



NEGOTIATED REQUEST FOR PROPOSAL ADDENDUM 1

NRFP DC-2018-JW-01 Consulting Actuarial Services

Close Date/Time:

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From: DC Procurement

To: All Vendors

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Below are answers to questions submitted in regards to the above noted NRFP as of April 18, 2018.

Q1. Section C.3 lists “Administration and annual statement services for the Defined Contribution pension plan” as a required service. There is no mention of administration services for the Defined Benefit components. Should this reference the “Defined Benefit pension plan”?

Answer:

Yes, Section C.2 should state, “Administration and annual statement services for the Defined Contribution and Defined Benefit pension plans.” Please see Amendment 1 of the NRFP.

Q2. With regards to Section C.4.1.c., what is the number of plan members by membership category? Please provide a sample annual statement.

Answer:

Please find below the approximate number of plan members at Destination Canada (“DC”) as of December 31, 2017.

Pension Plan	Membership Category	Number of Plan Members	Country
Defined contribution component of Pension Plan for Employees of DC (Defined Contribution Plan)	Active	85	Canada
Defined benefit component of Pension Plan for Employees of DC (Defined Benefit (“DB”) Plan)	Active	0	Canada
	Deferred	13	
	Retired	20	
Pension Plan for Employees of DC in China, Japan and South Korea (World Wide Plan)	Active	4	Japan and China
	Deferred	1	Japan
	Retired	2	Japan

Only members of the DB Plan receive annual pension statements. With no active members in this Plan, the statements are provided to deferred and retired members only. In general, the statements provide the following information:

- Plan member personal data: eligible spouse, beneficiary, eligible children
- Plan member entitlements to Plan documents

- Financial position of the Plan, including the percentage funded on a solvency basis, solvency assets and liabilities, and employer contributions, if required
- Distribution of investments of the pension fund including percentage of market value and target asset percentage for the largest asset holdings

Q3. With regards to Section C.4.1.d., please provide a list of investment options under the Defined Contribution Plan and the Statement of Investment Policies and Procedures for the DB Plan?

Answer:

Please find below a list of investment options under the Defined Contribution Plan:

- 2140 ML Fidelity ClearPath Inc a d3
- 2142 ML Fidelity ClearPath 2015 d3
- 2143 ML Fidelity ClearPath 2020 d3
- 2144 ML Fidelity ClearPath 2025 d3
- 2145 ML Fidelity ClearPath 2030 d3
- 2146 ML Fidelity ClearPath 2035 d3
- 2147 ML Fidelity ClearPath 2040 d3
- 2148 ML Fidelity ClearPath 2045 d3
- 2149 ML Fidelity ClearPath 2050 b8
- 2150 ML Fidelity ClearPath 2055 c1
- 3132 ML Cdn Money Market (MAM) k2
- 4191 ML MAM Cdn Bond Index k1
- 5631 ML BG Balanced f2
- 7142 ML Fidelity Cdn Equity Inst d5
- 8322 ML BR U.S. Equity Index e8
- 8321 ML BR Intl Equity Index g5

The Statement of Investment Policies and Procedures for the Defined Benefit plan contains the following sections:

- Purpose
- Background, Plan Type and Liabilities
- Allocation of Responsibilities
- Asset Mix Guidelines
- Investment Objectives, Investment Policy Portfolio and Return Risk Expectations
- Securities Lending
- Valuation of Investments
- Delegation of Voting Rights
- Conflict of Interest Policy and Disclosure Requirements
- Related Party Transactions

Q4. In order to provide a fixed annual fee for the Services identified in Section C.4.1, please provide the most recent copies of the annual funding valuation report and accounting valuation reports for the listed plans in Section C.4.1.b.ii.

Answer:

This information is sensitive in nature and as such, DC does not intend to make this information publicly available as part of this NRFP process. Please refer to Note 8 of the Financial Statements in the [2016 Annual Report](#) (starting on page 66).

- Q5. Section C.4.1.a.v. lists, “*Other consulting services as requested*”. Please provide further explanation of what services DC considers as part of this scope in order to provide a fixed annual fee for this scope.

Answer:

These services would not be included in the fixed annual fee. The fee for these services would be based on the proponent’s hourly rate.

- Q6. Section C.4.1.d.ii states that the Contractor is to prepare three (3) summary versions and a final detailed version of the DB investment monitoring report. Please clarify whether DC would like to receive four (4) quarterly DB investment monitoring reports per year.

Answer:

Only two (2) DB investment monitoring reports are required per year; one (1) summary version and one (1) final version. Please see Amendment 1 of the NRFP.

- Q7. Section D.1.2 states that the proposed team must be members in good standing with the Canadian Institute of Actuaries. Please confirm whether it is acceptable to have only the signing actuaries for the pension and non-pension plans be members in good standing with the CIA.

Answer:

It is acceptable if only the signing actuaries are members in good standing with the CIA. Please see Amendment 1 of the NRFP.

- Q8. Please provide any relevant Plan documents, such as a member booklet or equivalent.

Answer:

Please see attachments, ‘*NRFP Addendum 1 Attachment 1 - RPP Booklet - 10001170 2017_12_31*’ and ‘*NRFP Addendum 1 Attachment 2 - RRSP Booklet - 20001170 2017_12_31*’ for the Defined Contribution Plan member booklets.

Member booklets for the DB Plan and World Wide Plan are not available.

- Q9. Please provide details on the Defined Contribution Plan arrangement, size of the fund, contribution formula, and specify who the current record keeper is.

Answer:

Please see attachments, ‘*NRFP Addendum 1 Attachment 1 - RPP Booklet - 10001170 2017_12_31*’ and ‘*NRFP Addendum 1 Attachment 2 - RRSP Booklet - 20001170 2017_12_31*’ for details on the Defined Contribution Plan.

Please refer to Note 8 of the Financial Statements in the [2016 Annual Report](#) (starting on page 66) for details on the size of the fund.

Manulife Financial is the current record keeper.