



City Of Pittsburgh

Request for Proposal

Actuarial Services

May 13, 2014

City of Pittsburgh
City County Building
414 Grant Street
Pittsburgh, PA 15219

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I. INTRODUCTION

A. General Information

The Finance Department of the City of Pittsburgh is seeking proposals for the provision of actuarial services. Actuarial firms interested in providing these services should respond to the questions in this packet and submit a proposal by 4:00 PM on June 23, 2014.

The scope of services desired, which are detailed within, involves compliance with all aspects of State Act 205 (Municipal Pension Plan Funding Standard and Recovery Act) and general actuarial consulting work. The duration of the contract will be for fiscal years 2014, 2015, 2016 and 2017.

Proposals will be evaluated using the following criteria: (1) general and specific Act 205 experience of the firm and assigned individuals, (2) the proposed fee schedule, and (3) MBE/WBE participation.

Proposals shall be delivered in person or sent by certified mail or any other means that guarantees a signed receipt. The proposers bear sole responsibility for ensuring that their proposals are delivered on time. To be eligible for consideration, the completed proposal must be delivered by the deadline to:

Kathleen Butter, Fiscal Supervisor
Department of Finance
414 Grant Street
1st Floor City-County Building
Pittsburgh, PA 15219

Proposals received after 4:00 PM on June 23, 2014, will not be considered.

Proposals must be signed by a duly authorized principal of the bidder.

B. Term of Engagement

A four-year contract is sought, with the City reserving the option to review on a year-to-year basis. In addition, the engagement is reliant on the satisfactory negotiation of terms (including a price acceptable to both the City of Pittsburgh and the selected firm), the concurrence of the City Council, and the annual availability of an appropriation. Critical to the City's evaluation of

candidates is the ability of the proposing firm to meet the actuarial needs of the City and its pension plans and to do so within the time constraints of Act 205 requirements.

C. Subcontracting

The City requires that all bidders demonstrate good faith efforts to obtain the participation of Minority-Owned Businesses (“MBEs”) and Woman-Owned Business Enterprises (“WBEs”) in work to be performed under City contracts. The levels of MBE and WBE participation will be monitored by the City of Pittsburgh’s Equal Opportunity Review Commission (“EORC”).

In order to ensure that there are opportunities for historically disadvantaged minority groups and women to participate on Covered Contracts, and consistent with the City’s current equal employment opportunity practice and goals, the EORC will review contracts to include an evaluation of a contractor’s employment of minority and women, encouraging goals of twenty-five (25) and ten (10) percent, respectively.

It is also the City’s goal to encourage participation by veteran-owned small businesses in all contracts. The City of Pittsburgh shall have an annual goal of not less than five (5) percent participation by veteran owned-small businesses in all contracts. The participation goal shall apply to the overall dollar amount expended with respect to the contracts.

The City requires that all bidders demonstrate good faith efforts to obtain the participation of veteran-owned small businesses in work to be performed under City contracts. The levels of veteran-owned participation will be monitored by the City of Pittsburgh’s Department of Finance.

In order to demonstrate good faith commitment to these goals, all bidders are required to complete and submit with their bids either: the attached MBE/ WBE/Veteran Owned Solicitation and Commitment Form (which details the efforts made by the bidder to obtain such participation), or the attached MBE/ WBE/ Veteran Owned Solicitation and Commitment Form Waiver Request, which details why no MBE/ WBE/ Veteran-Owned business participation could be obtained. Failure to submit either of these forms will result in rejection of the bid. Copies of these forms are attached as Appendix E.

For further information, including definitions and additional requirements, please see Chapter 177A (Sections 177A.01 et seq.) and Section 161.40 of the City Code.

II. NATURE OF SERVICES REQUIRED

A. Overview

Services Required: General and specific actuarial consulting as detailed in the Scope of Services (Section II. B).

