

TOWN OF LONGBOAT KEY, FLORIDA

REQUEST FOR PROPOSALS OVERVIEW

The Town of Longboat Key, Florida (“Town”), is accepting sealed proposals for:

RFP 26-004 ACTUARY SERVICES FOR THE OPEB PROGRAM AND THE CONSOLIDATED RETIREMENT SYSTEM

Proposal Due Date:

THURSDAY, APRIL 30, 2026 at 2:00 p.m.

Proposals shall be delivered no later than 2:00 p.m. Eastern Standard Time (EST) on **Thursday, April 30, 2026**, to the Town’s Procurement Manager, Kari L. Kennedy, CPPB, at Town Hall, 501 Bay Isles Road, Longboat Key, Florida 44228. At that time, the Town will open all timely submitted proposals for the sole purpose of recording the names of the proposers submitting proposals.

Documents for this Request for Proposals (“RFP”) are available through Demand Star: <http://www.demandstar.com> and the Town’s Procurement Manager, Kari L. Kennedy, CPPB, via email Purchasing@longboatkey.org

GENERAL PROJECT DESCRIPTION

The Town of Longboat Key requests proposals from experienced and qualified firms to provide actuarial services for the Consolidated Retirement System and Other Post-Employment Benefits (OPEB) Program.

COMMUNICATIONS AND INQUIRIES

Questions or information requests for clarification regarding this RFP must be submitted via email to Purchasing@longboatkey.org by 4:00 p.m., Friday, April 17, 2026.

SCHEDULE OF EVENTS

The Town anticipates the following projected schedule for the RFP process. The Town reserves the right at its sole discretion to revise the projected schedule by issuing an addendum to the RFP at any time.

Release of RFP	Friday, March 27, 2026
Deadline for proposer questions	Friday, April 17, 2026 by 4:00 p.m.
Proposal due date	Thursday, April 30, 2026 by 2:00 p.m.
Selection Committee Meeting	TBD
Interviews	TBD

TOWN OF LONGBOAT KEY, FLORIDA



REQUEST FOR PROPOSAL 26-004

ACTUARY SERVICES FOR THE OPEB PROGRAM AND THE CONSOLIDATED RETIREMENT SYSTEM

Sealed proposals will be received at Town Hall, 501 Bay Isles Road, Longboat Key, Florida 34228, **Thursday, April 30, 2026, prior to 2:00 p.m.** At that time, the Town will publicly open all timely submitted proposals for the sole purpose of recording the names of the firms (“Proposers”) submitting proposals. Proposals received after the scheduled time for opening will not be considered but can be claimed by the Proposer within ten (10) calendar days of the opening. After that time, the late proposal will be destroyed.

Attached are important instructions and specifications regarding responses to this RFP. The failure of a responding Proposer to follow these instructions could result in Proposer disqualification from consideration for a contract to be awarded pursuant to this RFP.

This RFP document is issued by the Town and all addenda and changes to the RFP documents (if any) shall also be issued by the Town. The Town shall record its responses to inquiries and provide any supplemental instructions or additional documents pertaining to this RFP in the form of written addenda to the RFP. The Town shall post all such addenda, together with any other information pertaining to this RFP on Demand Star at <http://www.demandstar.com>.

It is the sole responsibility of each proposer to review the Demand Star website prior to submitting a responsive proposal (“Proposal”) to this RFP to ensure that the Proposer has obtained all available instructions, addenda, changes, supporting documents, and any other information pertaining to this RFP.

The Town is not responsible for any solicitations issued through a subscriber, publications, or sources other than Demand Star or the Town and the Proposer should not rely on such sources for information regarding the RFP solicitation.

No Proposer nor any prospective proposer shall contact, communicate with or discuss any matter relating in any way to this RFP with any member of the Town of Longboat Key Town Commission, Town Manager or any employee of the Town other than the Town Procurement Manager (or designee), unless such communication is authorized as part of the selection process for this RFP. This prohibition begins with the issuance of the RFP and ends thirty (30) days after the posted recommendation of award or after an executed contract has been issued, whichever is later. Any such communication initiated by a Proposer or prospective proposer shall be grounds for disqualifying the offender from consideration for award pursuant to this RFP and for and other solicitations that the Town may issue in the future.

1. INTRODUCTION AND BACKGROUND

The Town of Longboat Key is a ten-mile-long barrier island within both Manatee and Sarasota Counties. The northern half of the Town is located in Manatee County, while the southern half is located in Sarasota County. The Town is off the coast of Sarasota in Southwest Florida that has a reputation as an affluent residential community, particularly for retirees who relocate predominantly from northern states. The Town is bordered on the east by Sarasota Bay and on the west by the Gulf of Mexico.

The Town has a permanent population of approximately 7,000 residents, but it is also a popular seasonal destination for visitors and part-time residents. During the winter months, the population of the Town typically increases to between 18,000 and 24,000; however, the majority of the seasonal residents are only here for a few weeks to a few months at most.

The Town is soliciting proposals from experienced and qualified firms (“Proposers”) to provide actuarial services for the Consolidated Retirement System and Other Post-employment Benefits (OPEB) Program. The actuary will prepare reports in compliance with the Governmental Accounting Standards (GASB) Statement No. 75 that establishes standards for the measurement, recognition and display of OPEB expense and related liabilities, and an annual disclosure report pursuant to GASB Statements No. 67 and No. 68 with the Annual Actuarial Validation report.

A fourth report is also required for annual disclosures that satisfy financial reporting requirements made under Florida Statute Section 112.664, to be submitted electronically to the Department of Management Services.

The services detailed shall be performed for the Town by a single awarded Proposer. This RFP is intended to convey the Town’s specific requirements but is not intended to provide total detail.

The awarded Proposer shall observe and comply with applicable provisions of all federal, state, and local laws, rules, and regulations that govern or apply to the services.

The most recent OPEB Actuarial Valuation Report, the Annual Actuarial Valuation Report for the Consolidated Retirement System (Police, Firefighters, and General Employees), and the Town’s Annual Comprehensive Financial Report (ACFR) are attached as Exhibits.

The Town’s Pension Plan can be found in the Town’s Municipal Code Sections 34.12 through 34.98 available at https://library.municode.com/fl/longboat_key/codes/code_of_ordinances.

Pension: The Town has a Consolidated Retirement System which provides retirements and disability benefits for retired and disable police officers, firefighters and general employees. The system covers eligible permanent full-time employees. Previously, there were three separate retirement plans which have been consolidated into the Consolidated Retirement System. The Consolidated Retirement System is reported as a fiduciary fund in the Town’s Annual Comprehensive Financial Report (ACFR).

The Town has adopted several ordinances which provided for a pension plan freeze on September 30, 2013, for the firefighters’ and general employees’ pension plans. The police officers’ pension plan was subsequently frozen, pursuant to Town ordinance, effective February 1, 2014. In addition, the Town has opted out of participation in the premium tax revenue sharing program established by Chapter 175 and Chapter 185, Florida Statutes. As a result of the pension plan freeze, employees have ceased contributing to their respective pension plans and members have become 100% vested, regardless of the number of years of credited service. Early retirement provisions were eliminated except for general employees. Members with less than ten (10) years of credited service were allowed to elect to receive a refund of their accumulated contributions or the actuarial present value of their frozen accrued benefit, in lieu of any other benefit under the system. There is no assumption for future salary increases on any of the three pension plans.

In lieu of the defined benefit plan, all current and future firefighters were enrolled in the State of Florida Retirement System (FRS). General employees and police officers elected a Town-sponsored defined contribution 401(a) plan.

On September 8, 2014, the Town passed Ordinance 2014-26, which created one retirement system, and one Board of Trustees (“Board”), effective October 1, 2014. This Ordinance allowed for the consolidation of pension plan assets to occur on October 1, 2015. The actual consolidation of assets occurred during fiscal year ending September 30, 2016. The Town has procured actuarial, legal, custodial, and investment advisory services separately.

While the funds are commingled by the system, there is a system of accounts that allows for separate reporting and accounting for assets and liabilities for each group (police officers; firefighters; general employees). There are also different benefits for police officer, firefighters and general employees.

The Consolidated Retirement System net position, restricted for pension benefits, is approximately \$7.87 million as of September 30, 2025.

Employee membership data as of October 1, 2024, is as follows:

	General Employees	Police Officers	Firefighters	Total
Number of Members:				
*Active	13	2	3	18
Retirees & Terminated Employees with Vested Benefits	54	21	41	116
Total	67	23	44	134

* All Members are 100% vested in their frozen accrued benefit.

