

Managing A Company Retirement A Plan Sponsor Guide



*A retirement plan for engineers...
by engineers*

Retirement Plans Are Becoming More Complicated to Manage

- More customization in plan design & fee structure.
- Everchanging regulatory landscape.
- Threat of litigation issues and audits.

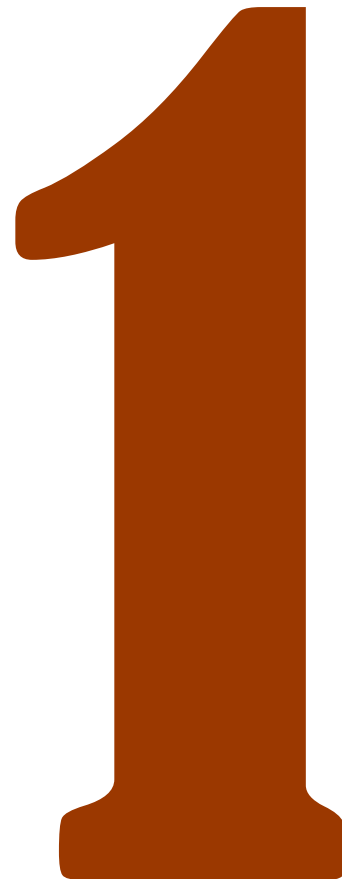
Hiring professionals is a good place to start, but plan sponsors need to also understand the building blocks that ensure a solid retirement plan management.

Start with a Process and Define Team Roles

- Partner with service providers who will act in the best interest of your plan participants.
- Understand and clearly define duties for the committee and all parties you partner with.
- Document everything.

Ask your consultant/investment advisor if they are signed on as a fiduciary and make sure you are receiving meeting minutes from every due diligence meeting you have.

If they don't provide you with fiduciary document storage, make sure you are archiving everything yourself.



Optimize your Plan Design

One-size does not fit all. A solid plan design should:

- Improve the overall health of the plan.
- Boost employee engagement.
- Attract and retain top talent.
- Help employees retire on time.

Consult with your consultants on what you can do to increase participation, employee diversification, and increase deferrals. A good consultant will help you strategize to achieve these goals.



Consistently Monitor your Fees

Fees can be a huge red flag for auditors and can materially impact your participants plan account balances.

- Understand what all the fees are and how they are paid.
- Benchmark fees paid to all the service providers as your plan grows on a regular and consistent basis.
- Negotiate your fees if they are too high compared to other plans similar to yours.

Ask your service providers to breakdown all their fees. A good partner should be transparent about what their fees are and their origin.



Benchmark your Plan Quantitatively And Qualitatively

It's not just about fees...

- Review investment flexibility, technology, participant services, plan sponsor services, and fiduciary compliance support.
- Evaluate the quality of the services.
- Don't only chase the lowest fee, but instead look at it as "bang for your buck".

Every few years benchmark your plan – fees and the quality of your services. If you are not happy with the quality of the services you are receiving, or your service provider is partnering with you on plan fees, it might be time find a new partner.



Keep up with Regulatory Change

- Understand your fiduciary duties as well as all your service providers' duties.
- Educate your committee on new rules.
- Adapt your processes in changing environments.

This is where finding a trusted consultant who educates the committee, documents, and monitors your plan's compliance, is very important. You need someone you can rely on to be an expert in an industry that you are not.



Communicate, Educate, and Monitor Participants

A plan is only as strong as it's participant engagement.

- Help employees understand how to take advantage of their benefits.
- Stay in front of them via multiple methods of communication.
- Offer tools and resources to help them succeed.

