



Actuarial Auditor Services

Request for Proposal

January 2023

Imperial County Employees' Retirement System (ICERS)

1221 W. State Street
El Centro, CA 92243 USA
1-(442)-265-7550

<https://icers.imperialcounty.org/>

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Section 1: Introduction

The Imperial County Employees Retirement System (“ICERS”) is requesting proposals from qualified firms interested in providing Actuarial Auditing services.

Those who wish to be considered must submit their completed proposal by **5:00 p.m., PDT, March 6, 2023**. Specific instructions for proposal submissions are contained in Section 7 of this RFP.

Questions about this RFP must be submitted in writing by **5:00 pm, PDT, February 6, 2022** to Scott W. Jarvis, Retirement Administrator, by email at ScottJarvis@co.imperial.ca.us.

Section 2: Background

ICERS was established in 1951 under the provisions of the County Employees Retirement Law of 1937, and provides members with retirement, disability, death, and cost-of-living benefits. There are approximately 4,300 members served by ICERS, of which over 1,300 are retirees. ICERS is governed by a nine-member Board of Retirement (“Board”) which has plenary authority and fiduciary responsibility for investment of moneys and administration of the retirement system. ICERS has nine employees and the Board appoints a Retirement Administrator who is responsible for the management of the agency. For additional information about ICERS, please refer to the ICERS website at <https://icers.imperialcounty.org/>.

Section 3: Scope of Services

The detailed scope of services for this engagement is outlined in the attached Exhibit “A” (“Scope of Services”). The primary objectives are to provide ICERS with: Actuarial Auditing services

The firm selected for this engagement will be expected to meet requirements that include, but are not limited to, the following:

1. The firm must have all necessary permits and licenses to perform the requested services and must be bonded where applicable.
2. Minimum insurance coverage must include the following items, and proof of such insurance must be provided to ICERS prior to the commencement of work, on an annual basis, and upon request:
 - Commercial General Liability: \$2M per occurrence, \$2M aggregate
 - Automobile Liability: \$1M per occurrence, \$2M aggregate
 - Workers Compensation: \$1M per occurrence, \$1M aggregate
 - Umbrella Liability: \$5M per occurrence, \$5M aggregate
 - *Professional Liability*: \$2M per occurrence, \$3M aggregate
 - *Cyber Security Insurance*: \$2M per occurrence, \$5M aggregate
 - *Fidelity Insurance*: \$5M per occurrence

ICERS must be listed as an additional insured on the above policies.

3. The firm shall provide all personnel, equipment, tools, materials, vehicles, supervision, and other items and services necessary to perform all services, tasks, and functions as requested in this RFP.
4. The initial term of the contract awarded pursuant to this RFP will be for a one-time period, with ICERS retaining the option to renew the contract.
5. All work under the contract awarded shall be performed and all equipment furnished or installed in accordance with applicable safety codes, ordinances, and other regulations, including the regulations of the State of California, Division of Industrial Safety and the provisions of the California Labor Code, the Occupational Safety and Health Act of 1970, the California Occupational Health and Safety Act.

6. Minimum Qualifications

All respondents are required to sign and return the "Minimum Qualifications Certification," attached as Exhibit "B."

Section 4: General Conditions

All terms, conditions, requirements, and procedures included in this RFP must be met for a proposal to be qualified. A proposal that fails to meet any material term, condition, requirement, or procedure of this RFP may be disqualified. ICERS reserves the right to waive or permit cure of non-material errors or omissions. ICERS reserves the right to modify, amend, or cancel the terms of this RFP at any time.

ICERS may modify this RFP prior to the date fixed for submission of a proposal by posting, mailing or emailing an addendum to the respondents known to be interested in submitting a proposal. Failure of a respondent to receive or acknowledge receipt of any addendum shall not relieve the respondent of the responsibility for complying with the terms thereof.

A respondent's proposal shall constitute an irrevocable offer for the 120 business days following the deadline for submission of proposals. Reference to a certain number of days in this RFP shall mean business days unless otherwise specified.

All proposals submitted in response to this RFP will become the exclusive property of ICERS. Proposals will not be returned to respondents.

By submitting a proposal, the respondent acknowledges that it has read this RFP, understands it, and agrees to be bound by its requirements unless clearly and specifically noted in the proposal submitted.