OPEB: The Town of Longboat Key administers a single-employer OPEB program. The purpose of this program is to account for the implicit rate subsidy the Town provides to its retirees. Florida Statutes require that municipalities provide their retirees access to the same health insurance programs as their current employees at the same rates. Since the inclusion of retirees results in higher overall health insurance costs to the municipality which cannot be passed on to the retirees, it in effect results in what is called the implicit rate subsidy. This is the only post-employment benefit the Town of Longboat Key provides to its retirees other than its pension plans.

Employees who retire under a Town-sponsored pension plan are entitled to participate in the group medical insurance plan, provided, if the Town has a Medicare Supplemental Plan, the employee will be entitled to participate only in the Medicare Supplemental Plan.

Membership in the plan consisted of the following as of September 30, 2025:

Retirees and Beneficiaries Receiving Benefits	20
Active Plan Members	114
Total	134

The annual valuation involves estimates of the value of reported amounts and assumptions about the probability of events in the future such as employment, mortality, and health care cost trends.

The most recent completed report (fiscal year ending September 30, 2025) was a full valuation. The next valuation will be an interim valuation and reported in the September 30, 2026 Annual Comprehensive Financial Report (ACFR).

The Town has an existing contract with an actuary through fiscal year September 30, 2026 for the OPEB valuations.

Proposers may provide actuarial service proposals for either the Consolidated Retirement System, the OPEB Program or both. The Town reserves the right to choose one or more actuarial firms based on proposals received.

2. SCOPE OF SERVICES

Actuarial Services for the Consolidated Retirement System

- In compliance with GASB Statements No. 67 and 68, prepare an annual actuarial valuation for the Consolidated Retirement System (Police, Firefighters and General Employees) for the following fiscal years:
 - September 30, 2026 due no later than January 31, 2027
 - September 30, 2027 due no later than January 31, 2028
 - September 30, 2028 due no later than January 31, 2029
- Prepare annual disclosure reports GASB 67 and 68 for fiscal year ending September 30, 2026, and thereafter for the term of the agreement.
- Prepare annual disclosure reports under Section 112.664, Florida Statutes, for fiscal year ending September 30, 2026, and thereafter for the term of the agreement.
- Reports shall be delivered within 150 days after the fiscal year end.
- Attend at least one meeting of the Consolidated Retirement Board of Trustees per year to present the annual valuation.
- Advise the Board on plan design, specific benefit provisions, and funding requirements to ensure the long-term stability of plan assets.
- Review and advise the Board regarding the current actuarial assumptions, including the following:
 - Current methodology
 - Pros and cons of smoothing
 - Interest rate assumptions
 - Unfunded liability
 - Ongoing cash flow requirements
- Compute and verify retirement, death, and disability benefits payable to members of the plan.
- Provide consulting services regarding benefit and/or assumption changes.
- Prepare actuarial impact statements for benefit changes as necessary.
- Provide ongoing supplemental actuarial and financial analysis to any proposed plan amendment submitted to either Town Manager or Town Commission.
- Coordinate with other service providers regarding annual plan reports and necessary governmental filings.

- Provide telephone consultations on other plan matters.
- All other duties as required or requested as allowed for within the agreement.

Actuarial Services for Other Post Employment Benefits (OPEB)

- Provide actuarial services and a valuation report for the OPEB. The actuary will assist the Town in complying with the GASB Statement No. 75 that establishes standards for the measurement, recognition, and display of OPEB expense and related liabilities.
- Provide an actuarial determined valuation of the OPEB for compliance with the latest GASB pronouncements. At a minimum, this annual valuation should include:
 - Schedule of changes in net OPEB liability and related ratios
 - OPEB expense
 - Deferred outflows / (inflows) of resources
 - Sensitivity results
 - Projection of GASB disclosures
 - Cash flow projections
 - Summary of plan participants
 - Plan provisions
 - Actuarial methods and assumptions
- In compliance with GASB Statement No. 75, provide an actuarial study of the post-employment health care benefits for the following fiscal years:
 - Full valuation: September 30, 2026 due no later than January 31, 2028
 - Interim valuation: September 30, 2028 due no later than January 31, 2029
- Additional services may include:
 - Use an acceptable actuarial cost allocation method to assign costs to specific accounting periods
 - Analyze the data to assess any inconsistencies and make recommendations for enhancing data quality
 - Review and update plan documents and design
 - Recommend alternatives for reducing the cost of benefits and/or recommendations on managing the OPEB liability (this may include changes in plan design)
 - Provide information useful in assessing future funding requirements on the Town's cash flows.
 - Assist the Finance Department in the information required for their ACFR including new required supplementary information (RSI) disclosure requirements.

3. REQUIREMENTS

In order to be considered a qualified firm, a proposer must meet the following requirements:

- The Proposer certifies that it is technically qualified under state and federal laws and competent to provide the services required. The Proposer also represents that all Senior Actuaries assigned to work with the plan shall be enrolled actuaries, as defined by Section 112.625, Florida Statutes, and who is a member of the Society of Actuaries or the American Academy of Actuaries.
- Proposers must have familiarity with the laws of the State of Florida governing public employee retirements systems. To this end, Proposers should demonstrate substantial experience in providing actuarial services with at least three (3) years of specific experience in the public sector.
- If selected, the applicant must acknowledge a fiduciary to the Plan pursuant to the provisions of Florida Statutes Chapter 175/185 and Chapter 112, Part VII.
- Proposers must provide proof of at least \$1 million professional liability insurance.

4. AGREEMENT

The initial term of this Agreement shall be for a three (3)-year period, commencing upon the effective date and remaining in full force and effect unless sooner otherwise terminated herein.

The Town reserves the right to renew this Agreement for two (2) additional two (2)-year periods under the same terms and conditions of the original Agreement.

5. PROCESS

5.1 Authorized Town Representative / Submission of Proposal

For information or questions concerning this RFP, contact the Town's Procurement Manager:

Ms. Kari L. Kennedy, CPPB
501 Bay Isles Road
Longboat Key, Florida 44228
Phone: 941.316.1943
Email: Purchasing@longboatkey.org

Proposers must submit a sealed proposal to the attention of the Town's Procurement Manager at the address stated immediately above. Only those communications that are in writing from the Town's Procurement Manager shall be considered as duly authorized expressions on behalf of the Town.

RFP documents are available through Demand Star <http://www.demandstar.com>. RFP forms and any additional documents required by this RFP must be executed and submitted in a sealed envelope to the Town's Procurement Manager listed above.

5.2 Proposer Communication and/or Inquiries

The Proposer shall review this competitive solicitation in its entirety to determine whether the Town's Scope of Services, conditions, and requirements are clearly stated. If the Proposer has any questions regarding this competitive solicitation, the Proposer must submit such inquiries and requests for clarification via email only to the Town's Procurement Manager at Purchasing@Longboatkey.org. These inquiries or requests for clarification must provide the questions along with the relevant Section(s), Subsection(s), Paragraph(s), and page number(s) of the competitive solicitation being questioned by the Proposer.

The Town will consider only those communications and/or inquiries submitted via email and received by the Town's Procurement Manager on or before **Friday, April 17, 2026, at 4:00 PM EST** (the "Inquiry Deadline Date").

The Town will consider the Proposer's lack of inquiries or requests for clarification prior to the Inquiry Deadline Date to constitute the Proposer's acceptance of all of the conditions and requirements as stated in this RFP and any amendments thereto. Unless the Town's Procurement Manager specifically requests the Proposer to provide additional communications, or to participate in negotiations, the Town may not accept or consider any of the Proposer's written or other communications and/or inquiries received between the Inquiry Deadline Date and the posting of an award, if any, under this competitive solicitation.

To the extent the Town determines, in its sole discretion, to respond to any communications, inquiries or requests for clarification prior to the Inquiry Deadline Date, the Town's response will be made in a written addendum to this RFP and posted on Demand Star.

No interpretation of data, including but not limited to surveys, plans, drawings, test results, and similar materials will be made to any Proposer, except for what is provided in this RFP or by written addendum.

5.3 Addenda

The Town's Procurement Manager or designee will distribute any addenda via Demand Star.

The Proposer's authorized representative must acknowledge receipt of each addendum issued. Acknowledgement shall be numbered and dated on the Submitted Proposal Form and included in a submitted proposal.

All Proposers, vendors, and known interested vendors, are responsible for checking Demand Star for addenda in order to verify whether any changes have been made to the RFP.

