Devlin&Hale
*Employee Benefit Consultants & Administrators*
2234 Silas Deane Highway, Suite 2 / Rocky Hill, CT 06067-2352
Phone: 860-258-1910 or 800-899-8770
Fax: 860-258-1915

## COMPANY BACKGROUND

Devlin & Hale Associates, Inc. (DHA) is an employee benefits consulting and administration firm dedicated to providing the highest quality services to our clients. For its clients, DHA designs, installs, communicates, and administers 401(k) plans, pension plans, profit sharing plans, and 403(b) plans. Although DHA specializes in meeting the needs of small, closely held businesses, its clients range from small local businesses to larger multinational corporations.

Since 1983 DHA has offered full-service employee benefits consulting, communication, and administrative services to a broad range of companies: medical corporations, retail firms, manufacturing companies, accounting firms, law firms, architectural firms, financial institutions, non-profit organizations, and many more. Working with your legal and accounting team, DHA will provide the leadership and back-up support your business demands in establishing, communicating, and maintaining your plan.

Local consulting and communication services are the centerpiece of a successful plan. When DHA is engaged to work with your company, the first step we take is to discuss your objectives, workforce demographics, cost considerations, and employee needs and expectations. We conduct a feasibility study that will help determine which plan design best meets your needs. This feasibility study acts as a blueprint for conferences with company officers and your legal and tax advisors in finalizing the plan.

## KEY ASPECTS OF OUR APPROACH

We have a professional staff with broad experience in all aspects of employee benefit design, communication, and administration, dedicated to providing complete, accurate, and timely services.

A team of experienced professionals will be assigned to work with your company on this engagement. Your team will consist of a Consultant and Account Executive. In addition, an alternate Account Executive will also be assigned to handle instances when you are unable to reach your primary Account Executive. The assigned alternate Account Executive will be familiar with the operation of your plan and would be able to assist you.

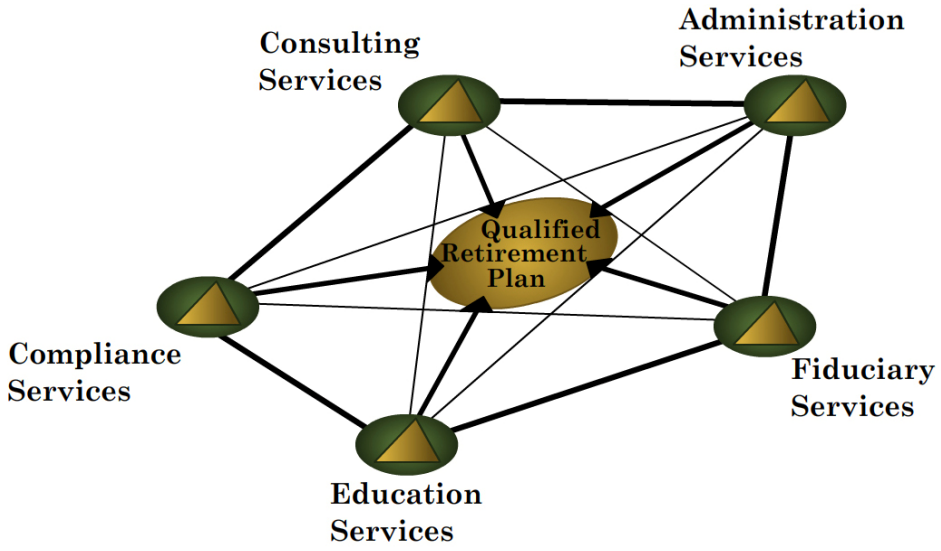
## BENEFITS TO YOUR ORGANIZATION

- The assurance that your plan is in compliance
- Smooth and orderly administration of your plan
- Complete documentation to protect your deductions
- A positive vehicle for attracting and maintaining good employees
- A managed fiduciary liability program

## OVERVIEW OF PROGRAM OF SERVICES

Central to the success of a qualified retirement plan is a carefully selected, monitored and communicated investment program. In support of the investment program and investment committee, Devlin & Hale Associates, Inc. has assembled a package of services and products to assist the plan sponsor in all aspects of designing, installing, communicating, administering, and monitoring a plan while simultaneously controlling fiduciary liability. This package is designed to maximize benefits for the employer, employees and their beneficiaries; it produces an outstanding value at a reasonable cost. You get the benefit of a local qualified plan specialist who will make implementing and communicating your plan easy.