Quiet Period:

For the duration of the RFP process, ICERS staff and the Retirement Board will enter into a "quiet period" during which communications and meetings between interested parties and ICERS employees and Board members related to the subject matter of this RFP and any interested party's response to this RFP will be prohibited. This quiet period will continue until the review and hiring of a consulting firm is completed.

This quiet period enables ICERS to treat all respondents fairly during the RFP process and permit the unbiased review of responses. Conditions imposed during the quiet period are outlined below:

1. Interested parties are to refrain from face-to-face meetings or communications with ICERS' staff and Board members (communications include telephone conversations, letters and email) except as provided in Section IV(A) herein;
2. This quiet period remains in effect until the successful bidder enters into a contractual agreement with ICERS; and
3. Interested parties may meet with ICERS' staff or a Board member only if the meeting is limited to discussions that are not related to this RFP or any interested party's response to this RFP. ICERS' Administrator will be notified of such meetings and will maintain a log of all such meetings occurring during the quiet period for this RFP.

Nothing in this "quiet period" policy shall limit an interested party, who is currently engaged by ICERS as a service provider, from engaging in all meetings and communications with ICERS staff required to effectively conduct the Retirement System's business under the existing engagement.

If you have any questions regarding the quiet period conditions, please contact Scott Jarvis, Retirement Administrator, at (442) 265-7550. To facilitate this Policy, ICERS' staff will notify all Respondents of the beginning and end of the "quiet period." Any violation of this Policy by a Respondent will result in automatic removal of the Respondent's proposal from consideration.

Section 5: Point of Contact

A quiet period will be in effect from the date of issuance of this RFP until announcement of the selection of a firm or firms under this RFP. During the quiet period, respondents are not permitted to communicate with any ICERS staff member or Board Member regarding this RFP except through the Point of Contact named herein. Respondents violating this quiet period may be disqualified at ICERS' discretion. Respondents having current business with ICERS must limit their communications to the subject of such business.

ICERS' normal business hours of operations are from 08:00 to 17:00 Monday through Friday, except for federal and state holidays.

The Point of Contact for all matters relating to this RFP is:

Name:	Scott W. Jarvis
Title:	Retirement Administrator
Mail Address:	ICERS 1221 W. State Street El Centro, CA 92243
Phone:	(442) 265-7550
Email:	ScottJarvis@co.imperial.ca.us
ICERS Website:	https://icers.imperialcounty.org/
Status:	See the ICERS website for status of the RFP and announcements. These items can also be found here: https://icers.imperialcounty.org/request-proposal-actuary-audit/

Section 6: Response to Request for Proposal

Proposals must be submitted to the Point of Contact identified in [Section 5](#) and delivered by the due date and time stated below in the RFP Schedule.

ICERS will accept electronic, paper, or both types of submissions. Proposals may be submitted electronically in Microsoft Word or Adobe Acrobat PDF format to the email address noted in [Section 5](#). Submission may also be made by mailing a USB flash drive with the electronic files, or a paper copy to the mailing address noted in [Section 5](#). If paper copies are submitted, Six (6) copies must be submitted.

RFP Schedule

The following timetable constitutes a tentative schedule for this RFP process. ICERS reserves the right to modify this schedule at any time.

Deliverable	Date	Time
Release of RFP	January 23, 2023	
RFP Questions Deadline	February 6, 2023	5:00 P.M. PDT
RFP Answers Posted	February 13, 2023	5:00 P.M. PDT
RFP Submission Deadline	March 6, 2023	5:00 P.M. PDT
ICERS Review of RFP Submissions	March 7 to March 16, 2023	
Selection of Finalists	March 17, 2023	
Interviews of Finalists with Ad Hoc Committee	March 27-31, 2023	
Finalist Presentation to Board for Selection	April 19, 2023	
Estimated Contract Start Date	May 1, 2023	

Section 7: Proposal Requirements

Proposals must include the following information:

