

**From:** [van Dyck, Dawn](#)  
**To:** [Ciara Torres](#)  
**Cc:** [Todd Swanson](#); [Marcella Hughes](#)  
**Subject:** Re: MSQ Administrative Services Agreement for new term  
**Date:** Friday, January 23, 2026 12:56:16 PM  
**Attachments:** [image001.png](#)  
[Ocala FI City of - Renewal - 303080 107737 107411 - R10 - \(SSC 5582\).docx](#)

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Good Afternoon,

I hope you all had a great week.

After review, with a 5 year contract we can reduce current pricing from 12.9 basis points (0.129%) to 8 basis points (0.080%). We can also move your funds to a lower share class, from R7 to R10.

Attached you will find the DRAFT copy of the 5 Year Renewal Administrative Services Agreement. Please let us know if you have any edits.

Once approved, we will send the FINAL document for signature via DocuSign to Chris Watts' attention. Please let me know if you would like anyone ccd.

Lastly, we will need the City Clerk's info as well for the ASA.

We appreciate your partnership and look forward to continuing to work together.

Please let me know if you have any questions.

Thank you,  
Dawn

**Dawn van Dyck**

Vice President, Relationship Management

MissionSquare

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The logo for MissionSquare features the word "MissionSquare" in a blue, sans-serif font. The letter "i" in "Mission" is replaced by a colorful, multi-colored flower-like icon with petals in shades of red, orange, yellow, and green.

In the coming weeks, my email will be changing to  
[dvandyck@missionsquare.com](mailto:dvandyck@missionsquare.com)

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**From:** Ciara Torres <CTorres@ocalafl.gov>  
**Sent:** Tuesday, January 13, 2026 11:50 AM  
**To:** van Dyck, Dawn <dvandyck@missionsq.org>  
**Cc:** Todd Swanson <tswanson@ocalafl.gov>; Marcella Hughes <mhughes@ocalafl.gov>  
**Subject:** RE: MSQ Administrative Services Agreement for new term

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Good Morning,

Thank you so very much. We will reach out if there are any additional questions. Otherwise, we will wait for the proposed ASA draft and go from there once received.

Sincerely,

Ciara Torres, SHRM-CP  
Benefits Administrator, HR/Risk Management  
110 SE Watula Avenue, Ocala, FL 34471  
Phone: 352-401-3988  
Fax: 352-401-6942  
[ctorres@ocalafl.gov](mailto:ctorres@ocalafl.gov)



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**From:** van Dyck, Dawn <dvandyck@missionsq.org>  
**Sent:** Tuesday, January 13, 2026 9:06 AM  
**To:** Ciara Torres <CTorres@ocalafl.gov>  
**Cc:** Todd Swanson <tswanson@ocalafl.gov>; Marcella Hughes <mhughes@ocalafl.gov>  
**Subject:** Re: MSQ Administrative Services Agreement for new term

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Good Morning,

You beat me to it! We are currently working on the renewal paperwork & hope to have to you by the end of the month.

Please let me know if you have any questions.

Kind Regards,  
Dawn

**Dawn van Dyck, CRPS**  
Vice President, Relationship Management

MissionSquare Retirement  
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**From:** Ciara Torres <[CTorres@ocalafl.gov](mailto:CTorres@ocalafl.gov)>  
**Sent:** Monday, January 12, 2026 4:40:36 PM  
**To:** van Dyck, Dawn <[dvandyck@missionsq.org](mailto:dvandyck@missionsq.org)>  
**Cc:** Todd Swanson <[tswanson@ocalafl.gov](mailto:tswanson@ocalafl.gov)>; Marcella Hughes <[mhughes@ocalafl.gov](mailto:mhughes@ocalafl.gov)>  
**Subject:** MSQ Administrative Services Agreement for new term

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Good Afternoon,

Our current ASA has fulfilled its five-year term. I have attached the ASA that was in effect with ICMA, which later transitioned to MSQ during that five-year duration. Since the term set by the previous ASA has concluded, we will need to begin the process with our Contracting Department to initiate the renewal process. Would you be able assist me with getting a draft version of the ASA for the administration of our plans?

Thank you

Sincerely,

Ciara Torres, SHRM-CP  
Benefits Administrator, HR/Risk Management  
110 SE Watula Avenue, Ocala, FL 34471  
Phone: 352-401-3988  
Fax: 352-401-6942  
[ctorres@ocalafl.gov](mailto:ctorres@ocalafl.gov)



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