



TOWN OF SEABROOK, NH

REQUEST FOR PROPOSAL

**GASB 45 ACTUARIAL VALUATION OF POST-
EMPLOYMENT BENEFITS**

DESCRIPTION OF SERVICES: The Town of Seabrook, New Hampshire, is requesting proposals from qualified firms interested in providing actuarial services to the Town for the valuation of other post-employment benefits in compliance with the requirements of GASB 43 and 45. Firms with relevant actuarial service experience and qualifications are requested to submit their proposals. Preparation of submittals will be at the sole expense of the responding firm.

The selected firm will provide an actuarial valuation of the Town of Seabrook's liability for post-retirement benefits other than pensions for current and future retirees. The results will be presented in the aggregate using the GASB Statement 45 measurement methodology and assumptions for such a valuation.

It is agreed that all data, information and material prepared by the respondent as required by this request, shall be delivered to and remain the property of the Town. The data, information and material shall be put to any use the Town sees fit without any compensation to the respondent other than the fees to be paid under the terms of the contract.

Proposers will be required to submit a maximum professional fee for the completion of all work. If the scope of services changes then the maximum professional fee may be adjusted by mutual agreement.

BACKGROUND: The Town of Seabrook is a community with a 2015 population of 8,347 residents. The Town's 2015 budget is \$20,354,800.

The Town has approximately 124 benefit eligible employees and approximately 28 retirees receiving benefits purchased through the NH Local Government Center's Health Trust. The Town contributes between 90-100% of health insurance costs for its employees but does not contribute anything for its eligible retirees. According to the Town's by-laws, a benefit eligible employee is a full-time permanent employee or an elected official.



REQUIREMENTS: The Town is required to conduct an actuarial valuation of its liability for post-retirement benefits other than pensions for current and future retirees in accordance with GASB 45. The selected firm shall perform all calculations necessary to provide the above described valuation. The Town prefers that the valuation be completed on or before March 31, 2016, if possible. The Town will make available in a timely manner all information necessary to complete this task in the suggested time-frame.

SELECTION: The selection under this Request for Proposal will be based on experience and price. The Town reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that it may deem to be in the best interest of the Town.

Interested proposers must complete the next section and submit to the Town of Seabrook as directed. Please feel free to submit any documentation that you deem appropriate for the Town to consider your firm's experience in this area. All responses must be received no later than February 4, 2016.

Scope of Services

The primary purpose of the RFP is to secure professional actuarial services, which will:

- Provide the Town with an estimate of its total OPEB obligation as of December 31, 2015 and the annual required contribution amount (ARC) of the plans
- Ensure compliance with the reporting requirements of the Governmental Accounting Standards Board (GASB) standards 43 and 45.
- Prepare necessary information for inclusion in the Town's Annual Independent Audit.
- Analyze and explain funding strategies.

Consultant will perform the following services:

- Data Manipulation and Review – Prepare census data for use by your valuation system.
- Analyze data and ask questions on missing or irregular items.
- Planning with Town – Review plan, provisions, discuss and select actuarial assumptions and agree upon delivery date.
- Valuation Processing - Determine the Town's total accrued liability and annual required contribution by fund in accordance with GASB Statement 43 and 45.
- Discuss preliminary results with Town's Finance Manager.
- Draft Report – Submit draft report for review and approval prior to submission of final report.
- Provide six copies of the final report which shall include:
 - Summary of current plan provisions
 - Summary of all assumptions and methods applied in developing plan expense liabilities
 - Liabilities and expenses by employee group based on covered medical and life benefits



- Liabilities by active, deferred vested, retiree and beneficiary status
- Projection of the trends and cash flows to provide a forward looking estimate of financial impact to the Town
- Present Findings to the Town Manager and Board of Selectmen

Town's Responsibilities

The Town of Seabrook will provide consultants with confidential census data (in Excel format) for the current and former employees effective December 31, 2015.

Additionally, the Town will provide information regarding its current medical and dental insurance premiums and subsidies.

Scheduling

- A week after contract is signed, the firm will provide the Town with a list of all data requirements it requires to complete the valuation and in what type of format that data must be provided.
- The Town will have 2 weeks to comply with the data request from the firm.
- The firm will have 4 weeks to deliver a draft report to the Town.
- The Town will have 1 week to reply to the draft valuation.
- The firm will have 4 weeks to deliver the final valuation report due to the Town.

Proposal to Include

The prospective firm shall file with the proposal the following additional information:

- The location of office where the actuarial valuation will be conducted
- Identify its professional qualifications, experience in providing actuarial and consulting services to municipal government agencies and provide a list of three municipal government agencies for which it has performed similar services.

PROPOSAL: Bidders *may* submit five (5) copies of the proposal in a sealed envelope or box, plainly marked #B2016-MGR-04, and addressed:

Office of the Town Manager
C/o Shaylia Marquis
99 Lafayette Rd
Seabrook, NH 03874

Submissions are due by 2PM EST, Tuesday, February 4th, 2016 at which time bidding will be closed.

Approved:



 William M. Manzi III
 Town Manager

1-5-16
1/5/16



The following information must be submitted by interested actuary firms:

Business Name: _____

Business Address: _____

Authorized Representative: _____

Title: _____

Phone: _____

Email: _____

Number of GASB 45 valuations performed for municipalities in NH: _____

Number of GASB 45 valuations performed for municipalities not in NH: _____

Proposed completion date: _____

Proposed Cost for GASB 45 valuation: \$ _____