



THE CITY OF NEW YORK  
OFFICE OF THE MAYOR  
**OFFICE OF MANAGEMENT AND BUDGET**

**REQUEST FOR PROPOSALS**  
**FOR**  
**ACTUARIAL CONSULTANT**

**August 19, 2013**

EPIN #: 00213P0001



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**REQUEST FOR PROPOSALS  
ACTUARIAL CONSULTANT**

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## AUTHORIZED AGENCY CONTACT PERSON

Firm's submitting proposals ("Proposers") are advised that the Authorized Agency Contact Person for all matters concerning this Request for Proposals is:

Name:	Ms. Michelle Rolón
Title:	Contracting Officer
Mailing Address:	New York City Office of Management and Budget 255 Greenwich Street, 8 <sup>th</sup> Floor New York, NY 10007
Telephone #:	(212) 788-5861
Fax #:	(212) 788-9197
E-Mail Address:	<a href="mailto:contracts@omb.nyc.gov">contracts@omb.nyc.gov</a>

## SECTION I - TIMETABLE

### A. Release Date of this Request for Proposals: **August 19, 2013**

All questions and requests for additional information concerning this RFP should be directed to Michelle Rolón, the Authorized Agency Contact Person, at:

**Telephone #:** 212.788.5821  
**Fax #:** 212.788.9197  
**E-Mail Address:** [contracts@omb.nyc.gov](mailto:contracts@omb.nyc.gov)

### B. Pre-Proposal Conference:

- **Date: September 3, 2013** **Time:** 10 a.m., EST
- **Location:** Conference Room 6-M4  
New York City Office of Management and Budget  
255 Greenwich Street, New York, NY 10007

Attendance at the pre-proposal conference by prospective Proposers is optional but recommended by the Office of Management and Budget (the "Agency"). Space constraints limit attendance to two (2) persons per proposing organization. Substantive questions regarding this Request for Proposals ("RFP") must be forwarded via e-mail under the subject line "OMB RFP Actuarial Questions", to the Authorized Agency Contact Person. Questions received prior to the pre-proposal conference will be answered at the conference. Questions received, via e-mail, to the Authorized Agency Contact Person after the conference, but not less than ten days prior to the proposal due date, will be answered in a separate addendum to this RFP. Telephone inquiries will not be answered.

### C. Proposal Due Date and Time and Location:

- **Date: September 16, 2013** **Time:** 3 p.m., EST
- **Location:** Proposals shall be submitted to **Michelle Rolón at New York City Office of Management and Budget, 255 Greenwich Street, 8<sup>th</sup> Floor, New York, NY 10007.**

E-mailed or faxed proposals will not be accepted by the Agency.

Proposals received at this Location after the Proposal Due Date and Time are late and shall not be accepted by the Agency, except as provided under New York City's Procurement Policy Board Rules. The Agency will consider requests made to the Authorized Agency Contact Person to extend the Proposal Due Date and Time prescribed above. However, unless the Agency issues a written addendum to this RFP which extends the Proposal Due Date and Time for all proposers, the Proposal Due Date and Time prescribed above shall remain in effect.

### D. Interviews:

Proposers may be required to attend interviews. However, the Agency reserves the right to select a consultant firm and award a contract without conducting such interviews.

### E. Anticipated Contract Start Date: **January 1, 2014**

## SECTION II - SUMMARY OF THE REQUEST FOR PROPOSALS

### A. Purpose of RFP

The Agency is seeking an appropriately qualified firm (a “Consultant”) to provide actuarial consultation and advice on issues associated with the maintenance, operation, accounting and funding of New York City’s Pension Systems as well as to determine the budgetary impact on the City’s pension expenses. Such budgetary issues typically include analyzing economic and demographic factors, the actuarial tables, investment policy, and accounting methods that interact upon funding policy that determine required City contributions to the retirement systems.

