



FOOTHILL-DE ANZA  
Community College District

October 2, 2008

Dear GASB 43 & 45 Compliance Vendor:

The Foothill-De Anza Community College District is seeking proposals from qualified entities and/or firms to submit their proposals to provide trust, investment management and administration services for a GASB 43 & 45 Other Post-Employment Benefit (OPEB) program as specified in the Request for Proposal (RFP) included with this memo. It is the intent of this RFP to provide firms a fair opportunity for their services to be considered.

Proposals are to be prepared in such a way as to provide a straightforward and concise delineation of capabilities to satisfy the requirements of this RFP. Proposals must be complete in all respects and emphasis should be placed on conformance to the RFP instructions, responsiveness to the RFP requirements, and on clarity of content.


Award shall be made to the responsible firm whose proposal is determined to be the most advantageous to the District, taking into consideration the evaluation factors set forth in the RFP.

We have elected to work with Chuck Thompson, President and CEO of RPM Consultant Group, Westlake Village, CA 91362, as our GASB 43 & 45 compliance consultant for the RFP process which has a vendor response date of no later than 2:00 PM on November 7, 2008. You may be contacted by Chuck during the RFP review process on our behalf.

Thank you in advance for your compliance with the RFP response and submission procedures.

We look forward to receiving a GASB 43 & 45 compliance vendor RFP response from your firm.

Sincerely,

  
W. Andrew Dunn  
Vice Chancellor, Business Services

Attachments



**REQUEST FOR PROPOSAL #4091  
FOR  
GASB 43 & 45 OPEB Compliance Plan  
Vendor Selection**

**RFP Due Date: 2:00 p.m., November 7, 2008**

**Issued October 2, 2008**

# Foothill – De Anza Community College District

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## I. OVERVIEW

The Foothill – De Anza Community College District is one of the original participants in the Community College League of California (CCLC) GASB 43 & 45 compliance program. The District joined the CCLC GASB 43 & 45 compliance plan in December 2006. The District has participated in the CCLC long enough to have met any and all of the CCLC requirements to terminate participation in the program if the District decides to do so.

The Foothill – De Anza Community College District is seeking proposals from qualified entities and/or firms to submit their proposals to provide trust, investment management and administration services for a GASB 43 & 45 Other Post-Employment Benefit (OPEB) program as specified in this Request for Proposal (RFP). It is the intent of this RFP to provide firms a fair opportunity for their services to be considered.

One of the primary goals of the District in contracting with a firm for GASB 43 & 45 OPEB services is to provide an investment vehicle to which the District can make contributions to reduce the District's liability for OPEB benefits as determined under GASB 45.

The objectives in meeting this primary goal of the District are to:

1. Contract with a single entity for as many OPEB GASB 43 & 45 compliance services as needed.
2. Maximize the advantages of pre-funding some or all of the District's GASB 45 liabilities.
3. Obtain competitive investment returns with the lowest possible expenses.
4. Obtain a fair price for services. However, price will not be the sole determining factor.
5. Ensure the ease and reasonable turnaround for the withdrawal of invested funds.
6. Ensure that the District's OPEB trust is fully compliant with all applicable Federal, State and GAP statutes.

Proposals are to be prepared in such a way as to provide a straight forward and concise delineation of capabilities to satisfy the requirements of this RFP. Proposals must be complete in all respects and emphasis should be placed on conformance to the RFP instructions, responsiveness to the RFP requirements, and on clarity of content. Any costs for developing proposals are the responsibility of the firms submitting proposal responses.

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The District reserves the right to reject any or all proposals, to waive any irregularity or informality in a proposal or in the proposal process. Award of the contract(s) by the Board of Trustees will be based upon a comprehensive review and analysis of the proposal(s), which best meet the needs of the District. The District will be the sole judge of the suitability of the proposal and the vendor shall abide by its decision.

1. Proposals shall be submitted to Hector Quinonez, Controller at Foothill – De Anza Community College District 12345 El Monte Rd, Los Altos Hills, California 94022-4504 **no later than 2:00 P.M. on November 7, 2008.**

The Foothill – De Anza Community College District reserves the right to reject any or all proposals, or any combination thereof, and to waive any informality in the proposal process.

## II. DESCRIPTION OF DISTRICT DEMOGRAPHICS

The Foothill – De Anza Community College District is one of 73 community college districts in the State of California and includes one of the States 111 college campuses. Located in the heart of Silicon Valley, the District serves the communities of Cupertino, Los Altos, Los Altos Hills, Mountain View, Palo Alto, Sunnyvale and portions of San Jose serving 37,000 plus full-time equivalent students annually.

The Foothill – De Anza Community College District offices are located at 12345 El Monte Rd. Los Altos Hills, California 94022-4504 The District has two campus locations as follows:

- |                           |                                 |
|---------------------------|---------------------------------|
| 1). De Anza College       | 2). Foothill College            |
| 21250 Stevens Creek Blvd  | 12345 El Monte Rd.              |
| Cupertino, Ca. 95014-5797 | Los Altos Hills, Ca. 94022-4599 |

## III. DESCRIPTION OF DISTRICTS RETIREE OPEB PLAN

The recently issued GASB No. 45 (Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions) requires that government agencies calculate and report the future liabilities associated with providing OPEB. Additionally, GASB No. 43 (Financial Reporting for Post-employment Benefit Plan Other Than Pensions) provides reporting requirements for OPEB trust funds.

### **Description of the District's current retiree benefit plan:**

Following is a description of the retiree benefit plan available to employees hired *before* July 1, 1997:

	<b><u>Faculty</u></b>	<b><u>Classified</u></b>	<b><u>Management</u></b>
Benefit types provided	Medical, dental and vision, Medicare Part B	Medical, dental and vision, Medicare Part B	Medical, dental and vision, Medicare Part B
Duration of Benefits	Lifetime	Lifetime	Lifetime

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Required Service	10 years	10 years*	10 years*
Minimum Age	55	55*	55*
Dependent Coverage	Yes**	Yes**	Yes**
District Contribution%	100%***	100%***	100%***
District Cap	Based on active benefit***	Based on active benefit***	Based on active benefit***

\*Certain employees with 20+ years' service may receive district-paid retiree health benefits earlier than age 55.

\*\*The district's medical plan is secondary to other coverage the dependent may have.

\*\*\*Retirees must contribute \$150/month for two-party PPO coverage and \$200/month for family PPO coverage.

**Following is a description of the current retiree benefit plan available to employees hired after July 1, 1997:**

	<u><b>Faculty</b></u>	<u><b>Classified</b></u>	<u><b>Management</b></u>
Benefit types provided	Medical	Medical	Medical
Duration of Benefits	To Medicare age	To Medicare age	To Medicare age
Required Service	15 years	15 years	15 years
Minimum Age	55	55	55
Dependent Coverage	Yes	Yes*	Yes*
District Contribution %	100%	100%	100%
District Cap	Based on salary scale**	Based on salary scale**	Based on salary scale**

\*The district's medical plan is secondary to other coverage the dependent may have.

