

# Charter Township of Commerce Request for Proposal

## Actuarial Valuation Other Post-Employment Benefits (OPEB)

### **Background:**

The Charter Township of Commerce (Michigan) is soliciting proposals from firms that provide actuarial valuations of Other Post-Employment Benefits (OPEB). The Township currently has a defined benefit retiree healthcare program in place, details for which can be found in our 2017 audit report, page 52, footnote 16, as published on our website: [www.commercetwp.com](http://www.commercetwp.com).

### **Details:**

The proposed valuation will be in accordance with GASB 75. The study will be for accounting and reporting issues as outlined by GASB. The study is to determine OPEB liability as it relates to the Township's financial reporting. The RFP should recognize the Township's intention to contract with an actuary for the year ending December 31, 2018.

Responding firms should have extensive experience in performing actuarial valuations of other post-employment benefits. The firm should also be knowledgeable of GFOA, GASB and AICPA statements and bulletins so as to assist the Township in remaining in compliance with GASB, IRS and other legal requirements.

### **Submission Requirements/Minimum Requirements:**

- Provide two original copies of the firm's proposal, appropriately signed by an authorized representative of the firm
- Provide one electronic proposal on a flash drive. The electronic proposal should be identical to the physical submission with no more or less information
- Provide responses to all questions in the questionnaire section of this RFP
- Provide a complete financial proposal
- Provide two samples of similar project work, including contact information for reference-checking purposes

**Submission Deadline:**

Interested and qualified firms should submit two original copies and the related flash drive version of their proposal in a sealed envelope, clearly marked "Actuarial Proposal", on or before Thursday August 30, 2018 at 2:00 p.m. to:

Melissa Creech, Clerk  
Charter Township of Commerce  
2009 Township Drive  
Commerce Township, MI 48390-1666

Proposals will be opened at the Township Hall on Thursday August 30, 2018 at 2:30 pm.

**Questionnaire:**

- Provide a list of all individuals who will conduct the Township's GASB/OPEB valuation study. Include the qualifications, biography and relevant experience for each member
- How many years has your firm been providing GASB/OPEB studies?
- How many actuaries do you have on staff?
- Will you be using any consulting services from outside of your organization? If so, please provide qualifications and relevant experience for these people or organizations.
- For how many other municipalities do you currently provide GASB/OPEB studies? How many of them are in Michigan?
- Provide a list of at least three current client references for which services similar to those outlined in this RFP have been provided. Please include clients of similar size to Commerce Township, where possible. The Township may contact these references, and therefore requests:
  - Name of the organization
  - Detail of specific services provided
  - Name, address and phone number or the contact person at the organization
- Once you have gathered all the necessary information to conduct an OPEB analysis, what is the typical time frame to complete the analysis and provide a final report to the Township?
- Are you willing and able to attend meetings at the Township offices? If so, is there a maximum number of meetings you will attend and are there additional reimbursable travel or hourly costs associated such attendance?
- What is the expected total cost of the proposed project, and what is the breakdown between services for this cost?
- What are the hourly rates for additional services deemed to be out of scope?
- Are there foreseeable additional costs that are not included in the proposed total cost of the project? If so, what are they?
- Is this a fixed fee/guaranteed maximum bid?

**Review and Evaluation of the Proposal:**

This RFP does not commit the Township to award a contract or to pay any costs incurred in the preparation of a proposal to this request. All proposals submitted in response to this request become the property of the Township. The Township reserves the right to accept or reject any or all of the proposals received, negotiate with the selected respondents, extend any awarded contract for an additional period, or to cancel, in part or in full, this RFP.

Proposals which do not include all of the information requested by this RFP may be removed from consideration by the Township at its sole discretion.

Proposals will be evaluated on cost projection as well as the experience and qualifications of the respondent. The Township is not bound to accept the lowest cost proposal, and reserves the right to enter into negotiations with any number of the prospective bidders.