



# REQUEST FOR PROPOSALS RFP 2018-01: **VEBA Actuarial Services**

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Estero Fire Rescue is soliciting requests for proposals from qualified parties to provide Actuarial Services for Voluntary Employee Benefits Associations (VEBA) as specified herein.

## ***RFP INFORMATION AT A GLANCE***

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<b>Bid Title:</b>	<b>Actuarial Services for Voluntary Employee Benefits Association</b>
<b>Send Proposals To:</b>	Estero Fire Rescue District 21500 Three Oaks Parkway Estero, Florida 33928 <b>Attention: Scott Vanderbrook, Fire Chief</b>
<b>Due Date &amp; Time:</b>	<b>June 20, 2018 by 12:00 PM</b>
	Scott Vanderbrook Fire Chief Phone: (239) 390-8000 Email: <a href="mailto:Vanderbrook@esterofire.org">Vanderbrook@esterofire.org</a>

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**1. INTRODUCTION AND GENERAL INFORMATION**

**A. General Information and Term of Engagement**

Estero Fire Rescue (“Fire District”) is requesting proposals from qualified parties to provide the delivery of comprehensive actuarial services for a VEBA as specified herein.

**B. Information and Clarification**

All requests for information or clarification regarding this Request for Proposals (“RFP”) should be made in writing and addressed to Scott Vanderbrook, Fire Chief, whose contact information is included on the first page of this RFP.

**C. Presentation Costs**

The Fire District shall not be liable for any costs, fees, or expenses incurred by any proposer in responding to this RFP or any subsequent inquiries or presentation relating to a response.

**D. Submission of Proposals**

In order to be considered, interested firms must submit (12) twelve hard copies of their proposal by mail or hand delivery in a sealed package, clearly identified as “Actuarial Services for VEBA” to the attention of Scott Vanderbrook, Fire Chief at the appropriate address provided below such that it is received by the Fire District no later than **noon on Wednesday, June 20, 2018**

**By Mail:**  
**Estero Fire Rescue**  
**21500 Three Oaks Parkway**  
**Estero, FL 33928**

**Hand Delivery (M-Th 8:00-5:00)**  
**Estero Fire Rescue**  
**21500 Three Oaks Parkway**  
**Estero, FL 33928**

Any proposal received after the stated time and date will not be considered. It shall be the sole responsibility of the proposer to have their proposal delivered to the Fire District prior to the stated time and date. Proposals delayed by mail or delivery service shall not be considered, shall not be opened at the public meeting, and arrangements shall be made for the return of the unopened proposals at the proposer’s request and expense.

## **E. Opening of Proposals**

Fire Chief Scott Vanderbrook (or designee) shall publicly open, in the presence of a witness, all timely proposals at 21500 Three Oaks Parkway, Estero, FL at **June 28, 2018 at 9:00 AM**

## **2. NATURE OF SERVICES REQUIRED**

### **A. General**

The Fire District is requesting proposals from qualified parties to provide the delivery of comprehensive actuarial services for the Estero Fire Rescue District Voluntary Beneficiary Association (VEBA).

### **B. Scope of Work to be Performed**

#### **Estero Fire Rescue Recommendations:**

1. Meet with the VEBA Board to outline plan design parameters and assumptions.
2. Preparation of the actuarial valuation as of October 1, 2017 based upon proposed designs (maximum of three) and the anticipated contribution rate.
3. Preparation of ten-year projection of plan liabilities and assets.
4. Meet with the VEBA Board to discuss the valuation results and to answer any pending questions.
5. Preparation of the finalized Actuarial Valuation and Report.

#### **Interested party shall consider:**

All EFR recommendations listed herein.

EFR employees approximately 70 full-time employees.

Cost of any additional work performed for the Board and the hourly rates for personnel.

#### **Interested party shall:**

1. Provide sufficient information pertaining to interested party's qualifications to perform all specified functions within the parameters of this RFP.
2. Conform to all specifications of EFR.
3. Provide copies of "Certificate of Insurance" for all applicable insurance policies required to conduct the services associated with the RFP.

## **3. DESCRIPTION OF THE FIRE DISTRICT**

### **A. Name and Telephone Number of Contact Person**

The primary contact with the Fire District will be the Fire Chief Scott Vanderbrook at (239) 390-8000 or [Vanderbrook@esterofire.org](mailto:Vanderbrook@esterofire.org).

### **B. Background Information**

Estero Fire Rescue is an integrated emergency service agency providing twenty-four (24) hour Fire, EMS, and Rescue services coupled with fire prevention, community relations, and public awareness programs. Our services are provided to the residents, businesses, and transients or Estero and neighboring areas or jurisdictions as requested. The primary response district for services consists of approximately 56 square miles and a residential population base of 40,000.

Estero Fire Rescue is a combination Fire/EMS career emergency service organization. The District operates four fire stations and handled 4,700 requests for assistance last year. EFR is designated and established as an Independent Special District by Florida Statute.

The Fire Chief is employed by a Board consisting of five (5) Commissioners and serves as the District's Administrator, as well as the Director of Operations. The Fire Chief is supplemented by staff consisting of an Assistant Fire Chief, Human Resources Director, Finance Director, Fire Marshal and a Director of Public Affairs.