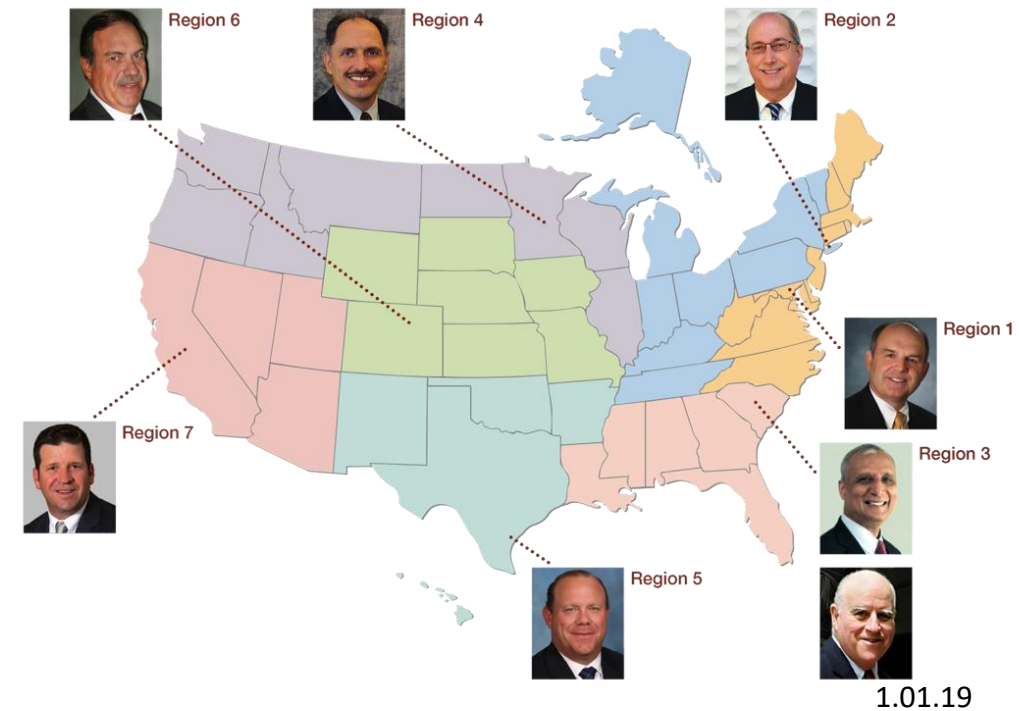
Partner with service providers who understand this and make this a priority. Ideally their support will go beyond plan design- look for service providers that offer education programs.



Become part of something bigger

As an ACEC Retirement Trust firm you can keep your own resources focused on your business, and let this powerful team take care of the rest.

- Over \$1.9 billion in assets¹
- Over 320 participating member firms¹
- Over 19,000 participating employees¹
- 7 regional trustees serving as discretionary investment fiduciaries and discretionary administrative fiduciaries
- 4 experienced consultant teams working together

