



Fulton County Board of Commissioners
Agenda Item Summary

18-1021

BOC Meeting Date
 12/19/2018

Requesting Agency
 Finance

Commission Districts Affected
 All Districts

Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*
 Request approval of recommended proposal - Finance, 18RFP354054C-BKJ, GASB 75 Actuarial Consulting Services in the amount of \$18,500.00 with Weeks Retirement Solutions, LLC (City, State) to provide GASB 75 actuarial consulting services. Effective Dates: January 1, 2019 through December 31, 2019, with four renewal options. These services are only required every other year to meet GASB reporting standards.

Requirement for Board Action *(Cite specific Board policy, statute or code requirement)*
 In accordance with Purchasing Code Section 102-374 and 102-375, all competitive sealed proposals shall be forwarded to the Board of Commissioners for approval.

Is this Item related to a Strategic Priority Area? *(If yes, note strategic priority area below)*
 Yes All People trust government is efficient, effective, and fiscally sound

Is this a purchasing item?
 Yes

Summary & Background *(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)*

Scope of Work: This contract will provide actuarial services in order to comply with the Governmental Accounting Standards Board which oversees accounting principles applicable to all state and local governments in the United States. Standard No. 75 requires a biennial actuarial analysis of Fulton County's offer of health care and life insurance to eligible retired employees. In order to ensure the County continues to receive unmodified audit opinions, the County would disclose this updated actuarially determined information in the annual audited financial statements.

Community Impact: None

Department Recommendation: Finance recommends approval.

Project Implications: This analysis is a required financial estimate for financial reporting purposes.

Community Issues/Concerns: None

Department Issues/Concerns: None

History of BOC Agenda Item: New Procurement

Agency Director Approval		County Manager's Approval
Typed Name and Title Felicia Strong-Whitaker	Phone 404-612-5800	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

18-1021

Continued

Contract Compliance Information	<i>(Provide Contractor and Subcontractor details.)</i>
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Contract Value:	\$18,500.00
Prime Vendor:	Weeks Retirement Solutions, LLC
Prime Status:	Non-Minority
Location:	Atlanta, GA
County:	Fulton County
Prime Value:	\$18,500.00 or 100.00%
Total Contract Value:	\$18,500.00 or 100.00%
Total M/FBE Value:	\$-0-

Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:	15	14	36	65
No. Bids Received:	6	0	1	7
Total Contract Value \$18,500.00 or 100.00%				
Total M/FBE Values \$-0-				
Total Prime Value \$18,500.00 or 100.00%				
Fiscal Impact / Funding Source <i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i> 100-999-S200-1226: General fund, Non-Agency, Audit-special -\$18,500.00				
Exhibits Attached <i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i> Exhibit 1: Evaluation Committee Recommendation Letter Exhibit 2: Contractor Performance Report				
Source of Additional Information <i>(Type Name, Title, Agency and Phone)</i> Hakeem Oshikoya, Director, 404-612-7641				

Agency Director Approval		County Manager's Approval
Typed Name and Title Felicia Strong-Whitaker	Phone 404-612-5800	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

Procurement

Contract Attached: No	Previous Contracts: No		
Solicitation Number: 18RFP354054C-BKJ	Submitting Agency: Finance	Staff Contact: Hakeem Oshikoya	Contact Phone: 404-612-7641

Description: To provide services to value Other Post-Employment Benefits (OPEB) in compliance with Governmental Accounting Standards Board Statement No. 75 (GASB 75)

FINANCIAL SUMMARY

Total Contract Value:		MBE/FBE Participation:	
Original Approved Amount:	\$0.00	Amount: .	%. .
Previous Adjustments:	.	Amount: .	%. .
This Request:	\$18,500.00	Amount: \$-0-	0.00%: .
TOTAL:	\$18,500.00	Amount: .	%. .

Grant Information Summary:

Amount Requested: .	<input type="checkbox"/>	Cash
Match Required: .	<input type="checkbox"/>	In-Kind
Start Date: .	<input type="checkbox"/>	Approval to Award
End Date: .	<input type="checkbox"/>	Apply & Accept
Match Account \$: .		

Funding Line 1: 100-999-S200-1226	Funding Line 2: .	Funding Line 3: .	Funding Line 4: .
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KEY CONTRACT TERMS

Start Date: 1/1/2019	End Date: 12/31/2019
Cost Adjustment: .	Renewal/Extension Terms: .

