



# Dinwiddie County Administration Office

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## **ADDENDUM #1**

Date: February 23, 2021

Request for Proposals # 21-021021

Actuarial Services

Deadline: Tuesday, March 2, 2021 at 2 p.m.

TO ALL POTENTIAL BIDDERS:

The following information is being provided for purposes of clarification or in response to questions received from potential offerors. In the event that any of these specifications conflict with previous specifications, the specifications in this addendum shall control. Prepare your proposals accordingly:

1. Can you please provide the annual actuarial fees, separately for Dinwiddie County and the Dinwiddie County School Board, for each of the last four years for services comparable to those included in the RFP?  
Answer: The previous contract price \$3,500 every other year for the County and \$4,500 every other year for the Schools.
2. Are there any issues with the work of the incumbent actuarial firm?  
Answer: No
3. Are there any improvements or additional services that the County or School Board is seeking in its relationship with the actuarial consultant?  
Answer: No
4. Given the current COVID pandemic situation, will the interviews per section 5.9 of the RFP be conducted virtually at this time?  
Answer: Yes, Per Section 4.1.I. of the RFP, presentations will be held via teleconference or video conference.
5. How many oral presentations of the actuarial results has the current actuary presented to the County Board of Supervisors and/or the Dinwiddie County School Board since 2013? If any, how many were conducted in-person?  
Answer: None, and probably will not need any under this contract either. It's in the RFP just in case it is needed.
6. Is there consideration for allowing virtual attendance at future meetings?  
Answer: Yes

7. What are the fiscal years (start and end dates) that are included in this RFP?  
Answer: If all renewals are used, this contract will go from FY2021 to FY2030
8. What were the fees charged by Findley for the previous full valuation of the County and Schools OPEB Plan?  
Answer: See #1 above.
9. Is the County and Schools requesting biennial full valuation WITH an updated (roll-forward) valuation in interim years for OPEB or ONLY biennial full valuations and reports?  
Answer: Biennial report providing info for two fiscal years' CAFRS.
10. Were any interim (updated or roll-forward) valuations performed for the County and Schools' plans?  
Answer: No
11. What were the fees charged for interim (roll-forward) reports (if any) for the County and Schools' OPEB plan?  
Answer: N/A
12. Please provide descriptions and/or examples of any Optional Services that were performed by the previous Actuarial Services vendor (if any).  
Answer: None
13. What are the anticipated requirements for onsite consulting, meetings, and/or presentations?  
Answer: None
14. Given the ongoing nature of the current COVID pandemic, can any meetings be performed using teleconference and or web meeting services?  
Answer: Yes
15. What is the anticipated budget for this contract?  
Answer: Approximately the same as previous contract.
16. Is the order of the items listed under 4.2 B firm? Is the RFP response required to include item 4.2 A before 4.2 B i ("Name of the company, principal names(2),....in this RFP." before item 4.2 B ii (the transmittal letter)? Or, would it be acceptable to provide the transmittal letter as the very first item in the response?  
Answer: The order of the items is not firm as long as everything is there. We would like Section 10 (referenced in 4.2.A) to be in the beginning of your proposal for easy access.
17. Why are proposals for actuarial services being requested at this time?  
Answer: Existing contract will expire May 30, 2021.
18. When was the last time the actuarial services were put out for bid?  
Answer: April 2013
19. How long has the current/incumbent Actuary been providing services?  
Answer: May 31, 2013 through the present.
20. Is the current service provider eligible to bid for contract renewal consideration?  
Answer: Yes

21. Are there any improvements or additional services that the County is seeking in its relationship with the actuarial consultant?

Answer: See #3 above.

22. Can you please provide the annual actuarial fees paid to the current actuary for each of the last two years for services comparable to those included in the RFP?

Answer: See #1 above.

23. What are the County's biggest concerns related to its Post-Retirement benefit plans?

Answer: Cost of health care.

24. How many on-site meetings will the contractor be required to attend annually?

Answer: Possibly one, but probably none

25. Does Dinwiddie County accept meaningful 18% + certified professional service SWaM subcontract participation? If yes, are there any specific forms we should complete and submit along with a copy of our certification?

Answer: The County accepts all vendors. We do not have any specified SWaM requirements. Feel free to note your SWaM certification in your proposal.

26. Can you please add us to your distribution list for any future addendum regarding this RFP?

Answer: Per Section 5.4 of the RFP, all addendum will be posted on the County's website at [www.dinwiddieva.us/Purchasing](http://www.dinwiddieva.us/Purchasing) (click Current Solicitations). It is the vendor's responsibility to check the site for addendum and updates. To register as a vendor, go to [www.dinwiddieva.us/purchasing](http://www.dinwiddieva.us/purchasing) and click on Register As A Vendor. Once registered, the vendor will be notified of any solicitations or notices that match the NIGP Commodity Codes they registered under.

**Note: A signed acknowledgement of this addendum must be received by this office prior to the due date and time, or must be attached to your proposal. Signature on this addendum does not constitute signature on the original proposal document. The original proposal document must also be signed per RFP instructions.**

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Type/Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_