The Town will consider a Proposer's lack of communicating inquiries or requesting clarifications on the addenda by the Inquiry Deadline Date to constitute the Proposer's acceptance of all of the conditions and requirements as stated in the competitive solicitation documents.

Proposers are cautioned that any oral or written representation made by any person that appears to change materially any portion of the competitive solicitation documents shall not be relied upon unless subsequently ratified by a written addendum to this RFP issued by the Procurement Manager.

5.4 Delivery and Labeling of Sealed Proposals

The Proposer's proposal to this competitive solicitation shall be prepared in accordance with Section 6. "Proposal Requirements." The Proposer's sealed proposal must be received by the Town's Procurement Manager on or before **THURSDAY, APRIL 30, 2026, at 2:00 PM EST** (the "Proposal Due Date") according to the time clock at the Town. A Proposer may not submit a proposal via telephone, facsimile, electronic mail, or any other means except as provided for herein.

If the Proposer elects to mail in its proposal, the Proposer must allow sufficient time to ensure the Town's Procurement Manager receipt of the proposal by the Proposal Due Date. Regardless of the form of delivery, it is the Proposer's responsibility to ensure that the proposal arrives at the Town's Procurement Manager address (See Section 5.1) no later than 2:00 p.m. on the Proposal Due Date. The Proposer may not include more than one proposal (along with the copies) per sealed envelope.

The Town will accept proposals up to the Proposal Due Date. No proposal may be withdrawn by a Proposer after the Proposal Due Date. Proposals must be delivered in sealed envelopes with the following information clearly provided on the front of the envelope: The Town's Procurement Manager's name and address as provided in Section 5.1; the Proposer's name and address; and "RFP 26-044 ACTUARY SERVICES" The proposals must be submitted with one (1) original marked "ORIGINAL", five (5) hard copies marked "COPY," and one (1) electronic copy in .pdf format on a flash drive of the proposal.

5.5 Economy of Presentation

The Proposer must use sections and tabs that are clearly identified and also must number and label all parts, pages, figures, and tables in its proposal. The Proposer should prepare its proposal simply and economically, providing a straightforward, concise description of the Proposer's capability to satisfy the conditions and requirements of this competitive solicitation. (Fancy bindings, colored displays, and promotional material are not desired). The Proposer's emphasis should be on completeness and clarity of content. To expedite the Town's evaluation of the proposal, it is mandatory that the Proposer follow the instructions contained herein. The Town is not liable for any costs incurred by the Proposers in responding to this competitive solicitation including, without limitation, costs for any oral presentations requested by the Town.

5.6 Proposals must be in Ink or Typed

The Proposer's proposal must be typed or printed in permanent ink.

5.7 Proposer's Signature

Where the Proposer's signature is required, the Proposer's proposal must contain the Proposer's authorized representative's manual signature, in permanent ink, in the space provided. In addition, the Proposer's authorized representative must initial all of the Proposers handwritten corrections (additions or deletions) in its proposal.

If the proposal is made by a partnership, corporation, joint venture, or team, the name and address of the partnership or corporation or all members of the joint venture or team shall be shown together with the names and addresses of the partners or officers of all entities. If the proposal is made by a partnership, it must be acknowledged by one of the partners; if made by a corporation, by one of the officers; if made by a joint venture or team, by one officer of each participating entity.

5.8 Complete Proposals Required

The Proposer must complete and execute this competitive solicitation document, including any addenda, appendices, exhibits, attachments, requested information and proposal forms and submit them with and as a part of the Proposer's proposal.

5.9 Use of Forms

If this competitive solicitation includes forms for the submission of information, the Proposer must submit the requested information on the forms, attaching additional pages if necessary, or the Town may reject the Proposer's proposal.

5.10 Errors or Omissions

The Proposer should examine its proposal carefully for any errors prior to submission. The Proposer is solely responsible for the accuracy and completeness of its proposal. The Proposer's errors or omissions, if any, are solely at the risk of the Proposer and may be grounds for the Town's finding that the Proposer's proposal is non-responsive. In case of the Proposer's errors in extensions, the unit price will prevail.

5.11 Proposal Validity Period

The Proposer's proposal shall, in its entirety, remain valid for one hundred and twenty (120) calendar days after the Proposal Due Date.

5.12 Proposal Opening

The proposals shall be delivered no later than **2:00 p.m. EST on Thursday, April 30, 2026**, to the Town's Procurement Manager at the address stated in Section 5.1. At that time, the Town's Procurement Manager (or designee) will open all timely submitted proposals for the sole purpose of recording the names of the Proposers submitting proposals at the designated place. Any Proposer submitting proposals found to be inconsistent is subject to disqualification.

Any person requiring a special accommodation at Town Hall because of a disability should call the Town's Procurement Manager at least five (5) working days prior to the RFP opening at 941-416-1999 (voice) or 800-955-8771 (TDD for persons with hearing or speech disabilities).

5.13 Government in the Sunshine; Public Records

All submitted material will be subject to Florida's Public Records Law. Proposer should prepare its proposal with the understanding that it may become available to the public. Proposer acknowledges that all information contained within the proposal is subject to disclosure under the State of Florida's Public Records Law.

The Town is not requesting, and does not require, confidential proprietary information or trade secrets to be included as part of this proposal. No information should be labeled confidential unless exempted under said law.

Pursuant to Section 119.071(1)(b)2., Florida Statutes (F.S.), proposals may be exempt from public record for thirty (30) days after opening the proposals or until such time as the Town provides notice of an intended decision, whichever comes first. It is not necessary for Proposers to claim this temporary exemption.

RFP tabulations will be uploaded to Demand Star and posted on the Town's public bulletin board. Upon written request, a copy will be furnished. RFP tabulations will not be provided by telephone. Non-exempt RFP files may be examined during normal working hours by appointment.

Certain portions of meetings with Proposers may be closed to the public, but will be recorded pursuant to Section 286.0114, F.S.

The awarded Proposer agrees to comply with Florida's public records law by keeping and maintaining public records required by the Town in order to perform the requested services. Upon request from the Town's Custodian of Public Records, the awarded Proposer shall provide the Town with copies of or allow access to the requested public records at a cost that does not exceed the cost provided for under Chapter 119, Florida Statutes, or as otherwise provided for by Florida law. The awarded Proposer shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed excepts as authorized by law for the duration of the term of an agreement that has been awarded as a result of this RFP and following completion of said agreement if the awarded Proposer does not transfer the records to the Town. Upon completion of said agreement, the awarded Proposer shall transfer, at no cost, to the Town all public records in possession of the awarded Proposer or keep and maintain all public records required by the Town to perform the requested services. If the awarded Proposer transfers all public records to the Town upon completion of said agreement, the awarded Proposer shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the awarded Proposer keeps and maintains public records upon completion of said agreement, the awarded Proposer shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Town, upon request from the Town's custodian of public records, in a format that is compatible with the information technology systems of the Town.

6.0 PROPOSAL REQUIREMENTS

6.1. Required Proposal Format

To facilitate the Town's analysis of the proposals, the Proposer must prepare its proposal in accordance with the instructions provided in this competitive solicitation. If the Proposer's proposal deviates from these instructions, such response may, at the Town's discretion, be rejected.

Proposals should not contain information in excess of that requested, must be concise and must specifically address all of the items set forth in this RFP. Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective proposal to this RFP are not desired and may be construed as an indication of the Proposer's lack of cost consciousness. Elaborate artwork, expensive visual aids, and other presentation aids are neither necessary nor desired, unless specifically requested.

Proposals must be prepared in at least 12-point font on 8.5" x 11" white paper, with pages sequentially numbered. Proposals can be either single or double-sided. Proposals should be contained within a three-ring binder (original and each copy in separate binders).

6.1.1 Minimum Requirements

In order to be considered a qualified firm, a proposer must meet the following requirements:

- The Proposer certifies that it is technically qualified under state and federal laws and competent to provide the services required. The Proposer also represents that all Senior Actuaries assigned to work with the plan shall be enrolled actuaries, as defined by Section 112.625, Florida Statutes, and who is a member of the Society of Actuaries or the American Academy of Actuaries.
- Proposers must have familiarity with the laws of the State of Florida governing public employee retirements systems. Proposers shall demonstrate experience in providing actuarial services with at least three (3) years of specific experience in the public sector.
- If selected, the applicant must acknowledge a fiduciary to the Plan pursuant to the provisions of Florida Statutes Chapter 175/185 and Chapter 112, Part VII.
- Proposers must provide proof of at least \$1 million professional liability insurance.

