

**CITY OF POMPANO BEACH
POLICE AND FIREFIGHTERS' RETIREMENT SYSTEM**

Request for Actuary Proposal

The Board of Trustees of the City of Pompano Beach Police and Firefighters' Retirement System is requesting proposals for an Actuary to provide actuarial services to the Retirement System.

Plan information and relevant documents may be found on the Plan's website at www.pbpfrs.org.

The Actuary would be required to:

- a) Attend up to four meetings per year to present the annual valuation and other benefit studies as required. This would include meetings to present the report to the City Manager and the City Commission.
- b) Prepare an annual Actuarial Valuation with division between Police and Fire costs in accordance with Florida Statutes Chapter 175/185 and Chapter 112, Part VII for fiscal year ended September 30, 2014, and thereafter.
- c) Prepare annual GASB 67/68 Report and related state requirements.
- d) Prepare the Actuarial Confirmation of the Use of State Monies letter and the electronic filings and submission to the state portal as required by Chapter 112.63 and 112.664.
- e) Compute and verify retirement, death, and disability benefits.
- f) Compute and provide annual account statements to participants
- g) Recommendations regarding benefit and/or assumption changes.
- h) Prepare actuarial impact statements as necessary.
- i) Coordinate with other service providers regarding other annual plan reports and necessary governmental filings.
- j) Provide telephone consultations on plan matters.
- k) Special projects as required or requested by the Board of Trustees.
- l) Prepare DROP quarterly management reports.

ALL SUBMISSIONS MUST CONTAIN THE FOLLOWING IN ORDER TO BE CONSIDERED:

I. IDENTIFICATION OF THE PROPOSER:

- a) The proposer name, address of the office providing the services under the contract, telephone number, and email address.
- b) General description of the proposer, including size, number of employees, primary business other business or services, type of organization (franchise, corporation, partnership, etc.) and other descriptive material. Include information on all business units and % of total of proposer's income derived from each unit.
- c) Identification of personnel who will be assigned to the contract including their qualifications.
- d) List of all public employee retirement systems for which the individual who would be assigned to the account currently provides actuarial services, including system name. Make sure to include all Florida Chapter 175/185 public pension plans. Also provide the address, telephone number, email address, name and title of person(s) who may be contacted for reference.
- e) A description of the proposer's understanding of the work to be performed.
- f) If selected as Actuary, the proposer will be required to execute a sworn statement regarding public entity crimes.
- g) Disclose any and all litigation involving proposer and explain the nature of the litigation.
- h) A statement of the bonding and/or insurance coverage carried by the proposer.
- i) Provide sample report.

II. TIMING:

The annual valuation report must be delivered by the second Monday of February following the end of the fiscal year.

III. FEES:

- a) Fees should be quoted on an annual basis.
- b) Fees should be inclusive. No other charges will be allowed unless

specifically authorized by the Board. Please provide a chart of your current hourly rates that would be charged for non-inclusive charges.

- c) All fees must be guaranteed for a minimum of three years.

IV. GENERAL INFORMATION ON THE SELECTION PROCESS:

- a) An oral presentation by the proposer may be required.
- b) In evaluating the proposals, price will not be the sole factor. The Board may consider any factors it deems necessary and proper for the best value, including price, quality of services, response to this request and general reputation. The Board reserves the right to reject any or all proposals.
- c) If you have specific questions regarding the proposal specifications, submit your inquiry to Executive Director, Debra Tocarchick, at Debbie@pbpfrs.org.
- d) The deadline for your response is no later than **Friday, April 12, 2024, at close of business (5:00 PM)**. Please submit your response electronically to Debbie@pbpfrs.org. No hard copies are required.
- e) The Board will not be liable for any cost incurred in preparation of proposals.

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A).
FLORIDA STATUTES ON PUBLIC ENTITY CRIME

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to _____

By _____

(print this individual's name and title)

for _____

(print name of entity submitting statements)

whose business address is _____

and if applicable whose Federal Employer Identification Number (FEIN) is _____

If the entity has no FEIN, include the Social Security Number of the individual signing this sworn Statement:

2. I understand that a "public entity crime" as defined in paragraph 287.133(1)(a), Florida Statutes, mean a violation of any state or federal law by a person with respect to and directly related to the transactions of business with any public entity or with an agency or political subdivision of any other state or with the United States including, but not limited to any bid or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes means a finding of guilt or a conviction of a public entity crime, with or without adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a Jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in paragraph 287.133(1)(a), Florida Statutes, means:
1. A predecessor or successor of a person convicted of public entity crime; or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in a relation to the entity submitting this sworn statement. (Please indicate which statement applies).

____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or any affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months.

____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months. AND (Please indicate which additional statement applies).

____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months. However, there has been a subsequent proceeding before a Hearing Officers of the State of Florida, Division of Administrative Hearings and the Final Order by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attached is a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THE PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED AND FOR THE PERIOD OF THE CONTRACT ENTERED INTO, WHICHEVER PERIOD IS LONGER. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

City of _____

STATE OF FLORIDA

Sworn and subscribed before me this _____ day of _____, 200 by

_____ who is Personally known to me _____

Or who produced identification - _____
(Type of Identification)

(Signature) Notary Public—State of Florida

(Printed, typed or stamped commissioned name of notary public)

My commission expires _____ (SEAL)