### B. Anticipated Contract Term

It is anticipated that the term of the contract awarded from this RFP will be for a three (3) year period from the Agency’s Notice to Proceed with two one-year renewals at the option of OMB.

### C. Anticipated Available Funding

It is anticipated that the available funding for the contract awarded from this RFP will be a total cost of three hundred thousand dollars (\$300,000.00) for a 3 year period. Greater consideration will be given to proposers that propose more competitive prices in combination with a high quality program.

### D. Anticipated Payment Structure

It is anticipated that the payment structure of the contract awarded from this RFP will be on an hourly rate. However, the Agency will consider proposals to structure payments in a different manner and reserves the right to select any payment structure that is in New York City’s (the “City”) best interest. Greater consideration will be given to Proposers that propose more competitive prices.

### E. Minimum Qualification Requirement

**The following is the Minimum Qualification Requirement for this RFP. Proposals failing to comply with this requirement will be rejected.**

- **The lead consultant or principal on this engagement must be a Fellow of the Society of Actuaries “(FSA)”.** (A copy of the membership certificate must be provided with the proposal.)

## **SECTION III - SCOPE OF SERVICES AND MWBE REQUIREMENTS**

### **A. Agency Goals and Objectives for this RFP**

The Agency's goals and objectives are to obtain the services of an expert actuarial professional to advise and assist the Agency in understanding the budgetary costs of actuarial assumptions and funding methods utilized by the chief actuary of the New York City Office of the Actuary in determining contributions to the city's pension systems. The City's expense budget needs to account for these required employer contributions. OMB manages the City's budget, and in doing so, has the main responsibility for interpreting how much additional costs to the City may arise and identifying budgetary risks. OMB needs outside professional actuarial consultants to technically assist OMB in understanding the following:

1. Independent actuarial audits as required by the City Charter
2. Advising on actuarial trends
3. Recommending alternative funding methods
4. Assisting in developing comparisons in benefit structures
5. Assisting in developing comparisons in asset allocations
6. Assisting in determining cost estimates of changes to benefit levels and changes to actuarial assumptions (e.g. mortality tables).

### **B. Agency Assumptions Regarding Contactor Approach**

The Agency's assumptions regarding which approach will most likely achieve the goals and objectives set out above are:

The Agency's assumptions regarding which approach would most likely achieve the goals and objectives set out above are:

#### **1. Approach**

The Contractor would be a firm of actuaries, with the lead consultant or principal on this engagement be a Fellow of the Society of Actuaries "(FSA)". The contractor would provide the work described in Section III A of this RFP. The contractor would utilize the rates and fees identified in their proposal for the assigned work. The contractor would:

- Actuarial analysis
- Legislative analysis
- Arbitration
- Collective bargaining
- Policy framework of employee pensions
- Formulating actuarial costing models.

The selected Consultant would work under the direction of, and in coordination with the Agency's Director or his duly authorized representatives in providing actuarial consultation and advice on issues associated with the maintenance, operation, accounting and funding of New York City's Pension Systems.

Specifically, the Consultant would:

1. Assist the Agency in preparing budget cost projections in connection with the retirement systems;
2. Assist the Agency in reviewing cost estimates developed by the New York City Office of the Actuary;
3. Consult and provide comments to the Agency with respect to policy and proposed legislation relating to pensions and retirement systems;
4. Interact with the Office of the Actuary and consult the Agency on actuarial methods, assumptions and techniques to be used in the annual valuations required for the retirement systems;
5. Assist the Agency in reviewing any other information of an actuarial nature which may impact the City's budget;
6. Assist the Agency in formulating actuarial costing models;
7. Review and consult with the Agency on various actuarial pension audits;
8. Consult with the Agency on accounting issues, as promulgated under GASB, related to retirement systems;
9. Attend labor arbitration meetings on behalf of the City to provide expert testimony on pension issues;
10. Advise the Agency on matters relating to the Variable Supplements Funds, which are unique to the City;
11. Provide technical expertise and actuarial modeling of various health insurance initiatives, estimate potential costs associated with proposed labor settlements and collective bargaining agreements, and develop other actuarial models as required;
12. Assist the Agency with any special actuarial projects; and
13. Be available for meetings at OMB at 255 Greenwich Street within twenty-four (24) hours of notice.

