



# Department of Purchasing & Contract Compliance

*Felicia Strong-Whitaker, Interim Director*

Fulton County, GA

November 14, 2014

Re: 15RFP75986C-MT – GASB 43 & 45 Actuarial Services

Dear Bidders:

Attached is one (1) copy of **Addendum 1**, hereby made a part of the above referenced 15RFP75986C-MT – GASB 43 & 45 Actuarial Services.

Except as provided herein, all terms and conditions in the RFP referenced above remain unchanged and in full force and effect.

Sincerely,

*Malcolm Tyson*

Malcolm Tyson  
Assistant Purchasing Agent

Winner 2000 - 2009 Achievement of Excellence in  
Procurement Award • National Purchasing Institute





# Department of Purchasing & Contract Compliance

Felicia Strong-Whitaker, Interim Director

Fulton County, GA

This Addendum forms a part of the contract documents and **modifies** the original RFP documents as noted below:

1. Section 3 – Proposal Requirements (attached herein) has been added to the RFP document.

## ACKNOWLEDGEMENT OF ADDENDUM NO. 1

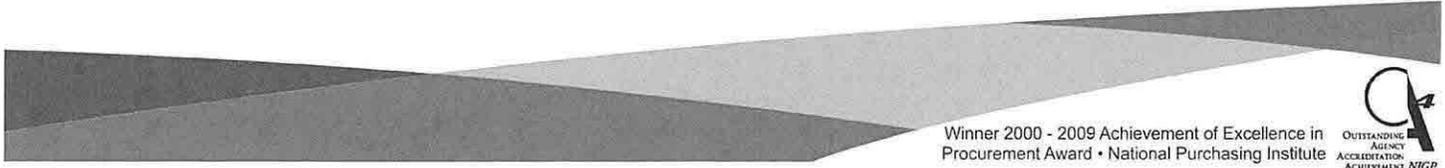
The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Department of Purchasing & Contract Compliance, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the **Bid** due date and time of **November 26, 2014 at 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 1, \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Legal Name of Bidder

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title



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## SECTION 3 PROPOSAL REQUIREMENTS

### 3.1 SUBMISSION REQUIREMENTS

#### 3.1.1 Proposal Submission Date and Submittal Format

All Proposals, including all attachments, must be received by the County in a sealed package no later than **November 26, 2014 at 11:00 A.M.** and must be addressed to:

**REQUEST FOR PROPOSAL #15RFP75986C-MT  
GASB 43 & 45 Actuarial Services**

**Fulton County Department of Purchasing & Contract Compliance  
Public Safety Building  
130 Peachtree Street S.W. Suite 1168  
Atlanta GA 30303**

The Proposal shall consist of a Technical Proposal, a Cost Proposal and all documents listed on the Required Submittal Checklist (Exhibit 1). The Technical Proposal shall include proposer information, technical information, business-related information, and any Technical Proposal forms requested. The Cost Proposal shall include the Cost Proposal Forms and any information describing the basis for pricing and must be separately, sealed, marked and packaged.

The required content of the Technical Proposal and Cost Proposal is further specified in this section of the RFP. The Proposal must be signed and acknowledged by the Proposer, including certain information to be provided under oath as required under applicable law, in accordance with the instructions herein and the various proposal forms.

**THE TECHNICAL PROPOSAL, THE COST PROPOSAL AND CONTRACT COMPLIANCE EXHIBITS SHALL BE SUBMITTED IN SEPARATE, SEALED ENVELOPES OR PACKAGES. THE INCLUSION OF ANY COST INFORMATION IN THE TECHNICAL PROPOSAL MAY RESULT IN SUCH PROPOSAL BEING REJECTED BY THE COUNTY.**

Each envelope or package shall be clearly marked as follows:

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**REQUEST FOR PROPOSALS**  
**RFP#15RFP75986C-MT – GASB 43 & 45 Actuarial Services**  
**[Technical or Cost Proposal]**  
**Proposer's Name and Address**

**3.1.2 Number of Copies**

Proposers shall submit the following:

Technical Proposal, one (1) original and five (5) copies on CD media in PDF format.

Contract Compliance Exhibits, one (1) original with marked "Original" and one (1) copy in a separate sealed envelope.

Financial Information, one (1) original marked "Original" and one (1) copy in a separate sealed envelope.

Cost Proposal, one (1) original and one (1) copy in a separate sealed envelope.