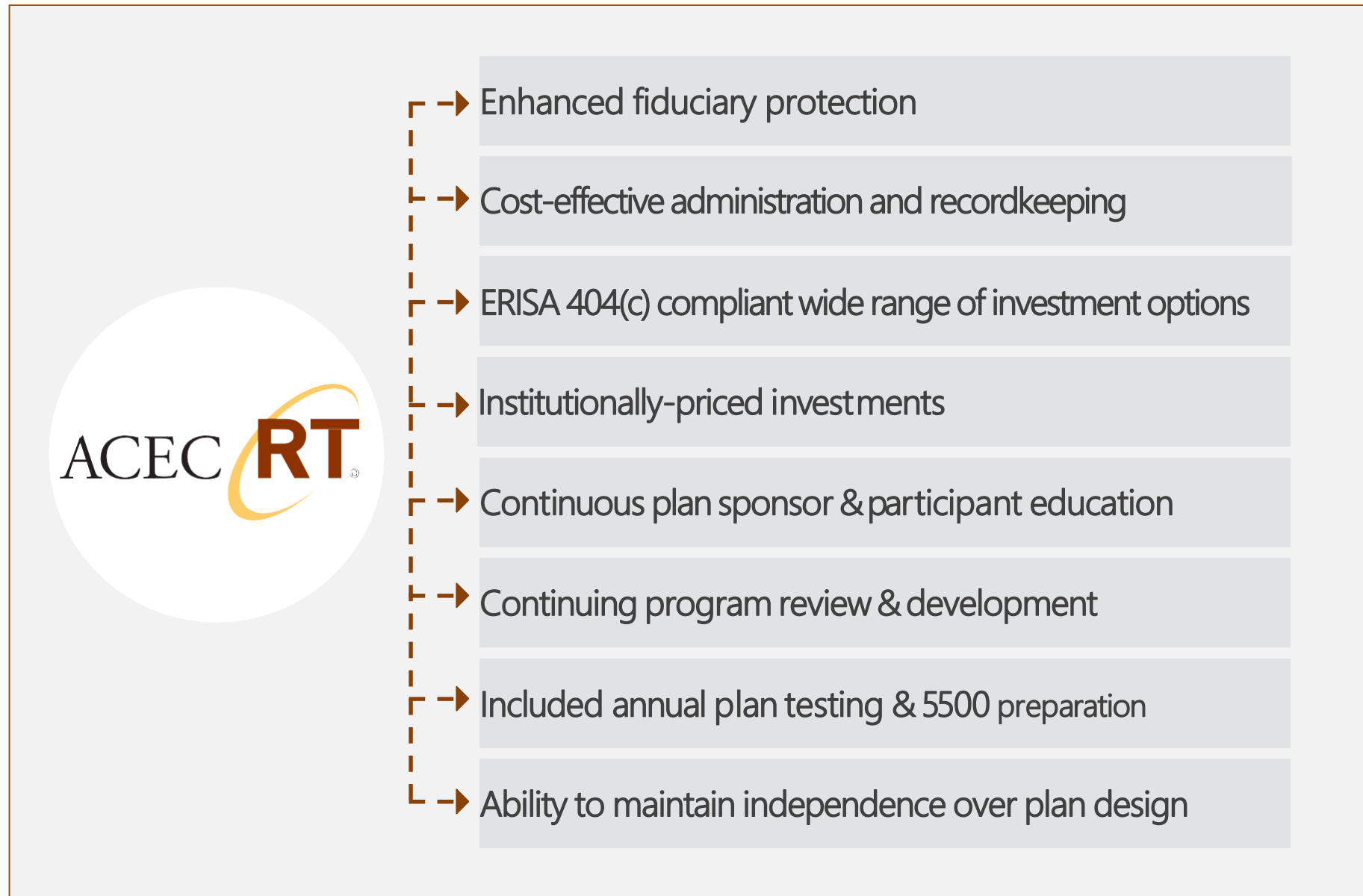


CAPTRUST Investment Consultant Conducts an independent review of the investment options offered by the Trust and prepares quarterly investment reports.	Empower Retirement Recordkeeping Consultant Provides a dedicated service team to deliver individualized attention to your plan(s), as well as all recordkeeping services.
ACEC RT Retirement Trust	
McDermott Will & Emery Legal Consultant Consults with the Trustees to provide legal oversight to the Trust with respect to ERISA.	Pensionmark Education Consultant Nationally recognized advisory firm delivering a Financial Wellness program and retirement education to plan participants.

1. Information as of 2.2019, Empower Retirement

An opportunity to overcome complexity

The structure of the ACEC Retirement Trust allows individual firms to have access to a competitive outsourced solution.



Cost benefit to participating firms

Plan Sponsor cost: \$25 per eligible participant annually to a max of \$2,500 annual plan cost.

Service	Standard Cost per Plan**	Cost to Plans Participating in ACEC RT
Signature Ready 5500 Preparation	\$1,000	Included
Annual & Interim Non-Discrimination Testing	\$500	Included
Plan Document Services	\$350 amendment	Included
Trustees services	\$500	Included
Participant Enrollment & Education Meetings	\$1250 / day	Included
Withdrawal / Distribution fee	\$35 / event	Included