With respect to all the tasks described above, the Consultant would provide written reports, presentations and other documentation and assistance to the City as requested by the Agency.

**Please note: all proposals, including hourly rates, must be guaranteed by the Proposer to be firm for until contract registration and guaranteed for the subsequent three (3) years.**

## **2. Experience**

It is the Agency's assumption that the selected vendor would have the following qualifications:

- The organization will have relevant and recent (within the past five years)experience performing the work in Section III A
- Relevant experience with providing actuarial consultation and advice on issues associated with the maintenance, operation, accounting and funding of a pension system.
- Relevant experience in actuarial analysis, legislative analysis, arbitration, collective bargaining, and policy framework of employee pensions.
- Relevant experience with large public employers' employee pension systems.
- Experience, actuarial or otherwise, with any or all of New York City's pension systems or any large public retirement system.
- For each individual staff member, including actuaries and financial analysts, to be provided on this assignment:
  - a) Expertise and experience with the proposing firm.
  - b) Resume and/or a description of the qualifications including educational background.
- At least three (3) recent relevant references of clients for whom the Proposer has provided actuarial consulting services, for (an) employer(s) with at least 50,000 employees for a minimum of three (3) years, including the name of the reference entity, a description of the nature of the work performed for the listed reference, and the name, title, address, and telephone number of a contact person at the reference entity.

### **3. Work Products**

The Contractor will have the ability to provide quality work products of the kind that the City may request such as those listed in Section III A.

### **4. Organizational Capability**

It is the Agency's assumption that the selected vendor would have the following organizational capability:

The Contractor would have the technical, managerial and financial capability to provide the work described in Section III A of this RFP.

- The Contractor would provide a chart showing how the proposed services would fit into the Proposer's organization.
- The Contractor would be available for meetings at the Agency's office at 255 Greenwich Street within twenty hours of notice.
- The Contractor will have available technical resources, including data processing capabilities and staff support for performing technical analysis.



- The contractor will be a financially stable firm. Attach a copy of the latest audit report or certified financial statement, or a statement as to why no report or statement is available.

**C. Agency Assumptions Regarding Performance-Based Payment Structure**

The Agency has determined that the performance-based payment structure that would most likely assure that the selected Proposer would perform the work under the contract awarded from this RFP in a manner that is cost-effective for the Agency and achieve the Agency's goals and objectives set forth above includes the following:

- Upon the Agency's receipt and acceptance of deliverables including reports, timesheets, receipts, and a proper invoice, payments would be made after each assignment/task. Out of pocket expenses, such as telephone, overnight mail delivery, photocopies, travel etc., will be billed based on actual charges incurred with receipts.

**D. Compliance with Local Law 34 of 2007 – Attachments 4 and 5**

Pursuant to Local Law 34 of 2007, amending the City's Campaign Finance Law, the City established a computerized database containing the names of any "person" that has "business dealings with the city" as such terms are defined in the Local Law. For the purposes of the database, proposers are required to complete the attached Doing Business Data Form and return it with this proposal, and should do so in a separate envelope. (If the proposer is a proposed joint venture, the entities that comprise the proposed joint venture must each complete a Data Form.) If the City determines that a proposer has failed to submit a Data Form or has submitted a Data Form that is not complete, the proposer will be notified by the Agency and will be given four (4) calendar days from receipt of notification to cure the specified deficiencies and return a complete Data Form to the Agency. Failure to do so will result in a determination that the *[proposal]* *[submission]* is non-responsive. Receipt of notification is defined as the day notice is e-mailed or faxed (if the proposer has provided an e-mail address or fax number), or no later than five (5) days from the date of mailing or upon delivery, if delivered.