6.2 Proposal Requirements

Proposal content shall be separated by sequentially numbered tabs and must be submitted in the same order as set forth below and the supplied electronic copy shall be indexed similarly. One (1) - or two (2) – sided pages are each considered one (1) page.

Proposals must including the following:

Tab 1 – Executive Summary

- A. Provide an introduction letter on the Proposer’s letterhead. The introduction letter must include, but not be limited to, the following:
1. Proposer’s full legal name and mailing address.
 2. Name, title, email address, and phone number of the person responsible for the proposal and any negotiation during this process.
 3. Indicate the Proposer’s primary office that will provide the services.
 4. Certify the Proposer is licensed, permitted, and/or certified to do business in the State of Florida and to perform the services. Provide all licenses and certifications.

Tab 2 – Proposer Experience and Qualifications (30 Points)

- A. Provide a narrative describing the Proposer’s experience, capabilities, and demonstrating the required minimum qualifications in providing actuarial services to Florida municipalities. **(Maximum seven (7) pages)**

Narrative should include but not be limited to:

1. General description of the Proposer, including size, number of employees, primary business, and qualifications. Describe the Proposer’s management philosophy to assure customer-centered service is provided.
2. Provide experience of the Proposer as it pertains to implementing GASB Statements 67, 68, 75 and valuations of pre-funded OPEB plans.
3. Provide the accounts gained and lost by Proposer for actuarial services over the last three years. Describe the reason for each loss.
4. Detail Proposer’s policies, procedures, data encryption, and technical measures to prevent unauthorized access or alteration, fraud, theft, misuse, or physical damage to hardware, software, communications networks, and data.
5. Describe Proposer’s system back-up, security, and disaster recovery procedures. The description shall include, but not be limited to the following:
 - Indicate if files are archived and stored at an off-site location
 - Describe the Proposers testing procedures for disaster recovery and indicate when the latest full-scale disaster recovery test was performed.
6. Describe any internal peer review procedures or other controls to ensure accuracy of the work product provided. Identify any other quality control systems the Proposer has in place.
7. Provide a statement the Proposer is not presently in violation of any statutes or regulatory rules that might have an impact on Proposer’s operations.
8. Provide a statement Proposer is willing to acknowledge they are a fiduciary of the fund as defined in the Employee Retirement Income Security act of 1074 (“ERISA”) and Section 112.656, Florida Statutes.

B. Provide five (5), past and/or current clients, within the past three (3) years. For each client, include:

- The services being provided
- The key personnel listed in Tab 3 providing the services to the client
- Contact name, phone number and email address

Tab 3 – Key Personnel (15 Points)

A. Provide a matrix identifying the key personnel and the proposed team members. Designation of a single point of contact is required.

For each key personnel and proposed team member please provide:

1. Resume: Include number of years in the current position, total number of years in the industry, and years of experience in performance measurement in general, in the public sector, and with Florida public pension plans.
2. Identify assigned past and current clients and the services provided.
2. Brief description of the role and responsibilities proposed to be provided to the Town.
3. Current and projected workload and the ability to provide responsive services to the Town.

Tab 4 – Approach and Methodology to Services (25 Points)

A. Provide a narrative of the Proposer’s overall approach and methodology to provide actuarial services. Proposer may submit any exhibits, graphics or documentation deemed essential. **(Maximum of seven (7) pages)**

Narrative should include but not be limited to:

1. Describe how the Proposer will provide services, including communication and coordination with Town Staff.
2. Describe how the Proposer will work with the Town to determine the proper actuarial cost method, actuarial valuation method, amortization method, and key assumptions to the valuation based on relevant accounting and actuarial standards.
3. Include a detailed time schedule to complete each task, proposed interaction with the Town’s staff and officials, as well as other project components and features.
4. Identify the extent and nature of any anticipated outside support.
5. Describe any value-added services the Proposer can provide above those identified in the Scope of Services.

Tab 5 – Fee Schedule (20 Points)

A. Complete and submit Exhibit II, Fee Schedule

1. Provide a complete fee schedule which includes all the fees associated with the proposed services.
2. Fees should be inclusive. No other charges beyond what is established within the fee schedule will be allowed unless specifically authorized by the Town. A quotation shall be requested by the Town prior to commencing any special project work outside of the scope of services.

Tab 5 – Surveys of Past Performance (10 Points)

A. Provide five (5) reference surveys from past and/or current clients for the clients identified under Tab 2.

B. Completed surveys. **(See Exhibit 1)** The Procurement Manager (or designee) will take the average of all surveys and score as follows:

❖ Average score between 9 – 10	10 Points
❖ Average score between 7 – 8	8 Points
❖ Average score between 5 – 6	6 Points
❖ Average score between 4 – 4	4 Points
❖ Average score between 1 – 2	2 Points
❖ Average score of 0	0 Points

Tab 6 – Forms

Provide the completed and signed forms:

- Submitted Proposal Form;
- Public Entity Crimes Form;
- Acknowledgment of Firm;
- Drug Free Workplace Certification Form;
- Equal Employment Opportunity Form;
- Anti-Human Trafficking Affidavit
- Participation in E-Verify Certification
- Scrutinized Companies Certification
- Compliance with Foreign Entity Laws
- Current and Signed W9;
- All issued addenda acknowledgement.

7.0 EVALUATION PROCESS, EVALUATION CRITERIA AND EVALUATION OF PROPOSALS

7.1 Responsiveness and Responsibility

A responsible and responsive proposal will be considered as one which meets or exceeds the RFP specifications and which is submitted by a Proposer capable of performing the requirements as stated in the RFP. The Proposer's ability to meet these requirements shall be solely by the determination of the Town.

The Town's Procurement Manager will initially review each proposal for: (a) minor informalities, irregularities, and apparent clerical mistakes which are unrelated to the substantive content; and (b) conformance to the RFP instructions regarding organization and format.

The Town reserves the right to reject any or all proposals, in whole or in part, for any reason whatsoever, and to re-let the RFP at the Town's discretion. The Town reserves the right to waive any minor non-conformance or irregularities when, in the sole opinion of the Town, such waiver or acceptance is deemed to be in the best interest of the Town.

After the Proposal Due Date, the Town may, in its sole discretion, request clarifications of the information submitted, and may also rely upon any information obtained from any source that pertains to the issue of a Proposer's integrity and capability to perform.

Proposals may be excluded from further consideration and the Proposer will be so advised. No deviations from specifications will be accepted; no alternate proposals will be accepted unless requested in writing. The Town may, in its sole discretion, also exclude from consideration any Proposer whose proposal contains a material misrepresentation. Such proposals will be deemed as non-responsive to this RFP.

Proposals that are deemed non-responsive to this RFP will be excluded from any further consideration. A proposal may be deemed non-responsive for any of the following reasons: Proposer fails to attend a mandatory pre-proposal meeting or other mandatory meetings as required by the RFP Documents; Proposer fails to specifically include information required by the specifications; Proposer fails to sign a submitted proposal; or

Proposer submits a proposal that does not include information specifically required in the RFP Documents. The above is not an exclusive list and the Town may deem a proposal non-responsive for other valid causes and lack of responsiveness shall solely be by the determination of the Town.

7.1.1 Changes in Proposer's Team

A change in the project team of a Proposer after the submission of a proposal could result in reconsideration of the scoring of applicable evaluation criteria, at the sole discretion of the Town. Any changes in the project team of a Proposer must be brought to the attention of the Town as soon as possible after the change is made. The changes, the reasons for the changes, and résumés for the individuals being substituted for an original project team member, must be submitted to the Town.

Any changes in the project team during the project must be communicated in writing to the Town prior to the implementation of the change.

7.2 Disqualification of Proposers

Any cause including, but not limited to, the following may be considered as sufficient for the disqualification of a Proposer and the rejection of its proposal:

1. Submission of more than one proposal for the same work by an individual, firm, partnership, or corporation under the same or different names;
2. Evidence of collusion among Proposers, or previous participation in collusive bidding or proposing on services for the Town;
4. Uncompleted services for which the Proposer is committed by contract which, in the judgment of the Town, might hinder or prevent the prompt completion of the Services under this RFP if awarded to Proposer;
4. Inconsistencies between the proposals provided by the Proposer;
5. Violations of the cone of silence as provided for herein;
6. Familial relation with the Town's purchasing agents (Town Manager or Procurement Manager) or public officer (Town Commissioner) as provided for in Section 112.414(4), F.S;
7. Conviction for a Public Entity Crime as provided for in Section 287.144, F.S.; or
8. Prior suspension or debarment as set forth in Section 48.41 of the Town Code.

