

**THE SCHOOL BOARD
OF
MIAMI-DADE COUNTY, FLORIDA**



**REQUEST FOR PROPOSALS
FOR
CASUALTY ACTUARIAL SERVICES**

WEBSITE: <http://procurement.dadeschools.net/bidsol.htm>

PROPOSAL RETURN DATE: NOVEMBER 14, 2006 @ 2:00 P.M.

RFP NUMBER: 006-GG10

OCTOBER 2006

Miami-Dade County Public Schools

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SECTION I
INTRODUCTION

SECTION I

INTRODUCTION

SCOPE OF REQUEST FOR PROPOSALS

This Request for Proposals (hereinafter this RFP) has been prepared to solicit proposals for Casualty Actuarial Services for the School Board of Miami - Dade County, Florida (hereinafter the Board). The proposals will be used to determine those proposers with whom the Board will directly negotiate and contract pursuant to Department of Education Rule 6A-1.012(11). The Board maintains self-insurance programs for the following:

Workers' Compensation/Employer's Liability
General Liability, including School Leaders Errors & Omissions (E&O)
Auto Liability

SEPARATION AND DISTRIBUTION

This RFP has been designed for transmittal as a complete document to all interested parties. It is recommended that it not be separated, but that it be reproduced in its entirety as additional distribution might dictate.

ADHERENCE TO REQUESTED SERVICES

All timely proposals meeting the minimum criteria set forth in Minimum Qualifications of Proposer in Section II of this RFP will be considered. However, proposers are cautioned to clearly indicate deviations from the requested services on the applicable Proposal Form. The terms and conditions contained herein are those desired by the Board, and preference will be given to those proposals in full or substantially full compliance with the requested services.

BACKGROUND

The purpose of this background is simply to provide proposers with a basic and generic description of the nature of the self-insured programs maintained by the Board. In order to provide the services sought by this RFP, the successful proposer will have to develop a much more detailed understanding of the programs, including, in addition to any self-insured retentions, the impact of reimbursement provisions with reinsurers, limits of coverage maintained, and the existence of some immunity under Florida law.

The Board has self-insured, with varying self-insured retentions, its Workers' Compensation/Employer's Liability coverages since July 1, 1974. The current coverage is provided by Liberty Mutual Insurance Company with a self-insured retention of \$1,000,000. The current limits are Statutory/\$3,000,000.

The Board has self-insured its General Liability coverage since December 1, 1976, and its Auto Liability since January 1, 1977. Errors and Omissions (E&O) coverage was added to the self-insured program on July 1, 1995. In addition to the applicable self-insured retentions, since July 1, 1991, the Board has, subject to a cap, been required to reimburse certain reinsurers for loss payments made under the reinsurance agreements in connection with the self-insured program for General Liability, Auto Liability and Errors and Omissions coverage.

The current General Liability, Auto Liability and Errors and Omissions coverage is provided in a United Educators Risk Retention Program. The coverage is subject to a \$200,000 self-insured retention with limits of liability of \$500,000 per occurrence and \$3,250,000 annual aggregate. The self-insured retention as regards E&O is a \$200,000 per wrongful act. The Board is responsible for reimbursing United Educators for the first \$1,750,000 per coverage year. The Program also provides coverage for the difference between \$100,000 per claimant and \$200,000 per claimant (as per special limit endorsement). E&O coverage is included in the limit described above. However, the Program also provides an additional excess limit of \$500,000 per wrongful act/\$2,500,000 aggregate for the E&O coverage.

DESCRIPTION OF OPERATIONS

Miami - Dade County Public Schools is the fourth largest school system in the United States. Regular enrollment is approximately 360,000 students with 21,000 teachers using more than 360 school facilities. Total full and part time employees number approximately 49,000.

ADDITIONAL INFORMATION

Additional information or clarification with respect to this RFP can be requested, in writing, up to 2:00 p.m. on October 27, 2006 from:

Scott B. Clark, Risk and Benefits Officer
Office of Risk & Benefits Management
Miami Dade County Public Schools
1500 Biscayne Blvd., #127B
Miami, FL 33132
Fax: (305) 995-7170
Email: sclark@dadeschools.net

If reasonably available and relevant, such additional information will be made available to all proposers by an addendum to the RFP.

TIMETABLE

The following is a proposed timetable developed for this project. You will be notified of any significant changes that might occur:

<u>Task</u>	<u>Timeframe</u>	
M-DCPS releases RFP to vendors		October 12, 2006
Written questions due to M-DCPS	2:00 PM	October 27, 2006
Proposals due	2:00 PM	November 14, 2006

ROLE OF CONSULTANT

Siver Insurance Consultants has been retained as independent risk and insurance management consultants. Siver Insurance Consultants acts solely in its capacity as consultant. Siver Insurance Consultants does not participate in commissions from any insurance company, agent or broker, nor does it accept any income from other than its clients.

ANALYSIS SCHEDULE

Proposals opened at the bid opening on November 14, 2006 will be analyzed from a technical perspective by the Board's Office of Risk and Benefits Management and the Board's consultant, Siver Insurance Consultants. The technical analysis will be distributed to the Superintendent's Review Committee, pursuant to Board Rule 6Gx13 - 3F-1.022, Professional Service Contracts for Insurance or Risk Management Programs Policy, which consists of the representatives from the following areas:

- Deputy Superintendent, Business Operations
- Chief Financial Officer
- Risk and Benefits Officers, Office of Risk and Benefits Management
- Chief Auditor, Office of Management and Compliance Audits
- Controller, Office of the Controller
- Chief Budget Officer, Office of Budgets
- Treasurer, Office of Treasury Management

Non Voting Resource Persons:

Representative from Board Attorney's Office

Representative from Office of Procurement Management

Director, MWBE & Related Services

Representative, Siver Insurance Consultants

This committee will then meet to discuss their analysis and prepare a written recommendation to the Board. Committee members will be instructed to neither meet with proposers nor discuss proposals received in conjunction with the RFP.

