

REQUEST FOR PROPOSAL

Investment & Fiduciary Services

#06-27

Lafayette Parish School Board 403(b) Advisor RFP



LAFAYETTE
PARISH SCHOOL SYSTEM

This RFP is issued by the Lafayette Parish School System. Administrative assistance for this Procurement is being provided by Argent Financial Group.

Search Timetable

Event	Date
Advertisement of RFP LPSS 06-27; Lafayette Parish School System 403(b) Advisor RFP	6/8/26 - 6/23/26
Deadline for Question Submissions Submit questions via: www.centerlinebidconnect.com	7/3/26 at 4:00 PM
Deadline for Answers to Questions Answers will be provided via: www.centerlinebidconnect.com	7/15/26 at 4:00 PM
RFP Submission Deadline Submit your proposal to: www.centerlinebidconnect.com	8/5/26 at 4:00 PM
Finalists Notified Please ensure proposers include the name, title, and email address of the primary RFP point of contact for notification purposes.	8/20/2026 by 4 :00 PM
Finalists' Presentations	Upon notification, present to the Board Insurance Committee (BIC) Meeting: 9/2/26 (Time TBD). The BIC will be held in the District Office Board Room (202 Rue Iberville, Lafayette, LA).
Contract Awarded	Board Meeting: 9/10/26 at 5:30 PM in the District Office Board Room (202 Rue Iberville, Lafayette, LA).
Contract Begins	TBD / Based on Board Approval

Overview

The Lafayette Parish School System (LPSS) is a premier Pre-K–12 district located in Lafayette, Louisiana. Ranking as the state's sixth-largest school system, the district is supported by a dedicated workforce of over 4,300 benefit-eligible employees.

Lafayette Parish School System is requesting proposals from qualified firms to serve as the discretionary outsourced investment advisor for its 403(b) defined contribution plan. The Plan currently holds approximately \$28 million in assets, encompassing both active and legacy accounts, and serves around 1,320 participants. The selected firm will be responsible for providing comprehensive investment consulting, advisory, and designated management services.

The following questions are to be answered and will constitute the “Proposal.” The selected firm will report to the Board and work closely with the Superintendent and Insurance & Benefits Department. The firm will serve in a fiduciary capacity and will acknowledge in writing the firm’s fiduciary status. Failure to respond to all the questions may result in the proposal’s rejection.

The issuance of this RFP in no way constitutes a commitment by LPSS to select an Advisor and/or award of contract. LPSS reserves the right to accept or reject any or all proposals submitted. Acceptance of any proposal with contractual terms is dependent upon approval and appropriation of funds by LPSS.

The vendor selected will be exclusively compensated by the Lafayette Parish School Board and prohibited from accepting any compensation from the record keeper, custodian, investment companies selected for inclusion, or any other provider of services for the Plan.

Submission of Proposal

- A. Proposals must be submitted digitally. All electronic submissions must be completed by the deadline date / time listed above. The proposer assumes all risk regarding the chosen delivery method. No extensions will be granted.
 - a. Via **Centerline Bid Connect** at www.centerlinebidconnect.com.
 - b. All inquiries regarding this RFP must be directed to Mark Milton at Argent Financial Group via Centerline Bid Connect. Centerline will ensure the appropriate LPSS staff members are included in the communications.
 - c. Proposers should submit an electronic copy of their proposal along with attachments by 4:00 p.m. CST on August 5, 2026.
- B. Perfection of the delivery is the responsibility of the proposers. All proposals will be logged in as to the date and time of delivery. No proposal will be accepted after the deadline.
- C. Should the proposal contain information designated as confidential, a statement to that effect must be included in the cover letter. (Please mark any pages designated as confidential in the upper right-hand corner.) The Lafayette Parish School Board will use reasonable efforts to exempt such pages or items from public disclosure but makes no representations or warranties that such efforts will be successful. Please note that the entire proposal cannot be considered confidential.
- D. If, prior to the final filing date for submission of proposals, a proposer discovers an error or omission in a proposal already submitted to Argent, the only method of correcting, modifying, or completing the proposal is to withdraw the proposal in its entirety prior to the final filing date and time by electronic mail notification to Argent. A complete, corrected proposal package may be resubmitted, but not after the final filing date and time. Modification offered in any other manner will not be considered.
- E. The proposals become the property of the Lafayette Parish School Board upon submission. All costs for developing proposals and attending interviews, if any, are entirely the responsibility of the proposer and shall not be chargeable to the School Board or any other party. The Lafayette Parish School Board and Argent accept no responsibility for lost and/or late delivery of proposals.
- F. Only one proposal from an individual, firm, partnership, corporation, or combination thereof, will be considered. Reasonable grounds for believing a proposer has submitted multiple proposers under more than one name may be cause for rejection of all proposals in which the proposer is interested.
- G. The initial evaluation will be based solely on the proposal submitted to Argent. The proposal should be as responsive and concise as possible. The Lafayette Parish School Board reserves the right to reject all proposals received in response to this request for proposal if that action is deemed to be in the best interest of the LPSS. The cost related to the preparation, submission and presentation of a proposal is to be borne entirely by the proposer. It is the sole responsibility of the proposer to inquire into and clarify any item of this request for proposal that is not understood.
- H. LPSS plans to award an initial five-year contract, with the option for one-year renewals subject to Board and/or Superintendent approval.