**E. Compliance with the Iran Divestment Act – Attachment 6**

Pursuant to State Finance Law Section 165-a and General Municipal Law Section 103-g, the City is prohibited from entering into contracts with persons engaged in investment activities in the energy sector of Iran. Each proposer is required to complete the attached **Bidders Certification of Compliance with the Iran Divestment Act**, certifying that it is not on a list of entities engaged in investments activities in Iran created by the Commissioner of the NYS Office of General Services. If a proposer appears on that list, the Agency/Department will be able to award a contract to such proposer only in situations where the proposer is taking steps to cease its investments in Iran or where the proposer is a necessary sole source. Please refer to Attachment for information on the Iran Divestment Act required for this solicitation and instructions on how to complete the required form and to

<http://www.ogs.ny.gov/About/regs/ida.asp> for additional information concerning the list of entities.

**F. Whistleblower Protection Expansion Act Rider – Attachment 7**

Local Law Nos. 30 and 33 of 2012, codified at sections 6-132 and 12-113 of the New York City Administrative Code, the Whistleblower Protection Expansion Act, protect employees of certain City contractors from adverse personnel action based on whistleblower activity relating to a City contract and require contractors to post a notice informing employees of their rights. Please read Attachment XXX, the Whistleblower Protection Expansion Act Rider, carefully.

**G. Subcontractor Compliance Notice – Attachment 8**

The selected vendor will be required to utilize the City's web based system to identify all subcontractors in order to obtain subcontractor approval pursuant to PPB Rule section 4-13, and will also be required to enter all subcontractor payment information and other related information in such system during the contract term. Please read Attachment 8, the subcontractor compliance notice as it relates to competitive solicitations.

## **SECTION IV - FORMAT AND CONTENT OF THE PROPOSAL**

**Instructions:** Proposers should provide all information required in the format below. The proposal should be typed on 8 ½" x 11" size paper, with no smaller than 12pt. type font and 1 inch margins. The City of New York requests that all proposals be submitted on paper with no less than 30% postconsumer material content, i.e., the minimum recovered fiber content level for reprographic papers recommended by the United States Environmental Protection Agency (for any changes to that standard please consult: <http://www.epa.gov/cpg/products/printing.htm>). Pages should be paginated. The proposal will be evaluated on the basis of its content, not length. Failure to comply with any of these instructions will not make the proposal non-responsive.

### **A. Proposal Format**

#### **1. Proposal Cover Letter**

The Proposal Cover Letter form (Appendix 1) transmits the Proposer's Proposal Package to the Agency. It should be completed, signed and dated by an authorized representative of the Proposer.

#### **2. Technical Proposal**

The Technical Proposal is a clear, concise narrative which addresses the following:

##### **a. Experience**

Describe the successful relevant experience of the Proposer and the proposed individual staff members, (with the exception of specialists who will be proposed to suit particular project assignments when they occur), in providing the work described in Section III of this RFP. Only relevant and recent experience (i.e., within the past 5 years) should be included. Specifically, describe the following:

- The organization including the services provided and a statement of how long the actuarial program has been in existence.
- Relevant experience with providing actuarial consultation and advice on issues associated with the maintenance, operation, accounting and funding of a pension system.
- Relevant experience in actuarial analysis, legislative analysis, arbitration, collective bargaining, and policy framework of employee pensions.
- Relevant experience with large public employers' employee pension systems.
- Experience, actuarial or otherwise, with any or all of New York City's pension systems or any large public retirement system.
- For each individual staff member, including actuaries and financial analysts, to be provided on this assignment:
  - a) Expertise and experience with the proposing firm.

- c) Resume and/or a description of the qualifications including educational background.
- At least three (3) recent relevant references of clients for whom the Proposer has provided actuarial consulting services, for (an) employer(s) with at least 50,000 employees for a minimum of three (3) years, including the name of the reference entity, a description of the nature of the work performed for the listed reference, and the name, title, address, and telephone number of a contact person at the reference entity.

