

Forest Preserve District

Rock Island County



Rock Island County Forest Preserve District Request for Proposals Actuarial Services for Other Post-Employment Benefits

- I. Summary: The Rock Island County Forest Preserve District, hereinafter referred to as the “District” is requesting proposals to conduct independent actuarial valuations for the District’s Other Post-Employment Benefits (OPEB). It is our intent to retain an Illinois Certified Actuary firm for a four-year contract for fiscal years ending June 30, 2025, 2026, 2027 and 2028. Beginning with June 30, 2025 the District is requesting a full OPEB (complete valuation); the following year a rollover valuation report; for fiscal year 2027 a complete valuation; and fiscal year 2028 a rollover valuation report. The most recent report for OPEB was completed as of June 30, 2024 as a rollover valuation report.

- II. The detail of services to be provided include, but are not limited to:
 1. Providing one actuarial valuation for OPEB for June 30, 2025 which complies with Governmental Accounting Standards Board (GASB) pronouncements in effect at the time of the valuation.
 - a. The selected actuary should provide information necessary in order for the District to comply with all financial reporting and disclosure requirements.
 - b. An overview and summary of the District’s OPEB during the rollover years that a full report is not required;
 2. If necessary, attending, in person or electronically one Forest Preserve Commission meeting to discuss the results of the actuarial valuations when complete;
 3. Reviewing the actuarial assumptions and provide suggestions to the District;
 4. Providing GASB statement disclosure information for the District’s Annual Comprehensive Financial Report no later than August 30th of each year;
 5. The anticipated schedule for the Request for Proposals is as follows:

May 14, 2025:	Request for Proposals begins
June 6, 2025:	Deadline to submit proposals
June 10, 2025:	Forest Preserve Executive Committee recommendation to the Forest Preserve Commission
June 17, 2025:	Forest Preserve Commission Approval
August 15 th :	Completion of actuarial analysis and report for each year of the agreement

If you would like to review the reports from prior years, please send an email request to jcraver@ricfpd.org or call 309-558-1295. This will be provided as a guideline for

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the type of reporting the District expects.

- III. Delivery of Proposals: Please forward three (3) copies of the proposal in a sealed envelope labeled "Request for Proposal for Actuarial Services" to the District Director, Jeffrey Craver, 19406 Loud Thunder Road, Illinois City, IL 61259. The deadline for proposals shall be close of business on June 6, 2025 at 5:00 PM

Please include the following information for consideration:

1. Your understanding and acknowledgement of the services to be provided;
2. A brief overview of the history of your firm to include principals, qualifications of staff, certifications, years in business, etc.;
3. A complete listing of units of Illinois governments that have used your actuarial services in the past five years and the most recent contact for reference purposes. Please provide a contact name, position with the unit of government, telephone number and email address;
4. A sample contract to provide the requested services;
5. Your complete and firm price on a four-year contract, with each year listed separately for the fiscal years ending June 30, 2025, 2026, 2027, and 2028;
6. Your firm's EEOC policy statement;
7. A statement that the proposal is a firm and irrevocable offer for (90) ninety days.

Proposals will be evaluated on the basis of experience, ability to complete the valuation within the time limit provided, and the cost. The recommended award will be based upon the Committee's determination of the firm that can best meet the needs of the District. The District reserves the right to reject any and all proposals.

Proposals submitted will be elevated by the District. During the review process, the District has the right to request additional information and corrections from any, or all, of those submitting proposals. The District may request in-person or phone interviews, if needed.

Any further questions pertaining to this opportunity feel free to contact me at the Forest Preserve District Office, 309-795-1295.

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