

## REQUEST FOR PROPOSALS (RFP):

### ACTUARIAL AUDIT OF THE OHIO STATE HIGHWAY PATROL RETIREMENT SYSTEM

May 13, 2021

#### I. *Introduction*

##### 1.1 PURPOSE

Pursuant to Ohio Revised Code (R.C.)171.04(E), the Ohio Retirement Study Council (ORSC) requests proposals from qualified consulting firms interested in performing an independent actuarial audit of the Ohio State Highway Patrol Retirement System (HPRS). The goal of the audit is to provide an independent verification and analysis of the assumptions, procedures, and methods used by the HPRS consulting actuary. The services being sought are specified in more detail in Section II, Scope of Audit, of this RFP.

##### 1.2 PROPOSAL SUBMISSION

Five copies of the proposal, including one unbound copy and one digital copy, must be received by Bethany Rhodes, Director, Ohio Retirement Study Council, 30 East Broad Street, 2<sup>nd</sup> Floor, Columbus, Ohio 43215 no later than 5:00 p.m., EST, on June 18, 2021. Incomplete proposals or proposals received after the deadline will not be considered by the ORSC and will be returned to the proposer.

ORSC reserves the right to request additional information, revise, cancel, or reissue the RFP at any time.

##### 1.3 FOR MORE INFORMATION ON RFP

If the firm is interested in responding to this RFP and requires additional information to complete their proposal, please write to Bethany Rhodes, Director, Ohio Retirement Study Council, 30 East Broad Street, 2<sup>nd</sup> Floor, Columbus, Ohio 43215; facsimile (614) 228-0118; e-mail Bethany.Rhodes@orsc.org. Questions must be submitted not later than June 10, 2021. All questions and written answers will be shared with all other known interested parties through the ORSC website: [www.orsc.org](http://www.orsc.org). Any revisions of the RFP will be posted on the ORSC website.

## 1.4 BACKGROUND

The ORSC was created by the Ohio General Assembly in 1968 and is one of the oldest permanent pension oversight bodies in the nation. It is composed of three members each of the Ohio House of Representatives and the Ohio Senate, three members appointed by the Governor, and the executive directors of each of the five state retirement systems as non-voting members. Its purpose is to advise and inform the state legislature on all matters relating to the benefits, funding, investment, and operation of Ohio's five state retirement systems: the Public Employees Retirement System (PERS), the Ohio Police and Fire Pension Fund (OP&F), the State Teachers Retirement System (STRS), the School Employees Retirement System (SERS), and the State Highway Patrol Retirement System. As of January 1, 2021, Ohio's five state retirement systems have assets totaling approximately \$237 billion. The retirement systems provide retirement, disability, and survivor coverage to approximately 1.1 million members, retirees, and their beneficiaries. The statutes governing the ORSC are found in Chapter 171 of the Ohio Revised Code.

The ORSC is charged with the following statutory duties:

- (1) Make an impartial review from time to time of all laws governing the administration and financing of the retirement systems and make recommendations to the legislature on any changes it finds desirable with respect to benefits, sound financing of benefit costs, and prudent investment of funds (R.C. 171.04(A));
- (2) Report annually to the governor and legislature on its evaluation and recommendations with respect to the operations of the retirement systems and their funds (R.C. 171.04(B));
- (3) Study all proposed changes to the retirement laws and report to the legislature on their probable costs, actuarial implications, and desirability as a matter of public policy (R.C. 171.04(C));
- (4) Review semiannually the investment programs of the retirement systems (R.C. 171.04(D));
- (5) Prepare, at least once every ten years, an independent actuarial audit of the annual actuarial valuations and quinquennial actuarial experience studies of each retirement system (R.C. 171.04(E));
- (6) Conduct a fiduciary performance audit of each system at least once every ten years (R.C. 171.04(F));
- (7) Provide each ORSC member with copies of all proposed rules submitted by the retirement systems and submit any recommendations to the Joint Committee on Agency Rule Review (R.C. 171.04(G)); and,

(8) Review the adequacy of the police and fire contribution rates and make recommendations to the legislature that it finds necessary for the proper financing of OP&F benefits (R.C. 742.311).