Length of Contract: July 1, 2014 through March 31, 2018

RFP Deadline: June 23, 2014

Return RFP to: Kathleen Butter, Fiscal Supervisor
Department of Finance
414 Grant Street
1st Floor City-County Building
Pittsburgh, PA 15219

B. Scope of Services

For the Contract period, the Consultant will provide the services listed below:

Preparation of Valuation Reports

- ◆ Four reports would be rendered for each required year covering Police, Fire and Municipal employee groups plus a summary report covering combined results of all plans and funds. Five (5) copies of each plus one additional unbound copy of each are required. The reports will be due by March 31, 2016 and March 31, 2018.
- ◆ Reports will include specifically required financial, actuarial, and demographic information outlined in State Act 205 for defined benefit plans. Reports will also include the comparative interest rate amortization tabulation and exhibits required by Section 404(b) of Act 205.
- ◆ Cost determination would be made under requirements for a financially distressed Level III municipality, directed by Act 205.
- ◆ Each report would include but not be limited to 20-year projections of expected benefit payments and member contributions.
- ◆ Each report would include age and service tables of active and retired populations. For each plan the number of vested active members will be included as a note to these tables.
- ◆ Assistance to auditors in connection with audits of pension plans as it relates to the valuation.
- ◆ Preparation of the undivided participation calculation as specified by Act 205.

- ◆ A report would also be rendered for the Other Post Employment Benefit (OPEB) account in accordance with GASB standards. This report is due March 31, 2015 and March 31, 2017.

Preparation of State Required Forms

This service would include preparation of the following forms:

- PC-201C - Act 205 Actuarial Valuation Report Police Pension Plan With Defined Benefit
- PC-202C Act 205 Actuarial Valuation Report Fire Pension Plan With Defined Benefit
- PC-203C Act 205 Actuarial Valuation Report Non-uniformed Pension Plan With Defined Benefit
- PC-203A Act 205 Actuarial Valuation Report Non-uniformed Pension Plan Without Defined Benefit
- Any other forms required by Act 205

Preparation of Experience Investigation Report

This service would include preparation of the experience investigation for the pension plans as required by Chapter 2 of State Act 205. This report is due for the effective date of January 1, 2018.

Consulting Services

These regular consulting services are intended to cover discussions with the City relating to:

- The content of all actuarial reports.
- Supplemental schedules relating to pension levels.
- The interpretation of Act 205 as it relates to City pension benefit and funding requirements.
- Assistance to the City in establishing appropriation and funding levels for the succeeding year.
- Assistance to each pension organization or collective bargaining unit as required, explaining actuarial reports or funding requirements.
- Calculations of the City's Minimum Municipal Obligation for each year as specified by Act 205.
- Cost analysis of proposed pension plan changes as required by Act 205.
- Assistance in compliance with all Federal, State, Local Laws and regulations as they relate to pensions.
- Assistance to the Director of Finance and Executive Director of the City's Comprehensive Municipal Pension Trust Fund, to compile actuarial material for the Annual Report for the pension funds in accordance to the Government Finance Officers Association standards.

To the extent attainable within the dollar limit set for consulting services, special consulting services are also included as follows:

- Assistance with respect to public debt financing in explaining City funding policy.
- Projection of City health insurance costs.
- Costing of benefit modifications to active and retired members of all plans.
- Supplemental welfare plan consulting not covered by existing contracts.
- Assistance to the Labor Relation Division of the City's Law Department in actuarial costing of labor demands during labor negotiations, including testimony during arbitration hearings.

C. Questions

(Please re-type question on a separate sheet of paper with your response).

1. Indicate your firm's prior experience with Act 205 compliance and reporting.
2. List the name, background, and Act 205 compliance and reporting experience of the person(s) that will be assigned to this account.
3. Provide a list of five (5) references of other municipal clients subject to Act 205. Please provide three (3) current clients and former clients.
4. List of other public sector pension actuarial clients.
5. Provide sample actuarial reports that you would provide the City that are in compliance with the regulations of Act 205.
6. Provide location of your firm and staffing size of office that will provide the services requested.

In addition to the above you are required to provide the requested information on the following pages. Failure to comply may disqualify you from bidding.

III. Description of the Government

A. Contact persons

The chosen actuarial firm's principal contact with the City of Pittsburgh will be the Assistant Fiscal Supervisor, Kathleen Butter.