The above listed causes are not an exclusive list, and the Town may disqualify proposers for other valid causes.

7.4 Evaluation Process

Proposals will be evaluated in accordance with this Section and all applicable Town purchasing policies and procedures.

The Town Manager shall establish a selection committee ("Selection Committee") that will be responsible for evaluating and scoring/ranking the proposals in accordance with this Section.

The Town will use a competitive selection process based on the Elevation Levels described in this Section. At Elevation Levels 2 and 4, the Selection Committee will score and/or rank the proposals as applicable.

Selection of a final Proposer will be based upon the following steps and factors:

Elevation Level 1

- The Town's Procurement Manager shall review all proposals for conformance with the RFP guidelines and detailed submittal requirements. Conforming proposals shall be elevated to Elevation Level 2. The Town's Procurement Manager or designee will distribute proposals and evaluation criteria to the Selection Committee.

- The Selection Committee may convene with reasonable public notice to review questions that arise during individual member review of submitted proposals prior to Elevation Level 2 to allow for questions, clarifications, explanations or other discussion to be held before the review of proposals is completed.

Elevation Level 2

Each Selection Committee member shall score each proposal on the following evaluation criteria:

Evaluation Criteria	Maximum Points
Proposer Experience & Qualifications	30
Key Personnel	15
Approach & Methodology to Services	25
Fee Schedule	20
Surveys	10
Total Points Available	100 points

Each Selection Committee member shall determine which of the following descriptions applies to each of the foregoing evaluation criteria:

- **EXCELLENT (1.0):** Of the highest or finest quality; exceptional; superior; superb

The Proposer provided information for a given criterion that satisfied the requirements and described specifically how and what will be accomplished in such a manner that exhibited an exceptional and superior degree of understanding, skill, and competency, both qualitatively and quantitatively. The facts included demonstrate the Proposer's ability to perform and deliver far beyond expectation.

- **VERY GOOD (0.8):** To a high degree; better than above competent and/or skillful.

The Proposer provided information for a given criterion that satisfied the requirements and described specifically how and what will be accomplished in such a manner that exhibited a very high degree of understanding, skill, and competency, both qualitatively and quantitatively. The facts included demonstrate the Proposer's ability to perform and deliver beyond expectation.

- **GOOD (0.6):** Having positive or desirable qualities; competent; skilled; above average.

The Proposer provided information for a given criterion that satisfied the requirements and described specifically how and what will be accomplished in such a manner that exhibited a skillful and above-average degree of understanding, skill, and competency, both qualitatively and quantitatively. The facts included demonstrate the Proposer's ability to perform and deliver at the expected level.

- FAIR (0.4): Average, moderate, mediocre; adequate; sufficient; standard

The Proposer provided information for a given criterion that satisfied the requirements and described specifically how and what will be accomplished in such a manner that exhibited an adequate and average degree of understanding, skill, and competency, both qualitatively and quantitatively. The facts included demonstrate the Proposer's ability to perform and deliver at a level slightly below expectation.

- POOR (0.2): Inadequate; lacking; inferior in quality; of little or less merit; substandard

The Proposer provided information for a given criterion that did not satisfy the requirements and described in an inadequate manner how and what will be accomplished. The information provided simply reiterated a requirement, contained inaccurate statements or references, lacked adequate information or was of inferior quality. The facts included demonstrate the Proposer's ability to perform and deliver at a substandard and inferior level.

- UNACCEPTABLE (0.0):

The Proposer failed to provide any information for a given criterion, provided information that could not be understood, or did not provide the information for a given category as requested.

After a Selection Committee member has determined the description applicable for each evaluation criterion, the total points available for such criterion shall be multiplied by the factor associated with the applicable description to produce the number of points allocated for that evaluation criterion. For example, a Selection Committee member classifies an "Experience" criterion (which shall be worth 25 points for the purpose of this example) as "Very Good" (which is a description factor multiplier of 0.8). The points that Selection Committee member allocated for that evaluation criterion would be 20, calculated as follows:

$$25 \text{ available points} \times 0.8 \text{ applicable description factor multiplier} = 20 \text{ points}$$

A Selection Committee member's total score for each proposal shall equal the sum of the total points allocated for each evaluation criteria.

When all Selection Committee members have completed their proposal evaluations, the individual Selection Committee members' total scores for each proposal will be added together to produce a final score for each proposal.

The Town's Procurement Manager, or designee, will conform the calculations for the final score for each proposal. They shall publish a rank-ordered listing of the proposals to the Selection Committee with the proposal receiving the highest points as the highest-ranked proposal.

If the Selection Committee decides to interview Proposers based on the final scores, the Selection Committee shall elevate the highest-ranked Proposers to Elevation Level 3 for presentations and interviews. If the Selection Committee decides not to interview Proposers, they will collectively decide if they would like to recommend to the Town Manager to enter into contract negotiations with the highest ranked Proposer.

Elevation Level 3 (Proposer Interviews)

The Selection Committee shall conduct interviews of the Proposers that it has elevated from Elevation Level 2 to Elevation Level 3. During an interview, elevated Proposers shall make a presentation describing the key elements of their proposal and address any specific topics the Selection Committee may determine necessary. The Selection Committee members will have an opportunity to inquire about any aspect of the RFP and the Proposer's proposal.

The Town may conduct reference checks as a component of due diligence to determine the capability of the elevated Proposers to be able to perform the requested services. Elevated Proposers may be asked to provide verifiable references as a part of Elevation Level 3.

After all elevated Proposer interviews each Selection Committee member will individually rank the Proposers in numerical order beginning at number 1 for the Proposer deemed to be the most highly qualified to perform the desired services.

The Town's Procurement Manager, or designee, shall receive and compile each Selection Committee member's ranking of each Proposer and then publish a rank-ordered listing of Proposer's to the Selection Committee, based on the combined average rankings given each Proposer. The Selection Committee members will then collectively decide if they would like to recommend award to the Town Manager and to enter into Contract Negotiations with the highest-ranked Proposer(s). After the Town Manager's approval of the recommendation of award, said Proposer(s) will then be elevated to Elevation Level 4 for contract negotiations.

Elevation Level 4 (Contract Negotiations)

If a Proposer is elevated to this level, the Town Manager (or designee), with assistance from the Town Attorney and the Town's Procurement Manager, and the elevated Proposer shall negotiate an agreement.

If after negotiating for a reasonable time period, the Town and the Proposer fail to agree upon the terms of an acceptable contract, negotiations shall be terminated and negotiations with the next-highest-ranked Proposer shall commence. If again unsuccessful, the process is repeated with the next-highest-ranked Proposer, and so on. This process is continued until a mutually agreeable contract is concluded or the project is abandoned, or the RFP selection process is otherwise terminated.

Upon agreement of terms and conditions for a final negotiated agreement, an agreement shall be awarded by the Town Manager.

7.5 Tie Proposals

When multiple proposals are equal in all respects (quality, price, and service), the Town may give preference to a Proposer with a drug-free workplace program. Proposer shall certify that the program complies with the requirements of Section 287.087, F.S.

At the sole discretion of the Town, payment terms and other consequential information may also be utilized in resolving apparent tie proposals.

7.6 Award of Agreement

The Town intends to award an agreement(s) resulting from this competitive solicitation to the short-listed Proposer who represents the best value to the Town. The Town is not obligated to make an award under or as a result of this competitive solicitation. The Town reserves the right to postpone the award of the agreement for a period of time not to exceed one hundred twenty (120) days from the Proposal Due Date.

7.8 Posting of Intent to Award

The intent to award an agreement to the Awarded Proposer(s), if any, will be posted on Demand Star for review by interested parties.

7.9 Protest

Any protest related to this RFP must be in accordance with the Town's Protest Procedures as specified in Chapter 48 of the Town's Code of Ordinances.

7.10 Non-Exclusive Agreement

This RFP does not establish an exclusive arrangement between the Town and the Awarded Proposer. The Town has an unrestricted right to use others to perform work, provide services, or deliver the same or similar products as described herein.

8.0 INSURANCE

Within fifteen (15) days of the posted date of Intent of Award, the apparent Awarded Proposer shall submit to the Town's Procurement Manager a copy of the Proposer's current insurance coverage with endorsements, as evidenced by certificates of insurance with an insurance carrier approved and licensed by the Insurance Department of the State of Florida.

The Town of Longboat Key shall be named as additional insured. The insurer shall agree to waive all rights of subrogation against the Town of Longboat Key.