\*\*The plan pays up to 2.8% of a designated amount from the district's salary schedule for retiree-only coverage and up to 5.6% of that amount for retiree plus spouse coverage.

## IV. INSTRUCTIONS AND CONDITIONS

### **A. Preparation of Proposal**

1. Before submitting a proposal, each firm is expected to thoroughly examine specifications, instructions and other related documents included in the RFP, including subsequent amendments to the RFP, if any. Failure to do so will be at the firm's risk and will not bar their obligation to perform if a contract is awarded pursuant to this RFP. The documents and other information to be referenced and/or completed are:
  - a. Signature Form
  - b. Program Fee GASB Compliance Plan Vendor Annual Fees Disclosure Forms
  - c. Appendix Items 1,2 and 3

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2. Proposals must be signed under the correct firm name by an authorized agent of the firm.
3. Each firm shall answer and complete all of the items shown in the proposal form.

## **B. RFP Questions and Inquiries**

Inquiries or requests for clarification or interpretation or to notify the District of errors or omissions relating to this RFP must be submitted to the following e-mail addresses: [quinonezhector@fhda.edu](mailto:quinonezhector@fhda.edu) and [xprt21@aol.com](mailto:xprt21@aol.com) **no later than October 15, 2008** to allow for a reply to reach all firms before submission of their proposals. All questions will be responded to via an amendment. Amendments, if any, will be posted on BidNet and can be obtained free of charge by following the instructions at [http://purchasing.fhda.edu/stories/storyReader\\$84](http://purchasing.fhda.edu/stories/storyReader$84).

## **C. Amendments**

Firms are advised that the District reserves the right to amend the requirements of this RFP prior to the date set for opening of proposals. All questions will be responded to via an amendment. Amendments, if any, will be posted on BidNet and can be obtained free of charge by following the instructions at [http://purchasing.fhda.edu/stories/storyReader\\$84](http://purchasing.fhda.edu/stories/storyReader$84).

If, in the judgment of the District's **Controller** the change is of such a nature that additional time is required for firms to prepare their proposals, the District will change the date for receipt of proposals.

Any amendments, clarifications, RFP updates/revisions, or replies to specific questions will be posted on BidNet at <http://www.govbids.com/scripts/BAPS/public/OpenBids/SelectAgency.asp>. All such matters shall be deemed incorporated into all Vendors' RFP Proposals. Prior to submission of a RFP Proposal, all Vendors MUST review materials on this web site. Vendors are responsible for incorporating these changes or addendums into their respective RFP Proposals. Those web postings should be treated like all requirements set forth in this RFP.

## **D. Submitting Proposals**

1. Proposals shall be enclosed in a sealed envelope or box, marked with the name of the firm and the RFP name, the RFP number 4091 and submitted to the District's Controller Hector Quinonez, Foothill – De Anza CCD 12345 El Monte Rd, Los Altos Hills, California 94022-4504 **no later than 2:00 P.M. on November 7, 2008.**
2. Facsimile (FAX) copies of the proposal will not be accepted.

Proposals must be submitted with **two** hard copy original bound copies and **one** original non-bound copy.

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3. Submit an electronic e-mail version and a CD copy of your proposal response.

## **E. Withdrawal of Proposal**

1. Proposals may be withdrawn before the date and time specified for submittal of proposals, either by letter or in person, by an authorized representative possessing proper identification and written proof of authority to act on behalf of the firm.
2. Vendors who have withdrawn proposals as specified above must send a memo to the person and address as illustrated on the signature form on page 14 of this RFP.

## **F. Contents of the Proposals**

Proposals must include the complete information that indicates specific qualifications to perform the services as specified in the RFP. To provide a uniform review process, firms are instructed to prepare their response following the same sequence as shown in this section of the RFP. Any questions pertaining to the content of the proposal are to be directed to Hector Quinonez, Controller [quinonezhector@fhda.edu](mailto:quinonezhector@fhda.edu) and Chuck Thompson, President/CEO RPM Consultant Group [xprt21@aol.com](mailto:xprt21@aol.com).

### **1. Title Page**

- a. Show the Request for Proposal (RFP) subject, the name of the firm, the number of proposal 4091, address, telephone number, fax number, name of the contact person, and the date.

### **2. Table of Contents**

- a. Include a clear identification of material by section and by page number.

### **3. Signature Form – GASB 43 & 45 OPEB Compliance Plan Program Services**

- a. Briefly state the firm's understanding of the work to be done and make a positive commitment to perform the work within the parameters contained in the RFP.
- b. The signature letter is to be signed by a person or persons who will be authorized to make representations for the firms, their titles, addresses and telephone/fax numbers.

### **4. Profile of the Firm (s)**

While the objective of this RFP is to secure one company for all services if possible. Please respond to all questions in each section of component you are proposing to provide.

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1. Program Coordinator/Sponsor/Administrator in the GASB compliance plan.
  2. Trust Company in the GASB compliance plan.
  3. Investment Manager in the GASB compliance plan.
- 
- a) Define the role of your firm.
  - b) State whether the firm(s) is local, regional, national, or international.
  - c) Give the location of the office(s) from which the work is to be done and the number of partners, managers, supervisors, seniors, and other professional staff employed at that office that will be directly involved in the GASB 43 & 45 compliance plan.
  - d) Describe the range of activities performed by the firm(s).
  - e) Describe the reputation and clientele of the firm(s). (E. G. Schools, Public Entities, Private Firms)
  - f) Provide a general description of the (all) firm's financial condition and identify any conditions (E.G. pending litigation, bankruptcy, planned office closures or mergers) that may affect the firm's ability to perform. Provide a copy of your most recent SAS-70 report? (If appropriate) Please provide a copy of your most recent audited financial if you do not have a SAS-70 report.
  - g) Bidders are encouraged to suggest additions and modifications to the scope of work that will enhance or clarify the project. Such suggestions should be incorporated into the proposal.

## **G. Qualifications, Experiences and Other**

While the objective of this RFP is to secure one company for all services if possible. Please respond to all questions in each section of component you are proposing to provide.

1. Program Coordinator/Sponsor/Administrator in the GASB compliance plan.
  2. Trust Company in the GASB compliance plan.
  3. Investment Manager in the GASB compliance plan.
- 
- a. Provide a list of California public entity clients, indicating effective date (E. G. 01/07) for whom the firm(s) has or is scheduled to perform similar GASB 43 & 45 compliance services. (E. G. ABC District Contracted 01/07, XYZ CCD Scheduled for 01/09)

In addition, the list of client references shall include the public entity names and addresses of each client. The names, titles, telephone numbers and e-mail addresses of each client's managers directly responsible for oversight of the work performed. Contacts for references may be made with several or all of the clients listed.



