



PHILADELPHIA HOUSING DEVELOPMENT CORPORATION  
1234 Market Street, 17th Floor  
Philadelphia, Pennsylvania 19107  
(215) 448-3000

**PHILADELPHIA HOUSING DEVELOPMENT CORPORATION  
REQUEST FOR QUALIFICATIONS  
Actuarial Services for Fiscal Year 2017**

**I. INTRODUCTION**

The Philadelphia Housing Development Corporation ("PHDC") is soliciting proposals from qualified Actuarial Services Providers to provide services necessary to comply with GASB Statement 45 including any updates.

**II. PHDC GENERAL OBJECTIVES AND INFORMATION**

The Philadelphia Housing Development Corporation ("PHDC") is a nonprofit corporation organized and existing under the laws of the Commonwealth of Pennsylvania. Its purposes include, but are not limited to, the promotion of sound community development and growth in the City of Philadelphia ("City") and the development and rehabilitation of housing for low and moderate income people. Through contracts with the City of Philadelphia's Division of Housing and Community Development ("DHCD"), PHDC receives substantial grants from the Community Development Block Grant ("CDBG") program and the federal HOME Program, both funded by the U.S. Department of Housing and Urban Development ("HUD"). The City has also designated PHDC to be the direct recipient of funds from HUD and the Commonwealth of Pennsylvania (the "State") for its Weatherization Assistance Program. These grants fund most of PHDC programs and day-to-day activities.

**III. REQUIREMENTS**

**A. Services Required**

PHDC is soliciting responses from Actuarial Services Providers to provide the professional services necessary to disclose the cost of Other Post-Employment Benefits ("OPEB") in PHDC's audited comparative financial statements for the fiscal years ending June 30, 2017, 2018 & 2019 in order to comply with GASB Statement 45 including any updates.

During its fiscal year ending June 30, 2017, PHDC had a total of ninety (90) active employees and a total of eleven (11) retirees receiving post-employment benefits.

PHDC currently provides health coverage (including hospitalization, surgical, major medical, dental, optical, and prescription) to all active employees. Employees who retire after ten (10) years of continuous service are covered for these benefits for a period of five (5) years from the date of retirement. PHDC is part of the City of Philadelphia's health care program. Under the City's program, PHDC pays a fixed premium per employee based on the selected health plan offered by the City.

Each employee and eligible retirees are provided life insurance at no cost.

**B. Compensation:**

All proposals shall provide the total number of hours, the hourly rates for each staff classification and the resulting all-inclusive maximum fee proposed for completion of all work required in this RFQ.

**C. Term**

It is anticipated the Contract will be awarded by July 1, 2017 and the final actuarial report must be submitted to PHDC no later than August 30, 2017.

**D. General**

Applicants must be able to demonstrate familiarity with governmental/quasi-governmental/for-profit and not-for-profit agencies.

Any questions regarding PHDC's financial records shall be directed to:

**Mr. Darren Williams**  
**Finance Director, PHDC**  
**1234 Market Street - 17th Floor**  
**Philadelphia, PA 19107**  
**215-448-3110 or [Darren.A.Williams@phila.gov](mailto:Darren.A.Williams@phila.gov)**

PHDC reserves the right and may exercise one or more of the following rights and options with respect to this RFQ:

1. to accept one or more submissions;
2. to reject any or all submissions;
3. to use criteria other than price in the selection of the Actuarial Services Provider(s). PHDC is not bound to award a contract(s) to the proposal(s) with the lowest price(s);
4. to supplement, amend or otherwise modify this RFQ;
5. to cancel this RFQ with or without the substitution of another RFQ;
6. to issue additional or subsequent solicitations or qualifications or proposals;

7. to conduct investigations with respect to the qualifications of any Actuarial Services Provider;
8. to change any time(s) for performance set forth in this RFQ;
9. to waive any non-compliance of any submission with the requirements of this RFQ; and
10. to negotiate with one or more Actuarial Services Providers as PHDC, in its sole judgment, may deem to be in its best interest.

#### **IV ANTI-DISCRIMINATION PLAN**

PHDC strongly encourages and promotes through its Anti-Discrimination Policy, cooperation and utilization of qualified Minority Business Enterprises ("MBE"), Women Business Enterprises ("WBE") and Disabled Business Enterprises ("DBE") in all aspects of its procurement of goods and services. All applicants are required to submit as part of their proposal an Anti-Discrimination Plan ("Plan") which states specifically and unequivocally how they intend to engage MBE's, WBE's and DBE's in their proposal if work is being solicited and cannot be performed in house. The Plan must also contain a brief profile of those firms and/or individuals who may be assigned to the project if applicable. PHDC strongly encourages minority, female and disabled firm participation in this proposal.

