

## Actuarial and Related Services

Department of Workforce Services (Department or DWS) is seeking a contractor to perform an Actuarial Services. Services are necessary as DWS requires an Employee Retirement Plan Actuarial Valuation.

<b>Open</b>	7/17/2019 3:00 PM MDT	<b>Type</b>	Request for Proposal No Line Item
<b>Close</b>	8/8/2019 4:00 PM MDT	<b>Number</b>	NH20005
		<b>Currency</b>	US Dollar

### Contacts

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### Commodity Codes

Commodity Code	Description
84130	Insurance and retirement services including life and health and accident insurance and insurance services for structures and properties and possessions and pension funds and retirement funds and bonds
80120	Legal services including attorneys and process servers and legal research and support services including guardian or guardianship or custody services
80140	Marketing and distribution including market research and sales and business promotion activities and trade shows and exhibits
84110	Accounting and bookkeeping services including audit services and corporate finance and taxation issues and preparation
93131	Health programs and services including research, disease prevention or control, sanitation, drug and alcohol testing, and substance abuse, child abuse, suicide, and domestic violence prevention
93150	Public administration & finance incl government auditing svcs, public institutions svcs, administrative procedures or svcs, program budgeting svcs, tax collection svcs, currency, government finance svcs

### Description

Issuing Procurement Unit State of Utah Division of Purchasing  
 Conducting Procurement Unit Department of Workforce Services

**REQUEST FOR PROPOSAL  
 ACTUARIAL AND RELATED SERVICES  
 SOLICITATION #NH20005**

This Request for Proposals ("RFP"), having been determined to be the appropriate procurement method to provide the best value to the Conducting Procurement Unit, is designed to provide interested Offerors with sufficient basic information to submit proposals. This Request for Proposals ("RFP") is issued in accordance with the Utah Procurement Code and applicable administrative rules of the Utah Administrative Code. If any provision of this RFP conflicts with the Utah Procurement Code or Utah Administrative Code, then the Utah Procurement Code or Utah Administrative Code will take precedence. It is not intended to limit a proposal's content or exclude any relevant or essential data. Offerors are at liberty and are encouraged to expand upon the specifications to evidence service capability.

### Purpose of this Solicitation

The purpose of this RFP is to enter into a contract to provide: an Actuarial Study in fiscal year 2020, fiscal year 2022, and fiscal year 2024. Services are necessary as DWS requires an Employee Retirement Plan Actuarial Valuation of its former retirement plan. The former retirement plan was offered to DWS employees until that option was discontinued and a new retirement plan was provided. DWS report requirements include Schedule of Changes in Net Pension Liability; Schedule of Net Pension

Liability; Schedule of Contributions; Schedule of Projection of Contributions; Schedule of Investment Returns; Statement of Fiduciary Net Position; Projection of Fiduciary Net Position; Sensitivity Analysis; and Profile of Participant Data.

It is anticipated that this RFP will result in a single contract award to the responsive and responsible offeror with the highest score justified by the procurement code.

### **Closing date and time**

The closing date and time for this sourcing event is **August 8, 2019 at 4 PM Mountain Time**. If your time is different from that shown, your profile may be set to a different time zone. Please see the attachment titled "Changing Your Time Zone" in the Buyer Attachments section for directions on how to update your profile. It is your responsibility to make sure you submit your response by the date and time indicated above.

### **Length of the Contract**

The contract resulting from this RFP will be for FIVE (5) years.

### **Background**

The most recent actuarial valuation completed is as of December 31, 2013. The total net pension liability was \$5.2 million as of that date. A copy of the most recent valuation is available upon request.

### **Issuing Procurement Unit, Conducting Procurement Unit, and Solicitation Number**

The State of Utah Division of Purchasing is the issuing procurement unit and Department of Workforce Services is the conducting procurement unit for this RFP (referred to as "the State"). The reference number for this RFP is Solicitation #NH20005. This solicitation number must be referred to on all proposals, correspondence, and documentation submitted to the State relating to this RFP.

### **Additional Information**

Offerors are prohibited from communications regarding this RFP with the conducting procurement unit staff, evaluation committee members, or other associated individuals EXCEPT the State of Utah Division of Purchasing procurement officer overseeing this RFP.

Wherever in this RFP an item is defined by using a trade name, brand name, or a manufacturer and/or model number, it is intended that the words, "or equivalent" apply; and invites the submission of equivalent products by the Offerors.

Offerors may be required to submit product samples to assist the chief procurement officer or head of a procurement unit with independent procurement authority in evaluating whether a procurement item meets the specifications and other requirements set forth in the request for proposals. Product samples must be furnished free of charge unless otherwise stated in the invitation for proposals, and if not destroyed by testing, will upon written request within any deadline stated in the invitation for proposals, be returned at the Offeror's expense. Samples must be labeled or otherwise identified as specified in the invitation for proposals by the procurement unit.

