

**ADDENDUM NO. 2**

Date: June 19, 2018

Bid Date: June 25, 2018  
at 3:00 P.M. (Local Time)Bid Name RFP for Actuarial Services for City of Gainesville  
General Employees' Pension Plan and the City of Gainesville  
Retiree Health Insurance Trust Fund

Bid No.: FPEN-180084-DH

NOTE: This Addendum has been issued only to the holders of record of the specifications.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

1. The deadline for questions was June 18, 2018.
2. Please find attached:
  - a) Copy of the black out period information (Financial Procedures Manual Section 41-423 Prohibition of lobbying in procurement matters)) distributed during mandatory pre-bid meeting.

The following are answers/clarifications to questions received:

3. Question: Please provide the current contracted fees for each of the services outlined in the price proposal section of the RFP.  
Answer: See Addendum No. 1.
4. Question: Please provide a copy of the most recent actuarial valuation reports for each of the services requested (i.e., funding, GASB, 112.664)?  
Answer: See Addendum No. 1.
5. Question: For the Retiree Health Insurance Trust Fund, are the GASB 74/75 valuations prepared annually with updated census data and financial information or is the valuation bi-annual with a rollforward of results for interim years?  
Answer: The valuation is done bi-annually with a roll forward of results for interim years.
6. Question: Are there any service issues with your current actuarial provider?  
Answer: See Addendum No. 1.
7. Question: Are there any areas of concern that should be addressed in the proposal?  
Answer: If there is going to be a fee to perform an initial reproduction of the most recent actuarial valuation, state so clearly.

8. Question: Would the City entertain language that clarifies that the successful bidder may rely on the data provided by the City and is not responsible for data clean up or inaccurate data?  
Answer: The City is willing to discuss such language with the successful bidder, but some data reconciliation is expected.
9. Question: Would the City entertain language that sets out a limitation of liability on asserted negligence or breach of contract, without limiting gross negligence or willful misconduct, to a mutually agreed amount?  
Answer: The City is willing to discuss such language with the successful bidder.
10. Question: Would the City entertain language that clarifies that the indemnity is solely triggered when a claim from a non-party arises against the City that is due to the successful bidder's fault?  
Answer: The City is willing to discuss such language with the successful bidder.
11. Question: Would the City entertain language clarifying that the insurance carried is slightly edited?  
Answer: The City is willing discuss such language with the successful bidder.
12. Question: Would the City entertain a non-solicitation of employment clause that allows exceptions for non-targeted general job recruiting?  
Answer: The City is willing to discuss such language with the successful bidder.
13. Question: Please confirm whether the RFP includes services the successful bidder is expected to perform related to pension plan benefit calculation and/or administration system(s) maintained and operated by the City.  
Answer: The RFP specifies that the successful bidder is expected to perform pension benefit calculations, however there are no responsibilities related to the City's pension administration systems.
14. Question: Section 1 ( C ) Proposal Submission: This section asks that we submit the proposal on a CD or USB Flash Drive and that the electronic document should not be password protected or encrypted. It is Gallagher's policy to encrypt the CD or Flashdrive as a whole. Are we able to submit the flashdrive with a password included? Or can we submit an electronic copy via Sharefile or email?  
Answer: The City will accept a flashdrive with the password included.
15. Question: How will addenda be communicated?  
Answer: Addenda will be posted on Demandstar.
16. Question: Section III (A)(3) Format and Contents of Proposal – Price Proposal: Is the price proposal required to be submitted in a separate sealed envelope?  
Answer: The price proposal is not required to be submitted in a separate sealed envelope.
17. Question: Section III (B) Qualifications/Statement of Qualifications: Is the City looking for a complete client list or just a listing of our references?  
Answer: References are required. A representative list of public pension clients, including Florida public pension clients is preferred.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 2 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 2 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: \_\_\_\_\_

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

CITY OF \_\_\_\_\_ FINANCIAL SERVICES  
GAINESVILLE PROCEDURES MANUAL

**41-423      Prohibition of lobbying in procurement matters**

Except as expressly set forth in Resolution 060732, Section 10, during the black out period as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees except the purchasing division, the purchasing designated staff contact. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Black out period means the period between the issue date which allows for immediate submittals to the City of Gainesville Purchasing Department for an invitation for bid or the request for proposal, or qualifications, or information, or the invitation to negotiate, as applicable, and the time the City Officials and Employee awards the contract.

Lobbying means when any natural person for compensation, seeks to influence the governmental decision making, to encourage the passage, defeat, or modification of any proposal, recommendation or decision by City Officials and Employees, except as authorized by procurement documents.