



City of Warwick
Purchasing Division
(Mailing Address)
3275 Post Road
Warwick, Rhode Island 02886
Tel (401) 738-2013
Fax (401) 737-2364

The following notice is to appear on the City of Warwick's website Tuesday, January 2, 2024. The website address is <http://www.warwickri.gov/bids>.

**CITY OF WARWICK
BIDS REQUESTED FOR**

**Bid2024-334 Conduct a Pension Administration Study of the City of Warwick
Pension Plans with Action Recommendations**

Specifications

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Tuesday, January 2, 2024. If you received this document from our homepage or from a source other than the City of Warwick Purchasing Division, please check with our office prior to submitting your bid to ensure that you have a complete package. The Purchasing Division cannot be responsible to provide addenda if we do not have you on record as a plan holder.

Submissions

All bids should be submitted with one (1) original and two (2) copies in a sealed envelope (total of three (3) copies), which should read: **YOUR COMPANY NAME** plainly marked on the exterior of the envelope as well as "**Bid2024-334 Conduct a Pension Administration Study of the City of Warwick Pension Plans with Action Recommendations**" No bids will be accepted via Facsimile or email. All bids must be sealed. Sealed bids will be received by the Purchasing Division no later than 11:00 AM, Tuesday, January 30, 2024. The bids will be opened publicly commencing at 11:00 AM on the same day at 65 Centerville Road, Meeting Room 2.

Delivery

If delivering in person or sent by delivery service (FedEx/UPS/DHL etc.) use physical address 65 Centerville Road, Warwick, RI 02886, Suite D. If sent via United States Postal Service use mailing address 3275 Post Road Warwick, Rhode Island 02886.

Awards

Awards will be made on the basis of a review of the quality of the proposal will be weighted 70% in making a recommendation. Pricing will be weighted 30%.

Questions

Please direct questions related to the bidding process, how to fill out forms, and how to submit a bid (Pages 1-8) to the Purchasing Division.

- Email: Bids@warwickri.gov
- Phone: 401-738-2013

Please direct all questions related to the specifications outlined (beginning on page 9) to the issuing department's subject matter experts:

- Name: Peder Schaefer
- Title: Finance Director, Warwick Finance Department
- Phone: 401-921-9727
- Email: peder.schaefer@warwickri.gov

- Name: Steven M. Rotondo
- Title: Director of Personnel, Personnel Department
- Email: steven.m.rotondo@warwickri.gov

Individuals requesting interpreter services for the hearing impaired must notify the Purchasing Division at 401-738-2013 at least 48 hours in advance of the bid opening date.

Original Signature on file

Francis M. Gomez
Purchasing Agent

PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR BID

Acknowledgement of Addendum (if applicable)

Addendum Number	Signature of Bidder
_____	_____
_____	_____

COMPANY NAME: _____

COMPANY ADDRESS: _____

COMPANY ADDRESS: _____

BIDDER'S SIGNATURE: _____

BIDDER'S NAME (PRINT): _____

TITLE: _____ TEL. NO.: _____

EMAIL ADDRESS: _____*

*Please include your email address. Future bids will be emailed, unless otherwise noted.

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II. AWARD AND CONTRACT:

The CITY OF WARWICK, acting as duly authorized through its Purchasing Agent/Finance Director/Mayor, accepts the above bid and hereby enters into a contract with the above party to pay the bid price upon completion of the project or receipt of the goods unless another payment schedule is contained in the specifications. All terms of the specifications, both substantive and procedural, are made terms of this contract.

DATE: _____

Bid2024-334

Purchasing Agent

PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR BID

CERTIFICATION & WARRANT FORM*

**This form must be completed and submitted with sealed bid.
Failure to do so will result in automatic rejection.**

Any and all bids shall contain a certification and warrant that they comply with all relevant and pertinent statues, laws, ordinances and regulations, in particular, but not limited to Chapter 16- Conflicts of Interest, of the Code of Ordinances of the City of Warwick. Any proven violation of this warranty and representation by a bidder at the time of the bid or during the course of the contract, included, but not limited to negligent acts, either directly or indirectly through agents and/or sub-contractors, shall render the bidder's contract terminated and the bidder shall be required to reimburse the City for any and all costs incurred by the City, including reasonable attorney fees, to prosecute and/or enforce this provision.

