

**Gainesville.**  
**Citizen centered**  
**People empowered**

**REQUEST FOR PROPOSAL**

**Actuarial Services for the City of Gainesville**

**General Employees' Pension Plan and  
Retiree Health Insurance Trust Fund**

**RFP NO. FPEN-180084-DH**

**Due by: June 25, 2018 @ 3 pm (EST)**

*Presented By:*



**FOSTER & FOSTER**  
**ACTUARIES AND CONSULTANTS**

**Bradley R. Heinrichs, FSA, EA, MAAA**  
**Foster & Foster Inc.**  
**13420 Parker Commons Blvd, Suite 104**  
**Fort Myers, FL 33912**  
**(239) 433-5500**

June 25, 2018

Diane Holder, Senior Buyer  
Procurement Division  
City of Gainesville  
200 East University Avenue, Room 339  
Gainesville, FL 32601

*Re: RFP No. FPEN-180084-DH, Request for Actuarial Services for the City of Gainesville  
General Employees' Pension Plan and Retiree Health Insurance Trust Fund*

Dear Ms. Holder,

I am writing in response to the request for proposal that we received regarding actuarial consulting services for the City of Gainesville General Employees' Pension Fund and the Retiree Health Insurance Trust Fund. This letter is our effort to emphasize what a pleasure it would be to expand our relationship with the City of Gainesville.

Foster & Foster Consulting Actuaries, Inc. d/b/a Foster & Foster, Inc., is an independent national actuarial consulting firm that was founded in 1979 and is structured to provide actuarial services to public pension programs. As the consulting actuaries to more than 350 public retirement systems, including nearly 250 Public Pension Funds in Florida, we understand and are well qualified to perform the services required of the City.

It is our opinion that we are uniquely qualified and would be the best applicant to perform the services requested for the following reasons:

- **Consistency** – As the actuary for all three plans sponsored by the City, we will ensure valuations are prepared on a consistent basis, including the treatment of census data, the application of assumptions that cross multiple plans, the calculation of funding requirements, and the preparation of information required under relevant Governmental Accounting Standards.
- **Ease of Transition** – As recently appointed actuary for the City's Consolidated Police Officers' and Firefighters' Retirement Plan, we are well positioned to transition the General Employees' Pension Fund and Retiree Health Insurance Trust Fund from your current actuary. We trust that City staff experienced a smooth, simple, and easy transition. As evidence of our success, we matched the prior actuary's results within less than 1.0%, well within the actuarial norms for transition.
- **Firm's Expertise** – Foster & Foster, Inc. is a national actuarial consulting firm originating in 1979 that specializes in providing actuarial services to public pension plans in Florida. We have 20 credentialed actuaries with over 320 years of public sector experience. We are

the actuaries for more public pension funds in Florida than any other firm. Our team of consultants will partner with you to evaluate every aspect of your plan to identify unique and tailored solutions that can improve the affordability and performance of the program.

- **Familiarity of Pension Obligation Bonds** - We are the actuary for several other plans in Florida where the City has issued Pension Obligation Bonds, so we are very familiar with tracking gains and losses associated with this funding strategy.
- **Public Sector Database** – With plan experience for over 300 different public entities, we are best equipped to set assumptions as to future demographic behavior. This database will also help the City benchmark its performance against approximately 200 other funds in Florida.
- **Active Consultants** – Our consultants do not just report the news. We prepare our clients for contingent risks and actively manage and provide services to our clients. Whether it is by providing innovative internet-based solutions or by holding interactive workshops with Boards and City Council members, our consultants are visible, articulate, and progressive.
- **Relationship with Florida Division of Retirement** – Ultimately every actuarial report is reviewed and must meet the approval of the Florida Division of Retirement. This same Division hires an actuarial firm to perform actuarial valuations for around 30 Chapter 175/185 pension funds. They have chosen Foster & Foster for this work for the last 35 years. We consider this a strong endorsement to the quality of work we provide our clients.
- **Eventual Return to Familiar Consultants** – As you may be aware, the consulting actuaries that served the City have joined Foster & Foster. Their employment contracts currently forbid them from performing work or soliciting former clients for the next 7 months. Once this period ends, however, we plan to assign them to the client service team so the City will be able to work with the same team that it had worked with for many years.

I, Bradley R. Heinrichs, will be the lead actuary and principal contact for purposes of this proposal. I commit to exceeding your expectations for quality and timeliness and can be reached at the mailing address and telephone number printed below. My email address is [brad.heinrichs@foster-foster.com](mailto:brad.heinrichs@foster-foster.com).

If you have any questions regarding this proposal response, our firm, or the services we are prepared to provide, please don't hesitate to contact me.