All Proposals must be complete with all requested information.

**3.2 OVERVIEW OF PROPOSAL REQUIREMENTS**

Proposers shall submit Proposals in accordance with the content and format requirements set forth in this RFP. Proposals should be clearly organized and structured in a manner that allows materials included in the document to be located easily.

Each of the instructions set forth in this section must be followed for a Proposal to be deemed responsive to this RFP. In all cases, the County reserves the right to determine, at its sole discretion, whether any aspect of the Proposal meets the requirements set forth in this section. The County reserves the right to reject any Proposal, which in its judgment, does not comply with these Proposal submission requirements.

**3.3 SCOPE OF WORK**

The successful proposer will assist the County in determining what OPEB cost needs to be recognized over the employee's years of service and to provide relevant information about the actuarial accrued liabilities for these benefits. The successful proposer will provide calculations on a bi-annual basis of the actuarial accrued liability of its OPEB's, the actuarial value of plan assets, if any, and actuarial present value of total projected benefits, unfunded actuarial accrued liability, normal cost, net OPEB obligation, and the annual required contribution

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as defined by GASB Statement 43 and 45. The county will also seek advice from the actuary regarding the most appropriate actuarial cost method to be employed. The actuary shall include a turnover study in this process. The actuary shall prepare the bi-annual gain/loss analysis to determine reasons for changes in unfunded actuarial accrued liabilities, whenever a prior actuarial valuation is available to support this comparison. The successful proposer will provide the County information needed to present the appropriate assumptions and schedules in its audited financial statements as required under GASB 43 and 45. The actuary would also have to be available to the County's external auditor for questions and discussion in order to satisfy the auditor that the calculation is in accordance with GASB 43 and 45. The County will use this information in any appropriate manner without permission from the actuary, including utilizing data from this report for inclusion in the audited financial statements. The actuary should present their findings and calculations in a written report addressed to the Finance Director of Fulton County, and present their analysis in person at a mutually convenient time for the actuary and County staff.

### **Pertinent Data**

The County has different obligations dependent upon when the employee began service with the County, and the particular retirement option available to the employee. The County offers medical coverage to retired individuals, and each retiree or dependent contributes a portion of their monthly payment for their cost.

This percentage is generally the same as it is for active employees.

The County also requires active employees carry \$50,000 worth of term life insurance, and retirees generally have \$10,000 life insurance in force. A portion of this premium cost is also deducted from active employees' compensation.

The County has approximately 4,800 employees, 2,700 retirees and their dependents that are provide health, dental and vision benefits in a self-funded program. Medical and life insurance coverage is currently offered to active employees, and dependent upon which option the active employee is enrolled, varying options on when employees may retire exist. The Board of Commissioners enacted changes that provide for two separate cost pools, one for active employees and one for retirees, as well as modified the employee percentage of health premiums from 20% to 22%.

### **3.3.1 Other Terms and Conditions**

#### **A. RECORD RETENTION**

The actuary hereby agrees to retain all books, records, working papers, and

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other documents relative to this contract for **three (3) years** after final payment. Fulton County Government, its authorized agents, and federal and state regulatory and grantor agencies shall have full access to and the right to examine any of said materials during said period at no cost to either Fulton County Government or any other entity authorized to examine said materials.

C. PROPRIETARY INFORMATION

Fulton County Government will not accept responses to Requests for Proposals in cases where the actuary declares the entire response to the RFP to be proprietary information. The actuary must designate in the smallest increments possible, that part of the proposal which is deemed to be proprietary.

**3.3.2 Project Deliverables**

1. Status updates as necessary via email or phone or onsite
2. Draft Report due by April 15, 2015
3. Final report due by May 15, 2015.

**3.4 TECHNICAL PROPOSAL FORMAT AND CONTENT**

The Technical Proposal shall include the appropriate and requested information in sufficient detail to demonstrate the Proposer's knowledge, skills and abilities to provide requested services and will be reviewed and evaluated based on each Proposer's responses to the criteria described below.

The Technical Proposal shall be arranged and include content as described below:

***Section 1 - Executive Summary***

Proposers shall provide an Executive Summary which shall include the following information:

1. Legal name of the entity responding to this proposal.
2. Type of business the entity responding to this proposal is (i.e. Joint Venture, Partnership, etc).
3. A brief statement of approach to the work, understanding of the project's goals and objectives and demonstrated understanding of the project's potential problems and concerns.
4. Name, address and telephone number of one (1) individual to whom all future correspondence and/or communications will be directed and/or the

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point of contact for this proposal.