Signature

Date

Company Name

Address

Address

***This form cannot be altered**

**CITY OF WARWICK
NOTICE TO BIDDERS**

**Bid2024-334 Conduct a Pension Administration Study of the City of Warwick
Pension Plans with Action Recommendations**

The IRS Form W-9 is available on www.warwickri.gov should be completed and submitted with the bid if the bidder falls under IRS requirements to file this form.

All bids should be written in ink or typed. If there is a correction with whiteout, the bidder should initial the change.

Any deviation from the specifications must be noted in writing and attached as part of the bid proposal. The bidder should indicate the item or part with the deviation and indicate how the bid will deviate from specifications.

Bids received prior to the time of the opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a bid not properly addressed and identified.

The opening of bids will be in the order established by the posted agenda and the agenda will continue uninterrupted until completion.

Once an item has been reached and any bids on that item has been opened, no other bids on that item will be accepted and any such bid will be deemed late.

Negligence on the part of the bidder in preparing the proposal confers no rights for the withdrawal of the proposal after it is open.

The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap for any position for which the employee or applicant is qualified and that in the event of non-compliance the City may declare the contractor in breach and take any necessary legal recourse including termination or cancellation of the contract.

A bidder filing a bid thereby certifies that no officer, agent, or employee of the City has a pecuniary interest in the bid or has participated in contract negotiations on the part of the City, that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same call for bids, and that the bidder is competing solely in his own behalf without connection with, or obligation to, any undisclosed person or firm.

All proposals submitted become the property of the City and will not be returned. If the company intends to submit **confidential or proprietary information** as part of the proposal, **any limits on the use or distribution of that material should be clearly delineated in writing. This information should be submitted in a sealed envelope, clearly labeled confidential** and where it should be submitted in the response. Please be advised of the Freedom of Information Act as it may pertain to your submittal.

The contractor must carry sufficient liability insurance and agree to indemnify the City against all claims of any nature, which might arise as a result of his operations or conduct of work.

Failure to provide adequate insurance coverage within the specified duration of time as set forth is a material breach of contract and grounds for termination of the contract.

For a bid to be awarded to a corporation, limited liability company or other legal entity, prior to commencing work under the awarded bid, that corporation, company or legal entity may be required to provide to the Purchasing Agent a **Certificate of Good Standing** dated no more than thirty (30) days prior to the date upon which the bid approval was made.

If required, the successful bidder will provide **Certificate of Good Standing** within ten (10) calendar days after notification or the City reserves the right to rescind said award.

Prices to be held firm for a Year from Date of Award. Term contracts may be extended for one (1) additional term upon mutual agreement unless otherwise stated.

The City is exempt from the payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30, Paragraph I, as amended.

The Purchasing Agent reserves the right to reject any and all bids, to waive any minor deviations or informalities in the bids received, and to accept the bid deemed most favorable to the interest of the City.

The City reserves the right to terminate the contract or any part of the contract in the best interests of the City, upon 30-day notice to the contractor. The City will incur no liability for materials or services not yet ordered if it terminates in the best interests of the City. If the City terminates in the interests of the City after an order for materials or services has been placed, the contractor will be entitled to compensation upon submission of invoices and proper proof of claim, in that proportion which its services and products were satisfactorily rendered or provided, as well as expenses necessarily incurred in the performance of work up to time of termination.

No extra charges for delivery, handling or other services will be honored. All claims for damage in transit will be the responsibility of the successful bidder. Deliveries must be made during normal working hours unless otherwise agreed upon.

All costs directly or indirectly related to the preparation of a response to this solicitation, or any presentation or communication to supplement and/or clarify any response to this solicitation which may be required or requested by the City of Warwick will be the sole responsibility of and will be borne by the respondent.

If the respondent is awarded a contract in accordance with this solicitation and fails or refuses to satisfy fully all of the respondents obligations thereunder, the City of

Warwick will be entitled to recover from the respondent any losses, damages or costs incurred by the City as a result of such failure or refusal.

