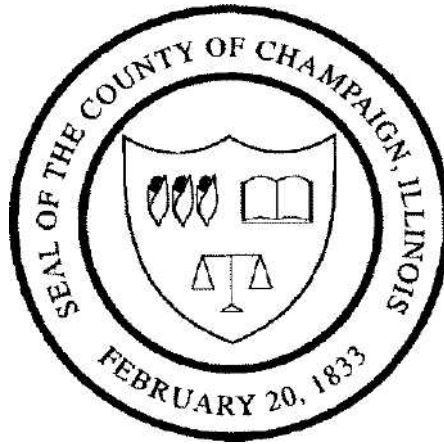


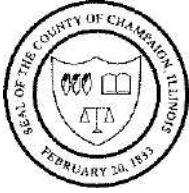


CHAMPAIGN COUNTY

REQUEST FOR PROPOSAL: 2008-007

ACTUARIAL SERVICES

Sealed Proposal Due Date: 10:30 A.M. May 30, 2008



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 EAST WASHINGTON
URBANA, IL 61802
(217)384-3776
(217) 384-3765- PHYSICAL PLANT
(217) 384-3896-FAX
(217) 384-3864-TDD
Website: www.co.champaign.il.us

ADMINISTRATIVE SUPPORT
DATA PROCESSING
MICROGRAPHICS
PURCHASING
PHYSICAL PLANT
SALARY ADMINISTRATION

REQUEST FOR PROPOSAL: 2008-007

ACTUARIAL SERVICES

On behalf of the Champaign County Board, I invite you to furnish a technical proposal in accordance with the Proposal Guidelines and Proposal Specifications for the services stated herein. Carefully read the attached documents and follow the procedures as outlined in order to be considered for award of contract for this project.

All technical proposals are to be submitted as outlined. To be considered for the award of contract, proposals must be received on or before **10:30 a.m. May 30, 2008**. Proposals are to be received at the following address:

Champaign County Administrative Services
Brookens Administrative Center
1776 East Washington Street
Attn.: Debra Busey, County Administrator of Finance
Urbana, Illinois 61802
PH: (217)384-3776
E-mail: dbusey@co.champaign.il.us

Cordially yours,

Debra Busey
County Administrator of Finance

NOTICE TO PROPOSERS

PROPOSAL DATA

PROPOSAL NUMBER: 2008-007

TITLE: Actuarial Services

CONTACT: Debra Busey

PHONE #: (217)384-3776

FAX#: (217)384-3896

E-MAIL: dbusey@co.champaign.il.us

PROPOSAL DUE DATE/TIME

DUE DAY/DATE: Friday, May 30,2008

TIME: 10:30 a.m.

MAILING ADDRESS: Champaign County Administrative Services
Brookens Administrative Center
Attn.: Debra Busey, County Administrator of Finance
1776 East Washington Street
Urbana, Illinois 61802

DIRECTIONS: In Urbana, take Main Street east to Lierman Avenue. Turn right (south) on Lierman Avenue. At stop sign, turn left (east) on to Washington Street. On left side of street is the Brookens Administrative Center. Use visitor parking lot. Proceed to main entrance and Administrative Services Office.

NOTICE TO PROPOSERS - AMENDMENTS

Notice is hereby given that sealed proposals will be received in the Champaign County Administrative Services Office, Brookens Administrative Center, at 1776 East Washington Street, Urbana, Illinois 61802 until 10:30 a.m., (Local Time) on:

Friday, May 30, 2008.

To provide Actuarial Services.

There may be one or more amendments to this proposal solicitation. If you desire to receive copies or notices of any such amendments, you must provide the information requested below to Champaign County Administrative Services. Please send this information to Debra Busey, County Administrator of Finance via fax at (217) 384-3896 or by e-mail at dbusey@co.champaign.il.us. Champaign County will send amendments only to those firms that timely complete and return this form via fax or provide the requested information by timely e-mail.

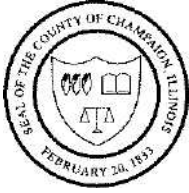
RFP number	2008-007
Company name	
Mailing address	
Phone number	
Fax number	
Contact person	
E-mail address	

Send amendments by (check one):

fax e-
mail

E-mailed amendments will be sent in a Microsoft Word (Office XP) format. Any alterations to the document made by the proposer may be grounds for rejection of proposal, cancellation of any subsequent award, or any other legal remedies available to Champaign County Board.

