

Commitment of Retirement Plan Services

Valued Client

# Bay Colony Advisors Profile

## Value proposition:

Bay Colony Advisors assists plan sponsors by serving with them as a co-fiduciary. Through regular audits of plan expenses, underlying investment reviews, participant education, as well as service provider reviews, we will help minimize the fiduciary risk associated with the plan.

## About our company:

Bay Colony Advisors (BCA) is an SEC Registered Investment Advisor headquartered in Concord, MA. BCA is held within Bay Colony Advisory Group, Inc (BCAG) which was founded in June of 2000.

## Team members working on your behalf:

**John Ohl**: John has been serving clients since 1986, and co-founded BCAG in June of 2000. John serves as the **CEO, CCO** of the Concord, MA office.

**James Catacchio**: James serves as **Executive Vice President** and COO of BCAG, working out of the Concord, MA office.

**Location:**

Bay Colony Advisors

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# Overview of Services

## ERISA Fiduciary and Registered Investment Advisory (RIA) Services

Bay Colony Advisors serves as an ERISA fiduciary and/or RIA when providing the following services to your retirement plan(s):

* Providing investment advice to the plan fiduciary on investment options to include in the retirement plan.
* Selecting and monitoring plan investment managers.
* Providing investment advice to plan participants.

## Plan Sponsor Services

We provide a wide range of services – all designed to help you and your plan participants meet your stated goals. We can assist by working with you to:

* Identify retirement program needs
* Conduct regular calls and meetings with plan representative(s) (HR, owner or other contact(s)) to report on plan status
* Help monitor service provider fit
* Work closely with all service providers
* Review resources to address program criteria
* Develop and maintain a fiduciary file
* Conduct training for named fiduciaries
* Review documentation of plan procedures and decisions
* Consult on plan design
* Review plan compliance results
* Review additional retirement benefits (nonqualified, defined benefit or employee stock ownership plan)
* Develop a service delivery plan and monitor results
* Structure a plan committee
* Conduct annual or quarterly review meetings with committees
* Document meeting minutes
* Engage third party subject matter experts (counsel, auditor, third party administrator, etc.)
* Deliver proactive consultation on regulatory and compliance changes

## Investment Line-up Selection and Monitoring

As a plan sponsor, your fiduciary responsibilities include selecting a broad range of investment options from which your plan participants can choose. I will help you:

* Structure an investment committee
* Conduct investment committee meetings
* Create an investment policy statement for you to review with your legal counsel
* Prepare and present a detailed formal annual investment option review
* Review investment allocation / participant diversification
* Review appropriate asset allocation tools or investment options
* Review investment option selection on a quarterly basis and provide plan trustees with a report of findings
* Provide guidance on selecting a Qualified Default Investment Alternative (QDIA)
* Provide appropriate sample communication materials to plan participants when investment option changes are made
* Comply with ERISA §404(c)

## Participant Engagement and Education

To achieve a financially secure retirement, participants need to take action. They need to enroll in the plan, decide how much to save and choose appropriate investment options. To help with this daunting challenge, our firm can:

* Help create an education policy statement
* Help evaluate automated plan design strategies to increase participation and salary deferral rates
* Provide guidance on understanding participant behavior
* Meet with HR and/or trustees to determine mutually agreeable goals for education efforts
* Support HR department with ongoing participant education for eligible employees
* Work with your service provider to maximize participant usage of educational resources
* Coordinate or conduct regular enrollment meetings:
	+ Implement strategies by meeting with employees as a group or individually
	+ Provide guidance to help employees decide:
		- How much they wish to contribute in order to help meet time horizon goals
		- How to allocate contributions based on risk tolerance
* Deliver ongoing assistance and education for employees:
	+ Provide individual meetings to employees to review salary deferral percentages, investment allocations and show them how to access account information
	+ Pre-retiree seminars and education to assist participants in preparing for retirement
	+ Guide them to tools and resources to assist in their retirement readiness

## Individual Financial Planning Services

Participants may need assistance beyond the retirement plan. Our firm can assist participants with their broader financial planning needs, and provide services such as:

* Conduct financial planning seminars on:
	+ Estate planning
	+ Retirement income
	+ Saving for healthcare
	+ Social Security
	+ Insurance and risk solutions
* Provide one-on-one participant consultation and planning services
* Special consultation with key executives on financial planning
* Make planning tools and resources for participants available during the various stages of their career:
	+ Getting started
	+ Nearing retirement
	+ Retirement and beyond

## Fee Disclosure

BCA’s fee can range anywhere from 0.10% to 1.50% depending on the size and complexity of the plan itself. Specific fees will be quoted after a detailed data gathering session is completed. Hourly fees are quoted by the Investment Advisor representative.

Signed: Advisor Signature:

Name: Name:

Date: Date: