

**CITY OF WAUKESHA****Administration**

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Committee: Finance	Date: 8/11/2015
Common Council Item Number: ID#15-3036	Date: 8/18/2015
Submitted By: Rich Abbott, Finance Director	City Administrator Approval: Kevin Lahner, City Administrator KML
Finance Department Review: Rich Abbott, Finance Director RA	City Attorney's Office Review: Brian Running, City Attorney BER
Subject: Review and Act on request to bypass Financial Policy 6.2.2 requiring 3 informal bids and to contract with Actuarial & Health Care Solutions for actuarial study and authorize the Mayor to sign the contract once finalized with the City Attorney.	

Details:

GASB 45 requires actuarial valuations to provide a calculation of the City's Other Post Employment Benefits (OPEB) liabilities once every two years. The City will need an actuarial study done for the 2015 & 2016 fiscal year. The City has, in previous years, contracted with Actuarial & Health Care Solutions (AHCS), LLC for this service and has been very satisfied with its work. This recommendation requests that the Council approve the bypass of the informal bids and allow the City to contract with AHCS for an actuarial study for the 2015 & 2016 fiscal year. There is a 0% increase in the contract from the 2013 & 2014 work. The Finance department did check with two local municipalities as to their cost and the price we are paying is very reasonable.

Options & Alternatives:

Option 1 – Bypass the informal bid and approve the contract with AHCS for an actuarial study for the 2015 & 2016 fiscal year. (Recommended by the Finance Director)

Option 2 – Require the Finance Director to obtain 3 quotes for the actuarial study and present a recommendation to contract for actuarial valuations at a future meeting.

Financial Remarks:

Please see attached contract for \$7,100, pending approval, with AHCS for an actuarial study for the 2015 fiscal year. This will be paid out of the Other Purchased Services account 0100.1570.52190 for the 2015 portion and the 2016 portion will go to 0100.0100.16210 as a prepaid expense.

Executive Recommendation:

The City Administrator recommends Option 1 and the approval of the contract with AHCS.