**Amendments also will be posted on the Champaign County Government web site
www.co.champaign.il.us.**



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REQUEST FOR PROPOSAL: 2008-007

ACTUARIAL SERVICES - REVIEW OF SELF-FUNDED INSURANCE PROGRAMS and OTHER POST-EMPLOYMENT BENEFITS PROGRAM

PROPOSAL SPECIFICATIONS

1. PROJECT: The County of Champaign, Illinois requests written proposals from qualified individuals or firms wishing to provide actuarial services for separate actuarial studies on the County's:

- A. Self-Funded Workers Compensation Program
- B. Self-Funded Liability and Auto Insurance Program
- C. Other Post-Employment Benefits for Retiree Health Insurance Implicit Rate Subsidy.

Actuarial studies will cover the year ended November 30, 2007. The study will also include projections for the years ending November 30, 2008, 2009, and 2010.

Project will commence on Friday June 20, 2008. Actuarial reports must be presented to the Champaign County Administrator on Friday, August 15, 2008.

2. SCOPE: Each self-funded actuarial study must be performed in accordance with GASB Statement 10, as amended by GASB Statement 30 and must include the following schedules for each of the years ending November 30, 20007, 2008, 2009, and 2010:

- A. Total Annual Loss Projections.
- B. Estimated Unpaid Case Reserves and Unpaid IBNR at Year End.
- C. Calculation of Discounted and Non-Discounted Unpaid Liabilities at Year End.
- D. Calculation of Annual Required Contributions.
- E. The other post-employment benefits actuarial study must be performed in accordance with GASB Statement 45 and must include the following schedules for each of the years ending November 30, 2007, 2008, 2009 and 2010:
 - i. Total Annual OPEB cost projections
 - ii. Annual Required OPEB contribution
 - iii. Net OPEB obligation at year-end

3. REPORTS: Six copies of each report will be presented to the County Administrator of Finance on Friday, August 15, 2008 at 10:30 a.m. Awarded proposer will make a formal presentation of the findings for each actuarial study to the County Administrators, Finance Committee Chair, County Auditor, and County Insurance Specialist, on Wednesday August 20, 2008, at 9:30 a.m. in Meeting Room 2 of the Brookens Administrative Center.

Reports, information, or data provided to or prepared by the awarded proposer under contract shall not be made available to any party without the prior written approval of the County Administrator of Finance.

4. DATA PROVIDED BY CHAMPAIGN COUNTY: Champaign County will provide claim and exposure statistics as indicated below. Proposers requiring different or additional data must provide that information in their written proposal.

- A. **Workers Compensation Loss Development History:** Champaign County will provide complete loss history to the extent that this development history will include both paid and incurred claim amounts, for both closed and reported claims. In addition, a list of all claims over \$10,000 will be provided.
- B. **Liability Loss Information:** List of all claims or incidents, including the following data elements:
 - i. Auto, Public Official, Police Professional, and General Liability.
 - ii. Date of incident.
 - iii. Date reported.
 - iv. Amount reserved, including legal fees.
 - v. Open/Closed status.

C. **Exposure Information:** For each of the four years, total payroll as reported to current excess insurance carrier, population of Champaign County, and consolidated revenues, as they are reported on the County's financial statement.

D. **Retiree Health Insurance Rate Subsidy:** Champaign County will provide data on health insurance premiums and demographics of the County's employee/retiree group.

E. **Financial Statements:** Copy of Champaign County's most recent audited financial statements.

5. **PROPOSAL CRITERIA:** Written proposal must provide the following information in the order stipulated:

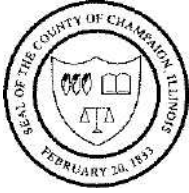
A. *Cover Letter* : Provide a cover letter prepared on the proposer's business stationery. The purpose of this letter is to transmit the proposals, so it should be brief. The letter should contain a statement that the proposer is responding to the County's RFP. Other items outlined in the cover letter include:

B. Firm's name, address, telephone number, fax number, e-mail address, and principal contact.

C. Brief outline of methodology for each actuarial study.

D. Provide individual team members/position title/job function. Provide resumes of all team members. Identify project leader.

