



CLAY COUNTY
DEPARTMENT OF PURCHASING AND CONTRACT SERVICES
REQUEST FOR PROPOSAL (RFP)

RFP NO.: 45-16
TITLE: ACTUARIAL SERVICES
ISSUE DATE: 11/03/2016

PURCHASING SPECIALIST II: ETHEL KITCHELL
PHONE NO.: (816) 407-3633
E-MAIL: ekitchell@claycountymo.gov

PROPOSAL RESPONSES MUST BE RECEIVED BY NO LATER THAN (“CLOSE/RETURN DATE and TIME”):
DECEMBER 1, 2016 AT 2:00 PM CENTRAL TIME

MAILING INSTRUCTIONS: Print the SEALED BID LABEL found in Attachment 1 or type **RFP Number, RFP Title** and **Return Due Date** on the lower left hand corner of the envelope or package. Delivered sealed proposals must be in Clay County Purchasing office prior to the return date and time.

RETURN PROPOSAL TO: **CLAY COUNTY ~ PURCHASING DEPARTMENT**
ADMINISTRATION BUILDING
ATTN: ETHEL KITCHELL
1 COURTHOUSE SQUARE, 3RD FLOOR
COMMISSION FRONT DESK
LIBERTY, MO 64068

CONTRACT PERIOD: DATE OF AWARD THROUGH ONE YEAR
DELIVER SUPPLIES/SERVICES/INVOICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

FINANCE AND ADMINISTRATIVE SERVICES
1 COURTHOUSE SQUARE
LIBERTY, MO 64068

By signing this RFP cover page, the offeror shall hereby declare understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Contract Terms and Conditions. The offeror shall further agree that the language of this RFP shall govern in the event of a conflict with his/her proposal. In addition, the offeror shall further agree that upon receipt of an authorized purchase order from Clay County or when a Contract Resolution is signed and issued by an authorized official of Clay County, a binding contract shall exist between the offeror and Clay County.

SIGNATURE REQUIRED

Company Name	Authorized Representative (Print)	Title
Street Address	Authorized Signature	
City/State/Zip	County	Date
		Company Tax ID No.
Telephone No.	Facsimile No.	E-Mail
<input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> IRS Tax-Exempt		
Vendor Tax Filing Type With IRS (Check One)		

1. INTRODUCTION AND GENERAL INFORMATION

This section of the RFP includes a brief introduction and background information about the intended acquisition for which the requirements herein are written. The contents of this section are intended for informational purposes and do not require a response.

1.1 Purpose:

1.1.1 This document constitutes a request for competitive, sealed proposals from prospective offerors for Actuarial Services for Clay County Department of Finance and Administrative Services in accordance with the requirements and provisions stated herein.

1.1.2 RFP Document Contents: This document, referred to as a Request for Proposal (RFP), is divided into the following parts:

- Section 1: Introduction and General Information
- Section 2: Scope of Work
- Section 3: Contractual Terms and Conditions Acknowledgement Form
- Exhibit A: Pricing
- Exhibit B: Experience and Expertise
- Exhibit C: Project Approach
- Exhibit D: Miscellaneous Information

Attachment 1: SEALED BID LABEL

1.2 RFP Questions:

1.2.1 Questions and issues relating to the RFP must be directed to the Purchasing Specialist II, Ethel Kitchell. It is preferred that questions be e-mailed to ekitchell@claycountymo.gov

1.2.2 **All questions and issues should be submitted no later than November 23, 2016.** If not received prior to the aforementioned date, the Clay County Purchasing Specialist may not be able to fully research and consider the respective questions or issues.

