

**City of Pittsburgh
Other Post Employment Benefits Trust Fund**

**Actuary
Request for Proposals
Dated September 17, 2021**

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A. INTRODUCTION

The City of Pittsburgh ("City") Other Post Employment Benefit Trust Fund ("OPEBTF" or the "Fund") is searching for a qualified candidate to serve as an actuary for the OPEBTF.

The OPEBTF is governed by a five (5) member Board of Trustees, which includes the Director of Finance, Director of the Department of Personnel and Civil Service Commission, the City Solicitor, the City Controller, and the City Council President. The Board is responsible for investing and otherwise managing the assets of the Fund in accordance with the Pittsburgh Ordinance enabling the Fund.

The OPEBTF is seeking proposals from qualified actuaries for the purpose of providing actuarial services for the OPEBTF as set forth in the Scope of Services.

The term of the engagement with the selected actuary will be two (2) years with two (2) one-year extension options. The selected actuary is expected to commence services on January 3, 2022.

B. SCOPE OF SERVICES

The Board is seeking requests for proposals for an actuary for the OPEBTF. The Actuary would be responsible for preparing the following reports:

- (a) a biennial actuarial valuation report of the OPEBTF to determine a recommendation for a contribution by the City to the OPEBTF;
- (b) a biennial actuarial valuation report of the City of Pittsburgh Disabled Firefighters' Other Post Employment Benefits Trust Fund ("Firefighters OPEB") to determine a recommendation for a contribution by the City to the Firefighters OPEB; and
- (c) an annual Financial Accounting Report on Governmental Accounting Standards Board (GASB) No. 74 & 75 for the OPEBTF.

Specifically, each Prospective Actuary should demonstrate in its Proposal that it has significant experience and expertise in the following:

- a. Providing actuarial valuation reports for pension or retirement funds for municipalities; and
- b. Familiarity with GASB No. 74 and 75.

C. MINIMUM QUALIFICATIONS

Prospective Actuaries must meet the following minimum qualifications to the OPEBTF's satisfaction to be given further consideration. Failure to satisfy the minimum qualifications may result in the rejection of the proposal.

The selected Actuary must have at least five years of experience as of January 1, 2021, providing the services described under this Request for Proposals ("RFP"), and these services must be a specialization of the company.

D. PROPOSAL REQUIREMENTS AND INFORMATION

At a minimum, the proposal must include the following information to be considered and must comply with the stated submission instructions and procedures:

1. Submission of Written Questions

Questions that Prospective Actuaries may have regarding the information to be presented in this RFP must be received by the OPEBTF Solicitor, Frederick N. Frank, via e-mail frank@fgbmp.com or facsimile transmission at (412) 515-1515 no later than October 1, 2021, 5:00 p.m. local time. Without divulging the source of any query, all questions and the OPEBTF responses will be available on the OPEBTF website info page available at pittsburghpa.gov after October 13, 2021.

2. Statement of Minimum Qualifications

All Prospective Actuaries must complete a Statement of Minimum Qualifications (*Attachment 1*) substantiating that the Prospective Actuary satisfied the minimum qualifications requirement. Failure to provide complete and accurate information may result in rejection of the proposal.

3. Fee Proposal

All Prospective Actuaries must submit their fees in the format prescribed in the questionnaire (*Attachment 2*). Any material deviation from the prescribed format, in the sole discretion of the OPEBTF, may result in rejection of the Proposal.

4. Description of Actuarial Valuation Reports for Municipalities

All Prospective Actuaries must describe their experience with actuarial valuation reports for municipalities in the format prescribed in the questionnaire (*Attachment 2*).

5. Submission of Proposal

- a. Submit ten (10) written copies of your Proposal in a sealed package and one version electronically to the OPEBTF Solicitor, Frederick N. Frank, at frank@fgbmp.com. One written copy must contain a cover letter with original signature of a person authorized to contractually bind the Prospective Actuary, to be labeled “Master Copy”, and placed in a loose-leaf, three-ringed binder, which displays the Prospective Actuary’s name on the outside front cover and the spine. (Do not submit the Master Copy with spiral binding).
- b. All Proposals must be delivered by November 1, 2021, 5:00 p.m. local time. Proposals received, in whole or in part, after this date and time will not be considered. The sealed Proposals must be plainly marked with the title, company name and address, and must be marked with “OPEBTF Actuary Proposal,” as shown below:

Ten (10) Written Copies and One (1) Electronic Version
Other Post Employment Benefits Trust Fund
Attention: Douglas Anderson, Chair
City of Pittsburgh
Room 200
414 Grant Street
Pittsburgh, PA 15219

