

February 01, 2005

TO WHOM IT MAY CONCERN:

You are invited to submit a proposal for Actuarial Services for the City's Composite Pension Plan in accordance with the enclosed request for proposal.

All proposals must be submitted in fifteen copies to the Office of the City Controller, 340 N. Washington Avenue, Scranton, Pa. 18503. The proposal must be in a sealed envelope. Proposals must be received at the above address no later than 10:00 A.M. Tuesday, February 22, 2005. Late proposals will not be considered regardless of the reason.

All questions should be directed to Mr. Leonard A. Kresefski, Business Administrator, 340 N. Washington Avenue, Scranton, Pa. 18503. All offerors will be provided with answers to the questions asked by any one offeror.

THERE WILL BE NO PRE-BID CONFERENCE.

Very truly yours,

Leonard A. Kresefski
Business Administrator

REQUEST FOR PROPOSAL

Sealed proposals will be received by the City of Scranton for the following:

ACTUARIAL SERVICES FOR THE COMPOSITE PENSION FUND

ELIGIBLE FIRMS MUST HAVE AT LEAST FIVE (5) YEARS OF EXPERIENCE WITH PENSION BENEFIT PLANS.

Copies of the bid specifications are available at the City of Scranton, Purchasing Department, Fourth Floor, Municipal Building, 340 North Washington Avenue, Scranton, Pennsylvania. 18503.

Sealed envelopes containing the bid shall specify "ACTUARIAL SERVICES" and be delivered or mailed to the Office of the City Controller, Second Floor, Municipal Building, 340 North Washington Avenue, Scranton, Pennsylvania, 18503, so as to arrive at the Office of the City Controller no later than Tuesday, February 22, 2005 at 10:00 a.m. and the bids will be opened in City Council Chambers.

Leonard A. Kresefski,
Business Administrator
City of Scranton

**REQUEST FOR PROPOSAL FOR
ACTUARIAL SERVICES**

Composite Pension Board
City of Scranton
340 N. Washington Avenue
Scranton, PA 18503

Attn.: Mr. Leonard A. Kresefski,
Business Administrator

February 01, 2005

PART I

GENERAL INFORMATION FOR OFFERORS

1. **PURPOSE.** This Request for Proposal (RFP) provides interested offerors with sufficient information to enable them to prepare and submit proposals for consideration by the Composite Pension Board of the City of Scranton to select an Actuarial for the period April 01, 2005 thru March 31, 2010.
2. **ISSUING OFFICE.** This RFP is issued for the City of Scranton by the Business Administration Department. The issuing department is the sole point of contact for this RFP.
3. **SCOPE.** This RFP contains instructions governing the proposals to be submitted and the material to be included therein; a description of the service to be provided; requirements which must be met to be eligible for consideration; general evaluation criteria; and other requirements to be met by each proposal.
4. **PROBLEM STATEMENT.** The Composite Pension Board is in need of an Actuarial for the three pension plans: Police, Fire, and Non-Uniform. The pension will maintain all pension records, update pension records for changes, verify existing information on a yearly basis, advise the Composite pension Board on all matters relating to pension, and be available to discuss pension matters with both employees and pensioners, both over the phone and in scheduled on-site meetings.

Specific duties required of the actuarial as well as eligibility requirements and census data are shown in Appendix I and Appendix II.
5. **REJECTION OF PROPOSALS.** The City of Scranton reserves the right to reject any and all proposals received as a result of this request, or to negotiate separately with competing consultants.
6. **INCURRING COSTS.** The City of Scranton is not liable for costs incurred by the offerors prior to issuance of a contract.
7. **PREPROPOSAL CONFERENCE.** No Pre-proposal Conference.
8. **AMENDMENT TO THE RFP.** If it becomes necessary to revise any part of this RFP, an amendment will be issued to all offerors who received the basic RFP.

9. **RESPONSE TO DATE.** To be considered, sealed proposals must arrive at the following office on or before the time and date specified in the cover letter:

City Controller's Office
City of Scranton
340 N. Washington Avenue
Scranton, PA 18503

Offerors mailing proposals should allow sufficient mail delivery time to ensure timely receipt of their proposals.

10. **PROPOSALS.** To be considered, proposers must submit a complete response to this RFP, using the format provided in PART II. Each proposal must be submitted in 10 copies to the City Controller's Office. No other distribution of proposals will be made by the offeror. Proposals must be signed by an official authorized to bind the offeror to its provisions. For this RFP, the proposal must remain valid for at least 60 days. Moreover, the contents of the proposal of the selected bidder will become contractual obligations when a contract is executed.
11. **ORAL PRESENTATIONS.** Offerors who submit proposals may be required to make an oral presentation of their proposal to the City of Scranton. Such presentations provide an opportunity for the offeror to clarify his proposal to ensure thorough mutual understanding. The Business Administration Department will schedule these presentations.
12. **REFERENCES.** To be considered, proposals must include references, indicating name and phone number of representatives who can attest to the quality and timeliness of services provided. Municipal pension plans are preferred references for this RFP.