5. Listing of all members or partners of the proposing entity indicating status of general or limited partner. If the Proposer or joint venture is a subsidiary of a parent company, provide information about when the subsidiary was formed and its place in the corporate structure of the parent company. If a subsidiary is or will be created for the purposes of responding to this RFP, the reasons for this action must be fully disclosed.
6. Brief history of the Proposer's business activities, including ownership, markets, organization, and background organized by individual company.

### ***Section 2 – Project Plan or Project Approach***

Proposer's shall submit the following in order to demonstrate their ability to perform the work required in this RFP:

1. Their understanding of the tasks identified in the scope of work.
2. Their plan or approach to accomplish the tasks identified in the scope of work.
3. Their methodology including best practices and benchmarks to be used.
4. Their general and specific capabilities and experience that will enable the Proposer to provide the services required by the County.

In addition, the Proposer must provide the following:

- A general plan, including information on the timing of field work, and any overview and start up work that would be required in the first year. Include the approximate date the actuarial work will begin and end for the first year, as well as approximate dates for delivery of the required reports.
- A work plan, including an explanation of the actuarial methodology to be followed, to perform the services required in this request for proposals. Proposers will be required to discuss their intended procedures to satisfy the requirements for GASB Statements 43 and 45, and ensure an auditing firm can rely upon their work and communicated analytical results.
- The proposal should identify and describe anticipated problems (if any), the firm's approach to resolving these problems and any special assistance that will be requested from Fulton County Government.

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### ***Section 3 – Project Team Qualifications/ Qualifications of Key Personnel***

Proposers shall:

1. The Proposers on this project must be a Fellow, Society of Actuaries (FSA) or member of the American Academy of Actuaries. In the qualifications and experience portion of the technical proposal, provide the name of the actuary responsible for the engagement.
2. Provide resumes for each of the key personnel proposed for this project with specific emphasis on the [insert the lead person for the project i.e., Project Manager, Program Manager, etc.]
3. All proposed key personnel must have a minimum of three (3) years work experience in GASB 43 & 45 Actuarial Services.
4. Project Manager must have a minimum of five (5) years of experience in GASB 43 & 45 Actuarial Services within the past five (5) years.
5. Location and address of corporate and regional offices of all members of the proposing team.
6. Each resume should be limited to no more than three (3) pages per person and be organized according to the following:
  - Name and Title
  - Professional Background
  - Current and Past Relevant Work Experience
  - Include two (2) references for each key personnel from similar projects in the past five (5) years.

### ***Section 4 - Availability of Key Personnel***

- (1) Percentage of time key personnel will spend on this project
- (2) Current workload of key personnel

### ***Section 5 - Local Preference***

Local Preference is given to businesses that have a business location within the geographic boundaries of Fulton County. The term business location means that the business has a staffed, fixed, physical place of business located within Fulton County and has had the same for at least one (1) year prior to the date of the business' submission of its proposal or bid, as applicable and has had held a valid business license from Fulton County or a city located within Fulton County for the business at a fixed, physical, place of business, for at least one (1) year prior to the date of the business' submission of its proposal or bid as applicable.

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In order to receive the Local Preference points of five (5) points the Proposer must meet one (1) of the following criteria, provide supporting documentation as required and certify under oath that it is eligible to receive the local preference points by signing and submitting Form H, Local Preference Affidavit located in Section 5 of this RFP.

The Proposer must indicate which one (1) of the following criteria they will utilize in order to receive local preference:

1. Business having a business location within the geographic boundaries of Fulton County.

The following supporting documentation must be provided:

- Copy of occupational tax certificate (business license) form Fulton County or a city located within Fulton County, or;
  - Copy of a lease or rental agreement, or;
  - Proof of ownership interest in a location within the geographical boundaries of Fulton County.
2. Businesses where at least fifty-one percent (51%) of the owners of the business are residents of Fulton County but the business is located outside of Fulton County.

The following supporting documentation must be provided:

- Provide the residential address of the business owner(s).
3. Businesses where at least fifty-one percent (51%) of the employees of the business are residents of Fulton County but the business is located outside of Fulton County.