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- b. Identify the partners, managers, supervisors, account managers and others who will directly supervise the program. Identify who will do the majority of the program client interface, and be the day to day person on point for each vendor's area of service responsibility.

Include a resume for each member of the program team. The resume should include: (1) position in the firm, (2) years with the firm, (3) outline individuals GASB 43 & 45 compliance experience and (4) education.

- c. Describe the expertise/services your firm would provide to assist in addressing District compliance with GASB 43 & 45.
- d. Creation of the OPEB Trust will involve working with District staff, the Board of Trustees, and any committee that may be created to facilitate the program. All interaction must be carried out in compliance with appropriate state laws and educational codes. Indicate the level and frequency of the interaction that will be required and provided by each service vendor.
- e. Provide a sample copy of the agreements that you will require the client to sign with your firm to initiate implementation of services.
- f. Provide the details for the length of term and termination clauses of the GASB 43 & 45 compliance plan for initial and on-going vendor agreement terms.
- g. Provide sample copies of all **other** documents (E. G. Board Resolution) that you will provide to the client to obtain whatever and from whoever the approvals to initiate GASB compliance services with your firm.
- h. What, if any, fiduciary liability does your firm assume to minimize the clients exposure in this important business exposure area. Give details of how you will accomplish this objective.
- i. What Web-site capabilities do you provide?
- j. Do you monitor and document the activities of other partners in the Program? Explain.

## **H. Scope of Work**

While the objective of this RFP is to secure one company for all services if possible. Please respond to all questions in each section of component you are proposing to provide.

1. Program Coordinator/Sponsor/Administrator in the GASB compliance plan.
2. Trust Company in the GASB compliance plan.

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## 3. Investment Manager in the GASB compliance plan.

In the three sections (1, 2 and 3) that follow are **questions for the specific vendor** that need an **individual response by each vendor firm**:

### 1. **Program Coordinator/Sponsor/Administrator**

- a. As recommended by GASB 43 & 45 when a Trust is established, do you provide a “Substantive Plan”? If not what do you provide if anything? If you do provide the “Plan” respond to the following:
  - Provide a table of contents that lists the information contained in the written “Substantive Plan”.
  - Provide a sample copy of the written plan document that will be produced to substantiate the legal validity of the “Substantive Plan”.
  - Do you include the cost of developing the “Substantive Plan” in your fees? If there are additional fees for these services please give details here and on the fee schedules provided in the appendix.
- b. Explain the legal basis for your Trust. An important client plan validation is that the GASB 43 & 45 compliance plan they install includes the approval of the IRS. Does your firm(s) provide the total cost of obtaining an IRS Private Letter Ruling (PLR) concerning the compliance plan?
- c. There are at least three major vendor providers of service (Plan Sponsor, Trust Company and Investment Manager) that make up a GASB 43 & 45 OPEB compliance plan. What are the relationships (E. G. ownership, partnership ETC.) of the vendors that comprise the makeup of your GASB compliance plan?
- d. What experience does your staff have in the evaluation & implementation of the recommended strategies for reduction of the entities GASB liability?
- e. Discuss consulting strategies you recommend towards the reduction of entities GASB liabilities.
- f. If fees exist for providing GASB liability reduction strategies requested in the question above please discuss the fee details. (E. G. hourly fee, project fees, commissions?)
- g. In your role as coordinator of all vendors please provide an overall timeline for full implementation of a clients GASB 43 & 45 compliance plan.

### 2. **Trust Company Services**

- a. Describe your philosophy regarding managing an OPEB trust.

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- b. Describe how your services will limit the workload of the District.
- c. Although the District understands the flexibility and ease of establishing an IRC 115 Trust, proposals are encouraged that illustrates any other qualified OPEB options, discussing the pros and cons of each with a recommendation of a specific type of OPEB best suited for the District. If you only recommend the use of an IRC 115 Trust there is no need to give details of other approaches.
- d. Describe the Trust structure you are using to accommodate the irrevocable provisions of GASB 43 & 45. (E. G. IRC 115 Trust, VEBA, Combination)
- e. What Organizational Structure are you using to deliver your GASB Program? (E.G. JPA Structure, Multiple-Employer Trust, Single-Employer Trust, Other, Combination)
- f. What are the difference (if any) between the fiduciary responsibilities/duties of a Trustee as opposed to a registered investment advisor (RIA)?
- g. Describe how your overall trust company structure along with your compliance with various State and Federal constitutional, case law, ERISA, GASB 43 & 45 guidelines and other appropriate codes minimizes the clients fiduciary liability exposure.
- h. What type of Trust is being implemented? Discretionary? Directed? Both? Other?
- i. What guidance/direction do you expect a client to provide you in the selection of portfolio allocations or individual investments?
- j. What is your opinion with regard to Article XVI, Section 17 of the California Constitution relative to a public entity's ability to invest in equities?
- k. Discuss how your firm will assist the District in the following areas:
  - Investment Policy
  - Investments
  - Asset Allocation
  - Reporting, Performance Evaluation, and Reallocation
- l. Profile the processes & procedures in place, positioning you to meet the Uniform Fiduciary Standards of Care mandated in California Code section 53622 (a), 53622 (b) (1)(2)?
- m. Outline your experience with the custodianship of assets for Public Entities in and out of California?

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- n. Does your technology platform provide electronic protocols that will integrate the Trustee, Investment Manager and Consultant? Explain?
- o. Do you limit the investment matrix to certain asset classes? If so, please describe in detail.
- p. How is the voting of proxies handled by your organization?
- q. Are there any penalties/market value adjustments for termination of agreements, cessation of adding funds or withdrawal of funds from plan?