**QUALIFIED RETIREMENT PLAN**
**NETWORK MODEL**




The operation of a qualified retirement plan consists of five interconnected working parts that interact with each other and determine the success or failure of a plan. The five interconnected parts are: consulting services, compliance services, administration services, education services, and fiduciary services.

Devlin & Hale's network of interconnected services interact harmoniously with your plan and investment program which results in cost and time efficiencies without sacrificing quality.

**Consulting Services**

Central to the success of a plan is proper design and implementation. For its clients, DHA will:

- Conduct a feasibility study
- Design a plan to meet the goals and objectives articulated by the plan sponsor and consistent with employee demographics
- Provide a blueprint for the implementation of the plan

Additionally, DHA provides:

- Fiduciary assessments
- Plan assessments
- 404(c) assessments

**Compliance Services**

Proper documentation is critical to the long term success of a plan in providing understanding and protecting both plan sponsor and employee tax deductions. For its clients, DHA provides the following compliance services:

- Sample plan and trust document for adoption by the plan sponsor
- Sample summary plan description for adoption by the plan sponsor and distribution to employees
- Annual signature-ready IRS Filing Form 5500 and schedules

Additionally, DHA provides:

- Sample amendments
- Sample summary of material modifications
- Administrative procedures and policies

**Education Services**

Communication expertise is vital to your plan's success. DHA's trained communication specialists explain the plan to your employees and personally handle plan enrollments. You can rely on DHA's

educational materials and specialists to maximize participation in your plan, providing clear information about the plan and benefit options. For its clients, DHA provides the following customized education services:

- Initial enrollment meeting(s)
- Individual employee meeting to discuss their personal savings and retirement needs
- Enrollment forms for each employee
- Periodic re-enrollment services
- Periodic employee education workshops covering such topics as:
    - managing their account
    - asset allocation
    - investment basics
    - retirement planning
    - distribution planning
- Newsletter – plan sponsor (hardcopy/internet)
- Newsletter – employees (hardcopy/internet)

**Administration Services**

At Devlin & Hale we have combined our state-of–the-art administration and record keeping capabilities with our qualified plan administration expertise. For our clients, DHA provides the following administration services:

- Quarterly participant statements
- Discrimination reports to the plan sponsor on an annual basis
- Participant eligibility determination
- Participant vesting determination
- Participant benefits calculations
- Participant claims processing and other transactions such as terminations, loans and hardship distributions

- A web-based application to prepare and submit contribution and census information
- Flexible import capabilities which interface with payroll service providers and plan sponsor payroll applications
- Meetings with both plan sponsor and employees
- Reports required by government agencies
- Plan administrator's guide

The DHA information technology system provides accurate and timely record keeping of all plan data. Prompt claims processing, timely and accurate reports, and comprehensive and continuing employee education ensure smooth operation of your plan. DHA takes extra care in providing these services because when we provide excellent service to you, your plan creates goodwill with your employees.

**Fiduciary Services**

Being a plan fiduciary isn't an easy task, but it is possible to provide this important employee benefit while avoiding unwelcome surprises from ERISA's enforcement agencies. DHA has assembled a program of materials, services, and products to manage your fiduciary duties and responsibilities. For its clients, DHA provides the following fiduciary services:

- 404(c) compliance program
- Fiduciary handbook
- Questions and Answers About ERISA 404(c)
- Sample documents that include:
    - investment policy statement
    - investment committee by-laws
    - committee meeting minutes
    - black-out period notice
    - default account notice
    - fund mapping chart
    - fee and expense worksheet
    - due diligence checklists

Additionally, DHA provides:

- ERISA bond
- Fiduciary liability insurance

## RESULTS

The DHA program is built upon the firm foundation of technical competence with emphasis on personalized, consistent, and timely service.

**The net result:**

- Reduced time spent by your Human Resources Department and associated costs
- Reduced time spent by your Accounting Department and associated costs
- Reduced Fiduciary liability
- Increased employee awareness through education which creates company wide satisfaction