



**NEW BRITAIN TOWNSHIP  
REQUEST FOR PROPOSALS (RFP)**

**ACTUARIAL SERVICES:  
NON-UNIFORM PENSION PLAN & POLICE PENSION PLAN**

**Release Date: APRIL 6, 2022  
Due Date: APRIL 29, 2022**

## 1. PURPOSE AND INTENT

Through this Request for Proposals (RFP), New Britain Township seeks to engage a respondent who will provide **Actuarial Services for the Non-Uniform Pension Plan and Police Pension Plan** for New Britain Township upon appointment.

## 2. PROPOSAL SUBMISSION

Completed proposals shall be submitted via email to [rfp@newbritaintownship.org](mailto:rfp@newbritaintownship.org), with the subject line "Township Actuarial Services: Request for Proposals".

The proposal must be received no later than **10:00AM** on **APRIL 29, 2022**.

Facsimile and hardcopy proposals will **not** be accepted. Any inquiries concerning this RFP shall be submitted via email to [rfp@newbritaintownship.org](mailto:rfp@newbritaintownship.org) by **10:00AM** on **APRIL 22, 2022** with the subject "Township Actuarial Services: Request for Proposals - Question".

All documents/information submitted in response to this RFP shall be available to the general public. New Britain Township will not be responsible for any costs associated with the oral or written presentation of the proposals. New Britain reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. New Britain Township also reserves the right to negotiate with all qualified sources or cancel in part or its entirety; the RFP when the Township determines that such action is in its best interests.

New Britain Township further reserves the right to investigate the qualifications and any and all respondents who submit proposals.

## 3. GENERAL INFORMATION

New Britain Township is located in Bucks County, Pennsylvania. The Township has a five-member Board of Supervisors and an appointed Manager. The Township of New Britain is approximately 18.28 square miles and has a 2020 Census population of 12,327, an annual General Fund budget of around **8 million dollars**, and **31 Full-Time** employees.

## 4. PROJECT OVERVIEW

The Township of New Britain is soliciting proposals from qualified firms to provide actuarial and consulting services to its two Defined Benefit pension plans.

The provisions of the Police Plan are governed by Pennsylvania Act 600, as amended. For both plans, the funding and reporting to the agencies of the Commonwealth of Pennsylvania are in accordance with Act 205 of 1984, as amended. These plans provide retirement, death, and disability benefits to the Township's police officers and non-uniformed employees. The Police Plan covers **twelve (12)** active employees and **nine (9)** retirees. The Non-Uniformed Plan covers **seventeen (17)** active employees and **fourteen (14)** retirees.

## 5. PROJECT GOALS

The general administration and the responsibility for the proper operation of the Pension Plans are vested in the Township Board of Supervisors. The goal of the Board of Supervisors is to ensure appropriate and secure management of these plans.

## 6. SCOPE OF WORK

### **Regular Services**

The successful respondent will be required to perform the following actuarial services for the Pension Plans on an annual or biennial basis:

1. Prepare required actuarial valuation reports as of January 1 of each odd-numbered calendar year, beginning January 1, 2023. These reports shall include benefit information for all members of the Plans, as well as plan funding information. The valuation process shall include a review of the actuarial assumptions as well as the plan's overall condition.
2. Prepare actuarial valuation reports pursuant to GASB 67 & 68 as of December 31 of each calendar year, beginning December 31, 2021.
3. Prepare Act 205 reporting forms to be submitted to the Auditor-General in each even-numbered calendar year, beginning January 1, 2022.
4. Prepare annual pension benefit statements showing pension benefit information for each active member of each plan, beginning January 1, 2022.
5. Assist the Township with the preparation of state-aid certification (Form AG-385) with the Department of the Auditor General.
6. Assist the Township in calculating the annual Minimum Municipal Obligation ("MMO") required under Act 205 to be submitted by the Chief Administrative Officer to the governing body by September 30 of each year.
7. Assist the Township through the audit process conducted by the Auditor General.
8. Maintain a listing of all active, retired, and terminated vested members of each plan, including their date of entry into the plan, annual reported wages, member contributions, accumulated contributions, and separation date, among other demographic items.
9. Assist the Township in determining pension benefits for retired, retiring, and terminated members.
10. Aid and attend meetings as required or requested by the Township management and the Board of Supervisors.

## **Additional Services**

The successful Respondent will be required to perform the following actuarial services upon request by the Township:

1. Inform the Township of legislative and regulatory changes that may be applicable to the plans.
2. Provide actuarial studies for benefit-cost estimates and additional actuarial services.
3. Provide necessary documentation or actuarial testimony during labor negotiations and assist with arbitration if needed.
4. Prepare (or assist the Township's solicitor in preparing) plan documents, including amendments, Summary Plan Descriptions, and ordinances or resolutions as needed by the Township.
5. Assist the Township with pension benefit calculations for retiring or terminating plan members.

## **7. MINIMUM QUALIFICATIONS**

New Britain Township requires the services of a firm or individual that is able to provide actuarial services for New Britain Townships' Non-Uniform Pension Plan and Police Pension Plan in an accurate and timely manner. See **Exhibit A** for details on needed services.