1. The “Minimum Qualifications Certification,” attached as Exhibit “B.”
2. The “Proposal Cover Page and Check List,” attached as Exhibit “C.”
3. An executive summary that provides the respondent’s background, experience, and other qualifications to provide the services included in the Scope of Services.
4. A description of the respondent including:
 - a. Brief history, including year the respondent firm was formed.
 - b. Ownership structure.
 - c. Office locations.
 - d. Organization chart.
 - e. Number of employees.
 - f. Annual revenues.
 - g. Respondent’s specialties, strengths, and limitations.
 - h. Describe the accounting systems used and financial reporting methodologies.
5. The names and qualifications of fully trained and qualified staff that will be assigned to ICERS work, including a detailed profile of each person’s background and relevant individual experience.
6. At least three (3) references for which the respondent has provided services similar to those included in the Scope of Services. Please include for each reference the individual point of contact, a summary of the work performed, and the length of time the respondent provided each service.
7. Copies of any pertinent licenses required to deliver respondent’s product or service (e.g., business license).

8. An explanation of the pricing proposal for the scope of work including pricing of fees and costs, billing practices, and payment terms that would apply. ICERS does not place any limits on the approach to pricing and is open to presentation of more than one pricing alternative for the scope of work, or portions of it. This section of the response should include an explanation as to how the pricing approach(es) will be managed to provide the best value to ICERS. The respondent should represent that the pricing offered to ICERS is, and will remain, equivalent to or better than that provided to other public pension fund or institutional investor clients or should provide an explanation as to why this representation cannot be provided. All pricing proposals should be “best and final,” although ICERS reserves the right to negotiate on pricing. The respondent shall provide a not to exceed price for the performance of the actuarial audit scope of services, and should include incidental and travel costs to El Centro for the performance of the scope of work or required presentations to the Board, which will not be separately reimbursable.
9. An explanation of all actual or potential conflicts of interest that the respondent may have in contracting with ICERS.
10. A description of all past, pending, or threatened litigation, including malpractice claims, administrative, state ethics, disciplinary proceedings, and other claims against respondent and/or any of the individuals proposed to provide services to ICERS.
11. Any other information that the respondent deems relevant to ICERS’ selection process.

Section 8: Evaluation Criteria

Responses will be evaluated based upon the following:

1. Experience and reputation of the respondent.
2. Quality of the team proposed to provide services to ICERS, including staffing depth, experience, turnover, and compensation.
3. Pricing and value.
4. The organization, completeness, and quality of the proposal.
5. Information provided by references.
6. Other factors ICERS determines to be relevant.

The factors will be considered as a whole, without a specific weighting.

ICERS may require one or more interviews with or personal presentations by finalists to be conducted with staff, Board Members, and/or the entire Board of Retirement.

If the information in the proposal is deemed to be insufficient for evaluation, ICERS may request additional information or reject the proposal outright at ICERS’ sole discretion. Intentionally false, incomplete, or unresponsive statements in connection with a proposal will result in rejection of the proposal.

Section 9: Non-Discrimination Requirement

By submitting a proposal, the respondent represents that it and its subsidiaries do not and will not discriminate against any employee or applicant for employment on the basis of race, religion, color, national origin, ethnic group identification, mental disability, physical disability, medical condition, genetic information, marital status, ancestry, sex, gender, sexual orientation, gender identity, gender expression, age, or military and veteran status.

Section 10: Notice Regarding the California Public Records Act and the Brown Act

The information submitted in response to this RFP will be subject to public disclosure pursuant to the California Public Records Act (California Government Code Section 6250, et. seq., the "Act"). The Act provides generally that all records relating to a public agency's business are open to public inspection and copying unless specifically exempted under one of several exemptions set forth in the Act. If a respondent believes any portion of its proposal is exempt from public disclosure or discussion under the Act, the respondent must provide a full explanation and mark such portion "TRADE SECRETS," "CONFIDENTIAL," or "PROPRIETARY," and make it readily separable from the balance of the response. Proposals marked "TRADE SECRETS," "CONFIDENTIAL," or "PROPRIETARY" in their entirety will not be honored, and ICERS will not deny public disclosure of all or any portion of proposals so marked.

By submitting a proposal with material marked "TRADE SECRETS," "CONFIDENTIAL," or "PROPRIETARY," a respondent represents it has a good faith belief that the material is exempt from disclosure under the Act; however, such designations will not necessarily be conclusive, and a respondent may be required to justify in writing why such material should not be disclosed by ICERS under the Act. Fee and pricing proposals are not considered "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY".