- c. All Proposals shall include the documents identified in the Required Attachment Checklist. Proposals not including the proper required attachments may be deemed non-responsive. A non-responsive Proposal is one that does not meet the basic Proposal requirements.
- d. A Proposal may be rejected if it is conditional or incomplete, deemed non-responsive, or if it contains any alterations of form or other irregularities of any kind. The OPEBTF may reject any Proposal and may, in its sole discretion, waive any immaterial deviation in a Proposal. The OPEBTF waiver of any immaterial defect shall in no way modify the Request for Proposals or excuse the Prospective Actuary from full compliance with all requirements if selected and engaged.
- e. Costs for developing Proposals and participating in the selection process are the sole responsibility of the Prospective Actuary and shall not be charged to the OPEBTF.
- f. An individual who is authorized to contractually bind the Prospective Actuary shall sign the Prospective Actuary Certification Sheet (*Attachment 3*). The signature must indicate the title or position that the individual holds in the company. An unsigned Proposal may be rejected.
- g. A Prospective Actuary may withdraw its Proposal by submitting a written withdrawal request to the OPEBTF, signed by the Prospective Actuary or an authorized agent.
- h. The OPEBTF shall have no obligation during the evaluation to discover and report to the Prospective Actuary any defects or errors in the submitted documents.

6. Prequalification Evaluation

Each Proposal package will be inspected to ascertain that it is properly sealed, labeled, and received by the deadline. Proposals not passing this inspection may be rejected.

7. Proposal Evaluation Process

- a. The Proposal must be organized to correspond with all requirements and formats set forth in this Request for Proposals. The Proposal should be clear and concise and must be complete. All information must be contained in the Proposal. No assumptions will be made regarding the intentions of the Prospective Actuary in submitting the Proposal. Written Proposals must be organized in a manner to facilitate ease of review by evaluators. All sections will be used in the evaluation.
- b. All Proposals submitted will be evaluated for form and content in accordance with the provisions stated in this Request for Proposals. Clarifications may be requested from the Prospective Actuary at any phase of the evaluation process for the purpose of clarifying ambiguities in the information presented in the Proposal.
- c. Proposals and any subsequent presentations should be submitted with the most favorable terms the Prospective Actuary can offer. If the OPEBTF is unable to consummate a professional services contract with the selected Actuary for any reason, the OPEBTF reserves the right to award a contract to a responsive and responsible Prospective Actuary receiving the next highest evaluation.

- d. The purpose of the Proposal evaluation process is two-fold: (1) to assess the responses for compliance with the minimum qualifications as well as content and format requirements; and (2) to identify the Prospective Actuary that has the highest probability of successfully performing the services described herein. The evaluation process will be conducted in a comprehensive and impartial manner.
- e. The OPEBTF reserves the right to reject all Proposals.

8. Addenda: Errors and Omissions

The OPEBTF may modify any part of this Request for Proposals in writing by issuance of an addendum. Addenda issued prior to the final filing date for submission of Proposals will be available on the OPEBTF website info page at: <http://pittsburghpa.gov/>.

Addenda issued after the final filing date will be sent to all responding Prospective Actuaries who still are under consideration at the time of the issuance of the addenda.

If a Prospective Actuary discovers any ambiguity, conflict, discrepancy, omission or other error in this Request for Proposals, the Prospective Actuary shall immediately notify the OPEBTF of such error in writing and request clarification or modification of the document. Such notice shall be given before the final filing date for submission of Proposals. Modifications of the Request for Proposals by the OPEBTF shall be made by addenda as described above.

9. Minority Business Enterprise (MBE) and Women Business Enterprise (WBE)

Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) participation is requested from Prospective Actuaries. Proposals shall include a plan on how and to what extent the MBE/WBE participation will be utilized.

The goals suggested by the OPEBTF for the MBE and WBE utilization are 25% and 10%, respectively.

REQUIRED ATTACHMENT CHECKLIST

OTHER POST EMPLOYMENT BENEFITS TRUST FUND

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A complete Proposal package will consist of the items identified below

Complete this checklist to confirm that the following items are included in the Proposal. Place a check mark or "X" next to each item that you are submitting. For the Proposal to be responsive, all required attachments must be returned, including this checklist. Submit ten (10) written copies and one (1) electronic copy of the Proposal to the OPEBTF. The Master Copy must contain original signatures.

<u>Attachment:</u>	<u>Attachment Name/Description:</u>
_____ Attachment 1	Minimum Qualifications Certification
_____ Attachment 2	Proposal Questionnaire
_____ Attachment 3	Prospective Actuary Certification Sheet

ATTACHMENT 1 – MINIMUM QUALIFICATION CERTIFICATION

OTHER POST EMPLOYMENT BENEFITS TRUST FUND

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Prospective Actuary Name

The Prospective Actuary must certify that the manager satisfies the minimum qualifications, to the satisfaction of the OPEBTF, to be given further consideration. Failure to provide complete information, in the sole judgment of the OPEBTF, may result in immediate rejection of the Proposal.

Does the Actuary have at least five years of experience as of January 1, 2021, providing the services described under this Request for Proposals (RFP) and warrant that the services are a specialization of the company?