Sincerely,



Bradley R. Heinrichs, FSA, EA, MAAA  
CEO

## TABLE OF CONTENTS

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2. Technical Proposal.....	1
3. Price Proposal .....	4
4. Qualifications .....	6
B. Qualifications/Statement of Qualifications .....	7
References .....	11
Client List.....	12
Drug Free Workplace Form .....	14
Exhibit D.....	15
Exhibit E .....	16

## 2. TECHNICAL PROPOSALS

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**The technical proposal is a narrative which addresses the scope of work, the proposed approach to the work, the schedule of the work, and any other information called for by the RFP which the proposer deems relevant.**

### Scope of Work

Foster & Foster has the team and resources to provide actuarial services for the City of Gainesville General Employees' Pension Plan and City of Gainesville Retiree Health Insurance Trust Fund. Services to be provided include all required GASB reporting, actuarial funding valuations, actuarial impact statements, experience studies as needed, retiree benefit calculation verifications, and such financial and statistical information as may be required to prepare financial statements under generally accepted accounting principles. In addition, we will provide actuarial services associated with plan design modifications, plan liability projections, funding forecasts and funding policy development. A list of additional services shall include, but not be limited to, the following:

1. Assist in analyzing and developing potential plan design and benefit structure changes, and provide liability and funding level forecasts related to plan modifications.
2. Assist City in developing Plan funding forecasts and policies.
3. Provide pension buy back calculations.
4. Appear at required meetings for actuarial valuation report presentations.
5. Provide consultations with City staff regarding matters within the consultant's area of expertise.
6. Assist with maintaining Plan compliance with federal and state requirements
7. Respond to inquiries by the State of Florida and/or the federal government regarding any issues arising from the consultant's advice or opinions.

### Our Approach

An actuarial valuation provides a best estimate of a fund's liabilities and contribution levels at a point in time. This estimate helps ensure that current assets and future contribution requirements will be sufficient to provide benefits promised to members. Future liabilities are determined by applying a set of actuarial assumptions to project the occurrence, amount and timing of benefits that will become payable according to current plan provisions. The extent to which an actuarial valuation accurately measures a plan's liabilities and contribution levels depends on how well the actuarial assumptions estimate future plan experience.

The Actuarial Standards Board has provided coordinated guidance regarding pensions through a series of Actuarial Standards of Practice (ASOP) for measuring pension obligations and determining pension plan costs or contributions. The ASOPs that apply specifically to valuing

pensions are as follows:

- ASOP No. 4, *Measuring Pension Obligations and Determining Pension Plan Costs or Contributions*, which ties together the standards shown below, provides guidance on actuarial cost methods, and addresses overall considerations for measuring pension obligations and determining plan costs or contributions
- ASOP No. 23 *Data Quality*
- ASOP No. 27, *Selection of Economic Assumptions for Measuring Pension Obligations*
- ASOP No. 35, *Selection of Demographic and Other Noneconomic Assumptions for Measuring Pension Obligations*
- ASOP No. 41, *Actuarial Communications*
- ASOP No. 44, *Selection and Use of Asset Valuation Methods for Pension Valuations*

We strictly follow each of the ASOP's mentioned above in performing all analyses for the City of Gainesville.

One of the many features that set Foster & Foster apart from our competitors is the personal service and responsiveness we guarantee our clients. Our goal is to make each client feel like they are our only client.

### **Schedule of Work**

1. Sign contract with the City for actuarial consulting services within two weeks of receiving notice that Foster & Foster was chosen for the award.
2. Collect last year's personnel and financial data. Once we have all the necessary information, we will match the previous valuation results within an acceptable threshold to ensure consistency in results through the transition. Any discrepancies will be discussed by the actuaries. We anticipate this will take approximately three weeks to complete. There will be no expense to the City for this step in the process.
3. We will then provide the City with a detailed request for the current year's valuation data.
4. Upon receipt of the data, our data personnel will review the information and note any discrepancies or anomalies that may require attention.
5. Within two weeks of receiving the data, we will contact the Plan Administrators to ask any pending questions or to clarify our understanding of the data. All questions will be asked to the Plan Administrators or the City's contacts.
6. Prior to completing the valuation in the first year, we will set up a time with the City to review the actuarial assumptions and methods. This will be beneficial to us as we work to understand the Plan's funding policy.

7. The provisions of the programs will be inputted into ProVal, the most robust pension actuarial valuation system in the marketplace.
8. ProVal will develop all the necessary actuarial information to develop reports that comply with the State of Florida as well as GASB. Two credentialed actuaries will review this output for reasonableness. Individual test cases will also be examined to be sure that the benefits are being correctly handled and projected.
9. After the valuation results are determined, two credentialed actuaries will perform a peer review to help ensure no errors or omissions occur.

We will attend a subsequent City meeting to deliver the report and answer any questions the Board may have regarding the results.

