



Islamorada, Village of Islands, Florida

**REQUEST FOR PROPOSALS
ACTUARIAL SERVICES
(RFP 18-01)**

Issue Date: January 8, 2018

Islamorada, Village of Islands, (the “Village”) will receive formal Proposals for Actuarial Services, per specifications and scope of services established from time to time, until **3:00 p.m. on Friday, January 26, 2018**.

Interested firms must submit sealed Proposal packages by certified mail or in person to:

Islamorada, Village of Islands
Attn: Village Clerk
86800 Overseas Highway
Islamorada, Florida 33036

It is the sole responsibility of the firm to ensure that their submittal is received in a timely manner. Any Proposal package submitted past the deadline and/or submitted to other locations or offices shall be deemed non-responsive and will be rejected.

I. PURPOSE

The Village is soliciting proposals from qualified firms to provide actuarial review of the Village's Other Post-Employment Benefits (OPEB) Obligation in compliance with Governmental Accounting Standards Board ("GASB") Statement No. 45 and GASB Statement No. 74 and 75, as applicable.

II. BACKGROUND

The Village is a municipality located in the Florida Keys comprised of four (4) islands spanning eighteen (18) miles. The Village was incorporated in 1997, and the current population is approximately 6,200. As a Florida municipality, the Village must operate within the guidelines of Florida Statutes relating to public records, public meeting and Sunshine laws. The Village undergoes an annual financial audit pursuant to Florida Statutes. Additionally, the Village must follow the guidelines of its purchasing ordinance when purchasing capital, supplies and services.

The Village has approximately 103 full-time employees and 7 part-time employees. The Village provides healthcare benefits through a single-employer defined benefit plan administered by the Village. The Village pays 90% of the full-time employees' health, dental and vision insurance premiums and 100% of life insurance premiums.

Pursuant to the provisions of Section 112.0801, Florida Statutes, former employees and eligible dependents who retire from the Village may continue to participate in the Village's health and hospitalization plans for medical and prescription drug coverage. The Village does not pay any portion of the medical, dental, vision or life insurance premiums for retirees. However, the Village subsidizes the premium rates paid by retirees by allowing them to participate in the plans at reduced or blended group (implicitly subsidized) premium rates for both active and retired employees. These rates provide an implicit subsidy for retirees because, on an actuarial basis, their current and future claims are expected to result in higher costs to the plan on average than those of active employees. The Plan does not issue a stand-alone financial report.

As of October 1, 2012, the Village implemented the provisions of Governmental Accounting Standards Board (GASB) Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other than Pensions*, for certain post-employment healthcare benefits provided by the Village. To comply with GASB Statement No. 45, the Village elected to calculate the annual required contribution (ARC) and related information using the Alternative Measurement Method (AMM) permitted by GASB Statement 45 for employers of plans with fewer than one hundred total plan members.

III. SCOPE OF SERVICES

The Village seeks an actuarial firm to perform valuations of the Village's OPEB in compliance with GASB Statements, produce relevant reports and provide additional information for inclusion in the Village's Comprehensive Annual Finance Report. The purpose of this Request for Proposals is to solicit sealed proposals to establish a term contract with one (1) qualified actuarial firm to provide actuarial services to the Village's Finance and Administration Department and to assist the Village in complying with any GASB Statements relevant to OPEB.

IV. OBJECTIVES

The primary objective is to enter into a five (5) year contract for the delivery of the required services at an agreed cost and level of service and performance.

V. ELIGIBILITY CRITERIA

The contract will be awarded to the responsive and responsible firm providing the most advantageous proposal based on the scope of services, evaluation criteria, references and price. Although price is a consideration, it will not be the sole determinant for awarding this contract. No minimum quantity of work or compensation for the work will be assured to the firm retained. The Village will award only a single contact.

The Village reserves the right to accept or reject any or all Proposals; to waive irregularities, technical errors and formalities; and to select a qualified firm to provide the Services as it deems will best serve the interest of the Village.

To be eligible for selection consideration, interested consultants/firms must submit one (1) original printed package and two (2) printed copies. Packages should be labeled "Proposal for Actuarial Services (RFP 18-01)."

Proposal packages must contain the following information:

1. **Cover Letter:** Provide a cover letter introducing your firm and proposal. Include the name, address, contact name and contact information for the firm. Provide confirmation that the firm would be available to provide services and complete an OPEB actuarial valuation as of September 30, 2017 for inclusion in the FY 2016-2017 CAFR by May 31, 2018.
2. **Company Overview:** Provide a condensed overview and history of the company. Provide a general description of the business, including number of employees, number of credentialed actuaries, primary business and other services offered.
3. **Experience:** Describe the firm's experience in performing GASB OPEB valuations and the firm's experience working with public entity clients. Provide at least three (3) examples of local government clients to which the firm provided or is providing similar services. Include the client name, location and summary of services performed.

4. **Service Approach:** Present your understanding of the Village's needs as a Florida municipality and the scope of services required. Identify the firm's professional staff that would be assigned to this project and the assigned staff qualifications.
5. **Fees:** The contract will be for a term of five (5) years. Provide a fixed fee schedule for the project and a not-to-exceed fee. Include an estimate of any additional potential expenses and the hourly rates for the staff assigned to the project.
6. **State Authorization to Transact Business:** Provide proof of authorization to transact business in the State from the Florida Secretary of State.
7. **Proof of Insurance:** Provide Certificates of Insurance showing coverage types and levels of coverage for workers' compensation, commercial general liability and errors and omissions or professional liability.
8. **Statement of Preference for Local Business:** Any business seeking certification as a local business shall provide an executed affidavit, in the Firm's own form, certifying that it meets the criteria established in Village Code Section 2-327(e) for a determination as a local business. A complete copy of the Village's Code of Ordinances can be accessed online by clicking on the 'Municode.com' Quick Link on the Village's website at <http://www.islamorada.fl.us/>.

All inquiries and requests for clarification or interpretation regarding this Request for Proposals shall be made in writing to the attention of the Procurement and Grants Administrator by mail to 86800 Overseas Highway, Islamorada, Florida 33036; by email to ana.hernandez@islamorada.fl.us; or by fax to (305) 664-6464 no later than January 17, 2018.

The Village shall issue appropriate addenda as necessary via DemandStar at <https://www.demandstar.com/> and on the Village's website at <http://www.islamorada.fl.us/>. No oral change or interpretation of the provisions contained in this RFP is valid. Written addenda shall be issued when changes, clarifications or amendments to the RFP document are deemed necessary. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given.

The Village Manager will appoint a Selection Committee within thirty (30) days to establish selection criteria and review submittals based on the criteria established. If required pursuant to the Village's purchasing ordinance and policies, a selection recommendation will be presented to the Village Council for approval before contract negotiations may be initiated.