SECTION II

GENERAL REQUIREMENTS

SECTION II

GENERAL REQUIREMENTS

MINIMUM QUALIFICATIONS

In order to be considered, a proposer (hereinafter also Actuary) must, on the time and date specified in the following Proposal Return Date provision for receipt of proposals by the Board, meet the following minimum criteria:

- A. Fellow of the Casualty Actuarial Society - Actuary is to designate a Fellow of the Casualty Actuarial Society as the lead actuary for the project. All services performed must be either performed by or under the direct supervision of a Fellow of the Casualty Actuarial Society.
- B. No Sale of Insurance - Actuary shall not be engaged in any way in the sale or placement of insurance coverage as an agent or broker. Actuary shall not participate in commissions from any insurance company, agent or broker nor accept any remuneration other than directly from its consulting clients.
- C. Minimum Insurance Coverage - Actuary agrees to maintain in force at all times during which services are to be performed for the Board, Professional Liability insurance with limits of not less than \$1,000,000. If such coverage is on a claims-made basis, Actuary must agree to maintain coverage applicable to the services performed for the Board either through a claims-made contract or the use of an extended discovery provision, for three years after conclusion of all services performed under the agreement.
- D. Experience With Casualty Self-Insured Programs - The specific personnel to be assigned to the Board's account must have had first-hand experience since January 2002 in providing actuarial services for one or more self-insured clients with respect to each of the following types of self-insured programs.
 - 1. A self-insured (with or without excess insurance coverages) Workers' Compensation/Employers' Liability program.
 - 2. A self-insured (with or without excess insurance coverage) General Liability program.
 - 3. A self-insured (with or without excess insurance coverage) Automobile Liability program.

PROPOSAL RETURN DATE

Sealed proposals (three originals plus three copies) will be received on behalf of the School Board of Miami - Dade County, Florida, by:

Bid Clerk
Bureau of Procurement and Materials Management, Room 352
School Board Administration Building
1450 NE Second Avenue
Miami, Florida 33132

until 2:00 p.m. on November 14, 2006. Proposals should be enclosed in envelopes provided by the Board plainly marked on the outside as "PROPOSALS FOR CASUALTY ACTUARIAL SERVICES DUE: 2:00 p.m., November 14, 2006, Proposal Number RFP 006-GG10".

NO PROPOSAL WILL BE CONSIDERED IF NOT SUBMITTED BY THE DEADLINE SPECIFIED.

ADDENDA TO RFP

If any addenda are issued to this RFP, a good faith attempt will be made to deliver a copy of each to those persons or firms who, according to the records of Procurement Management Services, have previously received a copy of this RFP. However, prior to submitting the proposal, it shall be the responsibility of each Proposer to check the website at <http://procurement.dadeschools.net/bidsol.htm> to determine if addenda were issued and, if so, to obtain such addenda for attachment to the proposal.

Proposers should either acknowledge receipt of such addenda on their proposal, or attach such addenda to their proposal. Otherwise, the proposal will be considered irregular.

ACTUARY RESPONSIBLE FOR ADDRESSING CRITERIA

Actuaries should be aware that the proposals will be evaluated in accordance with the criteria set forth in this RFP and, accordingly, should structure their proposal in a manner to properly address each of the evaluation criteria.

The Proposal Forms of this RFP are provided to solicit information which will be used in the application of the evaluation criteria to the proposal. However, some of the criteria may not be fully addressed, or not addressed at all, in the Proposal Forms. In addition to completing the Proposal Forms, it is the sole responsibility of each proposer to address in its proposal each of the evaluation criteria including the minimum qualifications.

PROPOSAL EVALUATION

Pursuant to Department of Education Rule 6A-1.012(11), the Board will negotiate and directly contract with the proposer or proposers whose proposal(s) is (are), in the Board's judgment, in its best interest. Among the criteria which the Board will consider in its evaluation of which proposers, if any, to enter into negotiations are the following:

- A. Demonstration of competency and experience. For the purpose of evaluating competency and experience, the degree of relevant experience of the actuary with self-insured programs, including specifically Florida government self-insured programs will be a primary factor. Other relevant experience with self-insured clients which indicate the scope of services, experience and resources available from actuary with respect to the services sought by the Board will also be considered.

The Board is especially interested in the competency and experience of the specific office and personnel that would be providing the services to the Board.

- B. Projected Cost, including deferred payment terms and anticipated travel expenses, if applicable, and the extent the ultimate cost is reasonably forecastable. The Board will also consider the specific hourly rates and any other basis for remuneration and any maximum feature available. Preference will be given to proposals providing multiple year fee guarantees.
- C. Extent to which the actuary is willing and able to provide all of the services sought.
- D. Extent to which minority and women business enterprises or individuals will participate in the providing of services. Actuaries are strongly encouraged to seek out minorities and women business enterprises, including the formation of joint ventures and subcontracting.
- E. Extent to which minorities and women are utilized in the actuary's workforce.

AFFIRMATIVE ACTION REQUIREMENTS AND M/WBE PARTICIPATION

- A. Equal Employment Opportunity:

It is the policy of the School Board that no person will be denied access, employment, training, or promotion on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation,

social and family background, linguistic preference, or disability, and that merit principles will be followed.

Each firm shall be required to indicate its equal employment policy and provide a detailed breakdown by ethnicity, gender, and occupational categories of its workforce. See Section V, Exhibits – Affirmative Action Employment Breakdown.

B. Minority/Women Business Enterprise (M/WBE) Certification Application:

The School Board has an active Minority/Women Business Enterprise (M/WBE) Program to increase contracting opportunities for M/WBEs. In keeping with this policy, if a minority firm, which is Woman or African American-owned and operated, is to perform a scope of work, provide documentation to substantiate the M/WBE's and its staff's experience in providing this type of service, all M/WBEs must be certified by the Division of Business Development and Assistance, prior to contract award. See Section V, Exhibits - M/WBE Certification Application.

C. Reports documenting efforts undertaken by the proposer to maintain the stipulated M/WBE participation will be submitted quarterly and shall include each M/WBE's name, contact person, and the payments thereto for the quarter. The reports shall be submitted to the Director, Division of Business Development and Assistance, 1450 N.E. Second Avenue, Room 456, Miami, Florida 33132.

OBJECTIONS TO REQUEST FOR PROPOSALS

Objections to this RFP must be filed in writing, sent by certified mail, and must be received by the Office of Risk and Benefits Management of the School Board no later than 2:00 p.m. on October 27, 2006.

IRREVOCABILITY OF PROPOSALS

In consideration of the Board's allowing the proposer to make a proposal (offer), each proposer agrees by offering a proposal (offer) that such proposal (offer) shall remain open and not subject to revocation and shall be subject to the Board's acceptance until sixty (60) days after the date indicated in this RFP as of the date the service would incept, if accepted by the Board.