<b><u>Task</u></b>	<b><u>Responsibility</u></b>	<b><u>Proposed Completion</u></b>
1. Contract initiation and initial conference call	City / Foster & Foster	Within 1 week of award
2. Data Request	Mary Jean / Christine	Within 1 week of contract execution
3. Data Delivery	City personnel	Within 2 weeks of contract execution
4. Review assumptions and methods	Brad / Christine	Within 2 weeks of receipt of all data
5. Schedule a conference call to finalize assumptions	Brad / Christine / City	Within 2 weeks of receipt of all data
6. Development of ProVal results	Brad / Christine	Within 4 weeks of receipt of all data
7. Peer Review	Pete	Within 1 week of scheduled preliminary report delivery date
8. Prepare preliminary report and delivery to the City	Brad / Christine	Within 45-60 days of receipt
9. Prepare final report and deliver to the City	Brad / Christine	Within two weeks of receiving feedback from the City on preliminary report
10. Meeting to present report to the City	Brad / Christine	Date to be set by the City

Once all the relevant demographic and financial information necessary to perform the valuations has been received, the reports will be produced within 6-8 weeks and delivered at the subsequent meeting. We are usually able to accelerate that time frame to accommodate the needs of a client. The above is a proposed timeline and we will work with the City to ensure that the actuarial valuation report is delivered within three months of the end of the fiscal year.

Our actuarial reports provide information required by the State of Florida, the actuarial assumptions, methods, and plan provisions utilized in the valuation, any additional steps taken to comply with applicable State law, required accounting information under applicable GASB standards, and a brief explanation of the differences derived by the use of different funding and reporting methods and the rationale therein.

### 3. PRICE PROPOSAL

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The price proposal is a presentation of the proposer's total offering price including the estimated cost for providing each component of the required goods or services.

**Proposers should indicate the dollar amount which will be attributed to each sub-contractor, if any. If a prescribed format for the price proposal is appended, proposers must use it; otherwise, proposers may use formats of their choice.**

We have several actuaries and staff assigned to each client, and these actuaries all have different billing rates. We also have a non-actuary who is a project manager, who makes sure that the appropriate professional is performing each task. Regardless, our hourly rates are lower than most other actuarial firms. We never subcontract out any of our work.

The regular annual actuarial services that we are prepared to provide on behalf of the plan are as follows:

1. Preparation of the annual Actuarial Valuation and Report.
2. Preparation of all disclosure information required for your auditors to satisfy the requirements of GASB 74/75/67/68/82.
3. One meeting with the City to discuss the valuation results and to answer any pending questions.
4. Assist with maintaining Plan compliance with Federal and State requirements.
5. Respond to inquiries by the State of Florida regarding any issues arising from our work or advice.

#### General Employees' Pension Plan

Service	2018	2019	2020	2021	2022
Annual Actuarial Funding Valuation	\$27,500	\$28,325	\$29,175	\$30,050	\$30,950
Annual GASB 67/68 Reporting	\$11,500	\$11,850	\$12,200	\$12,575	\$12,950
Florida Statute 112.664 Disclosure	\$5,500	\$5,665	\$5,835	\$6,010	\$6,190
Experience study	0	\$20,000	0	0	0

#### Retiree Health Insurance Trust Fund

Service	2018	2019	2020	2021	2022
Biannual Actuarial Funding Valuation	0	\$20,000	0	\$20,600	0
Annual GASB 74/75 Reporting	\$5,500	\$5,665	\$5,835	\$6,010	\$6,190

Fixed fees increase annually at 3.0% per year.



Fees for additional services requested, unless specifically noted below, will be based on the amount of time required to complete each task. We will provide a firm fee quotation prior to commencing any work at the City's request. Our hourly charges are as follows:

<b><u>Staff</u></b>	<b><u>Hourly Rate</u></b>
Senior Consultant	\$ 350
Senior Staff	\$ 300
Junior Staff	\$ 250
Administrative	\$ 150

Additional actuarial consulting services to be provided are as follows:

1. Perform "buy-back" calculations for \$400. These calculations will be performed and the results given to the Board within ten (10) business days of receipt of all necessary employee and financial information.
2. Calculate monthly retirement benefits for retiring and terminating members. Our fee for the calculation and certification of the normal form of payment and all optional forms is \$250, provided that the information is submitted using our standardized form. Information provided by any other means will incur a \$300 charge. These calculations will be performed and the results provided to the Board within ten (10) business days of receipt of all necessary employee and financial information. Calculations of monthly benefits due to disability, death, or those benefits to terminated vested members who left under prior plan provisions will be provided within the same timeframe, although hourly rates will apply due to the complexity of the calculations
3. Provide actuarial impact statement as requested by the City.
4. Assist in developing potential plan design and benefit structure changes and provide liability and funding level forecast related to these plan modifications.
5. Assist City in developing Plan funding forecasts and policies.
6. Provide consultations with City staff regarding matter within the consultant's area of expertise.
7. Plan design modifications, plan liability projections, funding forecasts and funding policy development.