Additionally, all five retirement systems have discretionary authority to offer comprehensive hospital, medical, and prescription drug coverage to retirees and their dependents. Participants in the retirement systems are not covered under Social Security with respect to their public employment.

The Ohio General Assembly has ultimate responsibility for the stability of the pension systems. It has a responsibility not only to the plan participants but also to the taxpayers who support these systems to review periodically the policies of each retirement system to ensure that the level of benefits is equitable, the level of funding is adequate, and the investment of funds is prudent. The Ohio General Assembly has relied on the ORSC for over 50 years to provide the necessary advice and information that enables it to make informed decisions based on sound public policy. Therefore, it is imperative that the ORSC has the necessary tools and information to perform these functions.

For additional information about the ORSC, please refer to the ORSC web site, [www.orsc.org](http://www.orsc.org).

HPRS is a statewide retirement system that was created in 1944 with the transfer of state troopers out of PERS and into an independent system. HPRS operates under the guidelines of Ohio Revised Code Chapter 5505. HPRS is governed by a retirement board consisting of five active state troopers, two retired state troopers, the Superintendent of the State Highway Patrol, an investment expert appointed by the Governor, an investment expert appointed jointly by the Speaker of the Ohio House of Representatives and the Ohio Senate President, and an investment expert designated by the Treasurer of State. Board members serve without compensation other than actual, necessary expenses. HPRS is internally managed by an executive director and a total of two senior staff. As of January 1, 2021, HPRS employs approximately 8 associates.

HPRS is funded through investments and contributions made by member employees and their employer. State troopers contribute 14% of their salary, while the State of Ohio contributes an amount equal to 26.50% of salary.

Based on employee and employer data as of January 1, 2020, HPRS has 1,528 active members, 15 inactive members, and 1,738 benefit recipients. As of January 1, 2021, HPRS had assets totaling approximately \$1 billion, all of which is managed

externally. More information on HPRS is available on their website, [www.ohprs.org/ohprs](http://www.ohprs.org/ohprs).

## 1.5 Public Records and Trade Secrets

Subsequent to the selection of a proposal, any submissions made under this RFP will become public records. Because of these disclosure requirements, applicants are discouraged from including any trade secret information.

## II. *Scope of Audit*

**Purpose:** The services requested will be for the performance of an actuarial audit for the primary purpose of independent verification and analysis of the assumptions, procedures, and methods used by the consulting actuary Foster & Foster of HPRS for:

- HPRS annual pension actuarial valuation as of January 1, 2020;
- The five-year experience review for the period December 31, 2013 to December 31, 2018; and
- HPRS annual retiree health care actuarial valuation as of January 1, 2020, including GASB Statement 43 disclosures.

**Deliverables:** The Contractor will provide monthly updates to the ORSC. The final report must include, at a minimum: a description of the work performed; an executive summary; and findings and recommendations. The key findings and recommendations should be organized in a manner that clearly identifies to whom they are primarily directed (e.g., the Legislature, HPRS Board, and ORSC). The Contractor will provide a digital and 25 bound copies of the final report to HPRS and a digital and 25 bound copies of the final report to the ORSC not later than one week after the Contractor completes the final report and shall separately present this report, in person, to both the ORSC and the HPRS Board.

## 2.1 Specific Audit Requirements

As part of the independent verification analysis, the actuarial audit shall include the following elements and activities:

- **Data Validity-** Assessment of the validity, completeness, and appropriateness for HPRS's structure and funding objectives of the

demographic and financial information used by the consulting actuary in the valuation of HPRS.

- **Actuarial Valuation Method and Procedures-** Assessment of whether the consulting actuary's valuation method and procedures are reasonable and consistent with generally accepted actuarial standards and practices appropriate for HPRS's structure and funding objectives, and are applied as stated by the actuary. If deviations from accepted standards are found during the audit, the Contractor should obtain the rationale for the deviations and determine their effects, including their monetary impact.
- **Actuarial Valuation Assumptions-** Assessment of whether the actuarial valuation assumptions are reasonable and consistent with generally accepted actuarial standards and practices; are reasonable based on HPRS's experience; and are appropriate for HPRS's structure and funding objectives. The assumptions evaluated should include both demographic and economic assumptions, such as mortality, retirement, separation rates, levels of pay adjustments, rates of investment return, and disability factors.