*

Cost benefit to participants

Fees Analysis
ACEC Retirement Trust

Total Bundled Expense*
0.46%

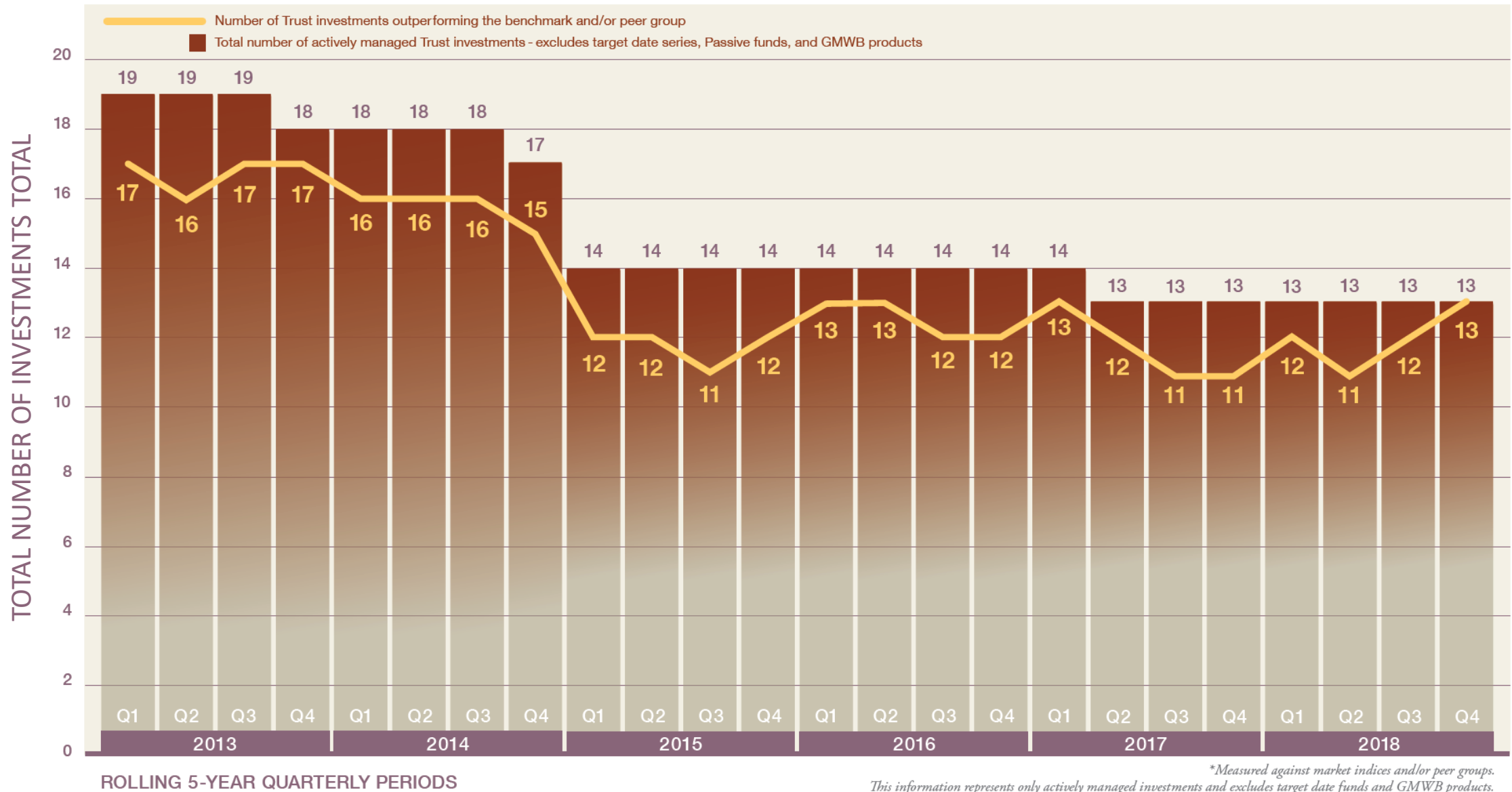
Service	Standard Cost to Non-Trust Plan Participants^	Cost to Participants in the ACEC RT
Participant Loans	\$75-\$100 per loan	Included
Participant Distributions	\$50-\$75 per request	Included
Financial Hardship Distribution	\$50-\$75 per request	Included
Managed Account Services	0.35%-0.65%	0.15%-0.45%

*Average Investment Expense represents dollar weighted average based on November 30, 2018 assets and Trust expenses from 10/1/2017 - 9/30/2018 (Updated Annually)

^Based on industry averages. For informational purposes only.

