

Financial Services  
Mr. Ron Y. Steiger, Chief Financial Officer

**SUBJECT: REQUEST FOR AUTHORIZATION TO CONTRACT WITH  
TSA CONSULTING GROUP, INC. TO PROVIDE PLAN  
ADMINISTRATIVE SERVICES FOR THE DISTRICT'S TAX  
SHELTERED ANNUITY IRC 403(b) PROGRAMS**

**COMMITTEE: FISCAL ACCOUNTABILITY & GOVERNMENT RELATIONS**

**LINK TO STRATEGIC  
BLUEPRINT: EFFECTIVE AND SUSTAINABLE BUSINESS PRACTICES**

At the School Board meeting of September 9, 2015, authorization was received to enter into a contract with TSA Consulting Group, Inc. (TSACG), to provide plan administrative services for the District's Tax Sheltered Annuity IRC 403(B) Programs. The contract was based on TSACG's response to Request For Proposal (RFP)# 1408171 issued by The School Board of Orange County, Florida (OCPS); which is allowable under School Board Policy 6320 – Purchasing. Wherein, the Policy permits purchases by a School Board when the proposer awarded a contract by another public entity permits purchases by a School Board on the same terms, conditions and prices (or below) awarded in the contract, and the purchases are economically advantageous to the School Board.

TSACG currently provides plan administrative services to 66 out of the 67 Florida School Districts. Services provided by TSACG include the following:

- Recordkeeping
- Provider Re-Evaluations
- EPARS electronic transmission of data and employee contributions
- Annual notification to employees of Supplemental Retirement Plans
- A web-based enrollment platform

Because of the volume of Supplemental Plan participants, no District money is required to support administrative fees for this program. School Board Policy 6144.01 requires all participating investment companies pay an administrative fee of \$17/participant/year. This fee not only supports TSACG to provide all required administrative support and communications; it also supports administrative costs associated with the program in the District's Office of Risk and Benefits Management.

OCPS renewed the contract for Retirement Plan Compliance and Administration Services to TSACG, through December 11, 2020.

Staff is recommending that Miami-Dade County Public Schools renew the contract with TSACG, through the existing contract with OCPS until such time the District can directly contract negotiated fees, terms and conditions.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, authorize the Superintendent to renew the contract with TSA Consulting Group, Inc. (TSACG), through the existing contract with Orange County Public Schools until such time the District can directly contract negotiated fees, terms and conditions.

RYS:mgf