A completed response to this RFP which contains all mandatory contents shall also be considered a minimum qualification.

## **8. SUBMISSION REQUIREMENTS**

### **Experience with Pennsylvania Municipal Retirement Plans**

1. Actuaries and Actuarial Staff:
  - a) Principal Actuary: Identify the principal actuary by name and give the year such actuary became an Enrolled Actuary under Section 3042 of the Employees' Retirement Income Security Act of 1974 and the number years of experience with Pennsylvania municipal retirement plans. Also, indicate the number of Pennsylvania municipal retirement plans, and retirement plans in general, for which the principal actuary has primary client responsibility.
  - b) Identify other actuaries employed by the actuarial consulting firm who are certified to perform actuarial services under Act 205 and the number of years of experience with Pennsylvania municipal retirement plans.
  - c) Provide the total number of enrolled actuaries employed by the actuarial consulting firm.

- d) Provide the number of actuarial support staff who perform actuarial calculations for Pennsylvania municipal retirement plans.
- e) Describe any experience your firm has with assisting in the conversion of a defined benefit pension plan to a defined contribution pension plan.

2. Firm History and Operations

- a) For how many years has the firm been providing actuarial services?
- b) For how many years has the firm been providing actuarial services to Pennsylvania Municipal Retirement Plans?
- c) For how many Pennsylvania Municipal Retirement Plans does your firm currently providing actuarial services?
- d) Please identify the location of the primary office that will be providing services for the pension plans
- e) Describe the ownership structure of the firm, including the relationships of each branch office to the branch offices and to the headquarters. Identify the individuals or individuals who have overall responsibility for the Firm's operations.
- f) Please describe any material developments in the ownership structure of your organization over the past three years. Describe any planned changes in your organization in detail.
- g) How many employees are located at the branch office that will be responsible for services under this proposal?
- h) If the client contact person is to be someone other than the actuary, please identify who be the client contact person on the account?

3. Act 44 of 2009 Disclosures

In accordance with the disclosure provisions of Act 44 of 2009, please identify any individuals employed or contracted by your firm who:

- a) Are current or former employees of the Township of New Britain
- b) Are registered State or Federal lobbyists
- c) Have been hired as a third party to communicate with the Township of New Britain
- d) Have made political contributions to any Department officials or candidates for the Township of New Britain offices after December 17,2009
- e) Have solicited contributions for any Township of New Britain official or any official's political party or political action committee
- f) Have a direct business, commercial or financial relationship with any Township of New Britain officials
- g) Have bestowed any gifts beyond a nominal value to any Township of New Britain officials.

All proposals must be returned with completed and signed Act 44 of 2009 Disclosure Verification, see **Exhibit B**.

## **Fees**

Please provide the following information regarding fees:

### **Regular Actuarial Services**

1. Annual fee for years in which an Actuarial Valuation Report is required under Act 205:
2. Annual fee for years in which an Actuarial Valuation Report is not required under Act 205:

### **Additional Services**

1. Hourly billing rates for principal actuary assigned to the Plans:
2. Hourly billing rates for actuarial support staff assigned to the Plans:

All proposals must be returned with completed with the requested Fees, see **Exhibit C**.

## **References**

Please list five (5) Pennsylvania municipal pension plan clients for whom the firm has provided actuarial services within the past year. At least three (3) of the reference clients must be clients who have been serviced by the principal actuary who will be assigned to the Township of New Britain. For each reference listed, include the name of the municipality, the contact person at the municipality, telephone number and email address.

### **9. TERM OF CONTRACT:**

The term of the contract is limited to the confines of the needed services specified in this RFP. Specifics of the contract will be defined and agreed upon by both parties before work begins. Contract shall define specific goals and objectives and shall include benchmarks through the successful completion of the project.

### **10. INSURANCE:**

The selected firm shall, at its sole cost and expense, procure and maintain insurance in the types and limits specified below. Said insurance shall remain in full force and effect, covering the performance of the services rendered under this agreement for the duration of any agreement with the Township. In addition to the insurance coverage and limits listed herein, the selected candidate shall obtain any other insurance coverage as may be required by law.

- A. General Liability Insurance:  
Limits of Liability: \$1,000,000 in the aggregate and per occurrence.

Coverage: Premises operations, blanket contractual liability, personal injury liability (employee exclusion deleted), products and completed operations, independent contractors, employees and volunteers as additional insureds, joint liability, and broad form property damage (including completed operations).

B. Workers' Compensation and Employers' Liability Insurance:

Limits of Liability: Statutory Limits.

C. Automobile Liability:

Limits of Liability: \$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage liability.

D. Professional Liability Insurance:

Limits of Liability: \$1,500,000 by claim and \$3,000,000 in the aggregate.

Coverage: Professional Liability policy which includes Errors and Omissions (E&O) coverage, which shall provide coverage for acts of negligence, errors, or omissions

Coverage for occurrences happening during the performance of services required under this agreement shall be maintained in full force and effect under the policy. The policy shall include "tail coverage" for claims stemming from work performed on behalf of the Township which arise after the termination of the actuary's contract for services.