Proposal award will be subject to proof of insurance, in the form of certificates of insurance, being provided to the Town within fifteen (15) days of the posted date of the Intent of Award, and subject to acceptance of the types and amounts of coverage by Town's Procurement Manager.

The certificates of insurance shall provide thirty (30) days written notice for any change, cancellation, or non-renewal.

Insurance coverage required from the apparent Awarded Proposer shall be provided by or on behalf of all subcontractors to cover their operations performed. The Awarded Proposer shall be held responsible for any modifications, deviations, or omissions in these insurance requirements as they apply to subcontractors.

Proof of insurance with endorsements shall be sent to:

Town of Longboat Key
Attention: Procurement Manager
501 Bay Isles Road
Longboat Key, Florida 44228

Note the RFP number and project title on certificates.

The acceptable form of the certificates of insurance shall be the industry standard ACORD certificate.

Once received by the Procurement Manager, the certificates of insurance and endorsements shall accompany the executed contract.

9.0 NEGOTIATION

The Town Manager (or designee) shall negotiate, with assistance from the Town Attorney and the Procurement Manager, an agreement with the Awarded Proposer for the subject professional services at compensation which the Town determines is fair, competitive, and reasonable. This RFP process is conducted pursuant to Chapter 38 of the Town's Code of Ordinances.

9.1 Selection, Negotiation, Additional Information

Although the Town reserves the right to negotiate with any Proposer to arrive at its final decision and/or to request additional information or clarification on any matter included in the proposal, it also reserves the right to select the most responsive of Proposers without further discussion, negotiation, or prior notice. The Town may presume that any proposal is a best-and-final offer.

10.0 TOWN'S RESERVED RIGHTS

- 10.1 To be the judge of the Proposer's qualifications through a Selection Committee comprised of designated Town staff or other representatives.
- 10.2 To conduct pre-award discussions with any responsive and responsible Proposers who submit proposals determined to be reasonably acceptable of being selected for award. Such discussions may include, but not be limited to personal interviews with and/or presentations before the Selection Committee.
- 10.3 To request that Proposers modify their proposal to more fully meet the needs of the Town or to furnish additional information as the Town may reasonably require.
- 10.4 To accord fair and equal treatment with respect to any opportunity for discussions and revisions of proposals. Such revisions may be permitted after submission of proposals and prior to award.
- 10.5 To request additional qualification information.
- 10.6 To hold meetings and interviews, and conduct discussions and correspondence, with one or more Proposers to seek an improved understanding of any information contained in a proposal.
- 10.7 To seek clarification from any Proposer to fully understand information provided in a proposal and to help evaluate and rank the Proposers.
- 10.8 To limit and/or determine the actual services to be included in the contract with the Awarded Proposer.
- 10.9 To obtain information from any available sources for use in evaluating the proposals.
- 10.10 To waive any irregularity in any proposal, or reject any or all submittals, in part or in whole, should it be deemed to be in the best interest of the Town to do so.

11.0 MINORITY BUSINESS PARTICIPATION

In accordance with the provisions of Title VI of the Civil Rights Act of 1964 and Title 15, Part 8 of the Code of Federal Regulations, the Town hereby notifies all Proposers that they will affirmatively ensure minority business enterprises will be afforded a full opportunity to participate in response to this RFP and will not be discriminated against on the grounds of race, color or national origin in consideration for qualification.

12.0 GENERAL TERMS

12.1 Equal Opportunity/Affirmative Action

The Town is an equal opportunity/affirmative action employer. The Town is committed to equal opportunity employment efforts and expects firms that do business with the Town to have a vigorous affirmative action program.

12.2 Women/Minority Business Outreach

The Town hereby notifies all potential proposers that Women/Minority-Business Enterprises are to be afforded a full opportunity to participate in any procurement by the Town and will not be subject to discrimination on the basis of race, color, sex, or national origin.

12.3 Proposer Affirmation

By submitting a proposal, the Proposer affirms that the proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm, or corporation, and is not submitted in conformity with any agreement or

rules of any group, association, organization, or corporation; the Proposer has not directly or indirectly induced or solicited any other person to submit a false or sham proposal; the Proposer has not solicited or induced any person, firm, or corporation to refrain from submitting a proposal; and the Proposer has not sought by collusion to obtain any advantage over other persons or over the Town.

12.4 Proposer Development Costs

Neither the Town nor its representative(s) shall be liable for any expenses incurred in connection with preparation of a response to the RFP. Proposers should prepare a response simply and economically, providing a straightforward and concise description of the Proposer's ability to meet the requirements of the RFP.

12.5 Code of Ethics

If any Proposer violates or is a party to a violation of the code of ethics of The Town of Longboat Key or the State of Florida, with respect to this RFP, such Proposer may be disqualified from performing the Services described in this RFP or from furnishing services for which the proposal is submitted, and shall be further disqualified from bidding on any future requests for work, goods, or services for the Town.

12.6 Conflict of Interest

Subject to the provisions of Chapter 112, F.S., all Proposers must disclose with their proposal the name of any officer, director, agent, or shareholder who is also an employee of the Town. All Proposers must disclose the name of any Town employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Proposer's firm or any of its branches.

12.7 Disclosure – Advisory Board Member of Town

12.7.1 Sections 112.414(4) and 112.414(7), F.S., prohibit an advisory board member of the Town from holding any employment or contractual relationship with any business entity doing business with the Town. Section 112.414(12), F.S., provides that an advisory board member will not be in violation of the prohibition if certain conditions are met, including the filing of a disclosure form with the Supervisor of Elections, which is the sole responsibility of the proposer and must be filed prior to or at the time of submission of the RFP. A copy of the filed disclosure form shall be included as part of the proposer's response.

12.7.2 Advisory board member is required to, prior to or at the time of the submissions of the proposal, file a statement with the Supervisor of Elections, disclosing his or her interest and the nature of the intended business.

12.7.4 Advisory board member, or his or her spouse or child is required to have in no way used or attempted to use his or her influence to persuade a member of the Town or any of its personnel to enter into such a contract other than by the mere submission of the proposal.

12.7.4 Advisory board member, or his or her spouse or child is required to have in no way participated in the determination of the proposal specifications or the determination of the responsible and responsive Proposer.

12.8 Cone of Silence

After the issuance of the RFP by the Town, Proposers and their representatives shall not contact, communicate with, or discuss any matter relating in any way to this RFP with the Town, including any Commissioner, member of the Selection Committee, or any employee of the Town other than the Town's Procurement Manager (or designee) unless otherwise directed on the Request for Proposals Overview of this RFP. This prohibition begins with the issuance of the RFP and ends upon award of the resulting contract. Such communications initiated by a Proposer shall be grounds for disqualifying the offending Proposer from consideration for award under this RFP and/or potentially any future procurement with the Town.

12.9 Copyright

The Awarded Proposer shall irrevocably transfer, assign, set over, and convey to the Town all rights, title, and interest, including the sole exclusive and complete copyright interest, in any and all copyrightable works created pursuant to the contract awarded under this RFP. The Awarded Proposer further agrees to execute such documents as the Town may request to affect such transfer or assignment.

12.10 Public Entity Crimes

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or contractor under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, F.S., for CATEGORY TWO for a period of thirty-six (46) months from the date of being placed on the convicted vendor list.

12.11 Proposer's Employment of Unauthorized Aliens

Employment of unauthorized aliens is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the Awarded Proposer knowingly employs unauthorized aliens, such violation shall be cause for the Town's unilateral cancellation of the agreement.

12.12 Estimated Quantities

When applicable, and unless specifically addressed in the RFP, the estimated quantities of work to be done and materials to be furnished under this RFP are to be considered as approximate only and are to be used solely for the comparison of proposals. The Town does not expressly or by implication represent that the actual quantities involved will correspond exactly therewith, nor shall the Proposer plead misunderstanding or deception because of such estimate of quantities. Payment to the Awarded Proposer will be made only for the actual quantities of Services performed and material furnished in accordance with the contract and it is understood that the quantities may be changed as provided in the RFP Documents without in any way invalidating any of the unit or lump sum prices.

12.14 Mistakes

Proposers are required to examine the RFP Documents including any addenda. Failure to do so will be at Proposer's risk.

12.14 Taxes

Goods and services sold to the Town under this RFP and the ensuing contract shall be less all federal, state, and local taxes, since the Town has tax-exempt status (Town State Sales and Use Tax Exemption Certificate Number: 85-8012646441C-7).

12.15 Warranty of Title

The Awarded Proposer shall warrant and guarantee that title to all work, materials, and equipment covered by any invoice or application for payment will pass to the Town, no later than the time of payment, free and clear of all liens.