Yes: _____ No: _____

Name of Company

Prospective Actuary
– Authorized Signature

Printed Name

Title

Date

ATTACHMENT 2 – PROPOSAL QUESTIONNAIRE

OTHER POST EMPLOYMENT BENEFITS TRUST FUND

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A. INSTRUCTIONS

All prospective applicants shall complete each of the sections of this questionnaire.

Responses should be clear, concise and must be complete.

COMPANY NAME: _____

MAIN ADDRESS: _____

CONTACT:

Name: _____

Title: _____

Phone: _____

Email: _____

This questionnaire is intended to provide the OPEBTF with specific information concerning your ability to provide the services as described in this Request for Proposals. Please try to limit your responses to no more than one (1) page per question and complete each response in the same order as in this questionnaire.

B. COMPANY INFORMATION

1. Provide a historical overview of your company including ownership and office locations.
2. List your company’s key professionals in the format provided below. Identify with an asterisk (*) those who will be assigned to the OPEBTF contract. In an Appendix to this questionnaire, provide a detailed biography and current responsibilities for each person identified. Use additional space as required.

Name	Title	Location	Years with Company	Total Years of Experience in Actuarial Reporting for Municipalities

3. Is your company currently a party to any professional liability litigation? If so, please provide an explanation.
4. Do the services stated in this RFP represent your company’s only area of services from both a business focus and source of revenue perspective?
5. Does your company provide any other pension-related services to any other persons or entities?
6. Describe your company’s experience with actuarial valuation reporting, with an emphasis on municipalities, as described in Section B, Scope of Services.
7. Provide a checklist of key issues or sample work plan of the steps that you would normally undertake in preparing an actuarial valuation report as described in Section B, Scope of Services.
9. Describe any potential conflicts of interest your company might encounter, if selected, to provide the services described in this RFP and how these will be mitigated.
10. Provide a list of and describe your company’s professional relationships involving the OPEBTF or the City of Pittsburgh in the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest.
11. State whether any individual who will be assigned to the contract is a current or former official or employee of the City of Pittsburgh or the OPEBTF. If applicable, provide details.
12. State whether any individual who will be assigned to the contract is or has been a registered Federal or Pennsylvania lobbyist in the last five years. If applicable, provide details.
13. State whether any employee of your company has contributed to the election campaign of any City of Pittsburgh official within the last two years. If applicable, provide details.

14. State whether any employee of your company has made a gift having a value of One Hundred Dollars (\$100) or greater to any official or employee of the City of Pittsburgh within the past twelve months. If applicable, provide details.
15. State whether your company has retained any third-party intermediary, agent, or lobbyist in the past twelve months in connection with the award of this contract. If applicable, provide details.
16. State whether any employee of your company has had a direct financial, commercial, or business relationship with any official or employee of the City of Pittsburgh within the past twelve months. If applicable, provide details.
17. State whether any employee of your company is subject to any non-compete agreement with any other company which would prevent the employee or your company from providing services to the OPEBTF or the City. If applicable, provide details.
18. Explain your approach for Minority Business Enterprise (MBE) and Women Business Enterprise (“WBE”) participation in the services that you would provide for the OPEBTF.
19. List five client references for which the company has provided the services listed in Section B, Scope of Services, within the past three (3) years. The OPEBTF reserves the right to contact any of the client references and to conduct reference checks beyond that supplied by the Prospective Actuary.

C. FEES

Set forth with specificity the fees the Prospective Actuary would charge the OPEBTF to serve as its Actuary. The Prospective Actuary shall state whether these fees are discounted for a public institution.

The Prospective Actuary also must provide how direct and indirect costs may be incurred by the OPEBTF, including but not limited to travel, filing fees, and copying charges.

Once the Actuary is selected, the fee may be further revised depending on factors that may affect the proposed fee. In no case will the revised fee be higher than the fee contained in the Proposal. The length of the Engagement will be two (2) years with two (2) one-year extension options.

ATTACHMENT 3 – PROSPECTIVE ACTUARY CERTIFICATION SHEET

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To the best of our knowledge, all information and representations provided are true, complete, and accurate.

We represent and warrant that our company did not confer with any other persons or organizations submitting information regarding the search in progress.

The Prospective Actuary warrants that the company maintains professional liability insurance of a minimum single occurrence value of \$1,000,000, and \$5,000,000 aggregate.

The Prospective Actuary warrants that it will not delegate its responsibilities assumed under the agreement.

We have read the complete materials and agree to the terms and requirements upon which this Request for Proposals is conditioned.

The offer in this Proposal will remain valid for a period of 270 days from the submission deadline.

The signature affixed hereon and dated certifies compliance with all the requirements of this Proposal. The signature below authorizes the verification of this certification.

Company Name	Telephone Number
Address	
Primary Contact	Email Address
Primary Contact Name (print)	Title
Signature	Date