The City reserves the right to award in part or full and to increase or decrease quantities in the best interest of the City.

Any quantity reference in the bid specifications are estimates only, and do not represent a commitment on the part of the City of Warwick to any level of billing activity. It is understood and agreed that the agreement will cover the actual quantities ordered during the contract period.

The City reserves the right to rescind award for non-compliance to bid specifications.

The successful bidder must adhere to all City, State and Federal Laws, where applicable.

CITY OF WARWICK
FINANCE DEPARTMENT
3275 POST ROAD
WARWICK, RHODE ISLAND 02886
(401) 738-2015

REQUEST FOR PROPOSALS

**To Conduct a Pension Administration Study of the City of Warwick Pension
Plans with Action Recommendations**

Department of Finance
Purchasing Division

City Hall
3275 Post Rd
Warwick, RI 02886

Background on the City of Warwick, Rhode Island and City of Warwick Pension Plans

The City

- The 2020 population of the City of Warwick was 82,823.
- The Median Household, Median Family, and Per Capita income were \$73,757, \$92,368, and \$39,653. Each of these indicators is slightly above the state average.
- The taxable value of real estate as of December 31, 2022 was \$13.1 billion and tangible property was \$0.6 billion. The tax levy for Fiscal Year 2023-24 was \$233.9 million.
- The approved city budget for FY 2023-24 was \$353.2 million of which \$167.3 million was for municipal expenses and \$185.9 million for education.
- The City is host to the state’s regional airport and the economy is diversified with significant retail trade and hospitality activity.

The City of Warwick administers pension plans for regular municipal employees, police officers, and firefighters. The city does not participate in the state administered municipal retirement plan.

There are four plans as follows with included census information.

Data for FY 22 Application	Municipal All	F & P 1 Legacy	Police 2 Hired After 2/71	Fire 2 Hired After 5/92	All
Active	317	2	158	170	647
Retirees	447	399	232	38	1116
Inactive Vested	15	1	3	3	57
Net Position (Millions \$)	\$146.1	\$66.4	\$221.0	\$106.8	\$540.3
Annual benefits (millions of \$)	\$13.4	\$23.9	\$13.6	\$2.4	\$53.3

Net position of the funds improved in FY 23 with total unaudited assets at the end of the year of \$592.4 million.

Principal Custody Solutions has been custodian of the funds since January of 2023 and serves as beneficiary payment administrator. GRS Consulting is the city actuary for all funds and has served in this role for many years. Fiducient Advisors is the investment advisor for all plans. The City is comfortable with the services provided by these firms and is not interested in a change of vendors.

The Police and Fire 1 plan is a grandfathered plan for police officers hired before 02/01/1971, and for firefighters hired before 05/28/1992. The other three plans are active for employees and retirees.

- Structure: The assets of the funds are commingled for investment purposes, but the city's actuary evaluates each of the funds as listed on the previous page independently.
- Benefit calculations are unique for each group dependent on City Ordinances and collective bargaining agreements in effect at the time of retirement.
- Beneficiary payments are semi-monthly for public safety retirees and monthly for non-uniformed retirees.
- The Warwick Municipal Retirement Board exercises oversight over the municipal plan. The City Treasurer is the fiduciary for the Firefighter 2 plan. The City Finance Director is the fiduciary for the Police 2 plan. The Finance Director and the Treasurer are joint fiduciaries for the Fire and Police 1 plan. These governance responsibilities are by City Ordinance.
- The City of Warwick does not participate in the state administered municipal plans.

Benefits are administered by the Personnel Department communicating through Principal Custody Solutions for beneficiary payments. One full time position is responsible for all public safety retirees. Another position is responsible for municipal retirees as part of their duties. There is limited cross training between staff.

Audited financial statements and actuarial studies are available on the City of Warwick website at <https://www.warwickri.gov/finance-department>.