PART II

INFORMATION REQUIRED FROM OFFERORS

Offerors' proposals must be submitted in the format outlined below. To be considered, the proposal must respond to all requirements in this part of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal.

1. **STATEMENT OF THE PROBLEM.** State in succinct terms your understanding of the problem presented or the service required by this RFP.
2. **MANAGEMENT SUMMARY.** Include a narrative description of the proposed effort and a list of the items to be delivered or services to be provided.
3. **WORK PLAN.** Describe in narrative form your plan for accomplishing the work. If more than one approach is apparent, comment on why you chose this approach. Include a proposed time schedule from start to completion.
4. **PRIOR EXPERIENCE.** Include the firm's experience providing actuarial services to local government pension plans. Specifically describe similar engagements and define scope of engagement and description of recommendations. Experience shown should be work done by that of your company. Studies or projects referred to should be identified and the name of the customer shown, including the name, address, and telephone number of the responsible official of the customer, company, or agency who may be contacted.
5. **PERSONNEL.** Include the number of executive and professional personnel who will be engaged in the work. Show where these personnel will be physically located during the time they are engaged in the work. Provide names and a short biography and include education and experience in actuarial services of pension fund both government and non-government. Please include details concerning any prior experience providing pension actuarial services to Pennsylvania municipal pension plans. Indicate the responsibilities each will have in this project (be sure to designate the project manager), and how long each has been with your company. It is understood that if different personnel are assigned to the project that the City would be notified and their biographies will be provided and the City would approve the assignment.
6. **TRAINING.** If appropriate, indicate recommended training of City personnel. Include the need for training, who should be trained and the type and extent of this training.

7. **RELATIONSHIPS.** The proposal must give a clear statement of the relationship of the firm and/or its principals with, or knowledge of, any officials or employees of the City of Scranton.

8. **REPORT/WORKING DOCUMENTS.** The proposal should clearly describe the type and number of reports that will be provided.

9. **AFFIDAVITS.** The City requires the following affidavits to be filed with the RFP:
 - Non-collusion Affidavit
 - Affirmative Action Certification.
 - Certificate of Non-Segregated Facilities

A separate affidavit set is required for each bidder if the RFP is jointly bid. Sample forms are attached to this RFP.

11. **CITY'S PROFESSIONAL SERVICES CONTRACT.** The successful bidder will be required to sign the City's standard professional services contract.

PART III

CRITERIA FOR SELECTION

1. **EVALUATION COMMITTEE.** All proposals received from offerors will be reviewed and evaluated by the Composite Pension Board. This Board will recommend for selection the proposal which most closely meets the requirements of the RFP and satisfies the City of Scranton's needs.

2. **SELECTION BASED ON QUALIFICATIONS.** The bid will be awarded based on the proposal deemed to be in the best interest to the City. The selection will evaluate:

The experience of proposer doing similar work.

The experience and professional level of individuals proposed to do the work.

The apparent quality of the proposer's work.

PART IV

SCOPE OF SERVICES

1. GENERAL It is up to the firm submitting a proposal to develop and present a more detailed scope of work as part of the proposal. The detailed scope of work proposed, at minimum, should be designed to accomplish the goals of this RFP, and fully address the primary elements listed below.
2. BACKGROUND Please give a brief history of your company and your parent company, if applicable. Please provide names and background information on the key personnel of your firm who will work with our board.
3. SERVICES – GENERAL Provide A brief description of the services you will provide if selected.
4. SERVICES – SPECIFIC Please provide a sample report that your firm developed for reporting pension accounting and census data, and any other data that would comprise a representative sample of your firm's work.
5. CONTRACT PERIOD The duration of the contract will be for a five-year period. The work is structured so that the Actuary will provide the census data for the period 4/1/2005 through 3/31/2010, and also the state required report as of 1/1/2005 as part of that years' work. This means that the census information will be for each year from 2004 through 2009 and the reports as of 1/1/2005 through 1/1/2009. However, the Composite Pension Board, by majority vote, has the right to discontinue the contract at any time after 60 days' notice to the monitor.

