

RFB TO-22-10  
OPEB Actuarial Services  
Questions and Answers #2  
March 31, 2022

- Q1. Please confirm that electronic proposal submission should be emailed to [rappelhanz@topekmetro.org](mailto:rappelhanz@topekmetro.org).
- A1. Yes, electronic proposal submissions should be sent to [rappelhanz@topekmetro.org](mailto:rappelhanz@topekmetro.org).
- Q2. How was the Passes for Retired Employees benefit addressed by the previous vendor?
- A2. See Question 11.
- Q3. Was this benefit included in the Present Value of Future Benefits?
- A3. See Question 11.
- Q4. Can we receive a description or example of the method used for inclusion of this benefit in previous valuations reports?
- A4. See Question 11.
- Q5. What types of insurance and minimum coverage amounts does the Metro require for this contract?
- A5. Insurance coverage should be sufficient to protect Metro from all claims, including Workers' Compensation.
- Q6. What are the levels of insurance coverage carried by the currently contracted vendor?
- A6. Topeka Metro does not disclose that information.
- Q7. Are the evaluation criteria (listed in the RFP by degree of importance) a weighted criterion?
- A7. Yes.
- Q8. If so, please provide the weighting for each (Qualifications and References, Experience, Price.)
- A8. Topeka Metro does not disclose that information.

Q9. Can we receive a copy of the bid tabulations (if any) used for award of the previous contract?

A9. See Page 3.

Q10. When was the most recent interim valuation completed for the Metro's OPEB plans?

A10. July 2, 2021.

Q11. Can we receive a copy of the most recent interim valuation completed for the Metro?

A11. Yes, our GASB 75 Full Interim Report for our Fiscal Year Ending June 30, 2021, is posted on our website. Here is a link:

<https://www.topekametro.org/open-rfps>

Q12. Please provide descriptions and/or examples of an Optional or Supplemental Services performed by the previous Actuarial Services vendor (if any).

A12. None.

Q13. What are the anticipated requirements for onsite consulting, meetings, and/or presentations?

A13. None. We expect communication and meetings via email, telephone, and web meeting services.

Q14. Given the ongoing nature of current COVID pandemic, can meetings be performed using voice conference and/or web meeting services?

A14. Yes.

**Actuary**  
**OPEB Calculation for Annual Audit**  
**March 8, 2017**

Publication Date: February 6, 2017  
Proposal Due Date: March 8, 2017  
Contract Term: Five Years  
Proposals Received: Four: Foster & Foster, Oakbrook Terrace, IL  
Jefferson Solutions, Clifton Park, NY  
Lewis & Ellis, Overland Park, KS  
The Nyhart Company, Indianapolis, IN

Evaluation

There was no need to rank or grade the proposals. We reviewed each proposal to insure the proposer had the experience and qualifications to perform the services required. All four proposers were deemed qualified based on their references, and on the studies which they prepare for similar organizations. All four were also deemed qualified to perform actuarial studies in states other than their own, based on the geographic location of their references and other clients.

Each proposer's total bid price for the five-year contract:

The Nyhart Company	\$13,250
Lewis & Ellis	\$14,000
Jefferson Solutions	\$14,120
Foster & Foster	\$18,500

Recommendation

We recommend awarding the contract to The Nyhart Company, as they are qualified to perform the required service and had the lowest bid price.

(Note: The board does not normally award contracts under \$50,000, but since this service is audit-related I am asking that the board award the contract.)