



**State of West Virginia
Department of Administration
Purchasing Division**

NOTICE

Due to the size of this bid, it was impractical to scan every page for online viewing. We have made an attempt to scan and publish all pertinent bid information. However, it is important to note that some pages were necessarily omitted.

If you would like to review the bid in its entirety, please contact the buyer. Thank you.

Request for Proposal
**The West Virginia Consolidated
Public Retirement Board**
RFP # CPR10032

September 15, 2010

Timothy Rouse
Vice President

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PROCUREMENT DIVISION
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ING Institutional Plan Services
One Heritage Drive
Quincy, MA 02171

Name: Tim Rouse
Title: Vice President
Tel: 617-376-8607
Fax: 617-376-2732
E-mail: Timothy.Rouse@us.ing.com

September 9, 2010

Krista Ferrell
Buyer Supervisor
State of West Virginia
Department of Administration Purchasing Division
2019 Washington Street East
Charleston, West Virginia 25305-0130

RE: CPR10032

Dear Ms. Ferrell:

On behalf of ING Institutional Plan Services, I am pleased to submit our response to the Request for Qualifications Number CPR10032 for the third party administration of the West Virginia Teacher's Defined Contribution Plan.

ING Institutional Plan Service satisfies all of your minimum criteria and is well qualified to provide the services described in your RFQ. We offer exceptional flexibility and customization – here are just a few points to consider about our organization that set us apart from our competitors:

Government and K-12 Retirement System Specialist

ING occupies a unique niche in the defined contribution retirement plan market. With a highly disciplined focus on retirement administration services in the markets we serve, we have the depth of expertise and the breadth of services—supported by our consistent, state-of-the-art technology platform and our operational excellence—to sustain and improve your program.

Today ING serves 23 state defined contribution plans, including the State of West Virginia's 457 plan. This experience has taught us that state-retirement systems require tailored administrative applications that support their mission of protecting and serving their members. ING's niche is designing custom administration for complex retirement and savings plans. Our work with many large public retirement systems and corporations means that we are accustomed to adapting our systems to our clients' needs. As a result many of your retirement system colleagues have partnered with ING to support their mission.

Additionally, according to industry reports ING is the third largest administrator of K-12 defined contribution retirement plan assets with more than 16% market share. When you consider this fact along with our large public retirement plan administration you combine the proven experience of partnering with sophisticated statewide systems and the understanding of the retirement needs of public school employees. This combination provides us synergies that allow us to give West Virginia the same state of the art recordkeeping with the extra level of high touch on site coverage.

Full Fee Disclosure

Sincerely,

A handwritten signature in black ink that reads "Timothy Rouse". The signature is written in a cursive style with a large, looping initial 'T'.

Timothy Rouse
Vice President, Business Development