The State reserves the right to conduct discussions with the Offerors who submit proposals determined to be reasonably susceptible of being selected for award, followed by an opportunity to make best and final offers pursuant to UCA § 63G-6a-707.5, but proposals may be accepted without discussions.

The Department of Workforce Services has requested references. References will only be used to confirm statements made by winning vendor. Should statements appear inconsistent, Workforce Services reserves the right to have a discussion of clarification. Should the statements be falsified, Workforce Services may continue to the next highest scoring vendor for award.

### **New Technology**

Pursuant to Utah Administrative Rule R33-12-502 the awarded contract(s) may be modified to incorporate new technology or technological upgrades associated with the procurement item being solicited, including new or upgraded: (i) systems; (ii) apparatuses; (iii) modules; (iv) components; and (v) other supplementary items. Further, a maintenance or service agreement associated with the procurement item under the resulting contract(s) may be modified to include any new technology or technological upgrades. Any contract modification incorporating new technology or technological upgrades will be specific to the procurement item being solicited and substantially within the scope of the original procurement or contract.

## Evaluation Administrative and Mandatory Minimum Requirement Compliance

Each proposal received shall be evaluated as outlined in this RFP and the Utah Procurement Code.


To be responsive and responsible Offerors must review and respond to the following sections of this RFP: prerequisites, buyer attachments, questions, and items.

- The Prerequisites section includes the objective and subjective criteria that will be used to evaluate the proposals, which include the mandatory minimum requirements, technical criteria, and other prerequisites that Offerors must read and agree to in order to respond to this RFP.
- The Buyer Attachments section includes the standard contractual terms and conditions of this RFP and other documents required for this RFP.
- The Questions section allows the State to ask Offerors questions regarding this RFP.

Offerors must review each section carefully.

To determine which proposal provides the best value to the conducting procurement unit, the evaluation committee shall evaluate each responsive and responsible proposal that has not been disqualified from consideration under the provisions of Part 7 of Utah Code 63G-6a, using the criteria described in this RFP.

After the evaluation and final scoring of proposals is completed, the State shall award the contract as soon as practicable (subject to the requirements of Utah Code Section 63G-6a-708) to the eligible responsive and responsible Offeror, subject to Utah Code Section 63G-6a-709(2), provided the RFP is not canceled in accordance with Utah Code Section 63G-6a-709(2)(b).

 Required to View Event

### Prerequisites

★ Required to Enter Bid

- ★ 1. Offerors are encouraged to review this RFP prior to the deadline to submit a proposal, even if a proposal has been submitted, in case an addendum has been issued by the issuing procurement unit.
- ★ 2. All questions must be submitted through SciQuest during the Question and Answer period.
- ★ 3. Offeror must guarantee its pricing for the period described in this RFP.
- ★ 4. If it is determined to be in the best interest of the Conducting Procurement Unit, interviews and presentations may be held at the option of the State.
- ★ 5. Offerors may request that part of its proposal be protected by submitting a Claim of Business Confidentiality Form. See the Buyers Attachment section.
- ★ 6. The proposed Scope of Work has been attached to this RFP in the Buyer's Attachment.
- ★ 7. The mandatory minimum requirements are the objective criteria in which the conducting procurement unit will evaluate proposals. Offerors must upload a document which provides a point by point response to the mandatory minimums listed in this prerequisite.
- ★ 8. To determine which proposal provides the best value to the State, the evaluation committee will evaluate each responsive and responsible proposal that has not been disqualified or rejected using the subjective criteria listed in this prerequisites section.
- ★ 9. Offeror's cost proposals will be evaluated independently.
- ★ 10. All proposals in response to this RFP will be evaluated in a manner consistent with the Utah Procurement Code, Administrative Rules, policies and the evaluation criteria in this RFP. Offerors bear sole responsibility for the items included or not included within the proposal submitted by the Offeror. Each area of the evaluation criteria must be addressed in detail in the proposal.
- ★ 11. Offeror may take exception and/or propose additional language to the Standard Terms and Conditions that have been attached to this RFP.
- ★ 12. The issuing procurement unit may not accept a proposal after the time for submission of a proposal has expired.
- ★ 13. Offeror acknowledges the requirements to submit a proposal through SciQuest.
14. Responses should be concise, straightforward and prepared simply and economically.
- ★ 15. Proposals must be submitted electronically, through SciQuest.