ROUTING & APPROVALS
(Do not edit below this line)

X	Originating Department:	Turner, Ray	Date: 11/6/2018
X	County Attorney:	Ringer, Cheryl	Date: 11/28/2018
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 12/5/2018
X	Finance/Budget Analyst/Grants Admin:	McNair, Sherri	Date: 11/6/2018
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 12/5/2018



INTEROFFICE MEMORANDUM

18-1021

TO: Felicia Strong-Whitaker, Director
Department of Purchasing & Contract Compliance

FROM: Evaluation Committee Recommendation Letter

DATE: October 31, 2018

PROJECT: 18RFP354054C-BKJ, GASB 75 Actuarial Services

In accordance with the Purchasing Code, a duly appointed Evaluation Committee has reviewed the proposals submitted in response to the above-reference project on behalf of the Finance Department.

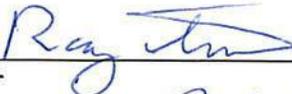
Seven (7) qualified firms submitted proposals for evaluation and consideration for award of this project:

1. Lewis & Ellis, Inc.
2. Foster & Foster Consulting Actuaries, Inc.
3. The Howard E. Nyhart Company, Inc.
4. Bolton Partners, Inc.
5. Weeks Retirement Solutions, LLC
6. The Segal Company d/b/a Eastern States, Inc.
7. CBIZ Benefits & Insurance Services, Inc.

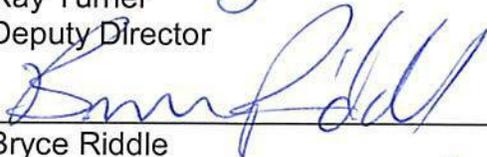
After review, evaluation and consideration of all available information related to the requirements and evaluation criteria of the RFP, the Evaluation Committee has determined that the proposal submitted by **Weeks Retirement Solutions, LLC** with a total score of **72.95**, is the recommended vendor for the award of 18RFP354054C-BKJ, GASB 75 Actuarial Services.

The Evaluation Committee members attest that each member scored each proposal independently in accordance with the evaluation criteria set forth in the Request for Proposal and that their individual score is a part of the final scores in the attached Evaluation Matrix.

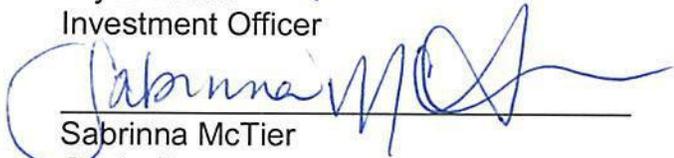
SELECTION COMMITTEE MEMBERS:



Ray Turner
Deputy Director



Bryce Riddle
Investment Officer



Sabrinna McTier
Controller

EVALUATION CRITERIA	WEIGHT	LEWIS & ELLIS, INC.	FOSTER & FOSTER CONSULTING ACTUARIES	THE HOWARD E. HYHART COMPANY	BOLTON PARTNERS	WEEKS RETIREMENT SOLUTIONS	THE SEGAL COMPANY	CBIZ BENEFITS & INSURANCE SERVICES
Project Plan/Approach to Work	20%	15.00	15.00	13.33	13.33	13.33	15.00	13.33
Qualifications of Key Personnel	20%	15.00	15.00	15.00	15.00	15.00	16.67	15.00
Relevant Project Experience/Past Exp.	20%	13.33	15.00	13.33	13.33	13.33	16.67	13.33
Availability of Key Personnel	20%	13.33	13.33	13.33	15.00	15.00	15.00	15.00
Local Preference	5%	0.00	5.00	5.00	0.00	5.00	0.00	5.00
Service Disabled Veterans Preference	2%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Technical Scores**		56.67	63.33	60.00	56.67	61.67	63.33	61.67
Cost	13%	13.00	6.96	9.49	10.18	11.28	6.73	10.44
TOTAL SCORE:		69.67	70.29	69.49	66.85	72.95	70.07	72.10

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INTER-OFFICE MEMORANDUM



TO: Felecia Strong-Whitaker, Director of Purchasing
And Contract Compliance

FROM: Hakeem Oshikoya, Finance Director

SUBJECT: Contractor Performance Report (CPR) Memo

DATE: November 6, 2018

A handwritten signature in blue ink, appearing to be "Hakeem Oshikoya", is written over the "FROM:" line of the memorandum.

The Contractor listed below to our knowledge has not provided any professional services or goods for the Fulton County Finance Department.

PROJECT: GASB 75 Actuarial Services
PROJECT #: 18RFP354054C-BKJ
CONTRACTOR: Weeks Retirement Solutions, LLC.
3522 Ashford Dunwoody Rd., #188
Atlanta, GA 30319
POC: Clark Weeks, A.S.A, E.A. M.A.A.A. C.F.A., Principal
PHONE: 404-252-7080

Please contact me with any further questions or comments at 404-612-7641.