B. Background Information

The City of Pittsburgh was incorporated on July 20, 1816 and chartered as a home-rule municipality on January 5, 1976. The City is the largest of 130 municipalities in Allegheny County with a population of approximately 305,704 (2010 Census). It operates under a strong mayor form of government and provides the following services as authorized by its charter: public safety, sanitation, cultural and recreational, public improvements, planning and zoning, and general administrative services.

In 2014, the City of Pittsburgh has a total budgeted payroll of roughly \$194,000,000 annually covering approximately 3,200 employees. The accounting and financial reporting functions of the City of Pittsburgh are centralized. All pension issues are managed in the Department of Finance. The City's fiscal year begins on January 1 and ends on December 31.

More detailed information on the government and its finances can be found in:

- 2014 Operating Budget – available online at http://apps.pittsburghpa.gov/cbo/2014_Operating_Budget.pdf
- 2012 City of Pittsburgh Comprehensive Annual Financial Report – available online at http://apps.pittsburghpa.gov/co/2012City_Of_Pittsburgh_CAFR.pdf

C. Pension Plans

The City of Pittsburgh is responsible for the funding of retirement benefits for three pension plans: The Municipal Pension Fund, The Policemen's Relief and Pension Fund, and the Firemen's Relief and Pension Plan. All three are defined benefit plans.

D. Other Post Employment Benefits (OPEB)

The City of Pittsburgh is responsible for the funding of certain post-employment benefits, other than pension benefits. The City funds all current contributions on a pay-as-you-go basis and deposits funds annually into a trust fund to pay for future costs.

IV. TIME REQUIREMENTS

A. Proposal Calendar

The following is a list of key dates up to and including the date proposals are due to be submitted:

Request for proposal issued: May 13, 2014

Due date for proposals: June 23, 2014

B. Notification

Selected firm notified: July 2014

C. Date Services May Commence

The contracted firm can begin preparing for the actuarial services as soon as they are awarded the contract. Entrance conferences required will be discussed with the successful bidder.

V. PROPOSAL REQUIREMENTS

A. General Requirements

- **Submission of Notification of Interest.** Firms interested in submitting a proposal must submit by 4:00 PM, May 30, 2014.
- **Inquiries.** Inquiries concerning the request for proposals and the subject of the request for proposals must be made to:

Kathleen Butter, Fiscal Supervisor
Department of Finance
414 Grant Street
Pittsburgh, PA 15219
(412) 255-8866

Contact with the personnel of the City of Pittsburgh other than the Fiscal Supervisor regarding this request for proposals may be grounds for elimination from the selection process.

- **Submission of Proposals.** The following material is required to be received by June 23, 2014, for a proposing firm to be considered:

A master copy (so marked) of a Technical Proposal and three (3) copies to include the following:

- ◆ Title Page showing the request for proposals subject; the firm’s name; the name, address, and telephone number of the contact person; and the date of the proposal.
- ◆ Table of Contents
- ◆ Transmittal Letter signed with brief statement of the firm’s understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement, and a statement that the proposal is a firm and irrevocable three year offer with the City reserving the option to review on a year-to-year basis.
- ◆ Detailed Proposal following the order set forth in “Section VI, B’ of this request for proposals.
- ◆ Executed copies of Proposer Guarantee and Proposer Warranties, Statement of Affiliations and Debarment, attached to this request for proposal (Appendix A - D)

One (1) separate sealed envelope marked as follows:

FINANCIAL QUOTE BY [FIRM NAME]
 CITY OF PITTSBURGH
 PROFESSIONAL ACTUARIAL SERVICES
 [DATE]

Kathleen Butter, Fiscal Supervisor
 Department of Finance
 1st Floor City-County Building
 414 Grant Street
 Pittsburgh, PA 15219

B. Technical Proposal

1. General Requirements. The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake the role of performing the actuarial services for the City of Pittsburgh in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement.

THERE SHOULD BE NO DOLLAR UNITS OR TOTAL COSTS INCLUDED IN THE TECHNICAL PROPOSAL DOCUMENT.

The Technical Proposal should address all the points outlined in the request for proposals (excluding any cost information which should only be included in the sealed dollar cost bid). The Proposal should be prepared simply and economically, providing a straight forward, concise description of the firm's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects, items Nos. 2 through 7, must be included. They represent the criteria against which the proposal will be evaluated.