- I. Proposers are required to include Exhibit A if any formal addenda are issued during the solicitation period.

- J. **Authorization**

Proposals and transmittal letters are to be signed by those officials or agents duly authorized on behalf of their respective firms to sign proposals and contracts.

- K. **Term**

Terms and conditions of the proposals outlined herein shall be valid and binding for a minimum of 120 days from the date of receipt by Argent Financial.

- L. **Selection**

Once the RFP closes, all submissions will be evaluated. Argent Financial Group will score, rank, and recommend up to the top three firms to the Lafayette Parish School System (LPSS). Selected proposers will be notified and must be prepared to present to the Board Insurance Committee (BIC). While the BIC will submit its own recommendation to the Lafayette Parish School Board (LPSB), final contract approval rests solely with the full Board.

Advisor Questions

1) Please describe your firm history, structure, services, and products.

Response:

2) Please indicate whether your firm is registered with a broker-dealer or the SEC or state agency as an RIA.

Response:

3) Please identify which individuals will be committed to our account. Include the length of experience in retirement plans, investment consulting services and any credentials they hold.

Response:

4) What percentage of your total revenue is derived from providing advisory services for retirement plans versus other types of business? What percentage are 403(b) plans?

Response:

5) Plan assets under advisement. Total number of plans served.

Response:

6) Total number of clients with a defined contribution plan under your advisement.

Response:

- 7) Describe your service model. (staff, responsibilities, interactions with your plan, frequency of in-person meetings, frequency of conference calls, team dynamics)**

Response:

- 8) What tools does your firm use to evaluate investment funds and managers? Please provide a sample investment due diligence report.**

Response:

- 9) Describe your fiduciary services.**

Response:

- 10) Will you serve as a fiduciary for our plan? Describe your fiduciary responsibility to our plan, including your ability to serve in a 3(21) or 3(38) capacity.**

Response:

- 11) Please outline your fiduciary education plan for educating the employees of the Lafayette Parish School Board.**

Response:

- 12) Please provide a sample investment policy statement.**

Response:

13) Please provide a sample agreement that will govern your services.

Response:

14) Please provide your current insurance coverage for errors and omissions.

Response:

15) How is your firm compensated for services?

Response:

16) Does your firm work with clients on a commission basis?

Response:

17) What is your firm's position on revenue sharing such as 12b-1 fees, shareholder servicing fees, and sub-TA fees?

Response:

18) Please state your firm's proposed fee in two forms as follows: (1) as a flat, all inclusive, annual fee to be billed quarterly in arrears and (2) as a percentage of assets with itemization for transaction charges and all other charges not included in the percentage of assets charged.

Response:

Exhibit A: Addenda Acknowledgment Form

Lafayette Parish School System

RFP# 06-27

Project Title: 403(b) Investment & Fiduciary Services

Mailing & Labeling Instructions

To ensure proper handling and to prevent accidental early opening, all proposal envelopes or packages must be clearly marked on the exterior as follows:

RFP# 06-27, 403(b) Investment & Fiduciary Services

RFP Submission Deadline: August 5, 2026

Acknowledgment of Addenda

The undersigned Proposer hereby acknowledges receipt of the following Addenda issued by the LPSS. It is the responsibility of the Proposer to ensure all issued Addenda have been received and incorporated into the final proposal.

Addendum No.	Date Received	Addendum No.	Date Received
No. 1	_____	No. 3	_____
No. 2	_____	No. 4	_____

Proposal in the event any addenda are issued. If no addenda are issued, this form need not be included with the proposal.

Name of Business

Name & Signature of Proposer

Telephone Number

Email Address