## 4. QUALIFICATIONS

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Foster & Foster exceeds the minimum qualifications set forth in the RFP and is qualified to conduct business in the State of Florida.

Business License – See Attached

# *State of Florida*

## *Department of State*

I certify from the records of this office that FOSTER & FOSTER CONSULTING ACTUARIES, INC. is a corporation organized under the laws of the State of Florida, filed on June 26, 1979.

The document number of this corporation is 628080.

I further certify that said corporation has paid all fees due this office through December 31, 2018, that its most recent annual report/uniform business report was filed on January 12, 2018, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Twelfth day of January, 2018*



*Ken DeFries*  
*Secretary of State*

Tracking Number: CC7897555822

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

## B. QUALIFICATIONS / STATEMENT OF QUALIFICATIONS

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**Include a description of the experience, qualifications including any minimum qualifications, financial stability, recent references of the proposer's performance on contracts of similar scope and size required. A specific format may be required of the proposers. Experience may be included as the number of years, level of technical knowledge, educational degrees and certifications required. Financial stability may be determined by requesting the proposer's most recent financial statement, certified audit, balance sheet, or evidence of bonding capacity. Include the following:**

**Actuarial staff experience and certifications.**

**Client list and references, including experience with Florida local law public pensions.**

**Recent financial statements if available.**

Foster & Foster Consulting Actuaries, Inc. d/b/a Foster & Foster, Inc., a Florida corporation, is a national independent actuarial consulting firm that was founded in 1979 and is structured to provide actuarial services to public retirement and other post employment benefit programs.

Foster & Foster, Inc. was founded in Gainesville in June 1979 by Ward and Eileen Foster. In that first year, the firm had one client and revenues of \$1,500. Today we have revenues in excess of \$10.0 million and are a profitable firm. Brad Heinrichs has been the President/CEO of Foster & Foster, Inc. since 2005. Ward Foster was President from 1979-2005.

Foster & Foster, Inc. is currently providing ongoing support to more than 350 public sector clients and provides GASB 45/75 services for over 150 different entities. We work almost exclusively with public retirement and other post employment benefit (OPEB) plans and consider ourselves to be experts in all phases of the design and administration of these programs.

Our firm currently employs 60 consultants, of which 20 have obtained actuarial credentials. Brad Heinrichs, Jason Franken, Michael Merlob, Aimee Strickland, Heidi Andorfer, Pat McDonald, Paul Baugher, Pete McCloud, and Christine O'Neal are Fellows of the Society of Actuaries (FSA), the highest distinction an actuary can obtain. Our firm also has a strong support staff with teams devoted to data preparation/collection and asset reconciliation.

Over the past eight years, we have taken many steps to expand and diversify our business. For example, we expanded our services to provide actuarial services to other post employment benefit (OPEB) plans as required by Government Accounting Standards Board Statements No. 43 and 45. In order to meet Foster & Foster's high quality standards, we hired two credentialed health care actuaries, including Michael Merlob and Aimee Strickland, who are both Fellows of the Society of Actuaries (FSA's) with 20+ years of experience in valuing postretirement medical and disability programs, to perform the work.

Foster & Foster is a profitable firm and derives 100% of its revenue from actuarial consulting services. While these services are predominately to public pension boards of trustees (approximately 75%), we also provide GASB 43/45/74/75 services and health consulting services to public entities and Taft-Hartley plans (approximately 25%).

Being strictly involved with the public sector, our consultants have a very firm grasp on the wants and needs of our clients. We understand that the services required may vary from client to client and we tailor both services and reports to each individual client. For example, we would consult differently to the City of Gainesville General Employees' Pension Plan than to a plan that is not closed to new employees. Additionally, one of our unique qualifications is that we are the actuary for two other jurisdictions in Florida who have issued Pension Obligation Bonds, so we are very familiar with tracking gains and losses associated with these vehicles. The assumption methods and manner in which the plan is funded are much different.

We were the first provider in the State of Florida to develop an online benefit calculator. This tool allows participants to log on to our website and instantaneously run a benefit estimate without having to wait for the actuary or administrator to run the numbers.

Each client is assigned a team of professionals. The size of the team varies by the size and nature of the client relationship. Additionally, we will have one general administrative person who all work requests will be routed through and a separate team that is dedicated to asset reconciliation and data input.

A unique aspect of our firm is that we have relatively low turnover...with clients or with our own associates. We have four associates with over 15 years of service with the firm, and we have had ZERO actuaries voluntarily leave the firm in the last ten years. We feel that low associate turnover tends to keep our clients happy as well, and while we have added several accounts in the last few years, nearly half of our clients have been with the firm for more than 15 years.

The assigned actuarial consultants have over 80 years of actuarial experience with public plans. Three of the actuarial consultants that will be assigned to this account have worked on plans with 150,000 or more participants.

The person with the primary responsibility for completion of the worked outlined herein is Brad Heinrichs (FSA/EA).