#### **b. Organizational Capability**

Demonstrate the Proposer's organizational (i.e., technical, managerial and financial) capability to provide the work described in Section III of this RFP. In addition, specifically address the following:

- Attach a chart showing where, or an explanation of how, the proposed services would fit into the Proposer's organization.
- Describe your firm's proximity to the Agency's offices.
- Describe your firm's availability for meetings in Lower Manhattan within twenty hours of notice.
- Describe and demonstrate the effectiveness of the Proposer's technical resources, including data processing capabilities and staff support for performing technical analysis.
- Specifically address which staff members would be utilized including the category level of each.
- Attach a copy of the Proposer's latest audit report or certified financial statement, or a statement as to why no report or statement is available.

#### **c. Proposed Approach**

Describe in detail how the Proposer would provide the work described in Section III of this RFP and demonstrate how that approach would fulfill the Agency's goals and objectives. Specifically address each of the following areas:

- Actuarial analysis
- Legislative analysis
- Arbitration
- Collective bargaining
- Policy framework of employee pensions
- Formulating actuarial costing models.

**Proposers are encouraged to propose an approach that they believe would achieve the Agency's goals and objectives. The agency's assumptions regarding contractor approach represent what the agency believes to be most likely to achieve its goals and objectives. Proposers may also propose more than one approach. However, if an**

**alternative approach affects other areas of the proposal such as experience, organizational capability or price, that alternative approach should be submitted as a complete and separate proposal providing all the information specified in Section IV of this RFP.**

### **3. Price Proposal**

Utilize the Price Proposal form (Attachment 2) to propose hourly rates for the staff members that would provide the services described in Section III of this RFP. In addition, list any other rates or cost factors that would apply to this proposed contract. Greater consideration would be given to Proposer's that propose more competitive prices. All proposals must be guaranteed by the Proposer to be firm **until contract registration**. All rates must be guaranteed for the subsequent three (3) years.

### **4. Acknowledgment of Addenda**

The Acknowledgment of Addenda form (Attachment 3) serves as the Proposer's acknowledgment of the receipt of addenda to this RFP which may have been issued by the Agency prior to the Proposal Due Date and Time, as set forth in Section I(C), above. The Proposer should complete this form as instructed on the form.

### **B. Proposal Package Contents ("Checklist")**

The Proposal Package should contain the following materials. Proposers should utilize this section as a checklist to ensure completeness prior to submitting their proposal to the Agency.

1. A sealed inner envelope labeled "Technical Proposal", containing one (1) original set and four (4) duplicate sets of documents listed below in the following order:
  - Proposal Cover Letter Form (Attachment 1)
  - The lead consultant or principal's certificate as a Fellow of the Society of Actuaries. Proposals failing to comply with this requirement will be rejected.
  - Technical Proposal
    - ◆ Narrative
    - ◆ Staff Members Resumes and/or Description of Qualifications
    - ◆ References
    - ◆ Organizational Chart
    - ◆ Latest audit report or certified financial statement
  - Acknowledgement of Addenda Form (Attachment 3)
2. A separate sealed inner envelope labeled "Price Proposal" containing one
  - i original Price Proposal Attachment 2, and one copy on CD ROM or USB flash drive in Microsoft or PDF format
  - ii one copy of the "Technical Proposal" on CD ROM or USB flash drive in Microsoft or PDF format.
  - The governing document will be the hard copy of the Technical Proposal.

3. A separate sealed inner envelope labeled “Electronic Version of Proposal” containing a copy of the technical proposal, in CD Rom or USB flash drive in Microsoft or PDF format.
4. A Fourth sealed inner envelope containing:  
  
A fourth sealed inner envelope labeled “Doing Business Data Form” containing an original, completed Doing Business Data Form (see Attachment A). 5.
5. The sealed outer envelope or box containing the four sealed inner envelopes should have two (2) labels containing:
  - The Proposer’s Name and Address, the Title and PIN number of this RFP, and the Name and Telephone number of the Proposer’s Contact Person.
  - The Name, Title and Address of the Authorized Agency Contact Person.