The Fire District's fiscal year begins on October 1 and ends on September 30. Budgets are adopted annually and follow established adoption guidelines as outlined in Florida Statutes. All expenditures are controlled in accordance with written policies and procedures.

Estero Fire Rescue believes an ounce of prevention is worth a pound of cure. That is why the District maintains a team of Fire Inspectors, a Plans Examiner and a Director of Public Affairs. This group of professionals strives to make our lives and community safer every day, through inspections and innovative safety programs.

### **C. History**

In 1964, a group of citizens formally established the "Estero Volunteer Fire Company, No. 1". In 1976, the Florida Legislature created a special district, "The Estero Fire Protection and Rescue Service District." This provided the ability to adequately fund the operation, hire firefighters, and purchase equipment.

In 1997, the Florida Legislature adopted Florida Statutes, Chapter 191, "Independent Special Fire Control District." The legislation was extremely valuable to Independent Special Fire Control Districts by clarifying their role of providing services in Florida and specifying their authority. The new legislation also required the codification and re-enactment of all Independent Special Fire Control District charters by December 1, 2004. In June of 2000, Governor Jeb Bush signed into law F.S. Chapter 2000-437, re-enacting "Estero Fire Rescue".

In the years since, Estero Fire Rescue has grown with the community and continues to do so. Currently, fifty-four (54) first responders will staff the four stations, 24 hours a day, 7 days a week. Over half of them are firefighter/paramedics. These men and women operate 5 ALS apparatus, all purchased in the last 3 years.

Just as The Village of Estero is rapidly becoming the "Jewel" of Southwest Florida, Estero Fire Rescue is recognized as one of the leading first responder services in the region, providing the best pre-hospital care available. All staff members share the goal of arriving at 90% of the calls in 4 minutes or less, and offering the best service possible to those in need. Their skills are sharpened through constant training, from the study of complex medical procedures to physically taxing fire and rescue drills.

## **4. PROPOSAL INSTRUCTIONS**

The proposal submitted by the proposer must be presented in the format provided below and must clearly show proposer's response in the appropriate designated section. Failure to follow this directive will cause the proposal to be deemed unresponsive and it will be rejected from any further consideration. **Proposer should submit one (1) original and eleven (11) additional hard copies of the proposal.**

All proposals must include the following requested information in the appropriate sections as defined below:

**A. Section 1 – Introduction – Company Information**

1. Name of the proposing firm and name of the representative submitting the proposal. Include all contact information.
2. Provide an overview of proposing firm and its ownership/organizational structure, philosophy/culture, and number of employees.
3. Describe, if applicable, how proposing firm is functionally tied to any provider of service and how that relationship may influence the ability to provide services to the Fire District.
4. Identify members of proposer’s staff who would be assigned to the Fire District and provide a summary of their qualifications, estimated percentage of their time that would be dedicated to the Fire District, and their availability to travel to the District to provide actuarial services.

**B. Section 2 – Company Expertise and Ability**

**C. Section 3 – Description of Services and Ability**

**5. PROPOSAL REQUIREMENTS**

**A. Submission of Proposals**

1. To be considered, the proposal must be received by the Fire District by **noon on Wednesday, June 20, 2018**.
2. The proposal shall be signed by an officer or shareholder of the proposing firm who is authorized to contractually bind the firm.
3. Any questions by prospective proposers concerning this RFP shall be addressed in writing (can be through e-mail) to the Fire District’s contact person, Scott Vanderbrook, at [Vanderbrook@esterofire.org](mailto:Vanderbrook@esterofire.org) no later than **June 7, 2018 at 5:00 PM**. No verbal communications shall be binding.
4. Proposals should be prepared simply and economically, providing a straightforward, concise delineation of the proposing firm's capabilities to satisfy the requirements of the RFP. The emphasis in the proposal should be on completeness and clarity of content.

**B. Proposal Format**

The following material must be submitted in a proposal for a proposing firm to be considered:

**1. Title Page**

A title page showing the RFP subject; the proposing firm’s name; the name, address and telephone number of the contact person; and the date of the proposal.

**2. Table of Contents**

**3. Transmittal Letter**

A signed letter of transmittal briefly stating the proposer’s understanding of the work to be done, the commitment to perform the work within the time period, and a statement as to why the firm believes itself to be best qualified to perform these services.

**4. Detailed Proposal**

A detailed proposal shall include, at minimum, complete and clear explanation of services with applicable provisions including but not limited to alternative options, delivery options, and incentives.

### **C. Technical Proposal**

The purpose of the Technical Proposal is to determine the qualifications, competence, and capacity of the firms seeking to undertake the services for the Fire District in conformity with the requirements of this RFP. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement.

The Technical Proposal should address all the points outlined in this RFP. While additional data may be presented, the following subjects must be included:

1. **Licensed to practice/perform service in Florida**

An affirmative statement should be included, indicating that the proposing firm and all assigned supervisory professional staff are properly licensed to practice/perform their duties in Florida.

