

Fiduciary Consulting Service



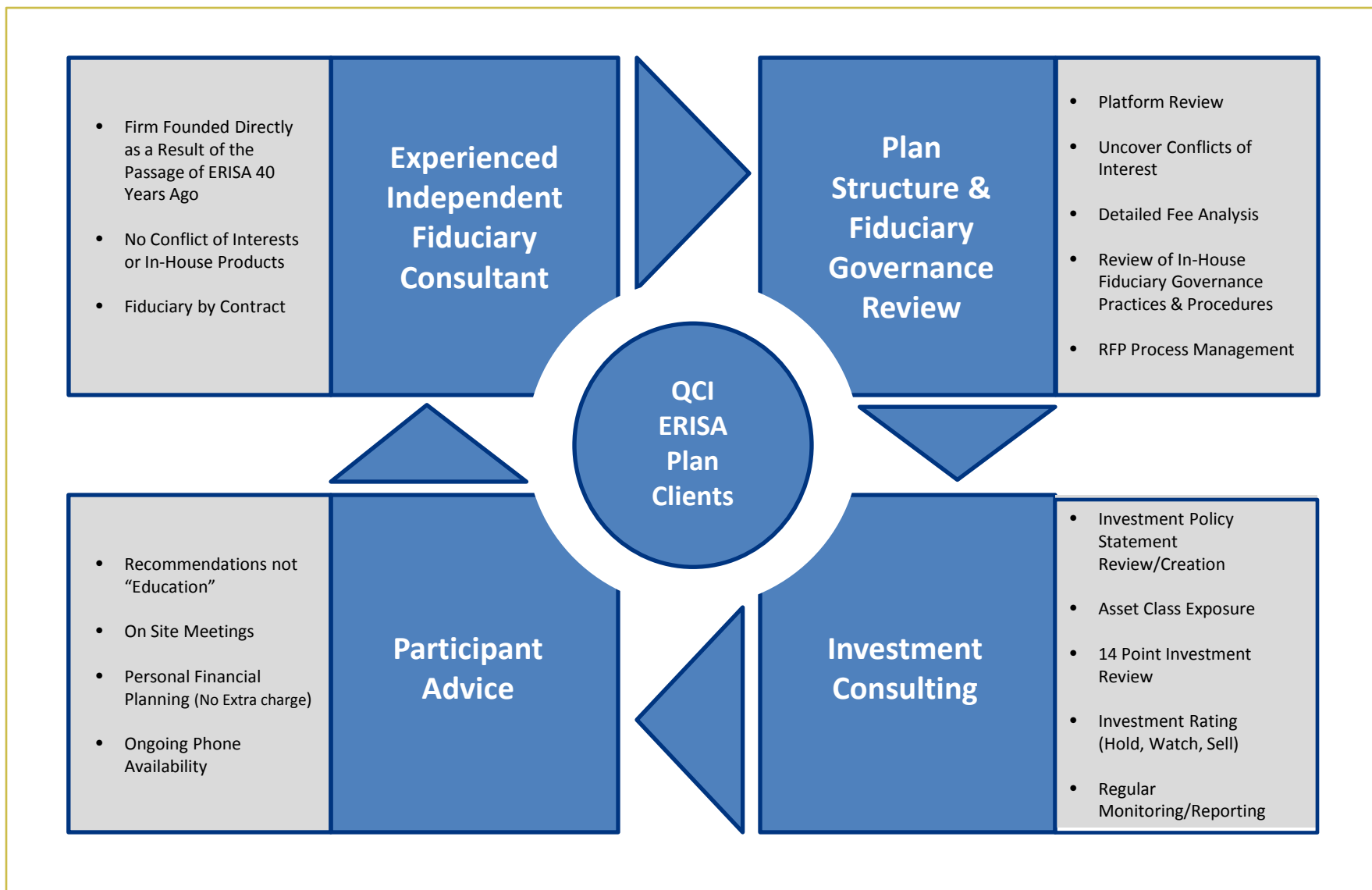
Fiduciary Duties and Standards of Conduct

Much like homeowners, sponsors of ERISA governed retirement plans take on personal liabilities that are not particularly well known. In the case of a homeowner with relatively few visitors, this may not be an especially urgent concern. ERISA Plan sponsors however, with dozens, or hundreds, or even thousands of unique individuals on their property every day, find themselves in a much more litigious environment.

As a first line of defense, plan sponsors must fully understand their responsibilities and exactly how to execute them. They are as follows:

- Act solely in the interest of plan participants and their beneficiaries and with the exclusive purpose of providing retirement income security (duty of loyalty);
- Follow the plan documents;
- Provide sufficient investment options so each participant can prudently diversify his/her account;
- Prudently select, monitor, remove and replace investment options;
- Prepare and maintain the Investment Policy Statement;
- Approve and account for all investment, record keeping, and administrative expenses associated with the Plan; and
- Avoid prohibited transactions.

Fundamentals of the QCI Fiduciary Consulting Approach



The QCI Prudent Fiduciary Process Implementation & Execution

1

Initial Assessment

- Examination of Existing Plan Concerns/Needs
- Investment Platform & Fee Evaluation
- Investment Menu Evaluation
- Individual Investment Quality Evaluation
- QCI Contract Review and Execution
- Notification of Existing Vendors
- Review of Existing Plan Documents

2

Immediate Action Steps

- Change Investment Platform or Replace Vendors (if necessary)
 - Execute new contract(s) and/or account agreements
 - Establish Change Date
- Agree Upon New Investment Line Up
- Establish Investment Mapping Schedule or Plan Re-enrollment
- Notify Participants
- Schedule/Conduct Participant Rollout Meeting

3

Fine Tuning

- Determine Fiduciary Review Schedule
- Determine Employee Meeting Schedule
- Follow Fiduciary Checklist(s)

The QCI Fiduciary Consulting Solution

A service For:

- Business Owners
- Plan Trustees
- CEOs
- CFOs
- COOs
- HR Executives
- Retirement Committees
- Benefit Committees
- Risk Managers
- Compliance Officers
- Practice Managers

Enabling Them To:

- Cut Costs
- Limit Liability
- Maximize Effectiveness
- Streamline Operations
- Clarify Responsibilities
- Eliminate Uncertainty
- Improve Benefits

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