USE OF PROPOSAL FORMS

Proposers should use the Proposal Forms. All appropriate blanks on the Proposal Forms should be completed. Supplemental information may be attached to the Proposal Forms. Failure to properly complete the Proposal Forms may result in disallowance of consideration of the proposal.

WAIVER AND/OR REJECTION OF PROPOSALS

The Board reserves the right to waive informalities in any proposals, to reject any and all proposals in whole or in part, with or without cause, and to accept that proposal, if any, which in its judgment will be in its best interest.

NON-WARRANTY OF REQUEST FOR PROPOSALS

Due care and diligence has been exercised in the preparation of this RFP, and all information contained herein is believed to be substantially correct. However, the responsibility for determining the full extent of the exposures to risk and verification of all information herein shall rest solely with those making proposals. The Board and its representatives and consultants shall not be responsible for any error or omission in this RFP, or for the failure on the part of the proposers to determine the full extent of the exposures.

DEVIATIONS FROM RFP

The contract terms and conditions stipulated in this RFP are those desired and preference will be given to those proposals in full or substantial compliance with them. However, all timely proposals received will be considered. Proposers are cautioned that restrictive deviations from the RFP must be clearly stated on the Proposal Forms.

METHOD OF ACCEPTANCE

In consideration of the Board's allowing the proposer to make a proposal (offer), the proposer agrees that a contract shall arise upon acceptance by the Board of the proposal (offer), and that no communication of such acceptance shall be required. Notwithstanding the above, the Board agrees to make a reasonable effort to communicate acceptance of the offer prior to either the effective date of the contract accepted or time of performance by the proposer.

MANDATORY RECOMMENDATIONS

Proposals should not be conditioned upon compliance with mandatory recommendations. If there are any such mandatory recommendations, they must be clearly stated on the Proposal Form.

PAYMENT TERMS

Unless indicated to the contrary on the Proposal Form, payment shall not be due until delivery of final actuarial report to the satisfaction of the Board and full compliance with the proposal offered and accepted by the Board.

ATTACHMENT OF SPECIMEN CONTRACTS

All actuaries should submit, as part of their proposal, a complete specimen copy of any contract, including copies of all forms and endorsements to which the Board will be a party, if the Board accepts the proposal.

CONFLICT WITH SPECIMEN CONTRACTS OR POLICIES

Unless specifically noted to the contrary on the appropriate Proposal Form, the submission of a specimen contract or policy with a proposal shall not constitute notice of the proposer's intent to deviate from the RFP in a restrictive manner. Unless specifically noted otherwise, the attachment of a specimen copy shall be deemed to be an offer in at least full compliance with the RFP, and the proposer expressly agrees to reform said contract or policy to the extent inconsistent in a restrictive manner from the RFP. That is, submission of a specimen copy shall be deemed solely an offer of supplemental terms and conditions not otherwise addressed in the RFP or a broadening of terms and conditions to the benefit of the Board beyond that required by the RFP.

CONE OF SILENCE

Respondents are precluded from contacting individuals who will be participating in the RFP evaluation and selection. No communication is to be conducted with Board Members or evaluators in advance of the final selection. However, Deloitte or the Office of Risk and Benefits Management may contact a Proposer for additional information, clarification, or negotiation. Based on Board Rule 6Gx13-8C-1.212, Cone of Silence, the full definition is as follows:

- A. "Cone of Silence" means a prohibition on any communication regarding a particular Request for Proposals (RFP), bid, or other competitive solicitation between:

1. any person who seeks an award therefrom, including a potential vendor or vendor's representative; and
2. any School Board member or the member's staff, the Superintendent, Deputy Superintendent and their respective support staff, or any person appointed by the School Board to evaluate or recommend selection in such procurement process.

The Cone of Silence shall not apply to communication with the School Board Attorney or his or her staff, or with designated school district staff, who are not serving on the particular Procurement Committee, to obtain clarification or information concerning the subject solicitation. For purposes of this section, "vendor's representative" means an employee, partner, director, or officer of a potential vendor, or consultant, lobbyist, or actual or potential subcontractor or sub-consultant of a vendor, or any other individual acting through or on behalf of any person seeking an award.

- B. A Cone of Silence shall be applicable to each RFP, bid, or other competitive solicitation during the solicitation and review of bid proposals. At the time of issuance of the solicitation, the Superintendent or the Superintendent's designee shall provide public notice of the Cone of Silence. The Superintendent shall include in any advertisement and public solicitation for goods and services a statement disclosing the requirements of this section.
- C. The Cone of Silence shall terminate at the time the Superintendent of Schools submits a written recommendation to award or approve a contract, to reject all bids or responses, or otherwise takes action which ends the solicitation and review process.
- D. Nothing contained herein shall prohibit any potential vendor or vendor's representative:
 1. from making public representations at duly noticed pre-bid conferences or before duly noticed selection and negotiation committee meetings;
 2. from engaging in contract negotiations during any duly noticed public meeting;
 3. from making a public presentation to the School Board during any duly noticed public meeting; or
 4. from communicating in writing with any school district employee or official (including representatives of Deloitte) for purposes of seeking clarification or additional information, subject to the provisions of the applicable RFP, or bid documents.

The potential vendor or vendor’s representative shall file a copy of any written communication with the School Board Clerk who shall make copies available to the public upon request.

- E. Nothing contained herein shall prohibit the Procurement Committee’s representative from initiating contact with a potential vendor or vendor’s representative and subsequent communication related thereto for the purposes of obtaining further clarifying information regarding a response to an RFP, or competitive solicitation. Such contact shall be in writing and shall be provided to the members of the applicable Procurement Committee, including any response thereto.
- F. Any violation of this rule shall be investigated by the School Board’s Inspector General and may result in any recommendation for award, or any RFP award, or bid award to said potential vendor or vendor’s representative being deemed void or voidable. The potential vendor or vendor’s representative determined to have violated this rule, shall be subject to debarment. In addition to any other penalty provided by law, violation of this rule by a school district employee shall subject the employee to disciplinary action up to and including dismissal.**

PUBLIC ENTITY CRIME

Proposers are hereby notified about Section 287.133(2)(a), Florida Statutes, which requires that:

“A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.”

