



## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

7/22/2021 | 1:04 PM CDT

Mary Ann Till  
USI Consulting Group  
900 S. Gay Street, Suite 1796  
Knoxville, TN 37922

Re: **RFQ # 111228, Actuarial Services**

Dear Ms. Till:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 111228 for Actuarial Services. This letter hereby notifies you of Metro's intent to award to USI Consulting Group, contingent upon successful contract negotiations. Please provide a certificate of Insurance indicating all applicable coverages within 15 business days of the receipt of this letter.

If the Equal Business Opportunity (EBO) Program requirements were a part of this solicitation, the awardee must forward a signed copy of the "Letter of Intent to Perform as Subcontractor/Subconsultant/Supplier/Joint Venture" for any minority/women-owned business enterprises included in the response to the Business Assistance Office within two business days from this notification.

Depending on the file sizes, the responses to the procurement solicitation and supporting award documentation can be made available either by email, CD for pickup, or in person for inspection. If you desire to receive or review the documentation or have any questions, please contact Scott Ferguson by email at [scott.ferguson@nashville.gov](mailto:scott.ferguson@nashville.gov) Monday through Friday between 8:30am and 3:30pm.

Thank you for participating in Metro's competitive procurement process.

Sincerely,

*Michelle A. Hernandez Lane*

MICHELLE A. HERNANDEZ LANE  
Purchasing Agent

Cc: Solicitation File, Other Offerors

**Pursuant to M.C.L. 4.36.010 Authority to resolve protested solicitations and awards.**

**A. Right to Protest.** Any actual or prospective bidder, offeror or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the Purchasing Agent. The protest shall be submitted in writing within ten (10) days after such aggrieved person knows or should have known of the facts giving rise thereto.

Procurement Division

730 Second Avenue South, Suite 112  
P.O. Box 196300  
Nashville, Tennessee 37219-6300

[www.Nashville.gov](http://www.Nashville.gov)  
Phone: 615-862-6180  
Fax: 615-862-6179

RFQ# 111228 - Actuarial Services		
Evaluation Criteria	Athena Actuarial Consulting	USI Consulting Group
<b>Round 1</b>		
Contract Acceptance	Yes	Yes
Solicitation Acceptance	Yes	Yes
Reporting Requirements Confirmation	Yes	Yes
ISA Questionnaire Completed and Terms Accepted	Yes	Yes, with exceptions
Firm Experience and Qualifications (15 Points)	4.00	15.00
Team Experience and Qualifications (20 Points)	7.00	20.00
Business Plan/Questionnaire (35 Points)	21.00	33.00
Cost Criteria (30 Points)	29.31	30.00
<b>Totals</b>	<b>61.31</b>	<b>98.00</b>

Strengths & Weaknesses
<b>Athena Actuarial Consulting</b>
<b>Strengths:</b> Firm's choice of valuation software.
<b>Weaknesses:</b> Firm's ownership structure. Firm has less than one (1) year of experiences performing required services, Pension Valuation and Disclosure Services and Health and OPEB Services as a firm. Firm has less than fifty clients and a small number in the public sector. Firm does not have a formal independent audit process. Firm's description of their data security techniques utilized to ensure the privacy of employee data lacked details. Firm did not provide the project leads amount of experience. Firm did not provide three (3) client references for Pension Valuation and Disclosure Services and Heath and OPEB Actuarial Services that are if similar size and industry to Metro. Firm's key personnel have less than one year of experience working as a team. Firm's overall response lacked detail and did not adequately answer most of the questions on the questionnaire.
<b>USI Consulting Group</b>
<b>Strengths:</b> Firm has over 50 years of experiences performing required services, Pension Valuation and Disclosure Services and 35 years performing the required services, Health and OPEB Actuarial Services. Firm has a significant number of their 2,000 clients in the public sector in middle Tennessee. Firm's data security techniques utilized to ensure the privacy of employee data. Firm provided three (3) client references for Pension Valuation and Disclosure Services and Heath and OPEB Actuarial Services that are if similar size and industry to Metro. Firm provided insight on the Pcori fee process and implementation. The firm's response to what the most important OPEB issue Metro should address over the next five years and their firm could assist with this issue. Firm's overall response was very detailed and specific and thoroughly answered almost all of the questions on the questionnaire. Firm's choice of valuation software.
<b>Weaknesses:</b> Firm's proposed methodology to provide an estimate of the total fiscal year financial requirements of Metro lacked specific details.

Solicitation Title & Number			RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
Actuarial Services.; RFQ# 111228			30	0	30
Offeror's Name	Total Bid Amount	SBE/SDV Participation Amount	RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
Athena Actuarial Consulting	\$812,400.00	\$0.00	30.00	0.00	30.00
USI Consulting Group	\$831,400.00	\$0.00	29.31	0.00	29.31