NONCOLLUSION AFFIDAVIT OF PRIME BIDDER

STATE OF _____

COUNTY OF _____

_____, being first duly sworn, deposes
and says that:

1 He is _____
(Owner, partner, officer, representative or agent)

of _____, the Bidder that has sub-
mitted the bid;

2 He is fully informed respecting the preparation and contents
of the attached Bid and of all pertinent circumstances respecting such
Bid;

3 Such Bid is genuine and is not a collusive or sham Bid;

4 Neither the said Bidder nor any of its officers, partners, owners,
agents, representatives, employees or parties in interest, including
this affiant, has in any way colluded, conspired, connived or agreed,
directly or indirectly with any other Bidder, firm or person to submit
a collusive or sham Bid in connection with the Contract for which the
attached Bid has been submitted or to refrain from bidding in connection
with such Contract, or has in any manner, directly or indirectly, sought
by agreement or collusion or communication or conference with any
other Bidder, firm, or person to fix the price or prices in the attached
Bid or of any other Bidder, or to fix any overhead, profit or cost element
of the Bid price or the Bid price of any other Bidder, or to secure through
any collusion, conspiracy, connivance or unlawful agreement any ad-
vantage against the CITY OF SCRANTON (Local Public Agency) or
any person interested in the proposed Contract; and;

5 The price or prices quoted in the attached Bid are fair and
proper and are not tainted by any collusion, conspiracy, connivance
or unlawful agreement on the part of the Bidder or any of its agents,
representatives, owners, employees, or parties in interest, including
this affiant.

NONCOLLUSION AFFIDAVIT
SIGNATURE PAGE

SIGNED _____

(Title)

SUBSCRIBED AND SWORN TO BEFORE ME

THIS _____ DAY OF _____,

(Title)

MY COMMISSION EXPIRES _____.

CERTIFICATE OF NON-SEGREGATED FACILITIES

The Bidder certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of his bid. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. The Bidder agrees that (except where he has obtained identical certifications from proposal sub-contractors for specific time periods) he will obtain identical certifications from proposed sub-contractors prior to the award of sub-contracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certifications in his files.

NOTE; The penalty for making false statements in offers is prescribed In 18 U.S.C. 1001.

DATE _____

(Name of Bidder)

By _____

Title _____

AFFIRMATIVE ACTION CERTIFICATION

During the term of this contract, Bidder agrees as follows:

(1) Bidder shall not discriminate against any employee, applicant for employment, independent contractor or any other person because of race, color, religious creed, ancestry, national origin, age, sex or handicap. Bidder shall take affirmative action to insure that applicants are employed, and that employees or agents are treated during employment, without regard to their race, color, religious creed, ancestry, national origin, age, sex or handicap. Such affirmative action shall include, but is not limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training. Bidder shall post in conspicuous places, available to employees, agents, applicants for employment, and other persons, a notice to be provided by the contracting agency setting forth the provision of this affirmative action certification.

(2) Bidder shall, in advertisements or requests for employment placed by it or on its behalf, state all qualified applicants will receive consideration for employment without regard to race, color, religious creed, ancestry, national origin, age, sex or handicap.

(3) Bidder shall send each labor union or workers' representative with which it has a collective bargaining agreement or other contract or understanding, a notice advising said labor union or worker's representative of its commitment to this affirmative action certification. Similar notice shall be sent to every other source of recruitment regularly utilized by bidder.

(4) It shall be no defense to a finding of noncompliance with this affirmative action certification that bidder has delegated some of its employment practices to any union, training program, or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the bidder was not on notice of the third-party discrimination or made a good faith effort to correct it, such factor shall be considered in mitigation in determining appropriate sanctions.

(5) Where the practices of a union or of any training program or other source of recruitment will result in the exclusion of

AFFIRMATIVE ACTION CERTIFICATION --cont'd--

minority group persons, so that bidder will be unable to meet its obligations under this affirmative action certification, bidder shall then employ and fill vacancies through other affirmative action employment procedures.

(6) Bidder shall comply with all state and federal laws prohibiting discrimination in hiring or employment opportunities. In the event of bidder's noncompliance with the affirmative action certification of this contract or with any such laws, this contract may be terminated or suspended, in whole or in part, and bidder may be declared temporarily ineligible for further City of Scranton contracts, and other sanctions may be imposed and remedies invoked.

(7) Bidder shall furnish all necessary employment documents and records to, and permit access to its books, records, and accounts by, the City of Scranton Department of Business Administration, for purposes of investigation to ascertain Compliance with the provision of this certification. If bidder does not possess documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by the City of Scranton Department of Business Administration.

(8) Bidder shall actively recruit minority subcontractors or subcontractors with substantial minority representation among their employees.

(9) Bidder shall include the provisions of this affirmative action certification in every subcontract, so that such provisions will be binding upon each subcontractor.

(10) Bidder's obligations under this clause are limited to the bidder's facilities within Pennsylvania, or where the contract is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produced.

DATE: _____

(Name of Bidder)

BY _____

TITLE _____