

Engagement Process

InterServ is a Registered Investment Advisor that seeks to add value to the relationship between financial advisors and retirement plan sponsors. InterServ offers certified investment selection processes that can help enhance the financial advisor/plan sponsor partnership. This sample timeline outlines each step in a typical InterServ engagement with a financial advisor and plan sponsor. The process begins with an executed Retirement Plan Services Agreement and the delivery of required plan information to InterServ.



Phase I - Organize

- Step 1 Preliminary Consultation**
An initial analysis of the retirement plan's current investment lineup is performed including use of the InterScoreSM, our proprietary analysis and scoring system.
- Step 2 Retirement Plan Services Agreement**
This agreement outlines InterServ's role in the investment co-fiduciary process. Upon the plan sponsor's execution of the agreement, InterServ will begin consultation.

Phase II - Formalize

- Step 1 Finalize Fund Lineup**
Appropriate investments for the plan's portfolio are developed and InterServ can provide independent, unbiased advice, enabling more informed investment decisions to be made by the advisor and plan sponsor.
- Step 2 Investment Allocation Model Development (optional)**
Age- and risk-based models are developed by InterServ using the recommended investment lineup. The models are then approved in writing by the plan sponsor.
- Step 3 Investment Policy Statement (IPS)**
An appropriate IPS is drafted by InterServ for the plan that outlines the objectives for the plan's investments. The IPS must be approved by the plan's investment committee before it can be implemented as the investment process governing document.
Plan goes into blackout period.*

Phase III – Implement

- Step 1 Fund Changes and Mapping**
During the plan's blackout period, fund lineups are changed, previously existing funds are mapped into similar recommended funds, and assets are transferred.
- Step 2 Model Execution (optional)**
Age- and risk-based models previously approved by the plan sponsor are set up and funds are mapped to those models.
- Step 3 Final Review**
A final analysis is performed to determine all assets were correctly transferred and allocation models are reviewed again to ensure the plan is fully functional when it emerges from blackout.

Phase IV – Monitor

- Step 1 Plan emerges from blackout period.* Plan is Operational**
Plan participants once again have access to their accounts.
- Step 2 Quarterly Reports**
All models and investments are reported on via Quarterly Monitoring Reports.
- Step 3 Investment Committee Meeting**
Per the IPS, the Plan Investment Committee meets to review the quarterly report and to discuss the investment monitoring process with InterServ.

* Under the Sarbanes-Oxley Act of 2002, plan sponsors are required to give retirement plan participants 30 days' advance notice of transfer or "blackout" periods that affect their rights to direct investments, take loans or obtain distributions for a period of more than three consecutive business days. Under U.S. Department of Labor regulations, the advance notice must be in writing and must include specific language. Please consult your ERISA counsel or third party administrator about providing the required blackout notice template to your participants.