12.16 ADA Compliance

Proposals, bids and other documents submitted by the proposer to the Town, which are required to be posted on the Town's website, must be accessible under the "WCAG AA" (Web Content Accessibility Guidelines, Level

AA) to adhere to the Americans with Disabilities Act (ADA) compliancy guidelines. In the event the proposer is unable to provide the applicable documents to the Town in an ADA-compliant format, all applicable documents must be submitted in the original format (Word, PowerPoint, etc.) and the Town can convert the document(s) at a cost of \$2.95 per page or the current contracted rate. The proposer shall be solely responsible for all associated fees. For questions or requests to the Town to convert applicable documents, contact the Town at 501 Bay Isles Road, Longboat Key, Florida 34228, 941.316.1999, or email the Town at ADACompliance@longboatkey.org. For information on providing documents in an ADA-compliant format, please refer to the U.S. Department of Health and Human Services Website regarding digital communications <https://www.hhs.gov/accessibility.html>.”

12.17 Responsible Proposer Determination

Proposers are hereby notified that Section 287.05701, Florida Statutes, requires that the Town may not request documentation of or consider a proposer’s social, political, or ideological interests when determining if the proposer is a responsible proposer.

12.18 E-Verify

The Contractor and its subcontractors (if any) warrant compliance with all federal immigration laws and regulations that relate to their employees including, but not limited to, registering with, and using the E-Verify system. Contractor agrees and acknowledges that the Town is a public employer that is subject to the E-Verify requirements as set forth in Section 448.095, Florida Statutes, and that the provisions of Section 448.095, F.S., apply to this Agreement. Notwithstanding, if the Town has a good faith belief that Agreement or has knowingly hired, recruited, or referred an alien who is not duly authorized to work by the immigration laws or the Attorney General of the United States for employment under this Agreement, the Town shall terminate the Agreement. If the Town has a good faith belief that a subcontractor performing work under this Agreement knowingly hired, recruited, or referred an alien who is not duly authorized to work by the immigration laws or the Attorney General of the United States for employment under this Agreement, the Town shall promptly notify Contractor and order Contractor to immediately terminate the Agreement with the subcontractor. Contractor shall be liable for any additional costs incurred by the Town as a result of the termination of the Agreement based on Contractor’s failure to comply with the E-Verify requirements referenced herein.

TOWN OF LONGBOAT KEY FLORIDA

RFP 26-004 ACTUARY SERVICES FOR THE OPEB PROGRAM AND THE CONSOLIDATED RETIREMENT SYSTEM

SUBMITTED PROPOSAL FORM

The undersigned proposer declares that the only person or parties interested in this RFP as principals are those named herein, that this proposal is made without any understanding, contract, or connection with any other person, firm, or corporation providing a proposal for the same purpose and that this proposal is in all respects fair and without collusion or fraud. The proposer understands that this proposal must be manually signed in ink, otherwise it will be considered unresponsive and subject to rejection.

The undersigned proposer represents that the proposer accepts, and that this proposal complies with, the RFP Documents; that proposer has carefully examined the RFP Documents for the requested services. Proposer affirms that proposer has carefully examined the location of the requested services and, from its own investigations, is satisfied as to the nature and location of the services, the character, quality, and the quantity of materials, the kind and extent of equipment and other facilities needed for the performance of the services, the general and local conditions and all difficulties that may be encountered, and all other items which may, in any way, affect the services or its performance.

The undersigned proposer proposes, and agrees if this proposal is accepted, that it will contract with the Town to provide all necessary machinery, tools, software, labor, apparatus, and other means necessary to do all the services, and furnish all the materials and equipment specified or referred to in the RFP Documents in the manner and time herein prescribed, and according to the requirements of the Town as therein set forth.

Under provisions of Chapter 112, Florida Statutes, proposer must disclose with proposal the name of any officer, director, or agent who is also an employee of the Town of Longboat Key. Proposer must disclose on an attachment (provided by proposer) entitled "Submitted Bid Conflict of Interest" the name of any Town employee who owns, directly or indirectly, a five percent (5%) or more interest in the proposer's firm or any of its branches, or in the firm of any subcontractor to this proposal. Absence of such an attachment represents proposer's certification of no such employee.

Proposer acknowledges receipt of the following addenda issued during the solicitation period; the cost of which, if any, is included in proposal pricing. If an addendum is issued, the addendum acknowledgement below must be completed or the issued addendum must be signed and submitted with the proposal package at the time and due date of the proposal.

Addendum # _____	Addendum Date: _____	Addendum # _____	Addendum Date: _____
Addendum # _____	Addendum Date: _____	Addendum # _____	Addendum Date: _____
Addendum # _____	Addendum Date: _____	Addendum # _____	Addendum Date: _____

The undersigned proposer understands that the Town reserves the right to reject any or all proposals and to waive any informalities and minor irregularities in any proposal. The proposer agrees that this proposal shall be good and may not be withdrawn for a period of one hundred twenty (120) days after the scheduled RFP opening.

Having carefully examined the RFP Documents, proposer agrees to the terms contained therein and proposes to furnish all labor, material, and equipment for the entire services (including mobilization and demobilization, if applicable), and to execute an agreement for services and any and all bonds, insurance certifications, and other instruments or documents as specified or included in the RFP Documents and will completely perform the services in strict accordance with the terms of the RFP Documents.

The undersigned proposer acknowledges that services to be performed shall conform to all Town codes and regulations. Services must be accomplished in a professional manner and meet all standards of any professional trade requiring a license and or permit.

(Authorized Signature)

(Printed name)

Name of Proposer: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

A current and signed W9 should be submitted with this proposal under Tab 6.

Type of Organization:

____ Sole Proprietorship ____ Partnership ____ Non-Profit ____ Sub-Chapter

____ Joint Venture ____ Corporation ____ LLC ____ LLP

____ Publicly Traded ____ Employee Owned

State of Incorporation: _____

ACKNOWLEDGEMENT OF FIRM, IF A CORPORATION

STATE OF _____ COUNTY OF _____

The foregoing instruments was acknowledged before me this

_____ By: _____
(Date) (Name of officer or agent, title of officer or agent)

On behalf of the corporation, pursuant to the powers conferred upon said officer or agent by the corporation. He/she personally appeared before me at the time of notarization and is personally known to me or has produced _____ as identification and did certify to have knowledge of the matters stated in the foregoing instrument and certified the same to be true in all respects.

Subscribed and sworn to (or affirmed) before me this _____

_____ Commission Number: _____
(Official Notary Signature and Notary Seal)

_____ Commission expiration date: _____
(Name of Notary typed, printed or stamped)

ACKNOWLEDGEMENT OF FIRM, IF A PARTNERSHIP

STATE OF _____ COUNTY OF _____

The foregoing instruments was acknowledged before me this

_____ By: _____
(Date) (Name of acknowledging partner or agent)

On behalf of the partnership, pursuant to the powers conferred upon said officer or agent by the corporation. He/she personally appeared before me at the time of notarization and is personally known to me or has produced _____ as identification and did certify to have knowledge of the matters stated in the foregoing instrument and certified the same to be true in all respects.

Subscribed and sworn to (or affirmed) before me this _____

_____ Commission Number: _____
(Official Notary Signature and Notary Seal)

_____ Commission expiration date: _____
(Name of Notary typed, printed or stamped)

ACKNOWLEDGEMENT OF FIRM, IF AN INDIVIDUAL

STATE OF _____ COUNTY OF _____

The foregoing instruments was acknowledged before me this

_____ By: _____
(Date) (Name acknowledging)

Who personally appeared before me at the time of notarization and is personally known to me or has produced _____ as identification and did certify to have knowledge of the matters stated in the foregoing instrument and certified the same to be true in all respects.

Subscribed and sworn to (or affirmed) before me this _____

_____ Commission Number: _____
(Official Notary Signature and Notary Seal)

_____ Commission expiration date: _____
(Name of Notary typed, printed or stamped)

PUBLIC ENTITY CRIMES FORM
(MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL)

**SWORN STATEMENT UNDER SECTION 287.144(4)(A), FLORIDA
STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to _____ [print
name of public entity]

by _____ [print
individual's name and title]

For _____ [print
name of entity submitting sworn statement]

whose business address is: _____

City, State and Zip _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:
_____.)

2. I understand that a "public entity crime" as defined in Paragraph 287.144(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentations.