**Brad Heinrichs** has been the President/CEO of Foster & Foster since 2005. He is considered an industry expert and innovator in retirement plan design and is one of a few thousand actuaries worldwide who is both a Fellow of the Society of Actuaries and an Enrolled Actuary per ERISA. Mr. Heinrichs is a frequent speaker at national and state pension conferences, and a key consultant to lawmakers and unions in evaluating proposed legislation regarding pensions in the State of Florida. Mr. Heinrichs received a B.S. in Actuarial Science and Economics from the University of Iowa and has over 23 years of experience as a consulting actuary. He has experience consulting as a lead actuary for clients ranging in size from 50 to 250,000 participants and will be managing the project, providing strategic consulting, and ensuring that the work product adheres to the rules, regulations, and guidelines set forth by the United States Government, the State of Florida, and the Actuarial Standards of Practice.

Additional personnel who would be providing actuarial and administrative support to the City are Christine O'Neal (FSA/EA), Cassie Rapaport, Aimee Strickland (FSA/EA), Taylor Walling, Pete McCloud (FSA/EA), Linda Eroh, and Mary Jean Gloudeman.

**Ms. Christine O'Neal** joined our firm in 2008 after graduating from the University of Florida with a Master's degree in Statistics. Christine is both a Fellow of the Society of Actuaries and an Enrolled Actuary per ERISA. She works extensively on annual valuations, projections, and special studies. Christine will work with Brad to complete the annual valuation and any specials projects that arise.

**Ms. Cassie Rapoport** is a 2015 graduate of the University of Miami with a B.S. in Mathematics. Cassie joined Foster and Foster in May of 2016 and is rapidly passing actuarial exams and will likely be a credentialed actuary long before the culmination of this contract. Her entire focus will be to guarantee the timeliness and precision of all benefit calculations.

**Aimee Strickland** is one of our senior OPEB actuarial consultant and brings over 23 years of actuarial experience. Aimee is both a Fellow of the Society of Actuaries and an Enrolled Actuary per ERISA. She consults clients on a wide range of retirement plan issues, including statutory funding requirements, Financial Accounting Standards Board (FASB) and Governmental Accounting Standards Board (GASB) accounting for pension and postretirement medical plans, plan administration, experience studies, forecast modeling, and plan design. Aimee received her Master's Degree in Mathematics from the University of Texas at Arlington and her B.S. in Mathematics from Mississippi State University. She oversees a majority of the OPEB valuation work performed for the firm. She will be managing this part of the project, ensuring that the work product adheres to the rules, regulations, and guidelines set forth by the by the United States Government, the State of Florida, and the Actuarial Standards of Practice.

**Ms. Taylor Walling** recently joined the firm in 2018 as an actuarial analyst specifically assisting with OPEB valuations. She has over four years of experience performing pension and OPEB valuations, completing benefit calculations and drafting government filings. Taylor graduated from Texas A&M University with a B.A. in mathematics in 2013 and is working toward her ASA designation.

**Mr. Pete McCloud** is an actuary with 23 years of experience in the consulting industry assisting employers with funding, expense, plan design, and administration of their retirement plans. Prior to joining Foster & Foster in 2018, he spent his entire career with Aon. Pete was the retirement practice leader in Dallas before moving to Minneapolis. Pete is an Fellow of the Society of Actuaries (FSA) and will review all work performed by the consultants before they are delivered to the City of Gainesville.

**Ms. Linda Eroh** is the operations manager/billing coordinator. Linda will be a point-person and always accessible for status updates on projects or billing inquiries.

**Mrs. Mary Jean Gloudeman** will be the lead data and administrator consultant. She will handle the data preparation and general administrative inquiries.

As with all our clients, we agree to be a fiduciary of the fund as defined in the Employee Retirement Income Security Act of 1974 and Section 112.656, Florida Statutes. We would be happy to provide

a Sworn Statement under Section 287.133(3) (a) Florida Statutes. We also consent that the agreement shall be construed under the laws of the State of Florida and federal law.

Foster & Foster is a privately-owned company, we would request that an executed confidentiality agreement be in place in order to disclose our annual financial report. Please contact Brad Heinrichs at (239) 433-5500 with any questions you may have.

