



**ROCKFORD BOARD OF EDUCATION
REQUEST FOR QUOTATIONS ON SUPPLIES, MATERIALS, EQUIPMENT OR SERVICES FOR
ROCKFORD PUBLIC SCHOOL DISTRICT NO. 205
ROCKFORD, ILLINOIS**

RFQ No. **20-02 Actuarial Services**

DATE: **Tuesday, December 10, 2019**

QUOTATIONS WILL BE RECEIVED UNTIL: **TUESDAY, DECEMBER 17, 2019 AT TIME 2:00 P.M. (CDST or CST)**

RE: Request for Quotations No. 20-02 Actuarial Services. The purpose of this Request for Quotation is to solicit proposals for actuarial services for GASB 75 for Other Post Employment Benefits (OPEB) and Early Retirement Obligations (ERO) valuation.

Copies of the RFQ documents are available from Onvia DemandStar or by download from the District's Purchasing Bids-RFPs webpage at <http://www3.rps205.com/departments/Purchasing/Pages/Bids-RFPs.aspx>.

Refer all questions relative to the RFQ, terms, conditions and specifications to the Director of Purchasing in writing (including via email at PurchasingDeptStaff@rps205.com) verbal inquiries will not be accepted.

The Board of Education reserves the right to reject any or all Quotations submitted.

LATE Quotations are not acceptable and will be rejected as non-responsive.

Proposals to be addressed as follows: **Rockford Public School District Purchasing Department
501 Seventh St., 6th Floor
Rockford, IL 61104
Attn: Purchasing Department**

Quotations may also be emailed to PurchasingDeptStaff@rps205.com by the due date and time stated above.

ROCKFORD BOARD OF EDUCATION

By: Dane Youngblood

Director of Purchasing

GENERAL CONDITIONS AND INSTRUCTIONS FOR ALL REQUEST FOR QUOTATIONS

The Board of Education reserves the right to return any merchandise for full price credit or replacement at the District’s discretion that does not comply with the conditions and specifications required by the RFQ and any resulting contract. The Board of Education reserves the right to increase or decrease quantities shown on the RFQ.

The Board of Education reserves the right to cancel purchase orders if the delivery or completion is not performed in accordance with the RFQ documents, any resulting contract and the date stated on the purchase order.

The Board of Education reserves the right to have any product analyzed at a laboratory to ascertain compliance with specifications. Expense of such testing shall be by the Board of Education unless such tests prove noncompliance with specifications at which time the expense shall be the responsibility of the Contractor.

Quotations may be awarded to the Respondent which submits a Quotation complying with these conditions and specifications and best meets the requirements of the District. All rights are reserved by the Board of Education to select the Quotation that in its judgment is in the best interest of the District and meets the needs or purposes intended. Such decisions shall be final and not subject to recourse.

The Respondent’s signature below will be construed as acceptance of and willingness to comply with all provisions of the Acts of the General Assembly of the State of Illinois including, without limitation, laws rules and regulations relating to wages of laborers, and discrimination and intimidation of employees. The quotation and the resulting Contract are specifically subject to the Equal Employment Opportunity requirements of the Illinois Human Rights Act, Federal statutes and the policies and procedures of the District. Respondent agrees to comply in all respects with Federal, State, and local laws, ordinances and regulations pertaining to the Quotation and to the performance of the Contract in the event the Respondent is awarded the RFQ. Provisions of applicable statutes enacted by governmental bodies having jurisdiction are hereby incorporated by reference as though fully set forth herein and became a part of this RFQ and specifications.

Various statutes of the state of Illinois prohibit interest of School Board members in contracts and others prohibit interest of employees in contracts of the District as do District policies. Respondent by submitting a Quotation agrees to refrain from entering into any contract with the District where a Board member or employee of the District has a prohibited interest.

No Quotations may be withdrawn after the official opening. All quotations submitted must be valid for a minimum period of sixty (60) days after the date set for the public opening.

All prices are F.O.B., Rockford, Illinois, which is further defined as meaning the price(s) submitted in the Quotation or the Quotation Form is the total price to the District, including all freight and delivery charges. Under no circumstances may prepaid charges be added to the invoice.

A substitute item will be considered only if it is an item of regular manufacture as evidenced by literature, catalogs, etc. and not a proto-type or first article test item. Substitute or “as equal” items may be submitted with all supporting documents in advance of the RFQ due date for review and approval or rejection by the District. Such items are to be submitted to the Director of Purchasing for review. Permitted substitutions must be identified in the Quotation.

The successful Respondent must submit a separate invoice for each purchase order. The information on that invoice shall cover ONLY that one purchase order.

Vendor’s signature on the Quotation Form must be an actual signature. A stamped, facsimile, or typed signature may disqualify the Quotation.

The undersigned hereby certifies that he/she has read and understands the contents of this Request for Quotation and agrees to furnish at the prices shown any or all of the items and/or services.

Address

Name of Firm

City & State

Zip

Signature of Authorized Representative

Area Code

Telephone Number

Federal Employer Identification Or Social Security Number

Actuarial Valuation – GASB 75

Provide the following actuarial and consulting services related to compliance with GASB 75 accounting and financial reporting for OPEB plans:

- Provide actuarial valuation and consulting services related to all OPEB plans identified.
- Facilitate the selection of reasonable actuarial assumptions for purpose of GASB 75 compliance.
- Develop annual OPEB costs and Net OPEB Liability for financial reporting purposes according to GASB 75.
- Present results to the relevant audience within our group telephonically; and
- Prepare a written actuarial valuation summary documenting the results under GASB 75.

Full actuarial valuation Fiscal Year 2020 (GASB 75) \$ _____

Interim actuarial valuation Fiscal Year 2021 (GASB 75) \$ _____

Full actuarial valuation Fiscal Year 2022 (GASB 75) \$ _____

Actuarial Valuation – Early Retirement Obligations (ERO)

Provide the following actuarial and consulting services related to compliance with Early Retirement Obligations:

- Provide actuarial valuation and consulting services related to Early Retirement Obligations.
- Facilitate the selection of reasonable actuarial assumptions for purposes Early Retirement Obligations.
- Develop annual Early Retirement Obligations, as applicable, and the net Early Retirement Obligations for financial reporting purposes.
- Present results to the relevant audience within our group telephonically; and
- Prepare a written actuarial valuation summary documenting the results related to the Early Retirement Obligations.

Interim actuarial valuation Fiscal Year 2020 (ERO) \$ _____

Full actuarial valuation Fiscal Year 2021 (ERO) \$ _____