The following supporting documentation must be provided:

- Provide a list of all employees name and address.

Failure to provide the required supporting documentation with your proposal submittal shall result in your firm receiving a "0" (zero) for Local Preference. In the event the affidavit or other declaration under oath is determined to be false, such business shall be deemed "non-responsive" and shall not be considered for award of the applicable contract.

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## **Section 6 – Service Disabled Veterans Preference**

Service Disabled Veterans Business Enterprise Preference is given to businesses that are independent and continuing operations for profit, performing commercially useful functions, and which is 51 percent owned and controlled by one or more individuals who are disabled as a result of military service who have been honorably discharged, designated as such by the United States Department of Veterans Affairs.

In order to receive the SDVBE Preference points the Proposer must complete and submit Form I, Service Disabled Veterans Preference Affidavit located in Section 5 of this RFP certifying under oath that it is eligible to receive the SDVBE preference points. The Service Disabled Veteran Business Enterprise (“SDVBE”) must be certified as such by the County’s Office of Contract Compliance.

## **Section 7 – Cost**

The hourly rates of each respondent will be totaled and divided by the number of classifications requested to determine the respondents’ average hourly rate. The respondent with the lowest average hourly rate will receive the full 15 points. For respondents with the second, third, fourth, etc., their average hourly rates will be divided into the lowest average hourly rate and multiplied by 15, the total points allowed for cost.

The County has established the following formula to evaluate cost proposals for Request for Proposals (RFP):

### **Lowest cost submitted**

***Each successive cost  $\times$  Points allocated for cost in RFP = Cost proposal score***

The County will determine responsibility based on the following criteria for the proposer(s) recommended by the Evaluation Committee:

## **Section 8 – Past Performance**

Identify three (3) projects where the Proposer has performed projects similar in size and scope with entities comparable to Fulton County within the past five (5) years. Limit your response to one (1) page per project; please provide the following information for each project:

- The name of the project, the owner, year performed and the project location.

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- A description of the project.
  - A reference, including a contact name, addresses and phone number. This reference should be the owner's staff member who was in charge of the project for the owner.
  - Experience in providing the services described herein, including relevant knowledge of and experience in a governmental environment and applying applicable federal and state regulations.

### ***Section 9 – Proposer Financial Information***

It is the policy of the County to conduct a review of a firm's financial responsibility in order to determine the firm's capability to successfully perform the work.

If submitting as a Joint Venture, Partnership, Limited Liability Corporation or Limited Liability Partnership, the financials must be submitted for each entity that comprises the prime contractor.

The following documentation is required in order for the County to evaluate financial responsibility:

- a. Provide your firm's most recent balance sheets.
- b. Provide your firm's most recent Dun & Bradstreet, Value Line Reports or other credit ratings/report.
- c. Identify any evidence of access to a line or letter of credit. The evidence must be provided by a financial institution.
- d. Provide a sworn statement that your firm has not filed petition(s) for federal bankruptcy or state insolvency. The statement must be notarized.

### ***Section 10 – Disclosure Form and Questionnaire***

It is the policy of Fulton County to review the history of litigation of each Proposer that includes bankruptcy history, insolvency history, civil and criminal proceedings, judgments and termination for cause in order to determine whether a firm's business practices, legal practices and overall reputation in the industry is one that would be acceptable to perform work for Fulton County. The Disclosure Form and Questionnaire is provided in Section 5, Proposal Forms, Form D.

## **3.5 COST PROPOSAL FORMAT AND CONTENT**

The Cost Proposal shall be provided in a **separate sealed envelope**. The Cost

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Proposal shall include current information and shall be arranged and include content as described below:

***Section 1 - Introduction***

The Proposer shall include an introduction which outlines the contents of the Cost Proposal.

***Section 2 - Completed Cost Proposal Forms***

The Proposer must provide a general pricing schedule for the items to be provided.

The following information must be included in a **separate sealed** envelope marked "Cost Proposal" as specified in this RFP:

1. Total hours required to complete the engagement for each year by personnel levels.
2. Total fees for actuarial services as listed within the Scope of Work.
3. A separate cost proposal is required for each year of the contract period specified in this Request for Proposals.

**Any and all out-of-pocket expenses for firm personnel (e.g. travel, lodging and subsistence) will not be reimbursed by Fulton County. All estimated out-of-pocket should be considered within your firm's proposed fees.**