## REFERENCES

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Client Name: Cape Coral General Employees' Retirement Plan  
Contact: Brian Fenske  
Title: Chairman  
Phone: (239) 574-0873  
Address: PO Box 152665, Cape Coral, FL 33915  
Client Since: 2002

Client Name: Lakeland Firefighters' Retirement System  
Contact: Tim Spivey  
Title: Board Member  
Phone: (863) 661-2366  
Address: 701 East Main Street, Lakeland, FL 33801  
Client Since: 2006

Client Name: Lakeland Police  
Contact: Mike Link  
Title: Captain  
Phone: (863) 834-8989  
Address: 219 Massachusetts Avenue, Lakeland, FL 33801  
Client Since: 2009



## CLIENT LIST

Plan	Plan
ABILINE FIRE, (TX)	DELTONA FIRE
AMERICAN FIDELITY	DESTIN FIRE
ARCADIA POLICE & FIRE	DIVISION OF RETIREMENT (Chapter plans)
ATLANTIS POLICE	DUNEDIN FIRE
AUBURNDALE FIRE	EAST LAKE TARPON FIRE
AUBURNDALE GENERAL	EDGEWATER FIRE
AUBURNDALE POLICE	EDGEWATER GENERAL
AUSTIN FIRE (TX)	EDGEWATER POLICE
AVENTURA POLICE	ENGLEWOOD FIRE
AVON PARK FIRE	ENGLEWOOD WATER
AVON PARK POLICE	EUSTIS FIRE
BAL HARBOUR POLICE	FERNANDINA BEACH GENERAL
BARTOW FIRE	FERNANDINA BEACH POLICE & FIRE
BARTOW GENERAL	FLAGLER BEACH FIRE
BARTOW POLICE	FLAGLER BEACH POLICE
BEAUMONT FIRE (TX)	FORT LAUDERDALE POLICE & FIRE
BELLE GLADE GENERAL	FORT MYERS FIRE
BELLE GLADE HOUSING AUTHORITY	FORT MYERS GENERAL
BELLE GLADE PUBLIC SAFETY	FORT MYERS POLICE
BELLEAIR POLICE	FORT WALTON BEACH FIRE
BELLEVUE POLICE	FORT WALTON BEACH GENERAL
BOCA GRANDE FIRE	FORT WALTON BEACH POLICE
BOCA RATON POLICE & FIRE	FROSTPROOF POLICE
BONITA SPRINGS FIRE	GAINESVILLE POLICE AND FIRE
BONITA SPRINGS GENERAL	GREATER NAPLES FIRE
BRADENTON FIRE	GREATER ORLANDO AVIATION AUTHORITY
BROOKSVILLE FIRE	GULFPORT FIRE
BROOKSVILLE POLICE	GULFPORT GENERAL
BUNNELL FIRE	GULFPORT POLICE
BUSHNELL GENERAL	HAINES CITY FIRE
CAPE CORAL FIRE	HAINES CITY GENERAL
CAPE CORAL GENERAL	HAINES CITY POLICE
CAPE CORAL POLICE	HALLANDALE BEACH POLICE & FIRE
CASSELBERRY POLICE & FIRE	EUSTIS FIRE
CHICAGO NEWSPAPER DRIVERS	FERNANDINA BEACH GENERAL
COCOA BEACH FIRE	FERNANDINA BEACH POLICE & FIRE
COCOA BEACH GENERAL	FLAGLER BEACH FIRE
COCOA BEACH POLICE	FLAGLER BEACH POLICE
COCOA FIRE	FORT LAUDERDALE POLICE & FIRE
COCOA GENERAL	FORT MYERS FIRE
COCOA POLICE	FORT MYERS GENERAL
CPERS	FORT MYERS POLICE
CRESTVIEW GENERAL	FORT WALTON BEACH FIRE
CRESTVIEW POLICE & FIRE	FORT WALTON BEACH GENERAL
DADE CITY FIRE	FORT WALTON BEACH POLICE
DADE CITY POLICE	FROSTPROOF POLICE
DART (TX)	GAINESVILLE POLICE AND FIRE
DEERFIELD BEACH POLICE	GREATER NAPLES FIRE
DeLAND FIRE	GREATER ORLANDO AVIATION AUTHORITY

