



National Radio Astronomy Observatory

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June 02, 2025

Subject: Request for Proposal (RFP) – Retirement Plan Consulting Services June 2025

Associated Universities, Inc. (AUI) is a not-for-profit educational and research corporation operating the National Radio Astronomy Observatory (NRAO) under Cooperative Agreement AST-1519126 with the National Science Foundation (NSF), an agency of the U.S. Government. AUI, under this agreement, operates, constructs and maintains astronomy research facilities at various locations in the United States and Chile as well as on the island of St. Croix.

AUI/NRAO is requesting proposals from experienced firms for retirement plan consulting services in accordance with Attachment 1, Request for Proposal. Attachment 1 provides explanatory details necessary to complete your proposal. AUI/NRAO will evaluate all proposals associated with this RFP based on the criteria described in the attached RFP document.

Proposals shall be clearly marked with “RFP –Retirement Plan Consulting Services June 2025” and must be received prior to **5:00 pm EST on July 15, 2025**. After the scheduled closing time for the receipt of proposals, no proposal may be withdrawn for a period of 60 days.

The successful proposer will be required to execute a contract and agree to comply with the General Terms and Conditions of the AUI/NRAO purchase order, which is included as Attachment 2 to this RFP.

Attachment 3, Representations and Certifications for Vendors/Customers, is to be completed and returned with your quote.

It is requested that you forward all questions and comments pertaining to this request, in writing, to the undersigned at danderso@nrao.edu. All questions must be submitted to AUI/NRAO by **June 12, 2025**. Questions and answers will be shared with all proposers as promptly as possible, and no later than **June 19, 2025**. Any direct communications with AUI/NRAO personnel, after receipt of this RFP, without prior approval of the undersigned or an AUI/NRAO purchasing representative, may void your proposal.

AUI/NRAO reserves the right to make an award based on the Proposer’s initially proposed price without discussion of such Proposal, or upon negotiations with the Proposer. AUI/NRAO is not obligated to award all or any part of the work solicited, and in any event will not be responsible for the cost of Proposal preparation or any other cost incurred in connection with this RFP. Further, AUI/NRAO reserves the right to accept other than the lowest price Proposal.

AUI/NRAO will evaluate all proposals associated with this RFP based on the following elements in order of importance: 1) Service Proposal, 2) Experience, 3) Knowledge of Fiduciary Issues, 4) Pricing, and 5) References.

AUI/NRAO intends to negotiate a firm fixed price contract for the entire scope of work as defined herein with the successful Proposer, and intends to award the Contract to the qualified Proposer whose Proposal is most advantageous to AUI/NRAO, all factors considered.

Sincerely,

Daphne Anderson
Contracts Administration Supervisor

AUI/NRAO

Attachments:

- (1) Request for Proposal
- (2) Terms and Conditions
- (3) Representations and Certifications