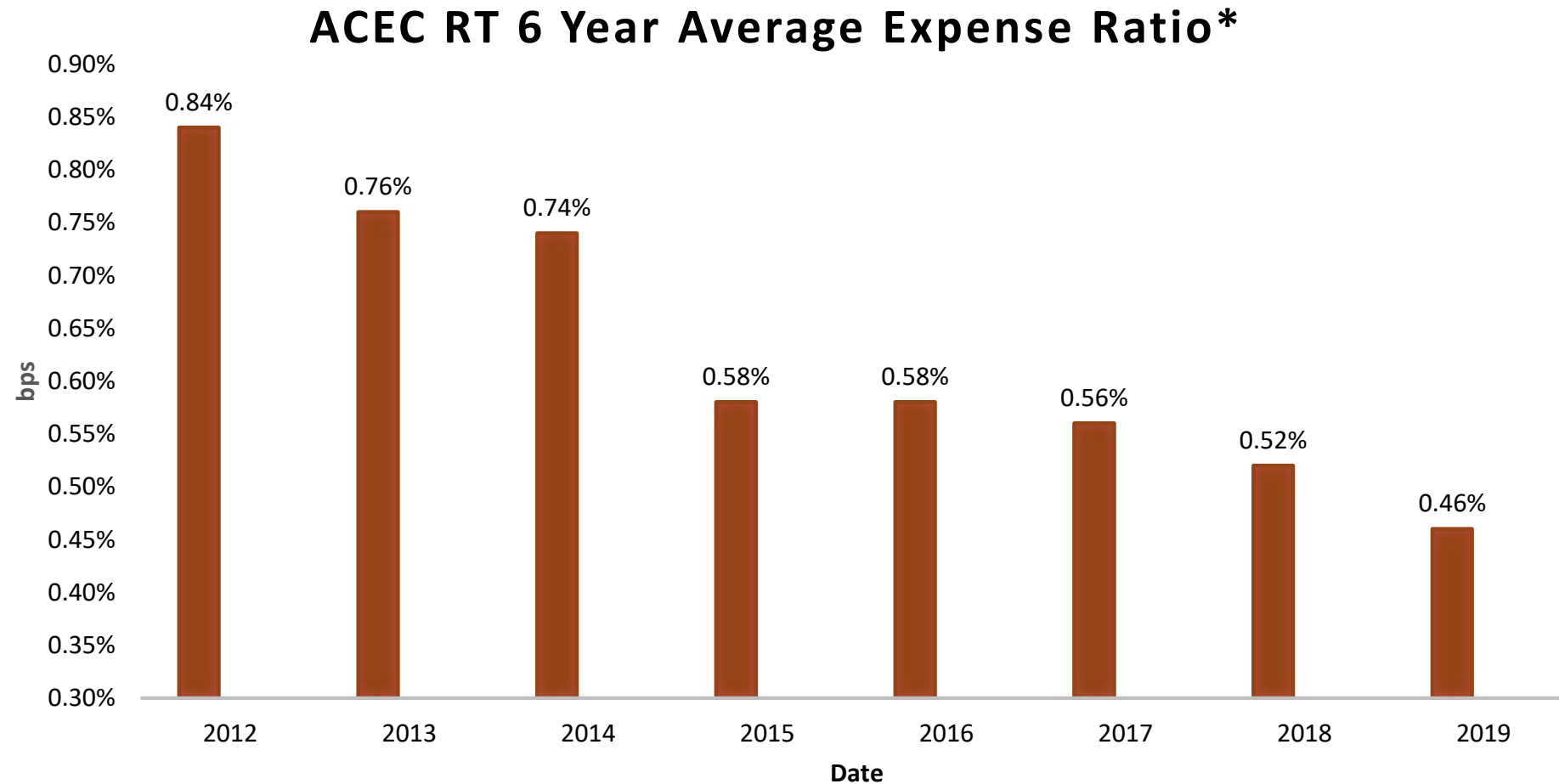
Our investment line-up and success in fund selection

On average, 94% of the investments have performed at or above the market indices and/or peer groups*



It's Your Money...Keep it

ACEC RT Declining Average Bundled Expense Ratio Chart



*Historical ACEC RT data, and current Average Investment Expense Ratio represents dollar weighted average based on September 30, 2018 assets and Trust expenses from 12/1/2018 (Updated Annually).

Next Steps

If you haven't reviewed your plan in a while, now is the perfect opportunity to do so.

- Contact us to do a fee benchmarking/RFP for your plan.
- We will handle all aspects of the conversion process including:
 - Dedicated conversion specialists, managers, and technical experts;
 - Weekly updates;
 - Customized transition plan timeline;
 - Measured results.
- Conversions completed in approximately 60 - 90 days.

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