Proposals which are not received in the Purchasing Department office prior to the official opening date and time shall be considered late, regardless of the degree of lateness, and normally will not be opened. **All Proposals must be time stamped in at the Commission Front Desk Reception area located at: 1 Courthouse Square, 3rd Floor, Liberty, MO 64068.** Late Proposals may only be opened under extraordinary circumstances as indicated on our website under Submittal Instructions. <https://www.claycountymo.gov/bids/current>

1.3 Background Information:

1.3.1 The last valuation report was provided by Lewis & Ellis for a basis of financial disclosure for the fiscal ending December 31, 2014 and determining the Annual OPEB Cost for the fiscal year beginning January 1, 2014.

1.3.2 Describe any regulations, limitations, business rules, professional licenses, etc., that may affect work performance or need for adherence to policies/procedures).

Vendor's Initials: _____

- 1.3.3 Although an attempt has been made to provide accurate and up-to-date information, Clay County does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this Request for Proposal.

1.4 Estimated Quantities:

- 1.4.1 The County shall not guarantee any minimum or maximum amount of the Vendor's products/services that may be required under the contract. The Vendor shall provide products/services on an as needed, if needed basis. The County shall not guarantee any usage of the contract whatsoever.

2. SCOPE OF WORK

This section of the RFP includes requirements as well as desirable attributes and provisions relating specifically to the scope of work requirements of the Clay County Entity. The contents of this section include mandatory requirements that will be required of the successful offeror and subsequent contractor. The offeror is requested to provide responses to the requirements/desired attributes in this section pursuant to the directions identified herein. The offeror's response, whether responding to a mandatory requirement or a desired attribute, shall be binding in the event the proposal is accepted by Clay County. The offeror must provide all costs necessary to meet the mandatory requirements and the fulfillment of any desirable attributes by the offeror (if any) in the appropriate sections of Exhibit A, Pricing Pages.

2.1 Specific Requirements:

- 2.1.1 The Vendor must provide Actuarial Services, which meets or exceeds the specifications contained in this document.

2.1.2 General Requirements:

The Vendor shall provide Actuarial Valuation Services to comply as required for GASB 45. These services shall include but not limited to:

- a. Collect County's current plan and participant detail information to prepare the valuation.
- b. Determine the actuarial value of benefits for active and retired employees.
- c. Generate reports necessary to satisfy GASB 45 requirements, including financial information and footnote disclosures.
- d. Provide an actuarial Certification in compliance with Actuarial Standards Practice of the American Academy of Actuaries.
- e. Deliver electronic and paper copies of the reports in a format approved by the Clay County Finance Department and/or the Human Resources Department.
- f. Be available to review reports with County Staff by telephone, email, or in person for a post-valuation discussion.

- 2.1.3 The Clay County Finance and/or Human Resources Department will provide to the contractor all appropriate data, which it possesses, in which the data presently exists. Such data information may exist in the form of paper files, or computer records. Any supplementary information which the contractor desires to utilize which is not possessed by Clay County must be obtained directly by the contractor and at the contractor's expense.

- 2.1.4 In general for any meetings, interviews, data collection efforts, etc. that will require the Clay County Finance Department and/or Human Resources Department to dedicate time solely to the contractor's project staff and/or performance of specific tasks for the project, the Clay County Finance Department and/or Human Resources Department staff will commit time to the project as available contingent upon the individual's work load and work events. In no event shall the contractor mandate dedicated, full-time Clay County staff to the project due to the fact that the County resources must utilize their time to fulfill their primary County work duties and responsibilities.

Vendor's Initials: _____

2.1.5 Travel Expenses: No additional travel expense payments and/or reimbursements shall be made to the contractor for providing any onsite services. If travel expenses are incurred in providing the services required herein to the County, then such travel expense must be reflected in the pricing specified in Exhibit A, Pricing Pages.

2.2 Vendor Qualifications:

2.2.1 The contractor must have conducted at least two (2) previous GASB Actuarial Valuation Services for a public governmental entity within the past eight (8) years. The contractor will provide samples of the last two Valuations with their proposal.

2.3 Deliverable Reporting Requirements:

2.3.1 The Vendor must provide the final GASB 45 actuarial valuation report to CCHRD by no later than March 1, 2017 prior to 4:00 p.m. central time.