PUBLIC RECORDS LAW

It is the practice of The School Board of Miami Dade County, Florida, to evaluate all Requests For Proposals in a public forum open to the Sunshine, pursuant to Florida Statute S286.011 and to make available for public inspection and copying any information received in response to an RFP, in accordance with Florida Statute S119, as such any information sent to M-DCPS is being sent into the public domain. No action on the part of the proposer would create an obligation of confidentiality on the part of the School Board, including but not limited to, making a reference in the proposal to the trade secret statutes, Florida Statutes §§ 812.081, 815.045. It is recommended that potential suppliers exclude from their

response any information that, in their judgment, may be considered a trade secret.

HOLD HARMLESS/INDEMNIFICATION PROVISION

The successful proposer and any subcontractors hired under this contract by the successful proposer shall hold harmless, indemnify, and defend the School Board of Miami-Dade County, Florida, its members, directors, representatives, officers, employees, and agents against any claim, action, loss, damage, injury, liability, cost, and expense of whatsoever kind or nature (including, but not by way of limitation of attorney's fees and court costs) arising out of or incidental to the performance of the contract or work performed thereunder, whether or not due to or caused by the negligence of the School Board of Miami-Dade County, Florida, its members, officials, officers, and employees.

SECTION III

DESCRIPTION OF SERVICES

SECTION III

DESCRIPTION OF SERVICES

PERFORMANCE TIME SCHEDULE

It is the present intention of the Board to engage the selected Actuary in January, 2007. It is the goal of the Board to continue using approximately the current schedule for completion of the actuarial report. Due to budgeting requirements, the Board provides the Actuary data in mid-May valued as of April 30th. The actuary projects this data through to June 30th and, by early June, provides the actuarial report and projections as of June 30th. If the Actuary is unable or unwilling to perform the services within this time frame, the Actuary should indicate in its proposal any alternate time frame for performance required.

SPECIFIC SERVICES TO BE PROVIDED

The Actuary is to perform an actuarial review and analysis and provide a written report and opinion with respect to the funding requirements of the School Board's casualty self-insurance programs. The review, analysis and report is to include the following specific elements:

- A. Coverages to be Addressed - The actuarial review and report shall address separately each of the following coverages (programs) in the Board's self-insured program:

Workers' Compensation/Employer's Liability
General Liability, including E&O
Auto Liability

- B. Occurrence Years to be Addressed - The Board has been self-insured since July 1, 1974 for Workers' Compensation/Employers' Liability; since December 1, 1976 for General Liability; and since January 1, 1977 for Auto Liability. Errors and Omissions (E&O) was added to the General Liability program July 1, 1995. The self-insurance programs are presently on an July 1 to June 30 fiscal year. (The fiscal years varied in some years of the programs.)

The actuarial review, analysis, and report is to address on an occurrence basis separately for each coverage:

1. Each fiscal year since inception of the self-insured programs.
2. Aggregate, all years combined from the inception of the self-insured programs to June 30, 2007.

3. The fiscal year commencing July 1, 2007.
 4. The fiscal year commencing July 1, 2008.
- C. Past Funding Requirement - For each of the fiscal years since inception of the self-insured programs and ending as of June 30, 2007, the Actuary shall provide its best estimate of the total ultimate incurred losses (including allocated loss adjustment expense, incurred but not reported claims and adverse development).
- D. Future Funding Requirements - The Actuary shall estimate the ultimate incurred loss (including allocated loss adjustment expense, incurred but not reported claims and adverse development) resulting from occurrences from:
1. July 1, 2007 to June 30, 2008, and
 2. July 1, 2008 to June 30, 2009.
- E. Cash Flow Requirements - For the aggregate of all fiscal years starting at the inception of the self-insured programs and ending June 30, 2007, the Actuary shall provide an estimate and the rationale for the estimate, of the actual cash requirements which will be required for payment of losses (including allocated loss adjustment expense) during the July 1, 2007 to June 30, 2008 year. In addition, the Actuary shall provide similar data on the cash requirements for losses which both occur and will be paid during the July 1, 2008 to June 30, 2009 year.
- F. GASB 10 Requirements - The Actuary shall provide estimates and the rationale for funding to meet GASB 10 requirements.
- G. Discounted and Undiscounted - Estimates are to be provided both on a discounted and on an undiscounted basis.
- H. Confidence Levels - Estimates of funding levels are required at expected, 50%, 75%, and 90% confidence levels.
- I. Limits on Workers' Compensation - The Board currently maintains excess coverage for Workers' Compensation/Employers' Liability as described in Background in Section I of this RFP. In order to offer a basis for comparison of future funding, Actuary should provide separate estimates, for July 1, 2007 to June 30, 2008 and July 1, 2008 to June 30, 2009, based on alternate self-insured retentions of \$1,000,000, \$1,500,000 and \$2,000,000 per occurrence.

- J. Limits on General and Auto Liability - The Board currently maintains excess coverage for General and Auto Liability as described in Background in Section I of this RFP.

In addition, Florida Statute 768.28 imposes certain monetary limitations on the tort liability of Florida political subdivisions without further act of the Legislature. Prior to October 1, 1981, Section 768.28(5) limited the tort liability to a maximum of \$50,000 per claimant (which is not the same as a person receiving bodily injury) and \$100,000 per incident or occurrence. Since October 1, 1981, the limits have been \$100,000/\$200,000. With respect to claims brought pursuant to Florida tort law, amounts in excess of these limits may be paid only by an act of the Legislature. The Board has been subject to a number of such claim relief acts.

The monetary limitations do not apply to Federal causes of action. In addition, it is unclear as to whether the monetary limitations apply to liability assumed under contract.

Siver is not aware of any credible data based on the impact of F.S. 768.28. In order to offer a basis for comparison of future funding, Actuary should provide separate estimates based on alternatives of:

1. no excess insurance (or statutory cap)
2. excess insurance similar to that currently maintained (see Background in Section I of this RFP)

COPIES OF ORGANIZED LOSS DATA

The Board anticipates that, as a part of the services provided, the Actuary will organize, either electronically or in hard copy, the loss data provided by, or on behalf of, the Board. Within thirty day after any such request, upon the request of the Board, the Actuary shall provide the Board with copies of any such exhibits or other documents developed by the Actuary which contain, summarize or depict the Board's actual loss data. To the extent available, the copies shall, at the option of the Board, be provided in electronic form, in hard copy, or both. This provision applies only to the actual loss data, as organized, summarized or depicted, and does not apply to any projections, formulas or proprietary software.