As part of this assessment, the Contractor should consider and specifically address whether actual experience is appropriately evaluated in experience studies conducted by the consulting actuary at least every five years and whether recent changes in assumptions are appropriate, reasonable, and supported by the experience studies. Also, the Contractor should review the gain/loss analyses from the last four actuarial valuation reports.

- **Parallel Valuation-** Perform parallel valuations of pension benefits as of January 1, 2020, and of retiree health care benefits as of January 1, 2020, using the validated member census data and the same actuarial assumptions.
- **Recommendations-** If the Contractor recommends assumption adjustments to more accurately reflect present and future assets, liabilities, and costs of HPRS, the Contractor should provide detailed rationale for your recommendations and describe the general effect on HPRS's condition resulting from the proposed changes in assumptions.
- **Review of Health Care-** Assessment of whether the system appropriately and consistently determines retiree contributions to health care and whether the implementation of the HPRS's health care policies differ from those determinations.

### III. *Anticipated Work Product*

#### 3.1 WRITTEN REPORT

ORSC reserves the right to use and reproduce all reports and data produced and delivered by the Contractor and to authorize others to use or reproduce such materials. The final written report shall include:

- An overall opinion as to the validity, completeness, and appropriateness of the demographic and financial information used by the consulting actuary to meet HPRS's funding objectives;
- An overall opinion as to the reasonableness of the consulting actuary's conclusions and the conformance of the consulting actuary's work with generally accepted actuarial standards and practices;
- A detailed description of each audit exception and the estimated effects of each exception on HPRS; and
- Detailed recommendations for improvement. The recommendations should be easily identified within the report by use of bold, underlined, or italicized text, bullets, or other similar techniques.

PowerPoint **is not** an acceptable format for this report. The report must be in language clearly understood by lay readers and include an executive summary. Terms essential to an understanding of retirement system funding and actuarial valuation, such as unfunded accrued liability, funding method, actuarial cost method, normal cost, etc., should be explained in lay terms.

More detailed and technical information that the consulting actuary would need to understand and respond to the Contractor's findings and analysis should be incorporated into a separate appendix document. Upon request by the consulting actuary, the Contractor shall make available data or other information in such form as specified by the consulting actuary.

#### 3.2 WORKING PAPERS

The Contractor's working papers shall be available for review and duplication by the ORSC and its designees during the period of the awarded contract and for a period of not less than four years after the last payment date. The Contractor also shall be available to answer reasonable questions by authorized representatives of the ORSC at no additional cost beyond the contract price.

### 3.3 ADDITIONAL SERVICES

During the review process, the Contractor may make suggestions that consultants should be hired to assist HPRS. In order to increase the credibility of the audit, the Contractor should understand that, if they are chosen to perform this audit, they **will be disqualified** from consideration as a contractor for activities relating to the area of their review for a period of one year.

#### IV. *Organization, Format, and Content of Proposal*

Please provide responses to the following questions. Responses will be evaluated, in part, on an organization's ability to communicate clearly and succinctly.

#### 4.1 PROPOSAL SUMMARY

Each proposal shall provide a narrative summary of the proposal being submitted. This summary should identify all of the services and work products that are being offered in the proposal and should demonstrate the firm's understanding of the project. In addition to the summary, please provide all of the following general information:

- The firm's primary contact for ORSC staff use and, if different, for HPRS staff use during the audit, including the contact's address, telephone and e-mail address;
- General ownership structure of the organization, including subsidiary and affiliated companies, and joint venture relationships;
- Information regarding any material change in the firm's structure or ownership within the last eighteen months, or any material change in ownership, staff, or structure currently under review or being contemplated by the firm;
- If available, a third-party assessment or report concerning client satisfaction and measures of the firm's strengths and weaknesses;
- Any material litigation which has been threatened against the firm or to which the firm is currently a party;
- A list and brief description of litigation brought against the firm by existing or former clients over the last five years; and
- A list of any professional relationships involving the ORSC, the five Ohio public retirement systems, the State of Ohio, or its political subdivisions for the past five years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed review. In the event that the firm has had any professional

relationships involving the ORSC, the five Ohio public retirement systems, the State of Ohio, or its political subdivisions for the past five years, the firm shall provide a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed review, or, if necessary, an explanation of the actions that will be taken to ensure an independent review.

