Ranking (showing the plan's current lineup and assets held in each fund), Investment Analysis Excerpt and Style Box Analysis and Summary (which includes our recommended additions and deletions). The final section of this report includes an outline of Redemption Fees applicable to the investment provider's funds.

Investment Philosophy

AssuredPartners has relationships with a number of financial services professionals, each with the own investment philosophy. In general, these financial professional's is that suitable investments include those having exposure to the core asset classes (e.g., U.S. stock, international equities, fixed income and stable value) so that participants can achieve diversification and exposure to the most significant areas in the global marketplace. They generally do not recommend specialty funds unless they are paired with participant investment advice. Generally speaking, specialty funds display high levels of volatility and have a narrow focus, which requires advanced strategies when incorporating them into a participant-directed defined contribution plan.