### **3. Investment Management and Services**

- a. A qualifying investment manager is to be a registered investment advisor (RIA) under the Investment Advisors Act of 1940, or a bank or insurance company and is required to have a solid track history for maximizing investment returns within guidelines stipulated in an adopted Investment Policy specific for an OPEB trust. Indicate your compliance with these requirements.
- b. Discuss your management of fiduciary assets in relationship to the Uniform Fiduciary Standards of Care articulated in California Code section 53622 (b) (1) (2) (3).
- c. What type of investment manager is being implemented? Discretionary? Directed? Both? Other?
- d. Describe how your overall registered investment advisor (RIA) structure along with your compliance with various State and Federal constitutional, case law, ERISA, GASB 43 & 45 guidelines and other appropriate codes minimizes the clients fiduciary liability exposure.
- e. A registered investment advisor (RIA) is governed by Section 206 of the Investment Advisor's Act of 1940. What are the fiduciary liability protections/practices that a RIA must comply with under Section 206.
- f. What are the difference (if any) between the fiduciary responsibilities/duties of a registered investment advisor (RIA) as opposed to a Trustee?
- g. Please provide sample reports that will be provided to the District for their review of investment and other measurable area results etc.
- h. Describe how your firm will assist the District in the following areas:
  - Investment Policy
  - Investments
  - Asset Allocation/Risk Tolerance

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## - Reporting, Performance Evaluation, and Reallocation

- i. What are the criteria and processes used in selecting program investments?
- j. What is the process for asset allocation changes, the selection of alternate investments within the portfolio and a timeline to make these changes? How often are portfolios rebalanced?
- k. Is the Trustee or Investment Manager permitted to use their own proprietary funds for the investment of program assets? If so, what disclosure processes are in place?
- l. What processes are used in the evaluation of clients risk profiles and their suitability for a particular Target Portfolio?
- m. Will Target Portfolio rates of return be reflected net of expenses?
- n. Bidder will make available a broad range of investment options with competitive returns and the lowest possible expenses. Discuss protocols in place at your organization to control and account for investment expenses.
- o. Discuss your experience with the management of fiduciary assets for public entities.
- p. Are there any penalties/market value adjustments levied by the investment manager or investment funds for termination of agreements, cessation of adding funds or withdrawals of funds from plan?
- q. Will any percentage of the client assets be held by the registered investment advisor (RIA) in their name? Give details of how assets are to be held.

## **I. Program Fee Parameters**

**NOTE: Failure to complete the Appendix 1 and 1A fee forms attached to the RFP or if full disclosure of fees is determined not to be included in the proposal response the result may be that the proposal is rejected. If vendor GASB 43 & 45 compliance plan is selected and it is determined at a later date that all fees were not disclosed during this RFP process termination of plan may result.**

In Appendix 1 and 1A you are provided with forms that must be completed utilizing specific assumptions to illustrate the fees that the District can expect to pay on an annualized basis for all services provided by all vendors associated with the services to be provided.

In the proposal response please provide an overview of the fee setting procedures utilized by vendor describing in your response the information below:

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1. Describe/define the fee structure of your firm for all services provided under this program.
2. In addition to the basic fee structure, please identify any other service/activity fees. It is the practice of the District that no additional reimbursements will be provided for travel, lodging, postage, copy costs, telephone, supplies, etc.
3. What are the Program Coordinator/Sponsor's fees?
4. What are your fees for Trust & Fiduciary services?
5. What are your fees for Investment Management?
6. Do the investment managers and/or mutual funds utilized in your program charge fees at the fund level in excess of the management fee (i.e. 12b-1, Sub-TA, shareholder servicing fees, finder's fees, embedded fees etc?) If so, what are they?
7. Are you offsetting these fees against your Program's fixed fees per Department of Labor (DOL) guidelines? Are their rebates of any type being applied against any fee of one or all of the vendors? If so who and what are the rebates being utilized in this manner.
8. Are there any transaction and/or brokerage fees associated with your program (i.e. buy, sells, redemptions, etc)? What are they?
9. Are there any fees associated with check distributions/wire distributions? What are they?
10. What mutual fund share classes are being used in your portfolios? Are you utilizing an index approach to your investment platform? Are there any other investment options the public entity should/can consider besides normal mutual funds (if any)? Are you capable of offering and illustrating the later investment option?
11. Outline any plan consulting fees that are included.
12. In addition to the expenses listed above, please identify any other service/activity expenses, i.e., postage, handling, supplies, servicing commissions, etc. Please be specific.
13. Do any of the GASB compliance vendors receive any form of compensation from the sponsor or investment companies? If so what are the fees received?
14. Provide an overview of the avg. expense ratios that are included in the investment platforms that your plan will propose. (E. G. type of funds, front loads, rear end loads)

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## **J. Signature Form – GASB 43 & 45 OPEB Compliance Plan Program Services**

(To be included with proposal submission)

To: Hector Quinonez, Controller  
Foothill – De Anza Community College District  
12345 El Monte Rd.  
Los Altos Hills, California 94022-4504

Pursuant to and in compliance with this Request for Proposal, after carefully reviewing all the terms conditions and requirements contained herein, the undersigned agrees to furnish such services in accordance with this Request for Proposal, inclusive of items proposed.

The undersigned declares under penalty of perjury under the laws of the State of California that the representations made in this proposal response is true and correct.

NOTE: ALL ENTRIES SHALL BE LEGIBLE AND SHALL BE TYPEWRITTEN OR PRINTED ABOVE THE LINE PROVIDED.

\_\_\_\_\_  
Type or Print Name/Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip Code

(\_\_\_\_\_) \_\_\_\_\_  
Area Code Telephone Number

(\_\_\_\_\_) \_\_\_\_\_  
Area Code Fax Number

\_\_\_\_\_  
Email address

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**Foothill – De Anza Community College District**  
**12345 El Monte Rd.**  
**Los Altos Hills, California 94022-4504**  
**650-949-6250 Office**  
**E-mail Address: [quinonezhector@fhda.edu](mailto:quinonezhector@fhda.edu)**

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## V. EVALUATION AND AWARD

1. Proposals will be evaluated by a committee of District staff.
2. Proposals will be evaluated by considering such factors as fees, availability, efficiency recent GASB experience relative to governmental public entities, qualifications as submitted by the firm, evaluations and recommendations of clients, and the level, background and experience of individuals to be assigned to perform the services.
3. The District reserves the right to award a contract(s) as a result of the initial proposals received, or may elect to conduct negotiations with those firms selected by the District, when it is determined by the District to be in its best interest.
4. The District reserves the right to reject any or all proposals received in response to this RFP.
5. During the evaluation period, the firm acknowledges that the District may contact any client referenced in the proposal response to ascertain or verify the qualifications and experience of the firm.
6. The firm further acknowledges that they will be responsive to requests for information from the District and to meeting with District representatives during the evaluation and award period.
7. The District reserves the sole and exclusive right to determine whether or not the firm(s) can perform the work to be done.
8. The agreement that will be executed between the District and the successful firm shall govern all work relating to the described project. The final agreement shall be in a manner and under terms acceptable to the District.
9. Award timeline summary:

GASB 43 & 45 Compliance Request for Proposal (RFP) Sent:	October 2, 2008
Pre-proposal meeting:	October 10, 2008*
Vendor Written Inquiries Received:	October 15, 2008
Addendum (if any) issued	October 22, 2008
Vendor RFP Responses Received:	November, 07 2008 (No later than 2:00PM)
Initial RFP screening/finalist selection	December 05, 2008



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Notify finalists and schedule interviews for 2/2/09 meeting	December 19, 2008
Audit/Finance Committee Interview/Recommendation:	February 2, 2009
Board of Trustees - Authorize vendor contract negotiations	March 2, 2009
Finalize Vendor Agreement	March 17, 2009