## **SECTION V - PROPOSAL EVALUATION AND CONTRACT AWARD PROCEDURES**

### **A. Evaluation Procedures**

All proposals accepted by the Agency will be reviewed to determine whether they are responsive or non-responsive to the requisites of this RFP. Proposals that are determined by the Agency to be non-responsive will be rejected. The Agency's Evaluation Committee will evaluate and rate all remaining proposals based on the Evaluation Criteria prescribed below. The Agency reserves the right to conduct site visits and/or interviews and/or to request that proposers make presentations and/or demonstrations, as the Agency deems applicable and appropriate. Although discussions may be conducted with proposers submitting acceptable proposals, the Agency reserves the right to award contracts on the basis of initial proposals received, without discussions; therefore, the proposer's initial proposal should contain its best technical and price terms.

### **B. Evaluation Criteria**

Technical Proposal Evaluation:

- Demonstrated Quantity and Quality of Successful Relevant Experience 50%
- Demonstrated Level of Organizational Capability 30%
- Quality of the Proposed Approach 20%

### **C. Basis for Contract Award**

A contract will be awarded to the responsive firm whose proposal is determined to be the most advantageous to the City, taking into consideration the price and such other factors or criteria which are set forth in this RFP. Contract award would be subject to the timely completion of contract negotiations between the Agency and the Contractor.

The Agency will review the technical proposals and score each according to the evaluation criteria. The highest technically ranked firms, after a natural break in scores, would have their price proposals reviewed. In considering price, the Agency will review the total staffing cost based upon the estimated number of hours per title per project as listed on the price proposal form along with any other proposed fees. Greater consideration will be given to proposers proposing competitive pricing. The Agency reserves the right to request interviews of any or all firms on the short list of proposers. The Agency may request Best and Final Offers (a "BAFO"), if necessary. Award selection will be based on the proposal which is the most advantageous to the City.

## **SECTION VI - GENERAL INFORMATION TO PROPOSERS**

**A. Complaints.** The New York City Comptroller is charged with the audit of contracts in New York City. Any proposer who believes that there has been unfairness, favoritism or impropriety in the proposal process should inform the Comptroller, Office of Contract Administration, 1 Centre Street, Room 835, New York, NY 10007; the telephone number is (212) 669-3000. In addition, the New York City Department of Investigation should be informed of such complaints at its Investigations Division, 80 Maiden Lane, New York, NY 10038; the telephone number is (212) 825-5959.

**B. Applicable Laws.** This Request for Proposals and the resulting contract award(s), if any, unless otherwise stated, are subject to all applicable provisions of New York State Law, the New York City Administrative Code, New York City Charter and New York City Procurement Policy Board (PPB) Rules. A copy of the PPB Rules may be obtained by contacting the PPB at (212) 788-7820.

**C. General Contract Provisions.** Contracts shall be subject to New York City's general contract provisions, in substantially the form that they appear in "Appendix A—General Provisions Governing Contracts for Consultants, Professional and Technical Services" or, if the Agency utilizes other than the formal Appendix A, in substantially the form that they appear in the Agency's general contract provisions. A copy of the applicable document is available through the Authorized Agency Contact Person.

**D. Contract Award.** Contract award is subject to each of the following applicable conditions and any others that may apply: New York City Fair Share Criteria; New York City MacBride Principles Law; submission by the proposer of the requisite New York City Department of Business Services/Division of Labor Services Employment Report and certification by that office; submission by the proposer of the requisite VENDEX Questionnaires/Affidavits of No Change and review of the information contained therein by the New York City Department of Investigation; all other required oversight approvals; applicable provisions of federal, state and local laws and executive orders requiring affirmative action and equal employment opportunity; and Section 6-108.1 of the New York City Administrative Code relating to the Local Based Enterprises program and its implementation rules.