## **4.2 CAPABILITIES AND EXPERIENCE**

Each proposal shall describe the firm's capabilities and recent experience (at least during the last five years) in performing actuarial valuations, audits, or studies of public employee retirement systems. The response should include information on the types and sizes of public employee retirement systems for which past work has been performed, including whether the systems were defined benefit or defined contribution plans, the types and number of participating employers, number of participants, and other relevant indicators of plan type, size, and comparability to HPRS. You should include other information you believe may be relevant in demonstrating your capabilities in performing the actuarial audit, including other professional experience and data processing capabilities.

## **4.3 STAFF QUALIFICATIONS**

Each proposal shall, at a minimum, describe the qualifications of all management and lead professional personnel who will participate in the audit. Each personnel description shall include: (1) a resume; (2) a summary of experience each has had in performing actuarial valuations, audits, or studies of public employee retirement systems; and (3) a management plan identifying the responsibilities each will have on the audit.

Each resume should include information on the current and past positions held with the firm, educational background, actuarial and other relevant credentials, and other relevant information to demonstrate the person's qualification.

The experience summaries should include information on the types and sizes of public employee retirement systems for which the designated staff have completed actuarial work, including whether the systems were defined benefit or defined contribution plans, the types and number of participating employers, number of participants, and other relevant indicators of plan type, size, and comparability to HPRS. You may reference, rather than repeat, duplicative information provided in



Paragraph 4.2 Capabilities and Experience. The experience summaries also should describe the work performed and detail the roles and responsibilities that the individual staff had on the projects.

The management plan should specify the roles and responsibilities that each of the management and professional staff will have on the actuarial audit and include an estimated portion of the audit's time that will be spent by each on the audit.

Actuaries included on the project team should meet the following criteria:

- Be members of the American Academy of Actuaries;
- Be enrolled actuaries with experience in governmental plans;
- Be, at a minimum, associates with at least five years of experience in public practice, although preference will be given to actuaries that are Fellows of the Society of Actuaries; and
- Have performed an actuarial valuation, audit, or study of a public employee retirement system within the last two years.

In the event that the firm has had any professional relationships involving the ORSC, the five Ohio public retirement systems, the State of Ohio, or its political subdivisions for the past five years, the firm shall provide a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed review, or, if necessary, an explanation of the actions that will be taken to ensure an independent review.

#### **4.4 REFERENCES**

Each proposal must include a list of at least three organizations, but no more than five, that may be used as references for your work on fiduciary audits or studies. References may be contacted to determine the quality of the work performed, personnel assigned to the project, and contract adherence. The following should be included for the references listed:

- Date of the fiduciary audit work;
- Name and address of client;
- Name and telephone number of individual in the client organization who is familiar with the work; and
- Description of the work performed.

#### **4.5 METHODOLOGY, WORK PRODUCT, AND TIMELINE**

Each proposal shall describe the proposed methodology for each element of the components listed in Section II, Scope of Audit. The description should include specific techniques that will be used, including anticipated sampling techniques and sizes, and proposed sources of data and information. You may propose alternative ways of addressing the elements of the audit's scope.

In describing the proposed methodology, also identify the type and level of assistance that you anticipate will be needed from the staff of HPRS and the consulting actuary, including: assistance to understand the operations and records of HPRS; assistance to understand the actuarial assumptions, method, and procedures; and assistance to access, obtain, and analyze information needed for the audit. The description of the proposed methodology shall also identify meetings, interviews, programming support, space needs, etc., that you anticipate requiring from HPRS and the consulting actuary.

Each proposal shall also include one or more examples of work product(s) from actuarial valuations or audits that may help to illustrate the proposed methodology and final work product.

Each proposal shall provide an estimated date that the final report will be submitted and the projected timeline or the anticipated work requirements and milestone dates to reach that date.