\*Meeting to take place at Foothill – De Anza CCD starting at 10:00 AM in the Carriage House Building located on the Foothill College campus

## VI. VARIOUS RFP APPENDIX ITEMS

### A. Appendix 1 and 1A --- Fee Illustration Assumptions and Forms

In an effort to obtain similar information from each vendor you will find a generic GASB compliance plan comprehensive annual fee disclosure form for you to complete. Please review the following assumptions and other guidelines prior to completing the attached forms:

1. Four annual fee projections with \$10, \$25, \$40 and \$50 Million in assets deposited in an Irrevocable Trust is to be calculated, displayed and provided on four different forms. The client has not made a final decision as to the initial and on- going funding that they will be depositing in the Trust. For purposes of this exercise please utilize the initial fee schedules that you submitted with your RFP response. At a later date you may be asked to redo your fee schedules when you are provided with more specifics concerning actual assets to be deposited in the Trust.
2. Making copies of the attached form indicate in the designated space provided “Sheet Fees for \$\_\_\_\_ Million Deposit” at the top of the form which asset amount the calculation represents. Three separate calculations are to be submitted.
3. Assume the same assets values will be in the Irrevocable Trust at the beginning and end of a 12 month calendar year. (Interest returns, plan costs and distributions will offset each other)
4. Fees that need to be calculated for distributions, withdrawals etc. please assume, based on your experience what the average costs will be for the assets at each requested level \$10, \$25, \$40 and \$50 Million.
5. Vendor fees are to be expressed in bps (Basis Points) where possible. When an annual cost is in dollars only (such as an annual fee) there is no need to convert the amount to a bps cost.

## Foothill – De Anza Community College District

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6. For the vendors who calculate a fee on assets based on a graduated fee or similar fee schedule, not a first dollar fee schedule, attach to your response the actual worksheets that you utilize to calculate your annual fees.
7. The same individual fee descriptions were illustrated in column number 1 of the form for each vendor partner. We are aware that not all of the vendor partners will have a fee for a specific individual fee line. Indicate by writing N/A for Not Applicable in the space provided when this is the case.
8. Each vendor has indicated that they provide, partially provide or do not provide assistance or full hands on services for the development of the “Substantive Plan”. In each vendor partner section for those that have indicated they will either provide or assist in providing the “Plan” a fee line has been provided for the approach you will provide. If you have indicated that you do not provide the services indicate N/ P for Not Provided in the section. If your fee for the “Substantive Plan” is included in your fee schedule indicate this by stating “I/F for “Included in Fees”.
9. You are being asked to base your fee calculations assuming the District will, with your help, select a moderate and an aggressive risk tolerance investment portfolio (E.G. 50% equities 50% fixed and 75% equities 25% fixed). In addition to the fees from the schedules that you are calculating on an annual basis for page 1 fees you are to provide the average basis points (bps) fees for the Expense Ratios utilizing the moderate investment option as well. Please indicate in the space provided on page 2 the representative risk allocation % for equity and fixed investments that you consider your plans moderate and aggressive investment portfolio. Please extend that average bps number to an annual fee cost based on the each asset level indicated above \$10, \$25, \$40 and \$50 Million. The Average Expense Ratio (AVR) is to include the revenue sharing that you have indicated on page 1. We are aware that the AVR including the revenue sharing means it will be a duplicated expense. The committee needs to see what the average total Expense Ratios will be for each plan.
10. Appendix 1A asks you to illustrate the current  $\frac{1}{4}$ , 1 year, 3 years and 5 years rates of return for the moderate and aggressive investment portfolios you are illustrating for the \$10, \$25, \$40 and \$50 Million investment levels.

The above request for information is critical to making a final decision as to the vendor that will be selected as the finalist for providing GASB compliance for the District.

# Foothill – De Anza Community College District

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## **B. Appendix 2 --- Actuarial Study**

Foothill – De Anza Community College District engaged Total Compensation Systems, Inc. to analyze liabilities associated with its current retiree health program as of April 4, 2008.

This actuarial study is intended to serve the following purposes:

- » To provide information to enable Foothill – De Anza CCD to manage the costs and liabilities associated with its retiree health benefits.
- » To provide information to enable Foothill – De Anza CCD to communicate the financial implications of retiree health benefits to internal financial staff, the Board, employee groups and other affected parties.
- » To provide information needed to comply with Governmental Accounting Standards Board Accounting Standard 12 (GASB 12) and with the forthcoming GASB accounting standards 43 and 45 related to "other postemployment benefits" (OPEB's).

A copy of the study is attached for your review and use in responding to the RFP.

NOTE: The District has not decided as to what level they will invest funds in the investment Trust for both current and future GASB 43 & 45 liability funding. The District has set aside \$3.5 million dollars that they expect to be initially deposited with the District's Trust Company and Investment Manager once determined.

# Foothill - De Anza Community College District Appendix 1A

## Vendor "Net Annual" Cost

Shown in Dollars \$

Vendor Name	Investments		Investments		Investments	
	<u>\$40M</u>	<u>\$50M</u>	<u>\$40M</u>	<u>\$50M</u>	<u>\$40M</u>	<u>\$50M</u>
<b>Plan Name:</b>						
Annual Fees						
Annual Expense Ratio						
Less Embedded Revenue						
<b>Net Annual Fees</b>						
Less Rebates						
<b>Net Annual Cost</b>						
<b>Asset Allocation Equity/Fixed</b>	<b>50%/50%</b>	<b>50%/50%</b>	<b>50%/50%</b>	<b>50%/50%</b>	<b>50%/50%</b>	<b>50%/50%</b>
<b>Net Target Rate of Return</b>						
<b>Actual Return</b>						
<b>Qtr</b>						
<b>1yr</b>						
<b>3yr</b>						
<b>5yr</b>						

## Vendor "Net Annual" Cost\*

Shown in Basis Points (bps) 100 (bps) = 1%

	<u>\$40M</u>	<u>\$50M</u>	<u>\$40M</u>	<u>\$50M</u>	<u>\$40M</u>	<u>\$50M</u>
<b>Plan Name:</b>						
Annual Fees						
Annual Expense Ratio						
Less Embedded Revenue						
<b>Net Annual Fees</b>						
Less Rebates						
<b>Net Annual Cost</b>						
<b>Asset Allocation Equity/Fixed</b>	<b>50%/50%</b>	<b>50%/50%</b>	<b>50%/50%</b>	<b>50%/50%</b>	<b>50%/50%</b>	<b>50%/50%</b>
<b>Net Target Rate of Return</b>						
<b>Actual Return</b>						
<b>Qtr</b>						
<b>1yr</b>						
<b>3yr</b>						
<b>5yr</b>						