4. I understand that "convicted" or "conviction" as defined in Paragraph 287.144(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.144(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime: or

2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 46 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.144(1)(e), Florida Statutes, means any natural

person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THE FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Authorized Signature)

(Date)

State of _____, County of _____

The foregoing instrument was acknowledged before me by means of physical presence or online this _____ day of _____, 2026, By _____, who is personally known to me or has produced _____ as identification and who acknowledged before me they executed their signature in the space provided.

Notary Public Signature: _____

Typed Name: _____

Commission Expires (Seal):

DRUG FREE WORKPLACE CERTIFICATION

(MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL)

In order to have a drug free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the action that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug free workplace, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
4. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 894 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this business complies fully with the above requirements.

PROPOSER: _____
Print Name of Proposer

By: _____
Authorized Signature

Print Name & Title

Date

Drug Free Workplace Certification, page 2 of 2

State of _____, County of _____

The foregoing instrument was acknowledged before me by means of physical presence or online this _____ day of _____, 2026, By _____, who is personally known to me or has produced _____ as identification and who acknowledged before me they executed their signature in the space provided.

Notary Public Signature: _____

Typed Name: _____

Commission Expires (Seal):

EQUAL EMPLOYMENT OPPORTUNITY
(MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL)

The Town of Longboat Key is an Equal Opportunity/Affirmative Action Employer.

Pursuant to Executive Order 11446 as amended, you are advised that under the provisions of government contracting, Contractors and Subcontractors are obliged to take affirmative action to provide equal employment opportunity without regard to race, creed, color, national origin, age or sex.

**CERTIFICATION BY PROPOSED PRIME OR SUBCONTRACTOR
REGARDING EQUAL EMPLOYMENT OPPORTUNITY**

This certification is authorized pursuant to Executive Order 11246, Part II, Section 204(b), (40 F. R. 12419-15). Any proposer or prospective contractor, or any of the proposed subcontractors, shall state as an initial part of the bid or negotiations of the contract whether it has participated in any previous contract or subcontract to the equal opportunity clause; and, if so, whether it has filed all compliance reports due under applicable instructions.

Where the certification indicated that the prime or subcontractor has not filed a compliance report due under applicable instruction, such contractor shall be required to submit a compliance report.

Authorized Signature

Printed Name

Phone: _____ Email: _____

Address: _____

1. Proposer has participated in a previous contract or subcontract, subject to the Equal Opportunity Clause: YES___ NO___

2. Compliance Reports were required to be filed in connection with such contract or subcontract: YES___ NO___

If YES, state what reports were filed and with what agency.

3. Proposer has filed all compliance reports due under applicable instructions: YES ___ NO___

PARTICIPATION IN E-VERIFY PROGRAM
(MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL)

Consultant hereby certifies compliance with the following:

Pursuant to State of Florida Executive Order No.: 11-116, Consultant shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by Consultant while performing work or providing services for the Town of Longboat Key, FL. Consultant shall also include in any related subcontracts a requirement that subcontractors performing work or providing services for the Town of Longboat Key, FL, on its behalf utilize the E-Verify system to verify employment of all new employees hired by subcontractor.

CONSULTANT:

Consultant Name

By: _____
Authorized Signature

Name: _____
Printed

Title: _____
Printed

Date: _____

SCRUTINIZED COMPANIES CERTIFICATION
(MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL)
(Florida Statutes, Section 287.135 and 215.476)

SOLICITATION NUMBER: **RFP 26-004**

PROJECT NAME: **RFP 26-004 ACTUARY SERVICES FOR THE OPEB PROGRAM AND THE CONSOLIDATED RETIREMENT SYSTEM**

The undersigned, as _____ of _____ (the "Consultant"), a _____, hereby certifies the following to the Town of Longboat Key, Florida, a political subdivision of the State of Florida, by and on behalf of the Consultant in accordance with the requirements of Florida Statutes, Sections 287.135 and 215.476:

- (i) the Consultant is not on the Scrutinized Companies with Activities in Sudan List, and
- (ii) the Consultant is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List

(as both such lists are created pursuant to Florida Statutes, Section 215.473); and
- (iii) the Consultant does not have business operations (as that term is defined in Florida Statutes, Section 287.135) in Cuba and Syria; and
- (iv) the Consultant was not on either of the foregoing lists or conducting business operations in Cuba or Syria; and
- (v) the Consultant is not on the Scrutinized Companies that Boycott Israel List (pursuant to Florida Statutes, Section 215.4725: and
- (v) the Consultant is fully aware of the penalties that may be imposed upon the Consultant for submitting false certification to the Town regarding the foregoing matters; and
- (vi) the undersigned is duly authorized to execute this Certification.

CONSULTANT: _____
Consultant Name

By: _____
Authorized Signature

Name: _____
Printed

Title: _____
Printed

Date: _____

TOWN OF LONGBOAT KEY, FLORIDA
HUMAN TRAFFICKING AFFIDAVIT - S. 787.06, FLORIDA STATUTES

Before me, the undersigned authority, personally appeared _____,
hereinafter referred to as the "Affiant," who after being duly sworn hereby swears or affirms as
follows:

1. Affiant is over eighteen years of age. The following information is given from Affiant's own personal knowledge.
2. Affiant is an officer or representative of _____,
a non-governmental entity, hereinafter referred to as the "Entity." Affiant is authorized to provide this affidavit on behalf of the Entity.
3. Affiant hereby attests, under penalty of perjury, that the Entity does not use coercion for labor or services as defined in s.787.06, Florida Statutes.

FURTHER AFFIANT SAYETH NOT.

Signature of Affiant

By: _____

For: _____

As its: _____

Dated: _____

State of _____, County of _____

The foregoing instrument was acknowledged before me by means of physical presence or online this _____ day of _____, 2026, By _____, who is personally known to me or has produced _____ as identification and who acknowledged before me they executed their signature in the space provided.

Notary Public Signature: _____

Typed Name: _____

Commission Expires (Seal):

EXHIBIT 1

INSTRUCTION ON HOW TO PREPARE AND SEND PERFORMANCE SURVEYS

The objective of this process is to identify the past performance of the Proposers submitting a proposal for the solicited RFP. This is accomplished by sending survey forms to past clients. The clients should return the survey forms directly to the Proposer. The Proposer is to include all surveys in their proposal.

SENDING THE SURVEYS

1. The surveys shall be sent to all past and current clients for the Proposer.
2. The Proposer is responsible for verifying that its information is accurate prior to submission as part of the proposal.
4. The past client/owner shall evaluate the Proposer and complete the survey.
4. The Proposer shall complete the following information for each client that a survey will be sent:
 - **Client Name:** Name of company or institution that the work was performed for (e.g. Beach School District; City of New Beach)
 - **Contact Full Name:** The first and last name of the person who will answer and complete the survey form regarding the Proposer
 - **Contact Phone Number:** Phone number of the reference (including area code)
 - **Email Address:** Current email address for the reference
 - **Contract Term:** Date of the contract or agreement terms with renewals.

PREPARING THE SURVEYS

1. The Proposer is responsible for sending out a survey to the clients. The survey can be found on the next page.
2. The Proposer should enter the clients contact information on each survey form for each reference.
4. The Proposer is responsible for ensuring all surveys are completed correctly and included in their proposal under Tab 5.
4. The Town's Procurement Manager (or designee) may contact the reference for additional information or to clarify survey data. If the reference cannot be contacted, no credit will be given for that reference.

PERFORMANCE SURVEY QUESTIONNAIRE



**TOWN OF LONGBOAT KEY
RFP 26-004 ACTUARY SERVICES**

Proposer Information

Client/Reference Information

From:		To:
Company:		Company:
Phone:		Phone:
Email:		Email:

Actuary services performed:
Contract / Agreement dates including renewals:

Client:

Rate each of the criteria on a scale of 1 to 10, with 1 representing that you were very unsatisfied (and would never hire the company again) and 10 representing that you were very satisfied (and would hire the company again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank. Once completed, return survey to the Proposer.

Criteria	Unit	Score
1. Professionalism and ability to plan and manage Board business	(1 – 10)	
2. Ability to communicate with all staff	(1 – 10)	
4. Ability to resolve issues promptly	(1 – 10)	
4. Ability to follow protocol	(1 – 10)	
5. Ability to maintain proper documentation	(1 – 10)	
6. Ability to offer solid recommendations	(1 – 10)	
7. Had proper resources and personnel by which to provide services	(1 – 10)	
8. Customer service skills	(1 – 10)	
9. Overall client satisfaction	(1 – 10)	

Printed Name of Reference

Signature of Reference