2. Independence. The firm should provide an affirmative statement that it is independent of the City of Pittsburgh and operates as such. The firm should provide an affirmative statement that it is independent of all of the component units of the City of Pittsburgh.

The firm should also list and describe the firm's (or proposed subcontractors') professional relationships involving the City of Pittsburgh or any of its component units for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the actuarial services.

In addition, the firm shall give the City of Pittsburgh written notice of any professional relationships entered into during the period of this agreement.

3. Firm Qualifications and Experience. The firm should state the size of the firm, the size of the firm's staff that will be assigned to this engagement, the location of the office from which the work on this engagement is to be performed, the number and nature of the professional staff to be employed in this engagement on a full-time basis, and the number and nature of the staff to be so employed on a part-time basis. Critical to the City's evaluation of candidates is the ability of the proposing firm to adequately staff for the size of the engagement and to do so within the time constraints mandated by Act 205.

If the firm is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified. The firm that is to serve as the principal provider of the actuarial services should be noted, if applicable.

4. Partner, Supervisory and Staff Qualifications and Experience. The firm should identify by name and address the owners or partners or shareholders and officers, or, if the firm is a public corporation, the officers, the members of the board of directors, and shareholders holding more than three (3) percent of the corporate stock. It should also identify principal supervisory and management staff, and engagement specialists and seniors, who would be assigned to the services that will be rendered. Provide information on the public sector experience of each person,

including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to this assignment.

The firm should provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education of the specific staff to be assigned to this engagement and also indicate how the quality of staff over the term of the agreement will be assured.

The firm should identify the extent that the staff to be assigned to the engagement reflects the City of Pittsburgh's commitment to Affirmative Action.

Engagement partners, managers, supervisory staff, specialists and seniors may be changed if those personnel leave the firm, are promoted, or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the City of Pittsburgh. However, in either case, the City of Pittsburgh retains the right to approve or reject replacements.

Other relevant personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

5. Statement of Affiliations. Pursuant to Section 197.08C of the Pittsburgh Code, Consultant shall provide City with a Statement of Affiliation prior to the execution of this Agreement. The Statement of Affiliations shall include:

A description of any contractual or other business relationship with the City or any of its departments, agencies, boards, commissions or authorities, including the value of the contract or business relationship, entered into during the three (3) calendar years previous to the execution of the Agreement.

6. Similar Engagements with Other Government Entities. Provide a list of five (5) references of other municipal clients subject to Act 205. Please provide three (3) current clients and former clients.

7. Identification of Anticipated Potential Actuarial Problems. The proposal should identify and describe any anticipated potential problems in providing the expected actuarial services in a satisfactory manner, the firm's approach to resolving these problems, and any special assistance that will be requested from the City of Pittsburgh.

NO DOLLARS SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL

C. Sealed Dollar Cost Financial Quote

1. Total All-inclusive Maximum Price. The sealed dollar cost quote should contain all pricing information relative to performing the actuarial engagement as described in this request for proposal. The total all-inclusive maximum price quote is to contain all direct and indirect costs including all out-of-pocket expenses.

The City of Pittsburgh will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost quote. Such costs should not be included in the proposal.

2. Out-of-Pocket Expenses Included in the Total All-inclusive Maximum Price and Reimbursement Rates. Out-of-pocket expenses for firm personnel (e.g., travel, lodging, and subsistence) will be reimbursed at the rates used by the City of Pittsburgh for its employees. All estimated out-of-pocket expenses to be reimbursed should be presented on the second page of the sealed dollar cost quote. All expense reimbursements will be charged against the total all-inclusive maximum price submitted by the firm.

In addition, a statement must be included in the sealed dollar cost quote stating the firm will accept reimbursement for travel, lodging and subsistence at the prevailing City of Pittsburgh rates for its employees. The City utilizes the IRS standard mileage rate, which is currently 56 cents per mile.

3. Rates for Additional Professional Services. If it should become necessary for the City of Pittsburgh to request additional services to either supplement the services requested in this RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed at the same rates set forth in the schedule of fees and expenses included in the sealed dollar cost quote.