# Foothill - De Anza Community College District (Sample) Appendix 1A

## Vendor "Net Annual" Cost

Shown in Dollars \$

Vendor Name	Investments		Investments		Investments	
	<u>\$10M</u>	<u>\$25M</u>	<u>\$10M</u>	<u>\$25M</u>	<u>\$10M</u>	<u>\$25M</u>
<b>Plan Name:</b>						
Annual Fees						
Annual Expense Ratio						
Less Embedded Revenue						
<b>Net Annual Fees</b>						
Less Rebates						
<b>Net Annual Cost</b>						
<b>Asset Allocation Equity/Fixed</b>	<b>50%/50%</b>	<b>50%/50%</b>	<b>50%/50%</b>	<b>50%/50%</b>	<b>50%/50%</b>	<b>50%/50%</b>
<b>Net Target Rate of Return</b>						
<b>Actual Return</b>						
<b>Qtr</b>						
<b>1yr</b>						
<b>3yr</b>						
<b>5yr</b>						

## Vendor "Net Annual" Cost\*

Shown in Basis Points (bps) 100 (bps) = 1%

	<u>\$10M</u>	<u>\$25M</u>	<u>\$10M</u>	<u>\$25M</u>	<u>\$10M</u>	<u>\$25M</u>
<b>Plan Name:</b>						
Annual Fees						
Annual Expense Ratio						
Less Embedded Revenue						
<b>Net Annual Fees</b>						
Less Rebates						
<b>Net Annual Cost</b>						
<b>Asset Allocation Equity/Fixed</b>	<b>50%/50%</b>	<b>50%/50%</b>	<b>50%/50%</b>	<b>50%/50%</b>	<b>50%/50%</b>	<b>50%/50%</b>
<b>Net Target Rate of Return</b>						
<b>Actual Return</b>						
<b>Qtr</b>						
<b>1yr</b>						
<b>3yr</b>						
<b>5yr</b>						

# Foothill - De Anza Community College District Appendix 1A

## Vendor "Net Annual" Cost

Shown in Dollars \$

Vendor Name	Investments		Investments		Investments	
	<u>\$10M</u>	<u>\$25M</u>	<u>\$10M</u>	<u>\$25M</u>	<u>\$10M</u>	<u>\$25M</u>
<b>Plan Name:</b>						
Annual Fees						
Annual Expense Ratio						
Less Embedded Revenue						
<b>Net Annual Fees</b>						
Less Rebates						
<b>Net Annual Cost</b>						
<b>Asset Allocation Equity/Fixed</b>	<b>75%/25%</b>	<b>75%/25%</b>	<b>75%/25%</b>	<b>75%/25%</b>	<b>75%/25%</b>	<b>75%/25%</b>
<b>Net Target Rate of Return</b>						
<b>Actual Return</b>						
<b>Qtr</b>						
<b>1yr</b>						
<b>3yr</b>						
<b>5yr</b>						

## Vendor "Net Annual" Cost\*

Shown in Basis Points (bps) 100 (bps) = 1%

	<u>\$10M</u>	<u>\$25M</u>	<u>\$10M</u>	<u>\$25M</u>	<u>\$10M</u>	<u>\$25M</u>
<b>Plan Name:</b>						
Annual Fees						
Annual Expense Ratio						
Less Embedded Revenue						
<b>Net Annual Fees</b>						
Less Rebates						
<b>Net Annual Cost</b>						
<b>Asset Allocation Equity/Fixed</b>	<b>75%/25%</b>	<b>75%/25%</b>	<b>75%/25%</b>	<b>75%/25%</b>	<b>75%/25%</b>	<b>75%/25%</b>
<b>Net Target Rate of Return</b>						
<b>Actual Return</b>						
<b>Qtr</b>						
<b>1yr</b>						
<b>3yr</b>						
<b>5yr</b>						

# Foothill - De Anza Community College District Appendix 1A

## Vendor "Net Annual" Cost

Shown in Dollars \$

Vendor Name	Investments		Investments		Investments	
	<u>\$40M</u>	<u>\$50M</u>	<u>\$40M</u>	<u>\$50M</u>	<u>\$40M</u>	<u>\$50M</u>
<b>Plan Name:</b>						
Annual Fees						
Annual Expense Ratio						
Less Embedded Revenue						
<b>Net Annual Fees</b>						
Less Rebates						
<b>Net Annual Cost</b>						
<b>Asset Allowcation Equity/Fixed</b>	<b>75%/25%</b>	<b>75%/25%</b>	<b>75%/25%</b>	<b>75%/25%</b>	<b>75%/25%</b>	<b>75%/25%</b>
<b>Net Target Rate of Return</b>						
<b>Actual Return</b>						
<b>Qtr</b>						
<b>1yr</b>						
<b>3yr</b>						
<b>5yr</b>						

## Vendor "Net Annual" Cost\*

Shown in Basis Points (bps) 100 (bps) = 1%

	<u>\$40M</u>	<u>\$50M</u>	<u>\$40M</u>	<u>\$50M</u>	<u>\$40M</u>	<u>\$50M</u>
<b>Plan Name:</b>						
Annual Fees						
Annual Expense Ratio						
Less Embedded Revenue						
<b>Net Annual Fees</b>						
Less Rebates						
<b>Net Annual Cost</b>						
<b>Asset Allowcation Equity/Fixed</b>	<b>75%/25%</b>	<b>75%/25%</b>	<b>75%/25%</b>	<b>75%/25%</b>	<b>75%/25%</b>	<b>75%/25%</b>
<b>Net Target Rate of Return</b>						
<b>Actual Return</b>						
<b>Qtr</b>						
<b>1yr</b>						
<b>3yr</b>						
<b>5yr</b>						

# Foothill - De Anza Community College District

## GASB Compliance Plan Vendor Annual Fees Disclosure

Fees to be Based on a \$10, \$25, \$40 and \$50 Million Deposit Into Irrevocable Trust