2.3.2 The GASB 45 valuation report must be free from spelling and grammatical errors. The report must be designed and presented in a business professional appearance as approved by the Clay County Finance and Human Resources Department.

2.3.3 The Vendor must provide five (5) professionally printed hard copy versions of the completed and approved GASB 45 report upon project completion to the Clay County Finance Manager as well as provide an electronic version in a format approved by Clay County Finance Department. The vendor shall grant Clay County Finance Department the unlimited right to reprint the GASB 45 valuation report. The vendor shall understand and agree that the GASB 45 report prepared for Clay County shall become the property of Clay County.

2.4 Additional Services:

2.4.1 Upon completion of the GASB 45 valuation services, the vendor shall provide additional consulting services on an as needed, if need basis at the written request of the Clay County Finance Manager for on-going related consulting services. Such additional services shall be provided pursuant to the firm, fixed per hour rates specified in Pricing Table 2 of Exhibit A.

2.4.2 The Vendor may be required to assist with oral presentations (to include handouts, etc.) to the County Commissioners or others as deemed necessary. The cost for these services shall be listed as a cost per hour in the firm's proposal submission in Exhibit A, Pricing Table 2.

2.5 Record Keeping:

2.5.1 The vendor must maintain financial and accounting records and evidence pertaining to the contract in accordance with generally accepted accounting principles and other procedures specified by Clay County.

- a. The vendor shall make all such records, books, and other documents relevant to the contract available at all reasonable times and in a format acceptable to the County and/or its designees and/or Auditor during the term of the contract, and for five (5) years from the date of final payment on the contract or the completion of an independent audit, whichever is later. If any litigation, claim, negotiation, audit, or other actions involving the records has been started before the expiration of the retention period, the contractor shall retain such records until completion of the action and resolution of all issues which arise from it.

Vendor's Initials: _____

- b. The vendor shall permit governmental auditors and/or authorized representatives to have access, for the purpose of audit or examination, to any of the vendor’s books, documents, papers, and records recording receipts and disbursement of any of the funds paid to the vendor. The contractor further agrees that any audit exception noted by government auditors shall not be paid by Clay County and shall be the sole responsibility of the vendor, provided that vendor may contest any such exception by any legal procedure it deems appropriate and that Clay County will pay the contractor all amounts which may ultimately be held entitled to receive as a result of any such legal action.

2.6 Miscellaneous Requested Information:

- 2.6.1 Other Miscellaneous Requested Information: The bidder should respond to the information requested in Exhibit D, Miscellaneous Requested Information.

NOTE: FAILURE TO PROVIDE ADEQUATE INFORMATION TO COMPLETELY ADDRESS THE SPECIFIED EVALUATION CRITERIA WILL AT LEAST RESULT IN MINIMAL SUBJECTIVE CONSIDERATION AND MAY RESULT IN REJECTION OF THE OFFEROR’S PROPOSAL.

3. CONTRACTUAL TERMS AND CONDITIONS ACKNOWLEDGEMENT FORM

The undersigned Vendor/Contractor has read, understood, and accepted the Terms and Conditions as published on the Clay County Official Website located:

[HTTPS://WWW.CLAYCOUNTYMO.GOV/TERMSANDCONDITIONS](https://www.claycountymo.gov/termsandconditions)

All terms and conditions as stated shall be adhered to by Vendor/Contractor upon acceptance of contract. Vendor/Contractor enters into this agreement voluntarily, with full knowledge of its effect.

Vendor/Contractor Signature

Date

Vendor/Contractor Name

Vendor’s Initials:_____

**EXHIBIT A
PRICING PAGES**

PRICING TABLE 1: REQUIRED PRICING

The offeror shall complete the following pricing table(s) (or in a form similar to the pricing tables) and provide firm, fixed pricing necessary to meet the mandatory requirements of the RFP.