4. Manner of Payment. Progress payments will be made on the basis of a schedule agreed upon at the start of the contract. Out-of-pocket expenses incurred will be paid in accordance with the firm's dollar cost proposal.

D. Insurance Requirements

Prior to the beginning of any work or program covered under this Agreement, the Contractor shall deliver to the City, Certificates of Insurance duly executed by the officers or authorized representatives of a responsible and nonassessable insurance company, evidencing the following minimum coverage for the benefit of the City as an additional insured, which insurance shall be noncancellable, except on thirty (30) days prior written notice.

<u>Public Liability</u>	<u>Each Occurrence</u>	<u>Aggregate</u>
Bodily injury, including death and Property damage combined.	\$500,000	\$1,000,000

<u>Professional Liability</u>	\$1,000,000
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<u>Workers' Compensation</u>	Statutory Limit
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In accordance with the statutes of the state
the Contractor resides in.

All premiums shall be at the expense of the Contractor. It should also be noted that a “claims made policy” is not acceptable. All certificates must carry a notation as to whether the liability policy is an occurrence policy.

VI. EVALUATION PROCEDURES

A. Review of Proposals

The proposals will be evaluated and scored during the review process. The technical piece of each proposal will be evaluated first. Firms with an unacceptably low score after this part of the evaluation will be eliminated from further consideration.

After the composite score for each firm has been established, the sealed dollar cost quote will be opened and scored based on the price quote. The maximum score for price will be assigned to the firm offering the lowest total all-inclusive maximum price. Appropriate fractional scores will be assigned to other proposers.

The City of Pittsburgh reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

B. Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria that will be considered during the evaluation process:

1. Mandatory Elements

- a) The actuarial firm is independent and licensed to practice in the Commonwealth of Pennsylvania.
- b) The firm has no conflict of interest with regard to any other work performed by the firm or by the City of Pittsburgh.
- c) The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.
- d) The firm submits a copy of its last external quality control review report and the firm has a record of quality actuarial work.

2. Technical Quality

- a) Expertise and Experience
 - ✓ The firm's past experience and performance on comparable government engagements.
 - ✓ The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.

- b) Approach of the Actuarial Service to be Provided.
 - ✓ Adequacy of proposed staffing plan for various segments of the engagement.

3. Price:

**COST WILL NOT BE THE PRIMARY FACTOR IN THE SELECTION OF AN
ACTUARIAL FIRM**

Oral Presentations. During the evaluation process, representatives from the City of Pittsburgh may, at their discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions City representatives may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

Right to Reject Proposals. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Pittsburgh and the firm selected. The City of Pittsburgh reserves the right without prejudice to reject any or all proposals.

APPENDICES

APPENDIX A

PROPOSER GUARANTEE

- I. The Proposer certifies that it can and will provide and make available, as a minimum, all services set forth in Section II, Nature of Services Required.

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____

APPENDIX B

PROPOSER WARRANTIES

- A. Proposer warrants that it is willing and able to comply with Commonwealth of Pennsylvania laws with respect to foreign Commonwealth of Pennsylvania corporations.
- B. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees, or agents thereof.
- C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the City of Pittsburgh.
- D. Proposer warrants that all information submitted in connection with this proposal is true and accurate.

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____

APPENDIX C

Statement of Affiliations

1. _____
Name of Contractor

(_____) _____
Office address and phone number

2. List your qualifications and experience for performance of the contract.
- _____

3. Please give a brief description of any contractual or business relationships you have had with the City within the past three years. Please include the dollar value of the contract or business relationship.
- _____

4. Please identify by name and address the contractors, owners, partners, or shareholders. If the contractor is a public corporation, identify the officers, members of the board of directors and shareholders holding more than three (3) percent of the corporate stock.
- _____

Additional pages may be attached to complete the information herein requested.

APPENDIX D

COMMONWEALTH OF PENNSYLVANIA

COUNTY OF ALLEGHENY

SS:

DEBARMENT AFFIDAVIT

BEFORE ME, the undersigned authority, personally appeared _____ who being duly sworn according to law, and under penalty of perjury, deposes and says that neither he nor, to the best of his actual knowledge, information or belief, _____ or any affiliated individual is prohibited from entering a bid or participating in a City of Pittsburgh contract by reasons of disqualification as set forth at Pittsburgh Code §161.22(b).