Moderate Investment Risk Option

**APPENDIX 1**

Sheet Fees for \$ \_\_\_\_\_ Million Deposit

<b>Plan Name:</b>		
<b>Vendor</b>	<b>Vendor Fees</b>	<b>Annual Vendor Fees</b>
	<b>bps</b>	<b>\$</b>
<b>Trust Company</b>		
Asset/Fund Fees		
12b-1, Sub TA and/or Other Revenue Sharing Fees -- Embedded Fees of Any Form		
Distribution by Check Fees		
Distribution by Wire Fees		
Set Up Fees		
Annual Fees		
Transaction Fees (Buys, Sells, Subscriptions, Redemptions, Check Fees and Other Fees)		
Substantive Plan Fees		
+ Assist with Development Approach Fees		
+ Provided Development Approach Fees		
Other Fees		
<b>A. Vendor Annual Fees</b>		
<b>Investment Manager</b>		
Asset/Fund Fees		
12b-1, Sub TA and/or Other Revenue Sharing Fees -- Embedded Fees of Any Form		
Distribution by Check Fees		
Distribution by Wire Fees		
Set Up Fees		
Annual Fees		
Transaction Fees (Buys, Sells, Subscriptions, Redemptions, Check Fees and Other Fees)		
Substantive Plan Fees		
+ Assist with Development Approach Fees		
+ Provided Development Approach Fees		
Other Fees		
<b>B. Vendor Annual Fees</b>		
<b>Sponsor /Administration/Consultant</b>		
Asset/Fund Fees		
12b-1, Sub TA and/or Other Revenue Sharing Fees -- Embedded Fees of Any Form		
Distribution by Check Fees		
Distribution by Wire Fees		
Set Up Fees		
Annual Fees		
Transaction Fees (Buys, Sells, Subscriptions, Redemptions, Check Fees and Other Fees)		
Substantive Plan Fees		
+ Assist with Development Approach Fees		
+ Provided Development Approach Fees		
Other Fees		
<b>C. Vendor Annual Fees</b>		
<b>A, B, &amp; C. Vendor Annual Fees</b>		



## Foothill - De Anza CCD

Annual Fees Disclosure Comparison		
AVG. Fund Expense Ratios Fees(Including	Average Expense Ratios	Annual Average Expense
Moderate Investment Risk Option:		
___% Fixed/___% Equity		

<b>Signature Page</b>		
Type Name and Title:	Signature:*	
	X.	
Name of Firm:	Date of Submission:	

\* Electronic Signature is Acceptable

**Foothill De Anza Community College District  
Actuarial Study of  
Retiree Health Liabilities**

*Prepared by:  
Total Compensation Systems, Inc.*

*Date: April 4, 2008*

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**Foothill De Anza Community College District**  
**Actuarial Study of Retiree Health Liabilities**

**PART I: EXECUTIVE SUMMARY**

**A. Introduction**

Foothill De Anza Community College District engaged Total Compensation Systems, Inc. (TCS) to analyze liabilities associated with its current retiree health program as of December 1, 2007 (the valuation date).

This actuarial study is intended to serve the following purposes:

- » To provide information to enable Foothill De Anza CCD to manage the costs and liabilities associated with its retiree health benefits.
- » To provide information to enable Foothill De Anza CCD to communicate the financial implications of retiree health benefits to internal financial staff, the Board, employee groups and other affected parties.
- » To provide information needed to comply with Governmental Accounting Standards Board Accounting Standard 12 (GASB 12) and with the forthcoming GASB accounting standards 43 and 45 related to "other postemployment benefits" (OPEB's). (See Appendix E)
- » To provide information needed to charge retiree health costs to categorical programs under Community Colleges Accounting Advisory 96-02

Because this report was prepared in compliance with GASB 43 and 45, as appropriate, Foothill De Anza CCD should not use this report for any other purpose without discussion with TCS. This means that any discussions with employee groups, governing Boards, etc. should be restricted to the implications of GASB 43 and 45 compliance.

This actuarial report includes several estimates for Foothill De Anza CCD's retiree health program. In addition to the tables included in this report, we also performed cash flow adequacy tests as required under Actuarial Standard of Practice 6 (ASOP 6). Our cash flow adequacy testing covers a twenty-year period. We would be happy to make this cash flow adequacy test available to Foothill De Anza CCD in spreadsheet format upon request.

We calculated the following estimates separately for active employees and retirees. As requested, we also separated results by the following employee classifications: Faculty, Classified and Management. We estimated the following:

- the total liability created. (The actuarial present value of total projected benefits or APVTPB)
- the ten year "pay-as-you-go" cost to provide these benefits.
- the "actuarial accrued liability (AAL)." (The AAL is the portion of the APVTPB attributable to employees' service prior to the valuation date.)

## **Total Compensation Systems, Inc.**

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- the amount necessary to amortize the UAAL over a period of 30 years.
- the annual contribution required to fund retiree benefits over the working lifetime of eligible employees (the "normal cost").
- The Annual Required Contribution (ARC) which is the basis of calculating the annual OPEB cost and net OPEB obligation under GASB 43 and 45.

We summarized the data used to perform this study in Appendix A. No effort was made to verify this information beyond brief tests for reasonableness and consistency.

All cost and liability figures contained in this study are estimates of future results. Future results can vary dramatically and the accuracy of estimates contained in this report depends on the actuarial assumptions used. Normal costs and liabilities could easily vary by 10 - 20% or more from estimates contained in this report. The best way to respond to this uncertainty of future results is to have an actuarial study performed regularly - no less frequently than every two or three years as provided by GASB 43 and 45.

### **B. General Findings**

We estimate the "pay-as-you-go" cost of providing retiree health benefits in the year beginning December 1, 2007 to be \$7,881,047 (see Section IV.A.). The "pay-as-you-go" cost is the cost of benefits for current retirees. However, this cost would increase over the next ten years at an annual rate of 3.7%. Until GASB 43/45 become effective, the "pay-as-you-go" cost is the only amount that must be reflected as a retiree health program expense on accrual basis accounting statements.

There are several reasons why it is important for community college districts to evaluate retiree health costs and liabilities. The Governmental Accounting Standards Board (GASB) will soon require accounting for the costs and liabilities associated with retiree health benefits on an accrual basis -- i.e. over the working lifetime of eligible employees. (The effective date of the GASB accounting standard will range from 2007 to 2009, depending on the annual revenue of the College during the 1998-99 fiscal year.) Auditors may require an actuarial study for an unqualified audit based on AICPA Statement of Position 92-06.

Community College Districts may have additional reasons to obtain a retiree health valuation. Accreditation teams have been instructed to look for an actuarial valuation when district-paid retiree health benefits are provided. Also, charging any part of retiree benefit costs to categorical programs requires an actuarial valuation and funding on an actuarial basis.

Complying with accounting and regulatory requirements will require employers to expense more than what is required to simply pay retiree health benefit costs. These excess expenses over time -- plus interest -- will accumulate a liability related to retiree health benefits. These expenses and liabilities will be lower and more stable for employers that establish irrevocable trusts. By funding retiree benefits through such a trust, there will be enough funds available at retirement (on average) that, with interest, will be sufficient to pay all promised retiree health benefits without the need for any post-retirement College contributions.

For current employees, the value of benefits "accrued" in the year beginning December 1, 2007 (the normal cost) is \$215,538. This normal cost would increase each year based on covered payroll. Had Foothill De Anza CCD begun accruing retiree health benefits when each current employee and retiree was hired, a substantial liability would have accumulated. We estimate the amount that would have accumulated to be \$144,206,566. This amount is called the "actuarial accrued liability" (AAL). Of this amount, \$157,286,502 is the remaining amount of the

## **Total Compensation Systems, Inc.**

unamortized initial unfunded actuarial accrued liability. This leaves a balance of negative \$13,079,936.