DESCRIPTION	UNIT OF MEASURE	UNIT COST
	Total	\$ _____

PRICING TABLE 2: OTHER REQUIRED PRICING

The offeror must state below all other applicable costs necessary to satisfy the mandatory requirements of the RFP. Unless stated in Exhibit A, the County shall assume that absolutely no other fees or charges, including upgrade fees, will be assessed to the County whatsoever in connection with the license granted herein and to satisfy the RFP requirements.

DESCRIPTION/COMMENTS	UNIT OF MEASURE	UNIT PRICE

Vendor's Initials: _____

EXHIBIT A, continued

PRICING TABLE 3: FEE SCHEDULE

If additional services are requested by the County, the vendor shall prepare and submit to the County an estimate of the total cost associated with such additional services. The offeror must indicate in the pricing table below the firm, fixed hourly rates for the personnel job classifications that may be necessary to fulfill the requirements of the RFP.

**TASK/PERSONNEL BREAKDOWN
SCHEDULE OF HOURLY BILLING RATES FOR SERVICES**

PERSONNEL CLASSIFICATION	TYPICAL WORK TASKS	HOURLY RATE

Vendor's Initials: _____

**EXHIBIT B
Experience and Expertise**

The evaluation of the offeror's experience and expertise shall be subjective based on the requirements stated herein. Therefore, the offeror should present detailed information regarding current and/or prior experiences in providing the services and expertise of the organization as well of its personnel. The County shall have the right to use the information provided herein, including information gained from any other source, in the evaluation process.

B.1 EXPERIENCE:

Reference # 1 of 3	
Company/Organization Name:	
Address:	
Name of Contact and Title:	
Email Address:	
Telephone Number:	
Contract or Service Period (dates of services):	
Reference # 2 of 3	
Company/Organization Name:	
Customer Name:	
Address:	
Name of Contact and Title:	
Email Address:	
Telephone Number:	
Contract or Service Period (dates of services):	
Reference # 3 of 3	
Company/Organization Name:	
Customer Name:	
Address:	
Name of Contact and Title:	
Email Address:	
Telephone Number:	
Contract or Service Period (dates of services):	

Vendor's Initials: _____

**EXHIBIT C
Project Approach**

The evaluation of the offeror’s proposed project approach shall be subjective based on the requirements stated herein. Therefore, the offeror should present detailed information regarding the proposed method of performance/project approach. The County shall have the right to use this information, including information gained from any other source, in the evaluation process.

It is the offeror's responsibility to make sure all products/services proposed are adequately described. It should not be assumed that the evaluator has specific knowledge of the services proposed; however, the evaluator does have sufficient technical/business background to conduct an evaluation when presented complete information.

C.1 PROJECT APPROACH INFORMATION:

1. **It is recommended that offerors respond to each item or paragraph of the RFP Section 2 “Scope of Work/Performance Requirements” in sequence, especially those referenced in the item list above.** Items not needing a specific vendor statement may be responded to by concurrence or acknowledgement; no response shall be interpreted as an affirmative response or agreement to the Clay County provisions and conditions.
2. The offeror should fully describe the methodologies employed to insure continuous optimal quality of service, regardless of location of the staff laborer or whether the staff laborer is from a subcontractor. Describe your problem escalation procedures, guarantees to state for continual good quality/resolution procedures for poor performance.
3. Describe your tentative Project Plan. The offeror should briefly and sequentially describe the tasks or events that are proposed to accomplish requirements. “Completion Day” should be specified as a certain number of days from date of contract award until completion of the specific task. For evaluation purposes only, assume a December 29, 2016 contract award date. “Assigned Personnel” should be identified by name rather than project title unless such personnel are not yet hired. “Work Hours” should indicate that time each assigned person will spend on the specific task. In the event of overlapping or concurrent task, a graphic chart (e.g. PERT) should be attached.
 - **The project plan should show a completion date for this project on or before April 15, 2017.**
 - The project plan should also provide identification of the specific tasks within each component of the project schedule that must be completed by the Clay County Finance Department and/or Human Resources Department.
 - Fully describe what your assumptions were in developing the Project Plan.

