



REQUEST

FOR

QUOTE

March 16, 2015

Actuarial Services

Due April 16, 2015

Company Name:

Contact Information:

Printed Name & Title

Address, City, State

Phone Number

EAST CENTRAL COLLEGE
REQUEST FOR QUOTE
Due: April 16, 2015
QUOTE: Actuarial Services

Please send 3 Copies of the quote response sheet descriptive folders
giving trade names, specifications and related information on items quoted.

PROJECT TIMELINE

March 16, 2015	Request for Quote released to public
March 30, 2015	Questions and inquiries concerning this Request for Quote Fax: 636-584-8602 Email: melissa.popp@eastcentral.edu
April 16, 2015	Quotes due: Melissa Popp, Purchasing Manager 1964 Prairie Dell Road Union, MO 63084 Attn: Actuarial Services <i>Mail an original and two copies of the quote.</i>

It is the responsibility of each vendor to inquire about and clarify any requirement of this solicitation that is not understood. The College will not be bound by oral explanations as to the meaning of specifications or language contained in this solicitation. All inquiries and questions deemed to be substantive in nature must be in writing and submitted as stated in timeline. *Please provide business name, contact, telephone number, email address and fax number on inquires.* A copy of all queries and the respective responses will be provided in the form of an addendum to all vendors who have indicated an interest in responding to this solicitation. Your signature on the quote cover sheet certifies that you fully understand all facets of this solicitation. Questions may be sent by FAX to **636-584-8602** or email to melissa.popp@eastcentral.edu

ALL SERVICE DESCRIPTION, FEATURES, CHARACTERISTICS AND PRICING
ASSOCIATED WITH THIS QUOTE MUST BE DETAILED IN THE QUOTE.

EAST CENTRAL COLLEGE
REQUEST FOR QUOTE
Due: April 16, 2015
QUOTE: Actuarial Services

Purpose

It is the intent of East Central College, herein referred to as “College” or “ECC”, to secure the services of a qualified firm to provide Actuarial Services to determine the amount of the Other Post-Employment Benefits (OPEB) for the College in order to comply with the Governmental Accounting Standards Board (GASB) Statement No. 45 that establishes standards for the measurement, display and recognition of OPEB expenses and liabilities.

Scope of Services

ECC seeks an actuarial valuation to determine its liability related to post-employment benefits at June 30, 2015. This actuarial valuation should be performed in accordance with GASB 45, but not be limited to:

1. The issuance of a Public Statement of Actuarial Opinion (PSAO) in accordance with the Qualification Standards of the American Academy of Actuaries.
2. Providing all services in accordance with the Actuarial Standards of Practice, the Actuarial Code of Professional Conduct, and the Governmental Accounting Standards Board Statement No. 45.
3. Specific elements to be provided in the GASB 45 analysis shall comply with minimum standard information requirements as described in Statement 45.
4. In accordance with Missouri statutes, employees of the College, if participating in the Public Education Employees Retirement System (PEERS) or Public School Retirement System (PSRS), may elect, upon retirement, continued coverage in the College’s medical insurance plan. The retiree is responsible for payment of the full premium for the retiree and any covered dependents.
5. The College’s OPEB plan is a single-employer plan and is currently unfunded.

Insurance Plans

Medical Insurance

The College provides a health insurance plan for full-time faculty and staff. Current ECC employees and former employees are insured together as a group. The employee may choose a PPO, or Qualified High Deductible Health Plan (QHDHP). The College provides a fixed premium contribution per employee per month. The premiums are paid in full by the College. Employees enrolled in the Non BJC Base Plan receive contribution to a flexible spending plan and employees enrolled in the Non-BJC/BJC QHDHP plans receive a contribution to a health savings account.

Regular part-time employees working 30 or more hours a week are eligible for health insurance benefits but currently we do not have any employees covered that are working less than full-time (40 hours a week). Retirees are eligible to buy into the College’s group medical insurance.

EAST CENTRAL COLLEGE REQUEST FOR QUOTE

Due: April 16, 2015

QUOTE: Actuarial Services

ECC currently has approximately 276 subscriber lives insured including 14 individuals that are retired. This number represents employees (196), employee dependents (62), retirees (14), retiree dependents (3), and a COBRA participant (1). The College offers a fully insured base plan through Anthem Blue Cross Blue Shield, with a deductible of \$2,500 and a high deductible plan, with a deductible of \$5,000. Each of the plans has a Health Reimbursement (HRA) component in place to fund the deductible between the actual employee deductible and the insurance plan deductible. The College offers the United HealthCare Medicare Advantage plan with a \$0 premium to Medicare-eligible retirees. There are six (6) retirees and four (4) retiree spouses enrolled in the plan. The College currently pays 100% of the cost of the premium for single coverage for the base plan and the Qualified High Deductible Plan (QHDHP). Employees pay 100% of the cost for dependent coverage. Retirees pay 100% of the cost for all coverage (retiree and dependent).

Dental Insurance

The College provides a dental insurance plan for full-time faculty and staff. The premiums are paid in full by the College. Retirees are eligible to buy into the College's group dental insurance.

