



## **Request For Proposals**

### **Defined Contribution Money Purchase Plan (401a)**

### **Deferred Compensation Plan (457 b)**

### **For**

### **New Haven Parking Authority [revised February 26, 2025]**

**Proposals Due March 31, 2025 at 3:00 PM EDT  
[Note this is the new due date per Addendum #2]**

The New Haven Parking Authority, a quasi-municipal entity, is requesting proposals from qualified firms to provide a Defined Contribution Money Purchase Plan for exempt employees and/or a Deferred Compensation Plan for all eligible employees. If interested, your proposal must be received by Bonnie J. Lytle, Director of Human Resources/Administration, New Haven Parking Authority, 232 George Street, New Haven, CT 06510 by mail, hand-delivery, or e-mail (blytle@nhparking.com) by 3:00 PM EDT on March 31, 2025.

The proposal shall contain at a minimum the proposed fees for the services required, including asset fees, and a detailed description of the various funds the proposer offers.

Proposal Documents are available at no cost on the New Haven Parking Authority/Park New Haven website at <https://parknewhaven.com/request-for-bids/>.

#### **QUESTIONS AND ADDENDA**

No oral interpretation will be made to any Proposer as to the meaning of the Proposal Documents or any part thereof. Every request for an interpretation of the Proposal Documents shall be made in writing to the

Chief Financial Officer, New Haven Parking Authority, via e-mail at [bseholm@nharking.com](mailto:bseholm@nharking.com) with a copy to the Director of Human Resources, New Haven Parking Authority at [blytle@nhparking.com](mailto:blytle@nhparking.com). Any inquiries must be received no later than Noon on March 24, 2025 to be given consideration. Every interpretation made to a Proposer will be in the form of an Addendum to the Proposal Documents and, when issued, will be available on the New Haven Parking Authority /Park New Haven website at <https://parknewhaven.com/request-for-bids/> 24 hours before Proposals are opened. It shall be the Proposer's responsibility to make inquiry as to, and to obtain, any Addenda issued, if any. Proposers should monitor the Website for any issuance of Addenda. All such Addenda shall become part of the Proposal Documents and each Proposer shall be bound by such Addenda.

#### **ALTERNATIVE FORMAT**

In the event a Proposer offers an on-line application for its proposal in lieu of a written proposal submission, the Proposer must submit its on-line application procedures by the due date.



## **ADDENDUM #1 SUMMARY OF ANNUAL CONTRIBUTIONS**

### **Defined Contribution Money Purchase Plan (401a)**

Current number of participants – 11

Total current assets - \$4,542,358

Annual Contributions 2023 - \$180,614

Annual Contributions 2024 - \$181,280

1. Please list the investment options that would available under the plan.
2. What are the service fees for the plan?
3. What are the asset fees for the plan?
4. What is the guaranteed interest rate?
5. Please provide a sample of your basic plan document.
6. Please provide the time frame to implement the plan and procedure for conversion.

### **Deferred Compensation Plan (457 b)**

Current number of participants – 9

Total current assets - \$1,300,000

Annual Contributions 2023 - \$67,320, Roth - \$1,100

Annual Contributions 2024 - \$73,000, Roth - \$2,650

1. Please list the investment options that would available under the plan.
2. What are the service fees for the plan?
3. What are the asset fees for the plan?
4. What is the guaranteed interest rate?
5. Please provide a sample of your basic plan document.  
Please provide the time frame to implement the plan and procedure for conversion.