All insurance provided for in this section shall be obtained under valid and enforceable policies issued by insurers of recognized responsibility which are licensed to do business in the Commonwealth of Pennsylvania. The Township requires that proof of insurance shall be submitted to the Township at least ten (10) calendar days before any work is begun under the contract. Proof of any renewal or change of insurance carrier or policy shall be submitted to the Township within twenty (20) days of the effective date of said change or renewal.

The Township reserves the right to review categories and levels of insurance coverage held by the selected firm in an ongoing program of risk management. The selected firm will be notified, in writing, of coverage requirements as determined by this review and the firm shall agree to secure such requested coverage.

## 11. UNDUE INFLUENCE

The successful candidate shall agree not to hire any Township Personnel who may exercise or has exercised discretion in the awarding, administration, or continuance of this agreement for up to and including one (1) year following the termination of the employee from Township service. This provision shall be specifically included as a material provision of the candidate's contact for services with the Township.

## 12. INTERVIEW

The Board of Supervisors, or their selected designee reserve the right to interview any and all of the respondents submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on its face. New Britain Township reserves the right to request clarifying information subsequent to submission of the proposal.

## 13. SELECTION PROCESS

All proposals will be reviewed by the Board of Supervisors and/or the RFP/Q selection committee to determine responsiveness. Non-responsive proposals may be rejected without further evaluation.

For respondents which satisfy the Minimum Qualifications, the Township's evaluation will include but not be limited to the following evaluation criteria, separate, or combined in some manner, and not necessarily listed in order of significance:

- a) Understanding of Pennsylvania Municipal Pension Plans, including Act 600 and Act 205
- b) Depth of Professional Staff
- c) Communication of Actuarial Results
- d) Firm Organizational Background and Reputation
- e) Quality of Actuarial Services
- f) References
- g) Fees

## 14. SELECTION AND CONTRACT

New Britain Township will select the respondent deemed most advantageous to the Township, with price and other factors considered. The resulting contract will include this RFP, any clarifications, or addenda thereto, the selected respondent's proposal, and any changes negotiated by the parties. New Britain Township shall not be required to appoint the lowest cost respondent. Upon the recommendation of the selection committee, the Board of Supervisors will consider approving a contract with the selected respondent at a public meeting to be held in the future.

## 15. FILES

The selected actuary shall agree to promptly return to the township all files related to the final products complete with all documents, memos, correspondence, and all other material contained therein including but not limited to electronic data. The selected actuary shall agree that these materials will be provided to the Township upon demand and without cost to the Township.

## 16. EXCEPTIONS

Any exceptions to terms, conditions, or other requirements in any part of this RFP must be clearly pointed out in the candidate's proposal. Otherwise, the Township will consider that all items offered are in strict compliance with this RFP, and the successful respondent will be responsible for compliance.

## **Exhibit A**

New Britain Township  
Request for Proposals & Qualifications for Municipal Professionals  
Minimum Qualifications

### **ACTUARIAL SERVICES: NON-UNIFORM PENSION PLAN & POLICE PENSION PLAN**

Respondents must establish that they meet the following minimum qualifications:

- a)** The firm is a professional actuarial firm that provides actuarial valuations, experience investigations and pension consulting services.
- b)** The principal actuary who will be responsible for the plan is an Enrolled Actuary and is certified to perform actuarial services under Act 205.
- c)** The firm must provide actuarial services to at least five (5) Pennsylvania municipalities.
- d)** The Proposal must be complete and signed by the principal actuary, stating the name, title, address, and phone number of a contact person who is authorized to provide clarification of the proposal, if necessary.

**Exhibit B**

New Britain Township  
Request for Proposals & Qualifications for Municipal Professionals

**ACT 44 of 2009 Disclosures Verification**

I, \_\_\_\_\_, hereby state that I am the actuary for \_\_\_\_\_ and am authorized to make this verification. I hereby verify that the facts set forth in the foregoing Act 44 Disclosure Form for Entities Providing Professional Service to the Township of New Britain Pension Plans are true and correct to the best of my knowledge, information, and belief. I also understand that knowingly making material misstatements or omissions in the form could subject the responding Contractor to the penalties under Section 705-A€ of Act 44.

I understand that false statements herein are made subject to the penalties of 18 P.A.C.S. Section 4904 relating to unsworn falsification to authorities.

\_\_\_\_\_  
Signature

**Exhibit C**

New Britain Township  
Request for Proposals & Qualifications for Municipal Professionals

**Fees**

Please provide the following information regarding fees:

**REGULAR ACTUARIAL SERVICES**

Annual fee for years in which an Actuarial Valuation Report is required under Act 205:

\$ \_\_\_\_\_

Annual fee for years in which an Actuarial Valuation Report is not required under Act 205:

\$ \_\_\_\_\_

**ADDITIONAL SERVICES**

Hourly billing rates for principal actuary assigned to the Plans:

\$ \_\_\_\_\_

Hourly billing rates for actuarial support staff assigned to the Plans:

\$ \_\_\_\_\_