If ICERS receives a request pursuant to the Act for materials that a respondent has marked "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY," and if ICERS agrees that the material requested is not subject to disclosure under the Act, ICERS will either notify the respondent so that it can seek a protective order at its own cost and expense, or ICERS will deny disclosure of those materials. ICERS will not be held liable, however, for inadvertent disclosure of such materials, data, and information or for disclosure of such materials if deemed appropriate in ICERS' sole discretion. ICERS retains the right to disclose all information provided by a respondent.

If ICERS denies public disclosure of any materials designated as "TRADE SECRETS," "CONFIDENTIAL," or "PROPRIETARY", the respondent agrees to reimburse ICERS for, and to indemnify, defend and hold harmless ICERS, its Boards, officers, fiduciaries, employees, and agents from and against:

1. Any and all claims, damages, losses, liabilities, suits, judgments, fines, penalties, costs, and expenses, including, without limitation, attorneys' fees, expenses, and court costs of any nature whatsoever (collectively, "Claims") arising from or relating to ICERS' non-disclosure of any such designated portions of a proposal; and
2. Any and all Claims arising from or relating to ICERS' public disclosure of any such designated portions of a proposal if ICERS determines disclosure is required by law, or if disclosure is ordered by a court of competent jurisdiction.

Section 11: Contract Negotiations

ICERS will propose a contract to the successful respondent, which will contain such terms as ICERS, in its sole discretion, may require. In addition, the selected firm will agree that this RFP and the firm's proposal will be incorporated by reference into any resulting contract.

This RFP is not an offer to contract. Acceptance of a proposal neither commits ICERS to award a contract to any respondent, nor does it limit ICERS' right to negotiate the terms of a contract in ICERS' best interest, including the addition of terms not mentioned in this RFP. The final contract must, among other terms and conditions required by ICERS, allow ICERS to terminate the contract a) for ICERS' convenience, b) if funds are not appropriated for the services to be provided, or c) for default.

By submitting a proposal without comment on the ICERS Services Agreement, respondent will be deemed to have agreed to each term in the ICERS Services Agreement, and to not seek any modifications to it. If respondent objects to any term in the ICERS Services Agreement or wishes to modify or add terms to the ICERS Services Agreement, the proposal must identify each objection and propose language for each modification and additional term sought. A rationale should be included for each objection, modification, or addition.

Section 12: Reservations by ICERS

In addition to the other provisions of this RFP, ICERS reserves the right to:

1. Cancel or modify this RFP, in whole or in part, at any time.
2. Make such investigation as it deems necessary to determine the respondent's ability to furnish the required services, and the respondent agrees to furnish all such information for this purpose as ICERS may request.
3. Reject the proposal of any respondent who is not currently in a position to perform the contract, or who has previously failed to perform similar contracts properly, or in a timely manner, or for any other reason in ICERS' sole discretion.
4. Waive irregularities, to negotiate in any manner necessary to best serve the public interest, and to make a whole award, multiple awards, a partial award, or no award.
5. Award a contract, if at all, to the firm which will provide the best match to the requirements of the RFP and the service needs of ICERS in ICERS' sole discretion, which may not be the proposal offering the lowest fees.
6. Request additional documentation or information from respondents, which may vary by respondent. ICERS may ask questions of any respondent to seek clarification of a proposal or to ensure the respondent understands the scope of the work or other terms of the RFP.
7. Reject any or all proposals submitted in response to this RFP.
8. Choose to not enter into an agreement with any of the respondents to this RFP or negotiate for the services described in this RFP with a party that did not submit a proposal.
9. Determine the extent, without limitation, to which the services of a successful respondent are or are not actually utilized.
10. Defer selection of a bidder to a time of ICERS' choosing.
11. Consider information about a respondent other than, and in addition to, that submitted by the respondent.