Plan	Plan
GULFPORT FIRE	MEDLEY GENERAL
GULFPORT GENERAL	MEDLEY POLICE
GULFPORT POLICE	MELBOURNE BEACH POLICE
HAINES CITY FIRE	MELBOURNE GENERAL
HAINES CITY GENERAL	MELBOURNE POLICE
HAINES CITY POLICE	METROPOLITAN PIER AUTHORITY
HALLANDALE BEACH POLICE & FIRE	METROPOLITAN WATER
HIALEAH ERS	MIDWAY FIRE
HOLLY HILL FIRE	MILTON FIRE
HOLLY HILL POLICE	MILTON GENERAL
HOLLEY – NAVARRE FIRE	MILTON POLICE
HOLLYWOOD FIRE	MONTICELLO FIRE
HOLMES BEACH POLICE	NAPLES FIRE
INDIALANTIC POLICE & FIRE	NAPLES GENERAL
INDIAN HARBOUR BEACH POLICE	NAPLES POLICE
INDIAN RIVER SHORES SAFETY	NEPTUNE BEACH POLICE
ILLINOIS DB PENSION CLIENTS	NEW PORT RICHEY FIRE
JONESBORO GENERAL (AR)	NEW SMYRNA BEACH FIRE
KEY WEST HOUSING AUTHORITY	NEW SMYRNA BEACH POLICE
KISSIMMEE FIRE	NORTH BAY FIRE
KISSIMMEE POLICE	NORTH COLLIER FIRE
KISSIMMEE UTILITY AUTHORITY	NORTH PALM BEACH POLICE & FIRE
LADY LAKE POLICE	NORTH PORT FIRE
LAKE ALFRED GENERAL	NORTH PORT POLICE
LAKE ALFRED POLICE & FIRE	NORTH RIVER FIRE DISTRICT
LAKE CITY POLICE	OCALA GENERAL
LAKE MARY POLICE	OCALA POLICE
LAKE PARK POLICE	OCEAN CITY-WRIGHT FIRE
LAKE WALES FIRE	OCOEE GENERAL
LAKE WALES GENERAL	OCOEE POLICE & FIRE
LAKE WALES POLICE	ODESSA FIRE (TX)
LAKELAND FIRE	OKALOOSA ISLAND FIRE
LAKELAND POLICE	ORANGE FIRE (TX)
LANE REGIONAL MEDICAL CENTER (LA)	ORANGE PARK FIRE
LASERS	ORANGE PARK GENERAL
LEESBURG FIRE	ORANGE PARK POLICE
LEESBURG GENERAL	ORMOND BEACH FIRE
LEESBURG POLICE	ORMOND BEACH GENERAL
LIVE OAK FIRE	ORMOND BEACH POLICE
LONGBOAT KEY CONSOLIDATED	OVIDO FIRE
LONGVIEW FIRE (TX)	OVIDO POLICE
LYNN HAVEN FIRE	PALATKA FIRE
LYNN HAVEN GENERAL	PALATKA GENERAL
LYNN HAVEN POLICE	PALATKA POLICE
MADISON FIRE	PALM BAY GENERAL
MADISON POLICE	PALM BAY POLICE & FIRE
MAITLAND POLICE & FIRE	PALM BEACH GARDENS FIRE
MARCO ISLAND POLICE	PALM COAST FIRE
MCMILLAN HOSPITAL (AL)	PALM HARBOR FIRE

## CLIENT LIST

Plan	Plan
PALMETTO POLICE	WEST MANATEE FIRE & RESCUE
PALMETTO GENERAL	WEST MELBOURNE POLICE
PANAMA CITY FIRE	WICHITA FALLS FIRE (TX)
PANAMA CITY POLICE	WINTER GARDEN POLICE & FIRE
PARRISH MEDICAL CENTER	WINTER GARDEN GENERAL
PENSACOLA FIRE	WINTER HAVEN FIRE
PERRY FIRE	WINTER HAVEN GENERAL
PERRY POLICE	WINTER HAVEN POLICE
PINELLAS PARK FIRE	WOODLANDS FIRE (TX)
PLANT CITY SAFETY	
PORT ORANGE FIRE & RESCUE	
PORT ST. LUCIE POLICE	
PUNTA GORDA FIRE	
PUNTA GORDA GENERAL	
PUNTA GORDA POLICE	
QUINCY POLICE & FIRE	
RSR CORPORATION	
SANFORD FIRE	
SANFORD POLICE	
SANIBEL GENERAL	
SANIBEL POLICE	
SEBASTIAN POLICE	
SEBRING FIRE	
SEMINOLE FIRE	
SOUTH PASADENA FIRE	
SOUTH WALTON FIRE	
STAGEHANDS LOCAL 2	
ST AUGUSTINE FIRE	
ST CLOUD GENERAL	
ST CLOUD POLICE & FIRE	
ST LUCIE COUNTY FIRE	
ST LUCIE COUNTY GENERAL	
ST PETE BEACH FIRE	
ST PETE BEACH GENERAL	
ST PETE BEACH POLICE	
TAMPA GENERAL	
TAMPA POLICE AND FIRE	
TARPON SPRINGS FIRE	
TARPON SPRINGS POLICE	
TAVARES FIRE	
TAVARES POLICE	
TEAMSTERS LOCAL 727	
TEMPLE TERRACE FIRE	
TEMPLE TERRACE POLICE	
TITUSVILLE GENERAL	
TITUSVILLE POLICE & FIRE	
TRSL	
UMATILLA POLICE	
VENICE FIRE	
VENICE POLICE	

## Drug-Free Workplace Form

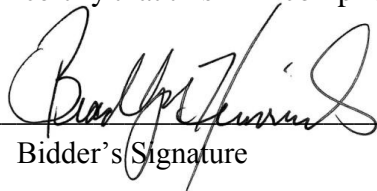
The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that

**Foster & Foster Consulting Actuaries, Inc. d/b/a Foster & Foster, Inc.** does:

(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for the drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

  
\_\_\_\_\_  
Bidder's Signature

June 22, 2018  
\_\_\_\_\_  
Date

## **EXHIBIT D**

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See Attached

**LIVING WAGE COMPLIANCE**  
See Living Wage Decision Tree (Exhibit C hereto)

Check one:

- ☒ Living Wage Ordinance does not apply  
(check all that apply)
- ☐ Not a covered service
  - ☐ Contract does not exceed \$100,000
  - ☐ Not a for-profit individual, business entity, corporation, partnership, limited liability company, joint venture, or similar business, who or which employees 50 or more persons, but not including employees of any subsidiaries, affiliates or parent businesses.
  - ☐ Located within the City of Gainesville enterprise zone.
- ☐ Living Wage Ordinance applies and the completed Certification of Compliance with Living Wage is included with this bid.

