

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

AGENDA DATE: December 3, 2024

PUBLIC HEARING DATE: Not Applicable

CONTACT PERSON(S) NAME AND PHONE NUMBER:

Mary L. Wiggins, Chief Human Resources Officer, (915) 212-1267

K. Nicole Cote, Managing Director (915) 212-1092

DISTRICT(S) AFFECTED: All

STRATEGIC GOAL: 6 – Set the Standard for Sound Governance and Fiscal Management

SUBGOAL: 6.5 – Deliver services timely and effectively with focus on continual improvement

SUBJECT:

The award of solicitation 2024-0620R Actuarial Services & Consulting for Fire, PD, and Civilian Plan to Foster & Foster Consulting Actuaries, Inc., dba Foster & Foster, Inc., for a one (1) year term and an estimated award of \$50,000.00. This contract will provide actuarial and consulting services to assist the City in complying with all provisions of HB 2664 codified as §802.1012 Texas Government Code in the review of five years of annual valuations and any experience studies regarding the El Paso Firemen's Pension Fund, El Paso Policemen's Pension Fund, and the City of El Paso Employees Retirement Trust Pension Fund.

BACKGROUND / DISCUSSION:

The five year cycle has come up again for the actuarial audit, and in 2019 the City will again retain an independent actuary to review previous actuarial work products.

Foster & Foster Consulting Actuaries, Inc. dba Foster & Foster, Inc., was one of three respondents to City's Request for Proposals for actuarial services and consulting. In accordance with Texas §802.1012, the City must perform actuary audits of its pension plans once every five (5) years. A committee comprised of representatives from the Human Resources, Fire, Police, and the El Paso Water Departments ranked the firms based on the evaluation factors included in the RFP process. Based on the evaluations of the proposals, the committee recommends, Foster & Foster Consulting Actuaries, Inc. dba Foster & Foster, Inc., to the Council.

SELECTION SUMMARY:

Solicitation was advertised on July 23, 2024 and July 30, 2024. The solicitation was posted on City website on July 23, 2024. There were a total number in words twenty-three (23) viewers online; four (4) proposals were received; None (0) from local suppliers.

CONTRACT VARIANCE:

Not Applicable

PROTEST

No protest received for this requirement.

PRIOR COUNCIL ACTION:

Not Applicable

AMOUNT AND SOURCE OF FUNDING:

Amount: \$50,000.00

Funding Source: General Fund

Account: 999-1000-99999-544050

HAVE ALL AFFECTED DEPARTMENTS BEEN NOTIFIED? ___ YES ___ NO

PRIMARY DEPARTMENT: Human Resources

SECONDARY DEPARTMENT: Purchasing & Strategic Sourcing

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:

Mary Wiggins

Mary L. Wiggins, Chief Human Resources Officer

Project Form
Request for Proposals

*****Posting Language Below*****

Please place the following item on the Consent Agenda for the City Council Meeting of December 3, 2024.

Strategic Goal 6 – Set the Standard for Sound Governance & Fiscal Management

The linkage to the Strategic Plan is subsection: 6.5 – Deliver services timely and effectively with focus on continual improvement

Award Summary:

The award of solicitation 2024-0620R Actuarial Services & Consulting for Fire, PD, and Civilian Plan to Foster & Foster Consulting Actuaries, Inc., dba Foster & Foster, Inc., for a one (1) year term and an estimated award of \$50,000.00. This contract will provide actuarial and consulting services to assist the City in complying with all provisions of HB 2664 codified as §802.1012 Texas Government Code in the review of five years of annual valuations and any experience studies regarding the El Paso Firemen’s Pension Fund, El Paso Policemen’s Pension Fund, and the City of El Paso Employees Retirement Trust Pension Fund.

Contract Variance:

Not applicable, new contract

Department:	Human Resources
Award to:	Foster & Foster Consulting Actuaries, Inc., dba Foster & Foster, Inc.
City & State:	Fort Myers, FL
Item(s):	All
Initial Term:	1 Year
Option Term:	NA
Total Contract Time:	1 Years
Annual Estimated Award:	\$50,000.00
Initial Term Estimated Award:	\$50,000.00
Option Term Estimated Award:	NA
Total Estimated Award:	\$50,000.00
Account(s):	999 – 1000 – 99999 – 544050
Funding Source(s):	General Fund
District(s):	All

This was a Request for Proposal, service contract.