**E. Proposer Appeal Rights.** Pursuant to New York City's Procurement Policy Board Rules, proposers have the right to appeal Agency non-responsiveness determinations and Agency non-responsibility determinations and to protest an Agency's determination regarding the solicitation or award of a contract.

**F. Multi-Year Contracts.** Multi-year contracts are subject to modification or cancellation if adequate funds are not appropriated to the Agency to support continuation of performance in any City fiscal year succeeding the first fiscal year and/or if the contractor's performance is not satisfactory. The Agency will notify the contractor as soon as is practicable that the funds are, or are not, available for the continuation of the multi-year contract for each succeeding City fiscal year. In the event of cancellation, the contractor will be reimbursed for those costs, if any, which are so provided for in the contract.

**G. Prompt Payment Policy.** Pursuant to the New York City's Procurement Policy Board Rules, it is the policy of the City to process contract payments efficiently and expeditiously.

**H. Prices Irrevocable.** Prices proposed by the proposer shall be irrevocable until contract award, unless the proposal is withdrawn. Proposals may only be withdrawn by submitting a written request to the Agency prior to contract award but after the expiration of 90 days after the opening of proposals. This shall not limit the discretion of the Agency to request proposers to revise proposed prices through the submission of best and final offers and/or the conduct of negotiations.

**I. Confidential, Proprietary Information or Trade Secrets.** Proposers should give specific attention to the identification of those portions of their proposals that they deem to be confidential, proprietary information or trade secrets and provide any justification of why such materials, upon request, should not be disclosed by the City. Such information must be easily separable from the non-confidential sections of the proposal. All information not so identified may be disclosed by the City.

**J. RFP Postponement/Cancellation.** The Agency reserves the right to postpone or cancel this RFP, in whole or in part, and to reject all proposals.

**K. Proposer Costs.** Proposers will not be reimbursed for any costs incurred to prepare proposals.

**L. Vendex Fees.** Pursuant to PPB Rule 2-08(f)(2), the contractor will be charged a fee for the administration of the Vendex system, including the Vendor Name Check Process, if a Vendor Name Check review is required to be conducted by the Department of Investigation. The contractor shall also be required to pay the applicable fees for any of its subcontractors for which Vendor Name Check reviews are required. The fee(s) will be deducted from payments made to the contractor under the contract. For contracts with an estimated value of less than or equal to \$1,000,000, the fee will be \$175. For contracts



with an estimated value of greater than \$1,000,000, the fee will be \$350. The estimated value for each contract resulting from this RFP is estimated to be (less than or equal to \$1million) (above \$1million).

**M. Charter Section 312(a) Certification. [IF APPLICABLE]**

The Agency has determined that the contract(s) to be awarded through this Request for Proposals will not result in the displacement of any New York City employee within this Agency. See attached Displacement Determination Form.

The Agency has determined that the contract(s) to be awarded through this Request for Proposals will result in the displacement of New York City employee(s) within this Agency. See attached Displacement Determination Form.

The contract to be awarded through this Request for Proposals is a task order contract that does not simultaneously result in the award of a first task order; a displacement determination will be made in conjunction with the issuance of each task order pursuant to such task order contract. Determinations for any subsequent task orders will be made in conjunction with such



\_\_\_\_\_  
Agency Chief Contracting Officer

\_\_\_\_\_  
Date

**Message from New York City's Department of Small Business Services**

The Department of Small Business Services (SBS) offers One-on-One Technical Assistance to businesses that are interested in bidding on City contracts for the following goods and services: construction, construction related, standardized and architectural and engineering. If you plan on bidding on this or any other City contract, contact SBS to schedule an appointment. The Department of Small Business Services will meet with you to review your particular proposal or submission, and provide feedback and guidance to help you submit the best proposal possible.