#### **V PROPOSAL CONTENT**

In order to merit consideration, applicant(s) must submit a complete response to this Request for Qualifications ("RFQ") in the format provided herein. An original and three (3) copies of the proposal must be received prior to the deadline set forth below and addressed to:

**Darren Williams, Finance Director  
Philadelphia Housing Development Corporation  
1234 Market Street -17th Floor  
Philadelphia, PA 19107**

Applicants shall submit proposals organized in the following manner:

1. Title Page: State the full name and address of the actuary or firm, address, telephone number, and name of the contact person. The same information must also be provided for any individual(s) designed to assist and/or perform any aspect of the services required.
2. Table of Contents: Include a clear outline of the materials by section and page number.
3. Letter of Transmittals, Limit of one or two pages that:

- a. Briefly state the understanding of the scope of services to be performed under this RFQ and applicant's proposed approach to rendering such services.
  - b. State the required hourly rate(s) and any other fees, charges and costs attendant with the provision of the services required under this RFQ.
4. Profile:
- a. Provide a copy of applicant's individual or firm profile.
  - b. A description of the range of activities and services that can be provided to meet the requirements of this RFQ.
5. MBE/WBE/DBE Participation Compliance Plan (inclusive of any disadvantaged or diversity entity certification numbers issued by a Federal, State or Local government authority, if applicable).
6. Any other documentation or information that is pertinent to the services required under this RFQ or the provision thereof, but not specifically requested herein.

**Proposal Deadline: All proposals must be received by PHDC no later than 4:00 p.m. on April 30, 2017.**

## **VI EVALUATION OF PROPOSALS**

Submitted proposals will initially be evaluated on the basis of the material submitted. Further evaluation will take place, which may include an oral presentation. The following criteria will be used to evaluate each proposal:

- A. Qualifications and experience of the person(s) and/or firm to perform services;
- B. Organization, responsiveness, reputation and utilization of the "team" that will perform the services required under this RFQ;
- C. Quality, clarity, organization and completeness of the written proposal submitted by the applicant in response to this RFQ;
- D. Financial capability of the person(s) and:
- E. MBE/WBE participation/anti-discrimination plan:
- F. Compensation

## VII SELECTION AND CONTRACT

Upon completion of the review and evaluation process and obtaining all necessary internal approvals, a professional services agreement will be prepared and sent to the selected applicant(s). The selected applicant(s) must be willing to abide by PHDC's General Terms and Conditions, which will be attached to the agreement. Failure of the selected applicant to execute the agreement within thirty (30) days may result in the withdrawal of the selection. In such event, another applicant may be tendered an agreement or all submissions may be rejected and new proposals may or may not be solicited.

In the event a contract(s) is (are) awarded, the applicant(s) shall procure and maintain during the life of the agreement, Professional Liability (Malpractice) Insurance in the following amounts:

Each Occurrence	\$1,000,000.00
General Aggregate	\$1,000,000.00
Operations Aggregate	\$1,000,000.00

The selected applicant(s) will be required to carry General Liability, Automotive and Workers Compensation Insurance in the amounts prescribed by the City of Philadelphia.

PHDC and the City of Philadelphia must be carried as additional insured on all such policies.

The selected applicant(s) shall agree to indemnify, protect and hold harmless PHDC from any and all losses, expenses, demands and claims against PHDC sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance of work by the selected applicant(s) or any subcontractor employed by the applicant(s), or any of their directors, officers, agents, representatives or employees. The applicant(s) hereby agrees that this agreement to indemnify and hold harmless shall not be limited to the limits of the liability insurance, if applicable, required under this agreement.

PHDC shall have the right to terminate any agreement made hereunder for its convenience by giving notice of its selection to do so and by specifying the effective date of such termination. In such event, PHDC will pay for services rendered through the effective date of such termination. Notwithstanding the above, provided a contract is awarded, PHDC has the right to terminate the agreement for the applicant's(s') failure to fulfill its (their) obligations under the agreement. If the contract is so terminated, the applicant(s) shall be paid only for work satisfactorily completed.

## **VIII MISCELLANEOUS**

PHDC, in its sole discretion, reserves the right to reject any and all proposals and is not bound to adopt any proposal that is contrary to the best interest of the Corporation.

PHDC reserves the right to request any or all applicant(s) to submit additional information or documentation deemed necessary in order to properly evaluate submitted proposals.

The successful selected applicant(s) will perform services as an independent contractor and not an employee of PHDC. Subcontracting of any portion, except as disclosed in the proposal or the Plan, will not be permitted without prior written approval of PHDC.

If you require additional information please contact:

The Philadelphia Housing Development Corporation - Finance Department:  
Darren Williams, Finance Director (215-448-3110).