Exhibit A

Scope of Services

ICERS seeks one qualified actuarial firm to perform the following actuarial services:

- The audit will determine the accuracy of the June 30, 2022 valuation performed by Segal.
- The audit will assess the actuarial assumptions and funding methodologies used, including a comparison to industry standards. The purpose of the audit is to provide an opinion regarding the reasonableness and accuracy of the actuarial assumptions, actuarial cost methods, valuation results, and contribution rates.
- The audit will be a full replication parallel valuation audit, including a full re-run of the June 30, 2022 actuarial valuation and a review of detailed output on certain select test lives from the valuation group.
- The audit will not include a parallel experience analysis. Rather, the audit will focus on comparing ICERS' assumptions to industry norms as well as reviewing the structure and application of the assumptions based upon the test lives.
- The review of actuarial methods should be based on industry standards as well as the auditing firm's experience with similar retirement systems.
- The full replication parallel valuation, complimented by review of test lives, should allow the auditing firm to determine whether:
 1. The current valuation system used by Segal is accurately applying the assumptions as stated and is accurately valuing the appropriate benefits;
 2. The current valuation system used by Segal is properly allocating the present value of benefits between normal cost and actuarial accrued liability; and
 3. The current valuation system used by Segal is adding together liabilities appropriately for each decrement, for each member, and over the entire population so that there is reasonable assurance that no segment of the population is being ignored and no particular liabilities are being omitted.

Exhibit B

MINIMUM QUALIFICATIONS CERTIFICATION

All firms submitting a proposal in response to this RFP are required to sign and return this attachment, along with written evidence of how the respondent meets each qualification. The undersigned hereby certifies that it fulfills the minimum qualifications outlined below, as well as the requirements contained in the RFP.

Minimum Qualifications include:

1. The firm must be a professional actuarial services firm whose primary line of business includes providing actuarial valuation, experience investigations and analysis, actuarial audits, and pension consulting services to public pension plans or similar entities of substantial size;
2. The Primary Actuary performing the work must be a Fellow of the Society of Actuaries and an Enrolled Actuary. Any Supporting Actuary must be either a Fellow of the Society of Actuaries, an Enrolled Actuary or have five years of actuarial pension consulting experience;
3. The Primary Actuary performing the services under the Contract must have a minimum of ten years of experience as an actuary providing pension consulting services experience analysis, valuation assignments and actuarial audit assignments for multi-employer retirement plans. Experience with county retirement systems under the County Employees Retirement Law of 1937 is highly desirable.
4. The firm must have all necessary permits and licenses. Liability as well as errors and omissions insurance must be in full force at the time the proposal is submitted and must be maintained throughout the term of the contract.
5. The firm must provide its own work facilities, equipment, supplies and support staff to perform the required services;
6. All actuaries performing the work must meet the professional qualification standards of the American Academy of Actuaries

The undersigned hereby certifies that they are an individual authorized to bind the Firm contractually, and said signature authorizes verification of this information.

Authorized Signature

Date

Name and Title (please print)

Name of Firm

Exhibit C

PROPOSAL COVER PAGE AND CHECK LIST (TO BE SUBMITTED IN FIRM'S LETTERHEAD)

Respondent Name:

Respondent Address:

By submitting this response, the undersigned hereby affirms and represents that they have reviewed the proposal requirements and have submitted a complete and accurate response to the best of their knowledge. By signing below, I hereby affirm that the respondent has reviewed the entire RFP and intends to comply with all requirements.

Respondent specifically acknowledges the following:

1. Respondent possesses the required technical expertise and has sufficient capacity to provide the services outlined in the RFP.
2. Respondent has no unresolved questions regarding the RFP and believes that there are no ambiguities in the scope of services.
3. The fee schedule submitted in response to the RFP is for the entire scope of services and no extra charges or expenses will be paid by ICERS.
4. Respondent has completely disclosed to ICERS all facts bearing upon any possible interests, direct or indirect, that Respondent believes any member of ICERS, or other officer, agent, or employee of ICERS presently has, or will have, in this contract, or in the performance thereof, or in any portion of the profits thereunder.
5. Materials contained in the proposal and all correspondence and written questions submitted during the RFP process are subject to disclosure pursuant to the California Public Records Act.
6. Respondent is not currently under investigation by any state or federal regulatory agency for any reason.
7. Except as specifically noted in the proposal, respondent agrees to all of the terms and conditions included in ICERS Services Agreement.
8. The signatory is authorized to bind the respondent contractually.