To schedule One-on-One Technical Assistance, email [techassist@sbs.nyc.gov](mailto:techassist@sbs.nyc.gov) and an SBS representative will contact you.

ATTACHMENT 1

PROPOSAL COVER LETTER  
RFP TITLE: ACTUARIAL CONSULTANT  
EPIN #: 00213P0001

**Proposer:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tax Identification #: \_\_\_\_\_

**Proposer's Contact Person:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Compliance with Minimum Qualification Requirement:**

- ◆ Name of lead consultant or principal who is an FSA Member:

\_\_\_\_\_

- ◆ The Proposer certifies that a copy of the above named individual's membership certificate as a Fellow of the Society of Actuaries is attached to this Proposal Cover Letter

YES

**Proposer's Authorized Representative:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Is the response printed on both sides, on recycled paper containing the minimum percentage of recovered fiber content as requested by the City in the instructions to this solicitation?

Yes       No

ATTACHMENT 2 – PRICE PROPOSAL  
RFP TITLE: ACTUARIAL CONSULTANT  
 EPIN #: 00213P0001

**Name of Firm:** \_\_\_\_\_  
 Please provide the following rates below. Greater consideration will be giving to a Proposer who proposes more competitive pricing. Rates shall not be “loaded” (i.e. shall not include expenses)

Staff Categories	“Unloaded” Hourly Rates Year 1	“Unloaded” Hourly Rates Year 2	“Unloaded” Hourly Rates Year 2	Estimated Project Hours (for comparison purposes only)	Total (for comparison purposes only)
Principal & Practice Manager	\$	\$	\$	10	\$
Principal	\$	\$	\$	5	\$
Other Fellowship Society of Actuaries (“FSA”) and equivalents	\$	\$	\$	2	\$
Other Associate Society of Actuaries (“ASA”) and equivalents	\$	\$	\$	2	\$
Other staff	\$ \$ \$	\$ \$ \$	\$ \$ \$	1	\$ \$ \$
Any Other Rates or Cost Factors (please specify)					
<b>Total:</b>					<b>\$</b>

Out of pocket expenses, such as telephone, overnight mail delivery, photocopies, travel etc., will be billed based on actual charges incurred with receipts. **Please note: all proposals,**

**including hourly rates, must be guaranteed by the Proposer to be firm until contract registration and guaranteed for the subsequent three (3) years.**

**Details of any additional charges that the proposing firm anticipates must be set forth herein.**

**Additional Comments:**

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**Price Proposal submitted by:**

Name:

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Title:

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\*Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Fee proposals must be signed by a member of your firm that can bind you to the proposed rates.

**ATTACHMENT 3**

**ACKNOWLEDGEMENT OF ADDENDA**

**RFP Title: Actuarial Consultant**

**EPIN: 00213P0001**

**DIRECTIONS: COMPLETE PART I, OR PART II, WHICH EVER IS APPLICABLE**

**PART I: LISTED BELOW ARE THE DATES OF ISSUE FOR EACH ADDENDUM RECEIVED IN CONNECTION WITH THIS RFP.**

ADDENDUM #1, DATED \_\_\_\_\_, 20\_\_

ADDENDUM #2, DATED \_\_\_\_\_, 20\_\_

ADDENDUM #3, DATED \_\_\_\_\_, 20\_\_

ADDENDUM #4, DATED \_\_\_\_\_, 20\_\_

ADDENDUM #5, DATED \_\_\_\_\_, 20\_\_

ADDENDUM #6, DATED \_\_\_\_\_, 20\_\_

ADDENDUM #7, DATED \_\_\_\_\_, 20\_\_

ADDENDUM #8, DATED \_\_\_\_\_, 20\_\_

ADDENDUM #9, DATED \_\_\_\_\_, 20\_\_

**PART II: \_\_\_\_ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS RFP**

PROPOSER (NAME) \_\_\_\_\_

\_\_\_\_\_

DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

PROPOSER (SIGNATURE) \_\_\_\_\_