

# Vendor Searches

We maintain a database of vendors, including mutual fund companies, trust companies, banks, brokerage firms, insurance companies, and registered investment advisors. We assist employers in choosing vendors to receive the request for proposal; drafting the request for the proposal; and evaluating and comparing proposals.

Using the Lipper and Morningstar databases for mutual funds, we summarize mutual fund and institutional fund rankings within their specific investment categories. After asking over 100 questions of each vendor, we produce a 5-page profile on each vendor, summarizing:

- the specific services each vendor does and does not provide;
- who actually does the recordkeeping, and where;
- the vendor's method of handling investment education;
- the hard dollar costs for each type of service;
- the internal ("soft dollar") costs related to the proposed funds (front-end loads, 12b-1 fees, back-end loads, mortality and expense charges, commissions, etc.);
- conversion charges and annual charges; and
- investment performance, net of internal fees, for the proposed funds, and total fees expressed as a percent of plan assets.



Our system allows the employer to grade vendors in ten different areas and decide how much weight to give to each.

*This results in an overall weighted score that ranks all of the proposals*, from first to last, making it easier to apply quantitative analysis to what is usually a very subjective process.

For more information contact:  
Carol Miller, CEBS, RPA, CMS  
(502) 719-0584  
[cmiller@consultRMS.com](mailto:cmiller@consultRMS.com)