NOTE: If Contractor has stated Living Wage Ordinance does not apply and it is later determined Living Wage Ordinance does apply, Contractor will be required to comply with the provision of the City of Gainesville's living wage requirements, as applicable, without any adjustment to the bid price.

## **EXHIBIT E**

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See attached

**PROPOSAL RESPONSE FORM – SIGNATURE PAGE****(submit this form with your proposal)**

TO: City of Gainesville, Florida  
 200 East University Avenue  
 Gainesville, Florida 32601

PROJECT: Actuarial Services for the City of Gainesville General Employees' Pension  
 Plan and the City of Gainesville Retiree Health Insurance Trust Fund

RFP #: FPEN-180084-DH

RFP DUE DATE: June 25, 2018

Proposer's Legal Name: Foster and Foster Consulting Actuaries, Inc.

Proposer's Alias/DBA: Foster and Foster, Inc.

Proposer's Address: 13420 Parker Commons Blvd., Suite 104  
Fort Myers, FL 33912

PROPOSER'S REPRESENTATIVE (to be contacted for additional information on this proposal)

Name: Bradley R. Heinrichs Telephone Number 239-433-5500

Date: \_\_\_\_\_ Fax Number 239-481-0634

Email address brad.heinrichs.foster-foster.com

**ADDENDA**

The Proposer hereby acknowledges receipt of Addenda No.'s 1, 2, \_\_\_\_\_, to these Specifications.

**TAXES**

The Proposer agrees that any applicable Federal, State and Local sales and use taxes, which are to be paid by City of Gainesville, are included in the stated bid prices. Since often the City of Gainesville is exempt from taxes for equipment, materials and services, it is the responsibility of the Contractor to determine whether sales taxes are applicable. The Contractor is liable for any applicable taxes which are not included in the stated bid prices.

**LOCAL PREFERENCE (check one)**

Local Preference requested: ☐ YES ☒ NO

A copy of your Business tax receipt and Zoning Compliance Permit should be submitted with your bid if a local preference is requested.

**QUALIFIED LOCAL SMALL AND/OR DISABLED VETERAN BUSINESS STATUS (check one)**

Is your business qualified as a Local Small Business in accordance with the City of Gainesville Small Business Procurement Program? (Refer to Definitions) ☐ YES ☒ NO

Is your business qualified as a Local Service-Disabled Veteran Business in accordance with the City of Gainesville Small and Service-Disabled Veteran Business Procurement Program? (Refer to Definitions) ☐ YES ☐ No

**SERVICE-DISABLED VETERANS' BUSINESS (check one)**

Is your business certified as a service-disabled veterans' business? ☐ YES ☒ NO

**LIVING WAGE COMPLIANCE**

See Living Wage Decision Tree (Exhibit C hereto)

**Check One:**

- ☒ Living Wage Ordinance does not apply  
(check all that apply)
- ☒ Not a covered service
  - ☒ Contract does not exceed \$100,000
  - ☒ Not a for-profit individual, business entity, corporation, partnership, limited liability company, joint venture, or similar business, who or which employees 50 or more persons, but not including employees of any subsidiaries, affiliates or parent businesses.
  - ☐ Located within the City of Gainesville enterprise zone.

☐ Living Wage Ordinance applies and the completed Certification of Compliance with Living Wage is included with this bid.


NOTE: If Contractor has stated Living Wage Ordinance does not apply and it is later determined Living Wage Ordinance does apply, Contractor will be required to comply with the provision of the City of Gainesville's living wage requirements, as applicable, without any adjustment to the bid price.

**SIGNATURE ACKNOWLEDGES THAT: (check one)**

- ☒ Proposal is in full compliance with the Specifications.
- ☐ Proposal is in full compliance with specifications except as specifically stated and attached hereto.

Signature also acknowledges that Proposer has read the current City of Gainesville Debarment/Suspension/Termination Procedures and agrees that the provisions thereof shall apply to this RFP.


ATTEST:

  
Signature  
By: Sandra Heinrichs

Title: Vice President - Secretary

(CORPORATE SEAL)

PROPOSER:

  
Signature  
By: Bradley R. Heinrichs

Title: CEO - President