E. **Firm's Relevant Experience References:** Provide three governmental entities of similar size that you are currently or have completed similar studies in the past three years. Provide names, addresses, telephone numbers, and e-mail addresses of contacts within those entities. Additionally, profile each entity by number of employees, last annual budget, if self-funded or self-insured, and the study performed.



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PHYSICAL PLANT
SALARY ADMINISTRATION

REQUEST FOR PROPOSAL 2008-

007 PROPOSAL GUIDELINES

1. **PROJECT**: The County of Champaign, Illinois requests written proposals from qualified individuals

or firms wishing to provide actuarial services for separate actuarial studies on the County's:

- A. Self-Funded Workers Compensation Program
- B. Self-Funded Liability and Auto Insurance Program
- C. Other Post-Employment Benefits for Retiree Health Insurance Implicit Rate Subsidy

Actuarial studies will cover the year ended November 30, 2007. The study will also include projections for the years ending November 30, 2008, 2009, and 2010.

Project will commence on Friday, June 20, 2008. Actuarial reports must be presented to the Champaign County Administrator of Finance on Friday, August 15, 2008.

2. **QUOTE PERIOD**: Proposals shall be good for ninety (90) days. Submitted proposals shall have an acceptance period of ninety (90) days.
3. **FEE**: Only inclusive lump sum fee proposals will be considered for award of contract. All proposals must be comprehensive and complete for services requested. Accepted fee proposal shall be contracted by the County Board for total of submitted and accepted proposal. Champaign County will not be responsible for any additional charges above the accepted proposal unless additional services are negotiated and accepted by the Champaign County Board by an addendum to the original contract.

4. **SEALED PROPOSALS:** Written proposals must be submitted in a sealed envelope labeled "**SEALED PROPOSAL: 2008-007 Actuarial Services**". Proposals not submitted in the proper format will be considered unqualified, unresponsive, and will not be considered for award of contract.

A. To be valid, the submitted proposal must be signed in the firm or corporate name and bear the original longhand signature of a principal legally authorized to sign contracts for the proposing party. The name of each person signing should be typed or printed below the signature.

B. The individual signing the document for the proposing organization shall initial all erasures or corrections.

C. Failure to provide detailed responses will result in the proposer being eliminated from proposal award consideration.

D. Proposers must be fully accredited and professionally licensed to provide the requested services. An unbound original and (five) 5 bound copies must be submitted.

E. All variations to the stated specifications must be described in detail (free from ambiguity) using the "Exceptions to Specifications" sheet. Variations to specifications not listed will not be accepted. If a Proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposal, it shall immediately notify the County Administrator of Finance of such error in writing and request modification or clarification of the document. The County Administrator of Finance will make modifications by issuing a written revision and will give written notice to all parties who have received this RFP from Champaign County.

F. Champaign County reserves the right to request clarifications or corrections to proposals. Requests for clarification of proposals must be in writing.

5. **SUBMISSION OF PROPOSALS & CLOSING DATE:** Sealed proposals are due on or before but no later than **10:30 a.m., Friday, May 30, 2008.** Champaign County will not accept any proposals received after 10:30 a.m. and shall return such late proposals to the Proposer.

Sealed proposals are to be delivered to the following address:

Debra Busey
County Administrator of
Finance 1776 East Washington
Street Urbana, Illinois 61802

6. **PROPOSAL OPENING:** The County Administrator of Finance will open Sealed Proposals for the services described herein at **11:00 a.m. Friday, May 30, 2008,** Shields Meeting Room, Brookens Administrative Center, 1776 East Washington, Urbana, Illinois. The names of the proposers will be read aloud and recorded at that time.

7. **PROPOSAL PROCESSING:** The processing of this proposal will be as follows:

Recommendation and Award of Contract: Award of contract will be let at **7:00 p.m. Thursday, June 19, 2008** at the regularly scheduled meeting of the Champaign County Board. All meetings are held in the Lyle Shields Meeting Room, Brookens Administrative Center, 1776 East Washington Street, Urbana, Illinois. All meetings for purpose of discussion and final decision regarding this proposal are open to the public.