SUBSEQUENT UPDATES

At the present time, it is anticipated that an updated actuarial review of the casualty self-insurance program would be performed annually. Subject to satisfactory performance by the Actuary and subject to mutual agreement of the parties, the Board would prefer the same Actuary be engaged by for at least four subsequent updates of the services as a result of this RFP.

AVAILABILITY OF HISTORICAL LOSS DATA

As a part of its consulting services to the Board, Siver Insurance Consultants has maintained substantial historical loss data with respect to the self-insured programs. As an example, Siver Insurance Consultants has developed loss triangles, depicting, in six month intervals, the loss amounts paid and reserved, under the respective programs (E&O is included in the General Liability) since the inception of the programs. Siver Insurance Consultants also maintains historical data on individual losses in excess of the applicable self-insured retentions. This historical loss data, and future updates, will be made available to the successful proposer. The data is currently maintained in Excel files and would be available either as computer files or in hard copy.

SELECTED LOSS DATA

Valued as of July 31, 2006:

Workers Compensation / Employer's Liability



GALLAGHER BASSETT SERVICES, INC.

Gallagher Centre, Two Pierce Place, Itasca, IL 60143

RSQ72R01
03-Aug-2006 00:18
PAGE 1

RISX-FACS SUMMARY LOSS REPORT - ACCIDENT DATE BASIS
AS OF 31JUL2006

000074 MIAMI-DADE COUNTY PUBLIC SCHOOLS

PYRAMID LEVEL : SCHOOL BOARD
PYRAMID UNIT :
LOSS PROGRAM : O2 WORKERS COMPENSATION
REPORT DESCR : ONE PAGE SUMMARY OF LOSS INFORMATION BY CLAIM PERIOD.

ACC PER	BEGIN DATE	ENDING DATE	CLOSED CLAIMS	OPEN CLAIMS	TOTAL CLAIMS	NET PAYMENTS	REMAINING RESERVE	TOTAL EXPERIENCE	LESS: SPEC. EXCESS LOSS	AGGREGATE LOSSES
06	01JUL06	01JUL07	6	107	113	8432	427012	435444	0	435444
05	01JUL05	01JUL06	4001	789	4790	8243811	9951872	18195683	0	18195683
04	01JUL04	01JUL05	4870	209	5079	16402697	6973818	23376515	0	23376515
03	01JUL03	01JUL04	5050	157	5207	17880603	8960937	24841540	594678	24246862
02	01JUL02	01JUL03	4891	156	5047	29746326	8378191	38124517	411867	37712850
01	01JUL01	01JUL02	5329	82	5411	27822601	5371390	33293991	1254424	32039567
00	01JUL00	01JUL01	5532	75	5607	27793435	6860960	34654395	3127415	31526980
99	01JUL99	01JUL00	4748	41	4789	19241367	2462596	21703963	1119498	20584465
98	01JUL98	01JUL99	4984	26	5010	18352638	3356239	21708977	1700279	20008598
97	01JUL97	01JUL98	4888	27	4915	16411402	1434604	17846006	192578	17653428
96	01JUL96	01JUL97	5259	34	5293	20525931	4845271	25971202	2859701	22511501
95	01JUL95	01JUL96	5436	17	5453	11379712	487832	11867544	0	11867544
94	01JUL94	01JUL95	5427	21	5448	13281298	1850303	15131601	1039312	14092289
93	01JUL93	01JUL94	4748	13	4761	13912890	886229	14799119	287387	14511732
92	01JUL92	01JUL93	4682	13	4695	12317000	706739	13023739	723684	12300055
91	01JUL91	01JUL92	4668	11	4679	10006200	704866	10711168	413405	10297761
90	01JUL90	01JUL91	4469	9	4478	8373268	1157751	9531019	588419	8932600
89	01JUL89	01JUL90	4099	10	4109	7487180	235325	7722505	10676	7711829
88	01JUL88	01JUL89	3887	5	3892	8162188	185157	8347345	1472282	6875063
87	01JUL87	01JUL88	3595	5	3600	6712604	529911	7242515	1001979	6240536
86	01JUL86	01JUL87	3449	2	3451	3732261	313222	4045483	550191	3495292
85	01JUL85	01JUL86	3414	1	3415	3167114	358504	3525618	766576	2759042
84	01JUL84	01JUL85	3120	2	3122	2588623	45533	2634156	260876	2373280
83	01JUL83	01JUL84	3070	0	3070	2210893	0	2210893	227050	1983843
82	01JUL82	01JUL83	3112	0	3112	2684901	0	2684901	409774	2275127
81	01JUL81	01JUL82	3117	1	3118	3925439	334357	4259796	1700627	2559169
80	01JUL80	01JUL81	3265	3	3268	4088935	264488	4353423	683440	3669983
79	01JUL79	01JUL80	3288	0	3288	1663290	0	1663290	0	1663290
78	01JUL78	01JUL79	1952	1	1953	2341937	229137	2571074	687257	1883817
77	01JUL77	01JUL78	2133	1	2134	1951582	6436	1958018	197937	1760081
76	01JUL76	01JUL77	2186	0	2186	2198669	0	2198669	50715	2147954
75	01JUL75	01JUL76	2181	1	2182	2174869	66417	2241286	506732	1734554
74	01JUL74	01JUL75	2134	1	2135	2020835	41301	2062136	406071	1656065

			1820	128810	328910931	65426498	394337429	23254630	371082799	

T O T A L S

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General Liability



GALLAGHER BASSETT SERVICES, INC.

Gallagher Centre, Two Pierce Place, Itasca, IL 60143

000074 MIAMI-DADE COUNTY PUBLIC SCHOOLS
 RISK-FACS SUMMARY LOSS REPORT
 AS OF 31JUL2006

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PYRAMID LEVEL : SCHOOL BOARD
 PYRAMID UNIT :
 LOSS PROGRAM : 01 SPHERE DRAKE - GENERAL LIABILITY
 REPORT DESCR : ONE PAGE SUMMARY OF LOSS INFORMATION BY CLAIM PERIOD.

