

ADDENDUM NO. 1

**Kansas City Area Transportation Authority
1350 E. 17th Street
Kansas City, Missouri 64108**

**RFP #19-7011-21A
Union Pension Plan Actuarial Services**

Issue Date: April 19, 2019

This Addendum is hereby made a part of the Bidding Documents to the same extent as if it was originally included therein and is intended to modify and/or interpret the bidding documents by additions, deletions, clarifications or corrections. The Contractor shall acknowledge in the proposal the receipt of this Addendum.

The following sentence is deleted from the RFP:

“Proposals must be received with all required submittals as stated in the RFP no later than 2:00 P.M. CDT on May 1, 2019”

It is replaced with the following:

“Proposals must be received with all required submittals as stated in the RFP no later than 2:00 P.M. CDT on May 8, 2019.”

Section 1 of the RFP is deleted and replaced with the following:

Proposed Advertised and Issued	March 18, 2019
Deadline for Proposer Questions, Comments, & Requests for Clarification	March 29, 2019 2:00 P.M.
KCATA’s Response to Questions/Requests for Clarification	April 25, 2019
Proposal Closing	May 8, 2019 2:00 P.M.
Interviews (Tentative, and if Required)	May 20-23, 2019
Potential Notice to Award Contract	June, 2019

QUESTIONS AND ANSWERS RELATED TO RFP# 19-7011-21A

1. Please provide a copy of the most recent actuarial valuation report.

ANSWER: See Actuarial Valuation as of January 1, 2017 & January 1, 2018 attached

2. Section 2.C p.7 RFP requires an annual retirement calculation. Please explain what this is and/or provide a copy of the most recent completed annual retirement calculation.

ANSWER: Annual benefit statements are provided to all participants. See Attachment D

3. Section 2.C RFP requires a calculation of benefits. Please explain or provide a copy of the most recent completed calculation of benefits.

ANSWER: See Participant Benefit Statement attached

4. Section 2.C RFP requires “the actuary shall perform a calculation of participant annuity/lumpsum to determine retirement options.” Is this referring to a certification of benefits when a member is actually retiring? If so approximately how many of these are needed per year?

ANSWER: The distribution options are calculated by the actuary for each employee. See Participant Benefit Statement attached

5. Section 2.C RFP requires attendance at meetings. How many such meetings should the actuary plan to attend each year? Can participation in meetings ever occur by phone? Are the meetings for the Salaried Plan and the Union Plan on the same day?

ANSWER: May be required to attend two meetings per year. May be asked to attend for special circumstances. Yes, meetings may be conducted by phone in certain circumstances.

6. Section 2.c RFP states “an actuarial estimator shall be in contact with a controlled group of Human Resources. Please explain.

ANSWER: The incumbent has provided HR team with excel spreadsheet that allows us to provide “estimates” of the employee’s pension benefits”. See attachment C

7. Section 2.c RFP requires PBGC premium calculation. Governmental plans are not covered by PBGC. Please explain.

ANSWER: If this is a governmental plan, we don’t pay PBGC premiums. Finance maybe able to ensure this is a governmental plan. Not sure what the qualifications are for a governmental plan under the PBGC. To my knowledge we have not paid any PBGC premiums. Please confirm with Finance.

8. Section 2.C RFP requires an “annual Employee Benefit Statement”. Typically, this term refers to a benefit estimated provided to each individual active member. Please provide a recent sample so we can confirm.

ANSWER: See Participant Benefit Statement attached.

9. Page 7 Section A - the number of active employees and retirees is the same as the Salaried Plan. Is this correct?

ANSWER: No – the number for the salaried plan should vary greatly from the union plan.

10. Is the Union Pension Plan a contributory Plan?

ANSWER: YES, the employee and the employer make contributions to the Union Pension plan.

11. Please provide the following documents:
- a. Most recent actuarial reports
 - b. Most recent projections of plan liabilities, funded stats and contribution amounts
 - c. Sample benefit statements
 - d. Sample benefit calculation provided by current actuary

ANSWER:

- a. Already provided as an attachment
- b. See the 2018 RSM audited financial statement notes to the financials
- c. Already provided as an attachment
- d. Already provided as an attachment

12. Has there been any problem with the current actuarial services provided? Is there an area of service that could be improved upon?

ANSWER: No – we have been satisfied with the service(s) provided.

13. How many meetings is the actuary expected to attend each year?

ANSWER: One or two

14. Will the actuary selected in the RFP process be preparing the January 1, 2019 actuarial valuation?

ANSWER: No – the current firm will be providing this service

15. Can you provide copies of the most recent actuarial valuation reports and GASB 67 and 68 reports:

ANSWER: See GASB 67 and 68 reports attached.

16. Who is the incumbent?

ANSWER: Cavanaugh MacDonald

17. How long has the current actuary been providing services?

ANSWER: 3 years

18. Will the current actuary be participating in these RFP's?

ANSWER: Yes

19. When is it expected the actuary will receive census data for the valuation?

ANSWER: We provide an annual census every year to the actuary so they can produce the employee annual benefit statements. This takes place after the first of each year.

20. Average number of benefit calculations performed?

ANSWER: See answer above

21. On-line actuarial estimator's function? Provide sample.

ANSWER: See answer above. The estimator looks exactly like the employee final benefit valuation and a copy is provided as an attachment to this Addendum.

End of Addendum #1

RECEIPT OF ADDENDA

**RFP #19-7011-21A
Union Pension Plan Actuarial Services**

Offerors shall return this **RECEIPT OF ADDENDA** form when submitting your bid. The form shall be signed and dated by an authorized representative of the firm. Failure to submit this form may deem the Offeror non-responsive.

We hereby acknowledge that the Addenda noted below have been received and all information has been incorporated in the RFP as required.

Addendum # 1 Dated _____ Date Received _____

Company Name: _____

Address: _____

City/State/Zip Code: _____

Telephone: _____ Fax: _____

Printed Name: _____

Authorized Signature: _____

Email Address: _____