8. The contract for this project will be awarded to one (1) vendor.
9. Awarded vendor shall not transfer the resulting contract or performance of contract to another individual or firm; nor shall the awarded vendor change or sub contract any portion of the awarded contract, during the contract period. Both parties in writing must agree upon any change in personnel assigned to the project.
10. Champaign County reserves the right; to reject any or all proposals, waive any or all irregularities, and select the proposal which is in the best interest of Champaign County, Illinois.
11. A current balance sheet certified by an officer of your firm may be required. If requested, the balance sheet must be delivered to Champaign County Administrative Services within twenty-four (24) hours of the request by Champaign County.
12. **TAX EXEMPT STATUS:** Champaign County is exempt from federal excise and transportation taxes. Champaign County is also exempt from payment of Illinois Sales Tax - **TAX EXEMPTION IDENTIFICATION NUMBER: E9998-5942-04.**
13. **PROPOSAL ANALYSIS:** Champaign County shall use all the data provided in the written proposals to base the selection of the firm for this project. Criteria upon which selection will be based: Proposers responsiveness to request for services, previous actuarial experience with Champaign County or governmental units of similar size which are self-funded, firm's infrastructure, qualifications of personnel assigned to the project, and cost.
14. Proposers at the time of submission must include in their proposal package, all applicable contract documents in which Champaign County and proposer would use as an agreement. Submitted documents must reference all the requirements stated in this RFP and vendor responses as provided. All documents must state that the requirements presented in RFP supersede vendor requirements.
15. **LAWS & REGULATIONS:** All applicable Federal and State laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over this project shall apply to the awarded contract throughout, and they will be deemed to be included in the awarded contract throughout, and they will be deemed to be included in the awarded contract the same as though herein written out in full.
16. **TERMINATION OF AGREEMENT:** Either party may terminate the contract for this project by giving thirty (30) days written notification. Written notification must detail the reason for termination. Awarded proposers shall be entitled to just and equitable compensation for all satisfactory work completed to the date of termination.

17. Due care has been used in the preparation of this information, and it is believed to be substantially correct. The responsibility for determining the full extent of the proposal and the verification of all information presented herein shall rest solely upon the proposer. Champaign County will not be responsible for any errors or omissions, nor the failure on the part of the proposer to determine the full extent of the RFP.

18. All billing, correspondence, and telephone inquiries regarding this proposal shall be addressed to:

Debra Busey
County Administrator of Finance
1776 East Washington Street
Urbana, Illinois 61802
(P) 217 -384 -3776
(F) 217-384-3896
dbusey@co.champaign.il.us

Request for Proposal No. 2008-007
Newspaper Advertisement

REQUEST FOR PROPOSAL NUMBER 2008-007

For Contract to Provide Actuarial Services for Separate Actuarial Studies for the Champaign County Board's Self-Funded Insurance Programs and Other Post-Employment Benefits Program for Years ending November 30, 2007; November 30, 2008; November 30, 2009; and November 30, 2010

Proposal packages may be obtained from Tiffany Talbott, Administrative Services, Brookens Administrative Center, 1776 East Washington Street, Urbana, Illinois 61802; Ph: 217-384-3776; or on-line at www.co.champaign.il.us/bids.htm.

Sealed proposals will be due to Administrative Services, Brookens Administrative Center, 1776 East Washington Street, Urbana, Illinois 61802 no later than 10:30am on Friday, May 30, 2008. Proposals will be publicly opened at 11:00am in the Lyle Shields Meeting Room, Brookens Administrative Center, 1776 East Washington Street, Urbana, Illinois. The County Board will award a contract at the June 19, 2008 meeting of the Champaign County Board.

The Champaign County Board reserves the right to reject any or all proposals, waive any or all irregularities, and select the proposal which is in the best interests of Champaign County, Illinois.

All contractual activity conducted on Champaign County properties must meet the State of Illinois Department of Labor Prevailing Wages for Champaign County, adopted by the Champaign County Board, effective June 1, 2008.

Ad to Run in Legal Classified - News Gazette on:

May 11, 2008

May 18, 2008

May 25, 2008