Vision Insurance

The College provides a vision insurance plan for full-time faculty and staff. The premiums are paid in full by the College. Retirees are eligible to buy into the College's group vision insurance.

Dependent Insurance

Employees and retirees who are eligible for the College's insurance programs may insure their dependents through the College group health, dental and vision insurance plans.

Life Insurance

The College pays the cost of a \$50,000 life insurance policy for all full-time faculty and employees. Retirees can port their insurance but they do not remain on the group life insurance when they retire. Also, employees can take out additional life insurance on spouse and/or child(ren).

Required Work

1. Analyze the data to assess any inconsistencies and make recommendations for enhancing data quality.
2. Prepare an actuarial valuation following GASB 45 standard. This includes providing the following information:
 - a. Actuarial present value of the total projected benefits
 - b. Actuarial accrued liability
 - c. Actuarial value of assets
 - d. Unfunded actuarial accrued liability
 - e. Normal cost
 - f. Annual required contribution
 - g. Net OPEB obligation (for employer disclosure under GASB 45)

**EAST CENTRAL COLLEGE
REQUEST FOR QUOTE**

Due: April 16, 2015

QUOTE: Actuarial Services

3. Prepare the necessary material to comply with GASB OPEB reporting and disclosure requirements.
4. Prepare the annual gain/loss analysis to determine reasons for changes in the unfunded actual accrued liability, as needed.
5. Determine the implicit rate subsidy and the impact it has on the OPEB liability.

Firm Experience, Background and Qualifications

1. List the name, address, contact name, and contact information for your firm.
2. Provide a condensed version of the history of your firm.
3. Provide a general description of your business, including number of employees, number of credentialed actuaries, primary business and other services offered.
4. Provide information supporting company's experience in providing similar services.
5. Describe your firm's experience in performing GASB 45 valuations and your firm's experience working with public entity clients.
6. Identify and describe at least three (3) similar clients where such actuarial services are performed. Include the client name and type, size and description of account, amount of time they have been a client, and any other applicable information.
7. Identify the professional staff assigned to this project.
8. Provide resumes for each supervisor and professional person to be assigned to this account (resumes may be included as an appendix). Personnel assigned to this project should have firsthand experience working with governmental entities of similar size and have experience with GASB Statement No. 45.
9. ECC reserves the right to require any and all Vendors to provide audited or reviewed financial statements for the three (3) most recent years. If requested, these statements would be reviewed by ECC and returned to the Vendor. ECC reserves the right to be the sole determining party in identifying a Vendor as responsible.

EAST CENTRAL COLLEGE

REQUEST FOR QUOTE

Due: April 16, 2015

QUOTE: Actuarial Services

Actuarial Capabilities

1. Indicate whether your firm is qualified to issue a Public Statement of Actuarial Opinion (PSAO) in accordance with the Qualification Standards of the American Academy of Actuaries ("AAA") and to undertake this project according to Precept 2 of the Code to Professional Conduct of the AAA, and describe your peer review process.
2. Describe how the firm will work with the ECC staff and auditors to determine the proper actuarial cost method, actuarial asset valuation method, amortization method and key assumptions for the valuation based on applicable accounting and actuarial standards.
3. Indicate if any services must be provided by third parties in order to meet the requirements required.

Implementation

Identify the major milestones to provide the initial valuation and the estimated timeline for completion.

Quality Control

Describe quality control and data privacy/security practices.

Methodology and Approach

1. State the overall approach of the valuation, including objectives, scope of work to be performed and methodologies to be used.
2. Vendor is to describe, based on relevant accounting and actuarial standards, how they will work with ECC to determine:
 - a. the proper actuarial cost method
 - b. the actuarial asset valuation method
 - c. amortization method
 - d. key assumptions to the valuation

Description of Actuarial Methods

Provide an analysis of allowed actuarial methods and amortization methods with pros and cons of each method. Vendor is to recommend the most appropriate or commonly used one or two methods for this type of study.

Work Plan

1. Describe your work plan for this project
2. Provide a timetable for this project.
3. Include a sample valuation report.

EAST CENTRAL COLLEGE
REQUEST FOR QUOTE
Due: April 16, 2015
QUOTE: Actuarial Services

Fees

This contract will be for two years with an option of renewing for two additional years.

The price quoted shall include bidder's cost in full for all transportation, labor, materials and equipment used in performing the services herein. These prices shall be considered firm from date of award through the end of the contract term. This pricing should include only the initial actuarial valuation, with separate a la carte pricing for any additional consulting services.

Insurance Requirements

The proposer receiving the award will provide Certificates of Insurance to the College to verify coverage in relationship to these services.

- a. Workers' Compensation
- b. Commercial Liability
- c. Professional Liability

Inquiries and Submissions

All submissions, questions and inquiries must be submitted, to the Purchasing Manager, in writing either via fax (636)584-8602 or e-mail to melissa.popp@eastcentral.edu. See timeline on page 3 for more information.

All quotes are due April 16, 2015. Questions regarding the RFQ will be answered cumulatively, where appropriate.