2. **Firm Qualifications and Experience**

The RFP should state the size of the proposing firm's staff, the location of the office and contact information, and state the experience of the individuals working with the firm.

Proposing firm should also submit any peer reviews, including any positive/negative feedback letters from any clients.

3. **Similar Engagements with Other Governmental Agencies and/or Fire Districts**

Provide a list of clients in the last two (2) years, include the name, and phone number of the customer point of contact for each. Preference will be given to firms that have experience in providing services for "Independent Special Fire Control Districts" as defined under Chapter 191, Florida Statutes.

4. **References**

The proposal should include a maximum of three (3) written references regarding the proposer's ability and experience in providing the required services under this RFP.

### **D. Non-Confidentiality of Information**

The Fire District reserves the right to retain all copies of proposals submitted in response to this RFP. Interested firms are hereby notified that under Section 119.07, Florida Statutes ("Florida's Public Records Law") proposals submitted in response to this solicitation cannot be granted immunity from public scrutiny. All information submitted must be made available to the public for examination, if so requested, in accordance with the applicable provisions of Florida Law. Requests to hold certain submitted materials in confidence cannot be honored. If it is essential to an interested firm that certain materials are kept confidential, and the subject information is a required element of this RFP, it may be in firm's best interest to decline to respond to this RFP.

## **6. EVALUATION PROCEDURES**

### **A. Ranking and Award**

The Proposals will be evaluated and ranked on the quality of service delivery options, availability of scheduled services, and cost benefit analysis. A recommendation, in order of preference of firms deemed to be the most highly qualified to perform the required services will be created. Oral presentations from proposers may be requested prior to the final ranking or award. The final ranking may be presented to the Board of Fire Commissioners for an award determination.

### **B. Cone of Silence**

It is the intent of the Fire District to evaluate each proposal on the merits of the written document. After the issuance of the RFP by the Fire District, proposers and their representatives shall not contact, communicate with, or discuss any matter relating in any way to this RFP with the Fire

District, including any Commissioner, or any employee of the Fire District other than the Fire Chief. This prohibition begins with the issuance of the RFP and ends upon award of the resulting contract. Such communications initiated by a proposer shall be grounds for disqualifying the offending proposer from consideration for award under this RFP and/or potentially any future procurement with the Fire District.

If necessary, the Fire District may call one or more of the proposers for a face-to-face interview. This will be done at the sole discretion of the Fire District, will be for clarifying responses, and will not constitute a violation of the Cone of Silence.

## **7. APPENDICES**

### **A. Appendix A**

Public Entity Crime Statement.

### **B. Appendix B**

Confirmation of compliance with Insurance Requirements.

# APPENDIX A

## PUBLIC ENTITY CRIMES STATEMENT

(MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL)

### SWORN STATEMENT UNDER SECTION 287.133(3)(A), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

**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 \_\_\_\_\_  
[print name of public entity]

by \_\_\_\_\_  
[print individual's name and title]

For \_\_\_\_\_  
[print name of entity submitting sworn statement]

whose business address is: \_\_\_\_\_

City, State and Zip \_\_\_\_\_

and (if applicable) its 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)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentations.
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 an 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:
  - a. A predecessor or successor of a person convicted of a public entity crime: or
  - b. 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 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.

3. 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, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

4. Based on information and belief, the statement, which I have marked below, is true in 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, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ 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 subsequent to July 1, 1989.

\_\_\_\_\_ 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 subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative hearings and the Final Order entered 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. (Attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THE FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. 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.

\_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, the undersigned authority, \_\_\_\_\_ who, after first being sworn by me, affixed his/her signature in the space provided above on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

## APPENDIX B

### INDEMNIFICATION AND INSURANCE REQUIREMENTS

A. Indemnifications:

The Party shall hold harmless, indemnify, and defend the Fire District, its Commissioners, officers and employees, against any claim, action, loss, damage, injury (whether mental or physical, and including death to persons, or damage to property), liability, cost and expense of whatsoever kind or nature including, but not by way of limitation, attorney's fees and court costs, caused by the negligent acts or omissions of the proposer, its agents, assigns and employees.

B. Insurance:

(1) Without limiting its liability under the contract, the Party shall procure and maintain at its sole expense during the life of the contract, insurance of the types and in the minimum amounts stated herewith:

<u>TYPE</u>	<u>AMOUNT</u>
Professional Liability	\$1,000,000
Comprehensive General Liability	\$1,000,000
Comprehensive Automobile Liability	\$1,000,000
Workers' Compensation	(As required by law)

(2) The Party's comprehensive general liability policy shall include contractual liability on a blanket or specific basis to cover this indemnification.

(3) Such insurance shall be written by a company licensed to do business in the State of Florida and satisfactory to the Fire District. Prior to commencing any work under the contract, certificates evidencing the maintenance of said insurance shall be furnished to and approved by the Fire District.

(4) The insurance shall prove that no material alteration or cancellation, including expiration and non-renewal, shall be effective until thirty (30) days after receipt of written notice by the Fire District.

(5) The Party shall provide a Certificate of Insurance identifying the Fire District as an additional insured.