### Buyer Attachments

1. [Attachment A TCs for Services](#)

2. [Attachment B DWS Supplemental T & Cs](#)
3. [Attachment C Scope of Work](#)
4. [Attachment D Cost Sheet](#)
5. [Attachment E Actuarial Study Contractor Questions](#)
6. [Attachment F Score Sheet](#)
7. [Claim of Business Confidentiality Form](#)
8. [Changing your Time Zone](#)

## Questions

★ Required Questions

### Group 1: Acceptance of Prerequisites

- 1.1 Is Offeror presently or has Offeror ever been debarred, suspended, proposed for debarment, or declared ineligible by any governmental department or agency, whether international, national, state, or local? ★
- 1.2 Offeror acknowledges that it must acquire and maintain all applicable federal, state, and local licenses before the contract is entered into. Licenses must be maintained throughout the entire contract period. Persons doing business as an Individual, Association, Partnership, Corporation, or otherwise shall be registered with the Utah State Division of Corporations and Commercial Code. NOTE: Forms and information on registration may be obtained by calling (801) 530-4849 or toll free at 877-526-3994, or by accessing: [www.commerce.utah.gov](http://www.commerce.utah.gov). ★
- 1.3 Offeror acknowledges that it has uploaded a document providing a point-by-point response to the following prerequisites: the mandatory minimum requirements prerequisite, the technical requirements prerequisite, and any other prerequisite that required a document to be uploaded. ★
- 1.4 In the event that an Offeror offers pricing discounts for educational entities that (1) are applicable to this solicitation and (2) result in lower pricing than what is generally offered to other governmental entities, please attach a separate cost proposal labeled "Educational Pricing" to your proposal. This cost proposal for Educational Pricing is to be submitted in addition to the original Cost Proposal Form and will only be available to authorized end users. The Educational Pricing will not be used to evaluate costs. Offeror acknowledges that it has read and understands this question. ★
- 1.5 Does Offeror have an outstanding tax lien in the State of Utah? If yes, Offeror must provide a statement regarding its debarment or suspension. ★
- 1.6 Is Offeror an employee of the State of Utah? If yes, then Offeror must submit an external employment form signed by Offeror's manager at the State of Utah. ★

### Group 2: Vendor Information

- 2.1 Please provide your firm's legal company name. ★
- 2.2 Please provide your federal tax identification number. (If the vendor is sole proprietor please do not provide your social security number.) ★
- 2.3 Please provide your firm's contact information for this contract, including the name, phone number, and email address of your firm's authorized representative. ★
- 2.4 Please provide your ordering address and the remit to address. Please clearly identify each address. ★
- 2.5 Please provide your firm's State of Utah Sales Tax ID Number. If you do not have a State of Utah Sales Tax ID Number, please write "N/A". ★
- 2.6 Identify your firm's type of business. ★

### Group 3: Mandatory Minimum Requirements

- 3.1 Contractor must be authorized to do business in the State of Utah as of the date of your response. Provide an affirmative statement that the Contractor complies with this requirement. ★
- 3.2 Contractor must have at least five (5) years' experience in providing actuarial services. Provide an affirmative statement and dates of service. ★
- 3.3 Contractor must assign as the lead contact at least one senior level experienced licensed actuary with decision-making authority for the Contractor. Provide the name and credentials of the person to be assigned. ★
- 3.4 Contractor must agree to only assign personnel satisfactory to the Utah Department of Workforce Services (Department or DWS) and obtain prior approval from the Department. Provide an affirmative statement that if the Contractor is selected as the Contractor, the Contractor will comply with this provision. ★

3.5 The Contractor must agree that the Department shall be the final authority in matters of policy, procedures and approval of the annual report. Provide an affirmative statement that if the Contractor is selected as the Contractor, the Contractor will comply with this provision. ★

**Group 4: Technical Submission**

4.1 Please upload your technical submission. A copy of the technical components have been attached as a courtesy so you may address them. ★

**Group 5: Cost Sheet**

5.1 Please upload your cost sheet. A copy of the cost sheet template has been attached as a courtesy. ★

**Group 6: References**

6.1 Upload references here - Provide four (4) references (preferably from large public entities comparable to the State of Utah) from projects of similar nature that can confirm the Contractor's ability to perform as per the requirements outlined in the Scope of Work. For each, provide the names and addresses of the entities; the names of contact persons; telephone numbers and email addresses; the dates and types of services the Contractor provided; and the number of employees covered. (The prior performance of the Contractor and the employees proposed to be assigned to this contract may be evaluated through the committee's contact with supplied references and other reliable sources as deemed necessary. ★

**Group 7: Vendor's Submission**

7.1 Vendor understands and acknowledges that its response, including all uploaded documents, will not be considered received by the State of Utah unless the Vendor clicks submit. Even if Vendor uploads all required documents and responds to all required questions its response will not be considered if it does not click submit. Offeror acknowledges that after completing the solicitation it must click on the link in the left hand menu bar labeled "Review & Submit", then check the box under the "Certification" heading to certify their bid. Then click the blue box labeled "Submit Response" in order to submit their bid. Once the response has been submitted, Vendor will receive a confirmation that the response was successfully submitted. Vendors who fail to submit their response will not have their response reviewed and will be ineligible for further consideration under this solicitation. ★

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