CLM PER	BEGIN DATE	ENDING DATE	CLOSED CLAIMS	OPEN CLAIMS	TOTAL CLAIMS	NET PAYMENTS	REMAINING RESERVE	TOTAL EXPERIENCE	LESS: SPEC. EXCESS LOSS	AGGREGATE LOSSES	PERIOD LOSS	L.F. RATIO							
33	01JUL06	01JUL07	1	7	8	0	2750	187586	0	2750	0	0%							
31	01JUL05	01JUL06	719	204	923	79907	1887579	1967586	3000	1964586	0	0%							
32	01JUL04	01JUL05	743	78	821	392460	1514366	1908826	0	1906826	0	0%							
30	01JUL03	01JUL04	1132	56	1188	2442278	2648399	5090677	1860000	3230677	0	0%							
29	01JUL02	01JUL03	1360	20	1380	1841193	573908	2415101	45000	2370101	0	0%							
28	01JUL01	01JUL02	845	6	851	2748272	237736	2985008	33968	2952040	0	0%							
27	01JUL00	01JUL01	1126	6	1132	3758768	381701	4140469	13725	4126744	0	0%							
26	01Oct99	01JUL00	1063	2	1065	2886012	86498	2972510	520708	2451802	0	0%							
25	01JUL99	01Oct99	122	2	124	967566	140159	1107725	9186	1098539	0	0%							
24	01JUL98	01JUL99	772	2	774	3565866	77381	3643267	511088	3132179	0	0%							
23	01JUL97	01JUL98	669	0	669	3942335	0	3942335	688902	3253433	0	0%							
22	01JUL96	01JUL97	871	0	871	3106807	0	3106807	32190	3074617	0	0%							
21	01JUL95	01JUL96	457	0	457	3215820	0	3215820	842727	2373083	0	0%							
20	01JUL94	01JUL95	499	0	499	3211782	0	3211782	958	3210824	0	0%							
19	01JUL93	01JUL94	419	0	419	3073443	0	3073443	9721	3063722	0	0%							
18	01JUL92	01JUL93	535	0	535	2690814	0	2690814	0	2690814	0	0%							
17	01JUL91	01JUL92	600	0	600	4702627	0	4702627	1393235	3309392	0	0%							
16	01JUL90	01JUL91	362	0	362	2145513	0	2145513	0	2145513	0	0%							
15	01JUL89	01JUL90	393	0	393	6976580	0	6976580	4137589	2838891	0	0%							
14	01JUL88	01JUL89	323	0	323	5866153	0	5866153	4029878	1836275	0	0%							
13	01JUL87	01JUL88	272	0	272	3141227	0	3141227	1497423	1643804	0	0%							
12	01JUL86	01JUL87	292	0	292	3082420	0	3082420	62620	3019800	0	0%							
11	01JUL85	01JUL86	257	0	257	2181725	0	2181725	661294	1520431	0	0%							
10	01JUL84	01JUL85	249	0	249	1659003	0	1659003	245314	1413689	0	0%							
09	01JUL83	01JUL84	217	0	217	951746	0	951746	121745	830001	0	0%							
08	14JUL82	01JUL83	223	0	223	3358034	0	3358034	1666419	1691615	0	0%							
07	14JUL81	14JUL82	200	0	200	1631545	0	1631545	471899	1159646	0	0%							
06	14JUL80	14JUL81	145	0	145	1195588	0	1195588	642153	553435	0	0%							
05	14JUL79	14JUL80	138	0	138	931562	0	931562	468336	463226	0	0%							
04	14JUL78	14JUL79	125	0	125	1442935	0	1442935	1033192	409743	0	0%							
03	14JUL77	14JUL78	115	0	115	586673	0	586673	183304	403369	0	0%							
02	01Dec76	14JUL77	141	0	141	312465	0	312465	11007	301458	0	0%							
01	06Oct75	01Dec76	191	0	191	100928	0	100928	0	100928	0	0%							
T O T A L S											383	15759	78190067	7550577	85740644	21196581	64544063	0	0%

NOTE: PRO-RATA LOSS FUND RATIO SHOWN FOR CURRENT CLAIM PERIOD

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Automobile Liability



GALLAGHER BASSETT SERVICES, INC.

Gallagher Centre, Two Pierce Place, Itasca, IL 60143

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RISK-FACS SUMMARY LOSS REPORT
AS OF 31JUL2006

000074 MIAMI-DADE COUNTY PUBLIC
SCHOOLS

PYRAMID LEVEL : SCHOOL BOARD
PYRAMID UNIT : OO SPHERE DRAKE - AUTO LIABILITY
LOSS PROGRAM : OO SPHERE DRAKE - AUTO LIABILITY
REPORT DESCR : ONE PAGE SUMMARY OF LOSS INFORMATION BY CLAIM PERIOD.