Work Product

The City of Warwick through its Finance Director and City Treasurer and with the guidance and cooperation of the Mayor and the Warwick Municipal Retirement Board seek proposals to conduct a benefits administration study of the Warwick Retirement System(s). The study will examine - and provide detailed recommendations necessary to achieve - continuity of service,

accuracy, and efficient administration of the plan(s) including examination and recommendations as follows:

1. Review the organizational structure as to capacity to process all applications for retirement under all 8 pension designs, respond to all retirement questions from all groups of employees, calculate accurate retirement options based on ordinances and sundry collective bargaining agreements, assign OPEB's, calculate COLA's and routinely make modifications owing to changes of a retiree's circumstances, or death.
2. Recommend organizational structure, qualifications and training, to achieve these objectives.
3. Identify protocols and best practices to ensure consistently accurate determinations of pension benefits for the City's 8 different plan designs.
4. Consistent with 3 above, recommend software options and costs. (***Nota Bene:** The City uses Tyler Technology's Munis database system to manage payroll, personnel, purchasing and budgets. Software options, if not Munis, must be seamlessly compatible.*)
5. Review maintenance of plan design documents by the City in an easily accessible, updated and searchable format readily accessible to counselors and plan managers.
6. Identify practices that ensure retirement applications across all 8 plan designs are processed through completion in 30 calendar days or less.
7. Evaluate counselor's participation in assisting active employees and retirees on other post-employment benefit qualifications such as health insurance.
8. Identify possible solutions for modifying the semi-monthly schedule for public safety retirees.
9. Evaluate current option of receiving a paper check by mail and opportunities for eliminating this option.
10. Evaluate Communication methods (phone, email, letter) used with beneficiaries and active employees.
11. Recommend the level of retiree access to records on the Principal Custody Solutions platform. In other words, identify what makes sense from the perspective of beneficiary self-service?
12. Review and make recommendations on retiree records maintenance and security after the initial determination of benefits.

13. Evaluate procedures to accurately and timely apply COLA adjustments.
14. Evaluate opportunities for moving pension processing and customer service to a qualified, actuarial firm or company specializing in pension management.
15. Review the current governance structure of the Warwick plans and make recommendations as appropriate.

Selection and Completion Dates

- Sealed proposals are due January 30.
- A vendor selection will be made by February 9.
- Report must be completed by March 29.

Minimum Qualifications

Consultant

Responders must:

- Provide a summary of other client studies that address pension administration.
- Identify the qualifications of staff who will perform this assignment.
- Attend on-site meetings for the purpose of gathering information and data with City officials and operational staff.
- Provide financial statements of the organization responding to the RFP.
- Identify at least two clients that the City of Warwick can communicate with as a reference.

Information Required in Response to RFP

Recommendation

A review of the quality of the proposal will be weighted 70% in making a recommendation. Pricing will be weighted 30%. Approval of the selected vendor will be by the joint agreement of the Warwick Municipal Retirement Board, the Finance Director, and the City Treasurer.

PLEASE COMPLETE THIS PAGE AND SUBMIT WITH YOUR BID

(PRICING SHEET MAY NOT BE CONFIDENTIAL)

CITY OF WARWICK

PROPOSAL AND CONTRACT FORM

TITLE OF SPECIFICATION: RFP2024-334 Pension Administration Study for the City of Warwick, RI Pension Plans

I. PROPOSAL:

WHEREAS, the CITY OF WARWICK has duly asked for proposals for performance of services and/or supply of goods in accordance with the above-indicated specifications.

The person or entity does irrevocably offer to perform the services and/or furnish the goods in accordance with the specifications, which are hereby incorporated by reference in exchange for the proposal price.

This offer will remain open and irrevocable until the CITY OF WARWICK has accepted this proposal or another proposal on the specifications or abandoned the project.

The bidder agrees that acceptance by the CITY OF WARWICK will transform the proposal into a contract. This proposal and contract will be secured by Bonds, if required by the specifications.

Proposed Fees

Proposed fees should be for completed a report delivered to the City and include all costs associated with at least one visit to the City before completion of the report. The City agrees to make one partial payment of not more than one half of the total cost before completion of the report. The City will consider paying additional costs for presentations made in the City of Warwick after completion of the report if required.

Proposed fee for completed work and report _____