The Purchasing & Strategic Sourcing Department and the Human Resources Department recommend award as indicated to Foster & Foster Consulting Actuaries, Inc. dba Foster & Foster, Inc., the highest ranked offeror based on the evaluation factors established in the evaluation criteria for this procurement.

It is requested that the City Manager be authorized to establish the funding sources and make any necessary budget transfers and execute any and all documents necessary for execution of this award.

CITY OF EL PASO RFP SCORESHEET

PROJECT: 2024-0620R Actuarial Services & Consulting for Fire, PD, and Civilian Plan

Evaluation of Submittal

		Foster & Foster Actuarial Consulting Services dba Foster & Foster. Inc. Fort Myers, FL	Milliman, Inc. WA Seattle,	Lauterbach & Amen, LLP Naperville, IL	Cheiron, Inc. VA McLean,
MAX POINTS					
Factor A - Proposal Cost	25	25.00	24.54	19.49	8.83
Proposed Cost		\$ 53,000.00	\$ 54,000.00	\$ 68,000.00	\$ 150,000.00
Factor B - Firm's Experience & Qualifications	25	21.25	20.75	21.25	18.75
Factor C - Proposed Plan	25	22.50	22.00	21.25	20.00
Factor D - References	15	10.00	10.00	15.00	10.00
Factor E - Comparable Contracts	10	6.00	7.32	7.25	6.75
TOTAL SCORE	100	84.75	84.61	84.24	64.33
		1	2	3	4

**2024-0620R Actuarial Services & Consulting for Fire, PD, and Civilian Plan
List**

Viewer's

<u>No</u>	<u>Participant Name</u>	<u>Response Date</u>	<u>Response Status</u>	<u>City</u>	<u>State</u>
1	Textbook Warehouse (Textbook Warehouse, LLC)	07/23/2024	No Bid	Alpharetta	GA
2	Delshawn Alfonzo Cruz		Viewed	Baltimore	MD
3	Aon Risk Consultants, Inc.		Viewed	Chicago	IL
4	Nyhart (The Howard E. Nyhart Co., Inc.)		Viewed	Chicago	IL
5	Jefferson Solutions, Inc.	07/26/2024	No Bid	Clifton Park	NY
6	Milliman, Inc.	08/27/2024	Submitted	Dallas	TX
7	Marsh and McLennan Agency		Viewed	Dallas	TX
8	QANNEX CORP	08/15/2024	No Bid	EL PASO	TX
9	El Paso Hose and Fittings	08/14/2024	No Bid	El Paso	TX
10	WOFFORD TRUCK PARTS (TE EL PASO,LLC)	07/31/2024	No Bid	EL PASO	TX
11	Zeraus Iluminacion	07/23/2024	No Bid	El Paso	TX
12	Auto Trimmer Master		Viewed	El Paso	TX
13	Equestrian Holistic Retreat Getaway For Those Who Serve US, LLC		Viewed	El Paso	TX
14	Parkhill (Parkhill, Smith & Cooper, Inc. dba Parkhill)		Viewed	El Paso	TX
15	Ximalli Security Solutions		Viewed	El Paso	TX
16	OLIVARES ELECTRIC OF EL PASO, LLC	08/13/2024	No Bid	El Pso	TX
17	Foster & Foster, Inc. (Foster & Foster Consulting Actuaries, Inc.)	08/21/2024	Submitted	Fort Myers	FL
18	North America Procurement Council Inc., PBC		Viewed	Grand Junction	CO
19	Walker Systems78 LLC		Viewed	Horizon City	TX
20	CedarStone Actuarial LLC		Viewed	Lebnon	TN
21	Cheiron Inc.	08/26/2024	Submitted	McLean	VA
22	Crisis Prevention Institute, Inc.	07/23/2024	No Bid	Milwaukee	WI
23	Lauterbach & Amen, LLP	08/28/2024	Submitted	Naperville	IL