Task or Event	Task Completion Day	Assigned Personnel	Work Hours
PROJECT COMPLETION DATE:			

Vendor’s Initials: _____

EXHIBIT C - CONTINUED

- 4. The offeror should describe any relevant on-going value added support services they will provide once the initial project of the GASB 45 valuation services is completed. Any fees/charges associated with these additional support services must be indicated in Exhibit A, Optional Pricing Table 3.

**EXHIBIT D
Miscellaneous Information**

E.1 LOCAL GOVERNMENT USE (COOPERATIVE PROCUREMENT):

- 1) This section is optional, it will not affect proposal award. If the County awarded you the proposed contract, would you sell under the prices and terms of this Contract to any Municipal, County Public Utility, Hospital, Educational Institution, or any other non-profit organization having membership in the Mid-America Council of Public Purchasing (MACPP) or Mid-America Regional Council (MARC) and located within the Greater Kansas City Metropolitan Trade Area? (All deliveries shall be F.O.B. Destination and there shall be no obligations on the part of any member of said Council to utilize this Contract).

YES _____ NO _____

INITIALS: _____

- 2) Sales will be made in accordance with the prices, terms, and conditions of the Request For Proposal and any subsequent term contract.
- 3) There shall, however, be no obligation under the cooperative procurement agreement for any organization represented by MACPP or MARC to utilize the bid or contract unless they are specifically named in the Request For Proposal as a joint participating entity.
- 4) All sales to other jurisdictions shall be made on purchase orders issued by that jurisdiction. All receiving, inspection, payments and other contract administration shall be the responsibility of the ordering jurisdiction.
- 5) The Purchasing Specialist shall be responsible to handle the solicitation and award the contract. The Purchasing Specialist shall have the sole authority to modify the contract and handle disputes regarding the substance of the contract. The Purchasing Specialist shall be the Buyer of Record, Clay County, Missouri.
- 6) Each jurisdiction that is a party to the joint bid has authority to act as Administrative Contracting Officer with responsibility to issue purchase orders, inspect and receive goods, make payments and handle disputes involving shipment to the jurisdiction.

Vendor's Initials: _____

E.2 WEBSITE INFORMATION:

- 1) Does your company have a website? YES _____ NO _____
- 2) If yes please provide the website address:
www. _____
- 3) Can product(s) be ordered from that website? YES _____ NO _____
- 4) Can we receive the pricing you have quoted us, when ordering from the website?
YES _____ NO _____

E.3 EMPLOYEE BIDDING/CONFLICT OF INTEREST:

Offerors who are elected or appointed officials or employees of Clay County or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. If the offeror or any owner of the offeror’s organization is currently an elected or appointed official or an employee of Clay County or any political subdivision thereof, please provide the following information.

Name and title of elected or appointed official or employee of Clay County or any political subdivision thereof: _____

If employee of Clay County or political subdivision thereof, provide name of Clay County entity or political subdivision where employed: _____

Percentage of ownership interest in offeror’s organization held by elected or appointed official or employee of Clay County or political subdivision thereof: _____%

Vendor’s Initials: _____

**ATTACHMENT 1
SEALED BID LABEL**

PLEASE ATTACH LABEL TO OUTSIDE OF BID PACKAGE

SEALED BID RESPONSE ENCLOSED

DELIVER TO:

Purchasing Department
1 Courthouse Square, 3rd Floor,
Commission Front Desk
Liberty, MO 64068

RFP # 45-16 DATE: DECEMBER 1, 2016

BIDS MUST BE RECEIVED BEFORE 2:00 P.M. CENTRAL TIME

DESCRIPTION: ACTUARIAL SERVICES

ATTN: ETHEL KITCHELL

SPECIFY VENDOR NAME: _____

SPECIFY VENDOR'S CITY, STATE LOCATION: _____

Vendor's Initials: _____