#### **4.6 ADDITIONAL INFORMATION**

Each proposal shall include any additional information that might be helpful to gain an understanding of the proposal. This may include diagrams, excerpts from reports, or other explanatory documentation that would clarify and/or substantiate the proposal. Any material included here should be specifically referenced elsewhere in the proposal.

#### **4.7 GLOSSARY**

Each proposal shall provide a glossary of all abbreviations, acronyms, and technical terms used to describe the services or products proposed. This glossary should be provided even if the terms are described or defined when first used in the proposal response.

#### 4.8 COST INFORMATION

The pricing summary should include a breakdown of costs per element listed in Section II, Scope of Audit, including: personnel costs (including hourly rates and estimated hours for professional and clerical staff assigned to the audit), travel and lodging, data processing costs, materials, and any other potential costs. The cost estimates in the pricing summary must include all necessary charges to conduct the audit and must include a “not to exceed” figure.

#### V. *Evaluation of Proposal*

Proposals will be evaluated across the categories listed in Section IV, Organization, Format, and Content of Proposal, of this RFP using a scoring system that will total 100 points. An ORSC subcommittee and ORSC staff will preliminarily evaluate and score the responses and provide a recommendation to the ORSC. The ORSC will award the project through its evaluation of the responses, in conjunction with the subcommittee’s recommendation and subsequent interviews by the ORSC as a whole.

The following table provides a listing of the major categories of evaluation and the relative importance of each category:

|   |                   |
|---|-------------------|
| Proposal Summary                        | 20 points         |
| Capabilities and Experience             | 20 points         |
| References                              | 10 points         |
| Staff Qualifications                    | 25 points         |
| Methodology, Work Product, and Timeline | 15 points         |
| Cost <sup>1</sup>                       | 10 points         |
| <b>Total Possible Score</b>             | <b>100 points</b> |

#### VI. *Terms of the Proposal*

The ORSC reserves the right to accept or reject any or all proposals and to negotiate the terms of any contract that may result from the proposal. Any contract resulting from this RFP shall be governed by and in accordance with the laws of Ohio. Before any work can commence under the initial contract, final approval must be given by the ORSC.

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<sup>1</sup> A firm shall receive points based on cost by dividing the lowest bid by that firm’s bid, and multiplying the quotient by the maximum number of points available. Points will be deducted if the cost does not follow the requirements imposed by paragraph 4.8 of the RFP.

In evaluating the proposals, cost will not be the sole factor. The ORSC reserves the right to request additional information from the responding firms after the proposal receiving date and deadline for submission of the RFP. All proposals submitted shall become the property of the ORSC and shall not be subject to public inspection until the negotiation process is concluded either by award of a contract or at the discretion of the ORSC. All proposals will be subject to all applicable public records policies. Those firms wishing to be considered must complete the proposal as outlined above. Failure to comply with or failure to complete any part of the proposal may result in rejection of the entire proposal.

Responding firms selected as finalists may be required to appear before the ORSC, at their own expense, for an interview prior to awarding the contract. Dates for interviews will be determined by the advisory subcommittee of the ORSC. The ORSC specifically reserves the right to vary all provisions set forth herein at any time prior to execution of a contract when the ORSC deems it to be in the best interest of the ORSC. The ORSC is not responsible for any costs incurred by the responding firms prior to the execution of the contract.

By submitting a proposal, the applicant warrants and certifies that:

- It is eligible for award of a contract by the Attorney General's Office, pursuant to Ohio Revised Code Sections 9.24, 125.11, 125.25, and 3517.13.
- It has familiarized itself with the ethics statutes governing state employees and appointees, including those concerning employment of former government employees, gifts and lobbying.
- Applicant, any subcontractor, and any person acting on behalf of applicant or a subcontractor, shall not discriminate, by reason of race, color, religion, sex, age, genetic information, disability, military status, national origin, or ancestry against any citizen of this state in the employment of any person qualified and available to perform the work under any contract resulting from this RFP.
- It has read the RFP, understands it, and agrees to be bound by its requirements.
- If awarded a contract arising out of this RFP, it shall negotiate such contract in good faith, which contract shall be in a form provided by the Attorney General's Office.
- It has not included any legal terms or conditions for the contract in its proposal.