CLM PER	BEGIN DATE	ENDING DATE	CLOSED CLAIMS	OPEN CLAIMS	TOTAL CLAIMS	NET PAYMENTS	REMAINING RESERVE	TOTAL EXPERIENCE	LESS: SPEC. EXCESS LOSS	AGGREGATE LOSSES	PERIOD LOSS	L.F. RATIO							
32	01JUL06	01JUL07	1	1	2	175	3575	3750	0	3750	0	0%							
31	01JUL05	01JUL06	235	106	341	248034	929759	1177793	53200	1124593	0	0%							
30	01JUL04	01JUL05	439	36	475	886606	796554	1683160	31529	1651631	0	0%							
29	01JUL03	01JUL04	439	15	454	718771	368475	1087248	0	1087248	0	0%							
28	01JUL02	01JUL03	808	8	812	2604302	139105	2743407	524423	2218984	0	0%							
27	01JUL01	01JUL02	664	3	667	1240612	179117	1419729	0	1419729	0	0%							
26	01JUL00	01JUL01	701	3	704	1778832	43363	1822195	0	1822195	0	0%							
25	01OCT99	01JUL00	689	1	690	2705659	28038	2733697	679453	2054244	0	0%							
24	01JUL99	01OCT99	136	0	136	351850	0	351850	0	351850	0	0%							
23	01JUL98	01JUL99	456	0	456	1235456	0	1235456	0	1235456	0	0%							
22	01JUL97	01JUL98	403	0	403	1144601	0	1144601	0	1144601	0	0%							
21	01JUL96	01JUL97	508	0	508	1480255	0	1480255	0	1480255	0	0%							
20	01JUL95	01JUL96	410	0	410	1259879	0	1259879	0	1259879	0	0%							
19	01JUL94	01JUL95	421	0	421	1224772	0	1224772	0	1224772	0	0%							
18	01JUL93	01JUL94	585	0	585	3547293	0	3547293	653029	2894264	0	0%							
17	01JUL92	01JUL93	682	0	682	1682835	0	1682835	0	1682835	0	0%							
16	01JUL91	01JUL92	704	0	704	3013166	0	3013166	1283797	1729369	0	0%							
15	01JUL90	01JUL91	347	0	347	1186245	0	1186245	0	1186245	0	0%							
14	01JUL89	01JUL90	354	0	354	1388117	0	1388117	12708	1375409	0	0%							
13	01JUL88	01JUL89	375	0	375	1132926	0	1132926	97921	1035005	0	0%							
12	01JUL87	01JUL88	324	0	324	933948	0	933948	0	933948	0	0%							
11	01JUL86	01JUL87	263	0	263	1629161	0	1629161	340335	1288826	0	0%							
10	01JUL85	01JUL86	277	0	277	1120848	0	1120848	584114	556734	0	0%							
09	01JUL84	01JUL85	235	0	235	821368	0	821368	122500	698868	0	0%							
08	01JUL83	01JUL84	336	0	336	744163	0	744163	201754	542409	0	0%							
07	14JUL82	01JUL83	262	0	262	464759	0	464759	68925	395834	0	0%							
06	14JUL81	14JUL82	180	0	180	322977	0	322977	46597	276380	0	0%							
05	14JUL80	14JUL81	143	0	143	2962384	0	2962384	2585001	397383	0	0%							
04	14JUL79	14JUL80	143	0	143	1501845	0	1501845	1319997	181848	0	0%							
03	01JAN79	14JUL79	104	0	104	209949	0	209949	113448	96501	0	0%							
02	01JAN78	01JAN79	182	0	182	267231	0	267231	47008	220223	0	0%							
01	01JAN77	01JAN78	255	0	255	1280169	0	1280169	967280	312889	0	0%							
T O T A L S											171	12230	41089188	2487986	43577174	9693019	33884155	0	0%

NOTE: PRO-RATA LOSS FUND RATIO SHOWN FOR CURRENT CLAIM PERIOD

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School Leaders Errors & Omissions



GALLAGHER BASSETT SERVICES, INC.

Gallagher Centre, Two Pierce Place, Itasca, IL 60143

000074 MIAMI-DADE COUNTY PUBLIC SCHOOLS
 PYRAMID LEVEL : SCHOOL BOARD
 LOSS PROGRAM : 05 GB-SERVICES SCHOOL BOARD LEGAL (E&O)
 REPORT DESCR : ONE PAGE SUMMARY OF LOSS INFORMATION BY CLAIM PERIOD.

RISX-FACS SUMMARY LOSS REPORT
 AS OF 31JUL2006

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CLM PER	BEGIN DATE	ENDING DATE	CLOSED CLAIMS	OPEN CLAIMS	TOTAL CLAIMS	NET PAYMENTS	REMAINING RESERVE	TOTAL EXPERIENCE	LESS: SPEC. EXCESS LOSS	AGGREGATE LOSSES	PERIOD LOSS FUND	L.F. RATIO
12	01JUL05	01JUL06	1	5	6	16490	283510	300000	0	300000	0	0%
11	01JUL04	01JUL05	3	6	9	39324	477453	516777	100000	416777	0	0%
10	01JUL03	01JUL04	8	2	10	0	40000	40000	0	40000	0	0%
09	01JUL02	01JUL03	21	2	23	28331	123835	152166	0	152166	0	0%
08	01JUL01	01JUL02	28	3	31	12271	155000	27271	0	27271	0	0%
07	01JUL00	01JUL01	14	0	14	130482	0	130482	0	130482	0	0%
06	01OCT99	01JUL00	86	4	90	457004	112907	569911	71078	498833	0	0%
05	01JUL99	01OCT99	34	0	34	155000	0	155000	25000	130000	0	0%
04	01JUL98	01JUL99	108	0	108	475007	0	475007	101956	373051	0	0%
03	01JUL97	01JUL98	58	0	58	46000	0	46000	0	46000	0	0%
02	01JUL96	01JUL97	142	0	142	51500	0	51500	0	51500	0	0%
01	01JUL95	01JUL96	199	0	199	201815	0	201815	24355	177460	0	0%
=====												
T O T A L S			703	22	725	1723224	1192705	2915929	322389	2593540	0	0%

NOTE: PRO-RATA LOSS FUND RATIO SHOWN FOR CURRENT CLAIM PERIOD

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SECTION IV
PROPOSAL FORMS

SECTION IV

CASUALTY ACTUARIAL SERVICES
PROPOSAL FORMS

SCHOOL BOARD OF MIAMI - DADE COUNTY

IDENTIFICATION OF FIRM

Name of Firm: _____

Address from which
primary services
will be provided: _____

Telephone No.: _____

Facsimile No.: _____

Brief description of firm (national, regional or local; size and structure):

STAFF QUALIFICATIONS

The following individual who is a Fellow of the Casualty Actuarial Society will be the lead Actuary:

Name of Individual

Office Address/Telephone Number

In addition to the above lead Actuary, indicate in the following space the names of those associates likely to be actively involved in the providing of casualty actuarial services to the Board:

<u>Name of Individual</u>	<u>Office Address/Telephone Number</u>
_____	_____

<u>Name of Individual</u>	<u>Office Address/Telephone Number</u>
_____	_____

As an enclosure to this proposal, include resumes of the lead actuary and those associates likely to be actively involved in providing casualty actuarial services to the Board.

MINIMUM INSURANCE COVERAGE

Is your firm willing to maintain a minimum of \$1,000,000 of Professional Liability insurance at all times during which your firm would be providing services to the Board and, if such coverage is on a claims-made basis, maintain coverage applicable to the services performed for the Board either through the use of a claims-made contract or discovery provision for three years after conclusion of all services for the Board?

