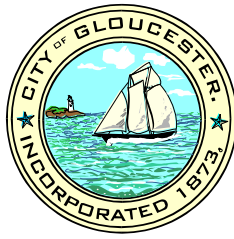


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## CITY OF GLOUCESTER

### OFFICE OF THE PURCHASING AGENT

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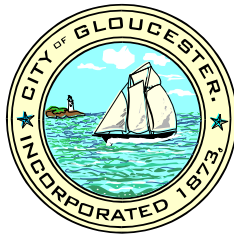
Document Title	Actuarial Services
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TO: **All Interested Parties**  
 FROM: **Stacey Capone**  
 DATE: **May 25, 2022**

Reason(s) for Addendum: This addendum is being issued to respond to the questions asked via email

Question #1	Please confirm if the Employer funds its OPEB plan on a 'pay-as-you-go' method or solely by contributing to a qualified trust?
<b>Response</b>	<b>Yes, the City's Retiree Insurance premiums are paid on a "pay-as-you-go" method from the City's annual operating budget. Contributions are made to the Trust for future premiums.</b>
Question #2	Please confirm whether the report provided in Addendum 1, completed by The Segal Group with a measurement date of June 30, 2021 was a full OPEB valuation and report or was it an interim valuation report?
<b>Response</b>	<b>The Segal report as of June 30, 2021 was the interim valuation report.</b>
Question #3	Please confirm whether the report provided in Addendum 1, completed by The Segal Group with a measurement date of June 30, 2020 was an interim OPEB valuation and report or was it an a full OPEB valuation and report?
<b>Response</b>	<b>The Segal report as of June 30, 2020 was the full valuation report.</b>
Question #4	When are the final reports due each contracted year?
<b>Response</b>	<b>The reports are due November 1<sup>st</sup> annually.</b>
Question #5	What types of insurance and minimum coverage amounts are required under this contract?
<b>Response</b>	<b>There are no insurance requirements</b>
Question #6	Can we receive a copy of the bid tabulations/scoring for the previous vendors that submitted proposals for the last awarded contract?
<b>Response</b>	<b>Yes, see attached.</b>
Question #7	Can we receive a copy of the previous proposal submitted by The Segal Group for the previously awarded contract?
<b>Response</b>	<b>Yes, see attached.</b>
Question #8	Please provide descriptions and/or examples of any Other (Optional) additional services (if any) related to OPEB actuarial valuation services that the Employer anticipates may be

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	required as part of this contract.
<b>Response</b>	<b>No other OPEB services are needed or anticipated at this time.</b>
Question #9	What are the anticipated requirements for onsite consulting, meetings, and/or presentations?
<b>Response</b>	<b>Onsite presentations to the Mayor, City Council and standing committee of the Budget &amp; Finance Committee may be required on an annual basis.</b>
Question #10	Given the ongoing nature of the current COVID pandemic, can any meetings be performed using teleconference and or web meeting services?
<b>Response</b>	<b>Kickoff meetings and ongoing progress meeting may be conducted via teleconference and/or web meeting. If issues arise and not resolved via teleconference and/or web meeting. We may require in-person meetings to resolve any outstanding matters. Final report presentations to the Mayor, City Council and standing committee of the Budget &amp; Finance Committee may require on-site presentation on an annual basis. Preference of meeting location will be made by Mayor, City Council and standing committee of the Budget &amp; Finance Committee.</b>

**For the contractor:**

**For the City:**

<b>Company Name</b>		<b>City of Gloucester MA</b>
<b>Authorized Signature</b>		<b>Stacey Capone</b>
<b>Title/Printed Name</b>		<b>Purchasing Agent</b>
<b>Date</b>		

**Note: All bidders must sign and submit with bid package. Failure to include signed form may disqualify the bid as incomplete.**