



Clay County, Missouri

Purchasing Department

Administration Building
1 Courthouse Square ~ Liberty, MO 64068

DEPARTMENT OF PURCHASING AND CONTRACT SERVICES RFP 45-16, ACTUARIAL SERVICES ADDENDUM NO 1

Dear Vendor,

The original Request For Proposal(RFP) remains in effect except as revised by the following changes, which shall take precedence over anything to the contrary in the specifications.

Except as amended by this Addendum, all terms and conditions of the Bid/RFP remain unchanged.

1. Could you provide a copy of the most recent GASB 45 valuation?
Included as attachments in this Addendum No. 1; Fiscal Year Ending December 31, 2012 and December 31, 2014 .
2. How long have the current actuaries been providing their service?
The previous contract was awarded in December 2014.
3. What were the annual fees charged and the terms of the contract?
You can reference Resolution 2014-314 on our website,
<http://webdocs.claycogov.com/resord/docserv.php?id=2014-314>
4. Has the scope of the work changed since the work was done?
No.
5. How many onsite visits does the County anticipate for this engagement?
It is unknown at this time.
6. Can we get a copy of the proposal of the last successful bidder?
You can reference Resolution 2014-314 on our website,
<http://webdocs.claycogov.com/resord/docserv.php?id=2014-314>
7. What will be the basis for award?
Determination of Award can be found on our website,
https://www.claycountymo.gov/@api/deki/files/7306/=RFP_Determination_of_Award.pdf
8.
 - a. Item (2.1.2 a) states "Collect County's current plan and participant detail information to prepare the valuation"Normally the client collects the census. Please expand to describe the expectations for this requirement.

The client will work with the Human Resources Department to gather the census data.
 - b. Item (2.1.3) states "*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.*"

Please describe items that have been required in the past with respect to this statement.
All previous requested supplementary information has been included in the current RFP.

c. Item (2.2.1) states *"The contractor will provide samples of the last two Valuations with their proposal."*

When we provide samples of our reports, all information identifying the reporting entity is redacted. When this occurs, our sample reports would be identical. Would the county accept one report? This should be acceptable.

d. Item (2.4.1) states "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."

Please provide examples of services rendered under this clause for the most recent OPEB engagement. Please list dates of requests for each item.

The Vendor will be on call as needed to answer any questions or concerns regarding the report. Please list items anticipated to be needed to satisfy this item in the proposed engagement period.

e. Item (2.4.2) states "The Vendor may be required to assist with oral presentations (to include handouts, etc.) to the County Commissioners or others as deemed necessary."

Please provide examples of services rendered under this clause for the most recent OPEB engagement. Please list dates of requests for each item.

The Vendor may be required to attend Commission Meetings to answer any questions regarding the Valuation report.

Please list items anticipated to be needed to satisfy this item in the proposed engagement period.

Once the Valuation is complete, the Vendor will need to be present during Commission Meetings to answer questions regarding the Valuation report.

9. What is the contract period?

The contract will be awarded for two years after date of award, with three additional two consecutive year renewal options available

10. What are the fiscal years and fiscal year ending dates covered by this contract period?

The first contract period will cover fiscal year 2016

11. The RFP states the contract is for the period "Date of award through one year". Would the County consider including optional renewal years?

a. With respect to this item, is the county seeking a report to cover two fiscal periods?

Under the Government Standards Accounting Board (GASB), the County is required to prepare a valuation report every two years. This contract would include valuation report for the fiscal year ending December 31, 2016.

b. Please identify any items in the prior OPEB report that would need to updated or revised for the current reporting cycle.

There are no items to update for current reporting cycle.

12. How does the county determine the per capita costs used in the OPEB report. If necessary, please refer to the prior OEB report to answer this question.

See page 4-6 of 2014 Valuation report.

13. Why is the county looking to change actuarial firms at this time?
The County is required to submit RFP's to comply with Competitive Bid Requirements.
14. What was the fee charged by Lewis & Ellis?
\$6,500 for the 2014 valuation.
15. What are the requirements for firm attendance for on-site consulting, meetings, and presentations?
Unknown at this time.
16. Please provide dates for all onsite meetings anticipated.
Dates are Unknown at this time.
17. Please provide the dates that onsite meetings were conducted which were attended by Lewis & Ellis. Also, list the meeting topics and time spent at these meetings by Lewis & Ellis.
This information was not recorded.
18. Will the submitted bids be awarded based on a weighted criteria?
Yes.
19. If so, will the County make the weighting criteria public?
Yes.
20. Other than the one original (signed) proposal, are any additional copies of the proposal required at submission? Please refer to the website referenced on the RFP for Submittal Instructions

ACKNOWLEDGEMENT

Each bidder shall acknowledge receipt of this Addendum No. 1 of RFP No. 45-16, ACTUARIAL SERVICES by their signature affixed hereto, and shall attach this Addendum to the original RFP

CERTIFICATION BY BIDDER

SIGNATURE _____

TITLE _____

COMPANY _____

DATE _____

Cordially,

Ethel Kitchell, Purchasing Specialist II