Yes _____ No _____

MANDATORY EXPERIENCE WITH CASUALTY SELF-INSURED PROGRAMS

In order for your proposal to be considered by the Board, the specific personnel to be assigned to the Board account must have had first-hand experience since January, 2002 in providing actuarial services, for one or more self-insured clients to establish adequate reserving levels with respect to each of the following types of self-insured programs (attach additional client reference sheets to your proposal as needed):

Self-Insured Workers' Compensation/Employers' Liability Program

Name: _____

Address: _____

Client Name _____

Client Contact: _____

Telephone No.: _____

Date Services Last
Provided: _____

Description of Services: _____

The following individuals who were actively involved in providing services for this self-insured program, will also be actively involved in providing services to the Board:

Self-Insured General Liability Program

Name: _____

Address: _____

Client Name _____

Client Contact: _____

Telephone No.: _____

Date Services Last
Provided: _____

Description of Services: _____
The following individuals who were actively involved in providing services for this self-insured program, will also be actively involved in providing services to the Board:

Self-Insured Automobile Liability Program

Name: _____

Address: _____

Client Name _____

Client Contact: _____

Telephone No.: _____

Date Services Last
Provided: _____

Description of Services: _____

The following individuals who were actively involved in providing services for this self-insured program, will also be actively involved in providing services to the Board:

ADDITIONAL CRITERIA

Florida Government Self-Insured Clients

As an enclosure with this proposal include the following:

- A. A listing of Florida government self-insured clients for whom the firm has provided casualty actuarial services at any time on or after January 1, 2002.

- B. Identify on the listing provided for A. above, those Florida government self-insured clients who have been serviced by the same (1) service office and (2) service personnel that will be assigned to the Board account if this proposal is selected.
- C. For up to five representative Florida government self-insured clients included on the list provided for A. above, provide the following client data:
 - 1. name of the client,
 - 2. address of the client,
 - 3. the client contact and telephone number,
 - 4. the period during which actuarial services were rendered,
 - 5. the office and persons with your firm who provided the actuarial services, and
 - 6. a general description of the services rendered.

Other Relevant Self-Insured Clients

As an enclosure with this proposal include the following:

- A. A listing of other relevant self-insured clients for whom the firm has provided casualty actuarial services at any time on or after January 1, 2002.
- B. Identify on the listing provided for A. above, those other relevant self-insured clients who have been serviced by the same (1) service office and (2) service personnel that will be assigned to the Board account if this proposal is selected.
- C. For up to five representative other relevant self-insured clients included on the list provided for A. above, provide the following client data:
 - 1. name of the client,
 - 2. address of the client,
 - 3. the client contact and telephone number,
 - 4. the period during which actuarial services were rendered,
 - 5. the office and persons with your firm who provided the actuarial services, and
 - 6. a general description of the services rendered.

FEE STRUCTURE

Describe in the following space the proposed fee structure offered by your firm. Include the hourly rates, if applicable, which will apply to the lead actuary and the personnel listed in STAFF QUALIFICATIONS. Address any other basis for payment, including deferred payment terms, any expenses applicable and any multiple year maximum fee guarantee available.

WORK PLAN

Describe your approach to this assignment, including your understanding of the work to be performed and the time frame required. Also include a detailed list of the documents or materials that will be required to perform the work.

STATEMENT OF EQUAL EMPLOYMENT POLICY

Each actuary shall indicate within the space following or as a separate attachment to this Proposal Form, their equal employment policy:

**MINORITY/WOMEN BUSINESS ENTERPRISES (M/WBE)
PARTICIPATION**

Describe below (attach additional pages as necessary) the extent of M/WBE participation included in this proposal. Include:

1. Documentation evidencing M/WBE certification.
2. Scope of minority firm's work.
3. Experience of minority firm in the type of services required in this RFP.
4. Experience of minority firm's staff who will participate.
5. Estimate of actual revenues which will be received by the M/WBE firm.
6. Timing of such revenues.

EMPLOYMENT BREAKDOWN

Each actuary should complete Section V Exhibits.

COMMENTS/DEVIATIONS FROM REQUEST FOR PROPOSALS

If your proposal does not fully comply with any provision, explain fully in the space following (attach additional pages as necessary) the extent of non-compliance and the alternative provision proposed.

CHECKLIST OF MATERIAL TO BE INCLUDED

Each of the three originals and three copies of your proposal should include, but not necessarily be limited to, the following:

- A. Completed and properly signed Proposal Forms.
- B. If any addenda are issued, a copy of the addenda or acknowledgment of receipt of the addenda.
- C. With respect to any M/WBE participation:
 - 1. The certificate in force with the School Board of Miami – Dade County, or
 - 2. A properly completed copy of the M/WBE certification application found in Section V of this RFP with all required documentation, if applicable, if applicable.
- D. Any additional materials to fully respond to the evaluation criteria set forth in the Proposal Evaluation provision found in Section II of this RFP.
- E. Resumes of the lead actuary and those associates likely to be involved in providing casualty actuarial services to the Board listed in the Proposal Forms of this RFP.
- F. Information on experience with Florida government self-insured programs as requested in the Proposal Forms of this RFP.
- G. Other relevant self-insured actuarial experience as requested in the Proposal Forms of this RFP.
- H. Completed Employment Breakdown chart found in Section V of this RFP.

PROPOSER'S WARRANTY

The undersigned person by the undersigned's signature affixed hereon warrants that:

- A. The firm is not engaged in any way in the sale or placement of insurance coverage as an agent or broker. The firm shall not participate in commissions from any insurance company, agent or broker nor accept any remuneration other than directly from its consulting clients;
- B. The undersigned has carefully reviewed all the materials and data provided on the firm's proposal on behalf of the firm, and, after specific inquiry, believes all the material and data to be true and correct;
- C. The proposal offered by the firm is in full compliance with the Minimum Qualifications set forth in Section II of this RFP;
- D. The firm authorizes the Board, its staff or consultants to contact any of the references provided in the proposal and specifically authorizes such references to release either orally or in writing any appropriate data with respect to the firm offering this proposal;
- E. The undersigned has been specifically authorized to issue a contract in full compliance with all requirements and conditions, as set forth in this RFP other than those deviations noted above;
- F. If this proposal is accepted, the contract will be issued as proposed;
- G. The undersigned acknowledges receipt of the entire RFP and the following addenda [indicate addenda numbers, or, if applicable, none].

Signature of Authorized Representative

Typed or Printed Name of Authorized Representative

Title

Date

SECTION V

EXHIBITS