Name:
Title:

SWORN TO and subscribed
Before me this ____ day of _____, _____.

Notary Public

(SEAL)

APPENDIX E

CITY OF PITTSBURGH MBE / WBE / VETERAN OWNED SOLICITATION AND COMMITMENT FORM		
SPECIFICATION NO.	DATE:	IS YOUR OWN BUSINESS ANY OF THE FOLLOWING?
COMPANY NAME:		<input type="checkbox"/> MINORITY OWNED <input type="checkbox"/> WOMAN OWNED <input type="checkbox"/> VETERAN OWNED (CHECK ALL THAT APPLY)
ADDRESS:		
CITY, STATE AND ZIP CODE:		
FAX NUMBER AND E-MAIL ADDRESS:		
FOR ASSISTANCE REGARDING MBE / WBE BUSINESSES, CALL THE EQUAL OPPORTUNITY REVIEW COMMISSION AT 412-255-8804. FOR ASSISTANCE REGARDING VETERAN OWNED BUSINESSES, CALL THE BUREAU OF PROCUREMENT, FLEET AND ASSET SERVICES AT 412-255-2485		FAILURE TO COMPLETE FORM MAY BE SUFFICIENT CAUSE FOR BID REJECTION

PLEASE LIST ALL MBE / WBE VETERAN OWNED BUSINESSES SOLICITED FOR PARTICIPATION

SOLICITATED COMPANY'S NAME AND ADDRESS	PHONE FAX NO E-MAIL	MBE OR WBE OR VETERAN (CHECK ALL THAT APPLY)
1.		<input type="checkbox"/> EST \$ _____ <input type="checkbox"/> EST \$ _____
2.		<input type="checkbox"/> EST \$ _____ <input type="checkbox"/> EST \$ _____
3.		<input type="checkbox"/> EST \$ _____ <input type="checkbox"/> EST \$ _____
4.		<input type="checkbox"/> EST \$ _____ <input type="checkbox"/> EST \$ _____

MBE / WBE / VETERAN HISTORY	CONTRACT NO.	DESCRIPTION	MBE USED	WBE USED	VETERAN OWNED USED

CITY OF PITTSBURGH MBE / WBE / VETERAN OWNED SOLICITATION AND COMMITMENT FORM – WAIVER REQUEST

COMPANY NAME:	
ADDRESS:	
CITY AND STATE:	
TELEPHONE, FAX NUMBER, E-MAIL ADDRESS:	

PLEASE EXPLAIN IN DETAIL WHY A WAIVER IS REQUESTED:

CITY OF PITTSBURGH MBE / WBE / VETERAN SOLICITATION AND COMMITMENT FORMS - TRADES				
NAME AND ADDRESS	PHONE	FAX	CIRCLE: MM MF NMF VETERAN	WORK PERFORMED: _____ EST. PAYMENT: _____ PAYMENT % OF CONTRACT: _____ DATE STARTED: _____
NAME AND ADDRESS	PHONE	FAX	CIRCLE: MM MF NMF VETERAN	WORK PERFORMED: _____ EST. PAYMENT: _____ PAYMENT % OF CONTRACT: _____ DATE STARTED: _____
NAME AND ADDRESS	PHONE	FAX	CIRCLE: MM MF NMF VETERAN	WORK PERFORMED: _____ EST. PAYMENT: _____ PAYMENT % OF CONTRACT: _____ DATE STARTED: _____
NAME AND ADDRESS	PHONE	FAX	CIRCLE: MM MF NMF VETERAN	WORK PERFORMED: _____ EST. PAYMENT: _____ PAYMENT % OF CONTRACT: _____ DATE STARTED: _____

I HEREBY ATTEST THAT ALL THE ABOVE FORMS HAVE BEEN FILLED OUT TO THE BEST OF MY KNOWLEDGE AND I ACKNOWLEDGE THAT THE DOCUMENTS SUBMITTED ARE THE MBE / WBE / VETERAN PARTICIPATION PLAN AS REQUIRED BY THE CITY OF PITTSBURGH.

(TYPE NAME AND SS NO.):

SIGNED: _____

DATE: _____