Foothill De Anza CCD has set aside funds to cover future retiree health liabilities. We calculated the actuarial value of plan assets at November 30, 2007 to be \$2,261,812. This leaves a current amortizable amount of \$15,341,748. We calculated the annual cost to amortize this current balance using a 6.75% discount rate. We used a 30 year amortization period. The current year cost to amortize the current balance is a credit of \$848,928. We calculated the 2008-09 payment to amortize the initial UAAL to be \$9,021,479.

Combining the normal cost, amortization of the initial unfunded liability and amortization of the current balance results in a third year annual required contribution (ARC) of \$8,388,089. The ARC is used as the basis for determining expenses and liabilities under GASB 43/45. The ARC is used in lieu of (rather than in addition to) the “pay-as-you-go” cost. The additional cost of compliance with GASB 43 and 45 is therefore \$507,042.

Accruing retiree benefits over employees' working lifetime would add to total compensation an average of \$201 per year per employee from each employee's hire date until the employee reaches retirement. This normal cost would increase each year based on covered payroll. This estimate of additional compensation is based on the normal cost and does not include the UAAL amortization payments which result from underaccrual of benefits earned in past years.

We based all of the above estimates on employees as of December, 2007. Over time, liabilities and cash flow will vary based on the number and demographic characteristics of employees and retirees. It will be important to periodically revalue costs and liabilities.

### **C. Description of Retiree Benefits**

Following is a description of the retiree benefit plan available to employees hired *before* July 1, 1997:

	<b><u>Faculty</u></b>	<b><u>Classified</u></b>	<b><u>Management</u></b>
Benefit types provided	Medical, dental and vision, Medicare Part B	Medical, dental and vision, Medicare Part B	Medical, dental and vision, Medicare Part B
Duration of Benefits	Lifetime	Lifetime	Lifetime
Required Service	10 years	10 years*	10 years*
Minimum Age	55	55*	55*
Dependent Coverage	Yes**	Yes**	Yes**
District Contribution %	100%***	100%***	100%***

District Cap Based on active benefit\*\*\*    Based on active benefit\*\*\*    Based on active benefit\*\*\*

\*Certain employees with 20+ years' service may receive district-paid retiree health benefits earlier than age 55.

\*\*The district's medical plan is secondary to other coverage the dependent may have.

\*\*\*Retirees must contribute \$150/month for two-party PPO coverage and \$200/month for family PPO coverage

Following is a description of the current retiree benefit plan available to employees hired *after* July 1, 1997:

	<b><u>Faculty</u></b>	<b><u>Classified</u></b>	<b><u>Management</u></b>
Benefit types provided	Medical	Medical	Medical
Duration of Benefits	To Medicare age	To Medicare age	To Medicare age
Required Service	15 years	15 years	15 years
Minimum Age	55	55	55
Dependent Coverage	Yes	Yes*	Yes*
District Contribution %	100%	100%	100%
District Cap	Based on salary scale**	Based on salary scale**	Based on salary scale**

## **Total Compensation Systems, Inc.**

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\*The district's medical plan is secondary to other coverage the dependent may have.

\*\*The plan pays up to 2.8% of a designated amount from the district's salary schedule for retiree-only coverage and up to 5.6% of that amount for retiree plus spouse coverage.

### **D. Recommendations**

It is outside the scope of this report to make specific recommendations of actions Foothill De Anza CCD should take to manage the substantial liability created by the current retiree health program. Total Compensation Systems, Inc. can assist in identifying and evaluating options once this report has been studied. The following recommendations are intended only to allow the College to get more information from this and future studies. Because we have not conducted a comprehensive administrative audit of Foothill De Anza CCD's practices, it is possible that Foothill De Anza CCD is already complying with some or all of our recommendations.

- We recommend that Foothill De Anza CCD inventory all benefits and services provided to retirees – whether contractually or not and whether retiree-paid or not. For each, Foothill De Anza CCD should determine whether the benefit is material and subject to GASB 43 and/or 45.
- We recommend that Foothill De Anza CCD conduct a study whenever events or contemplated actions significantly affect present or future liabilities, but no less frequently than every two or three years, as will be required under GASB 43/45.
- We recommend that the College communicate the magnitude of these costs to employees and include employees in discussions of options to control the costs.
- Because of the significant liabilities created by the current retiree health program, the College should consider earmarking funds to pay future benefits. It should be noted that the upcoming GASB accounting standard will require assets sufficient to offset retiree health liabilities. Accrual basis costs under GASB 43/45 will be lower and more stable to the extent liabilities are funded under an irrevocable trust that qualifies under GASB 43/45 as a “plan.”
- Under GASB 45, it is important to isolate the cost of retiree health benefits. We strongly urge Foothill De Anza CCD to have all premiums, claims and expenses for retirees separated from active employee premiums, claims, expenses, etc. To the extent any retiree benefits are made available to retirees over the age of 65 – *even on a retiree-pay-all basis* – all premiums, claims and expenses for post-65 retiree coverage should be segregated from those for pre-65 coverage. Furthermore, Foothill De Anza CCD should arrange for the rates or prices of all retiree benefits to be set on what is expected to be a self-sustaining basis.
- Foothill De Anza CCD should establish a way of designating employees as eligible or ineligible for future OPEB benefits. Ineligible employees can include those in ineligible job classes; those hired after a designated date restricting eligibility; those who, due to their age at hire cannot qualify for College-paid OPEB benefits; employees who exceed the termination age for OPEB benefits, etc.
- Several assumptions were made in estimating costs and liabilities under Foothill De Anza CCD's retiree health program. Further studies may be desired to validate any assumptions where there is any doubt that the assumption is appropriate. (See Appendices B and C for a list of assumptions and concerns.) For example, Foothill De Anza CCD should maintain a

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retiree database that includes – in addition to date of birth, gender and employee classification – retirement date and (if applicable) dependent date of birth, relationship and gender. It will also be helpful for Foothill De Anza CCD to maintain employment termination information – namely, the number of OPEB-eligible employees in each employee class that terminate employment each year for reasons other than death, disability or retirement.

- Segregating plan assets will allow taking advantage of California Government Code Sections 53620 through 53622 to achieve greater investment income on plan assets. This study assumes an investment return net of all investment and plan expenses of 6.75%. We recommend Foothill De Anza CCD take actions to achieve a long term rate of return that reflects the long term nature of the liabilities.

Respectfully submitted,

Geoffrey L. Kischuk, FSA, MAAA, FCA  
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### **PART II: BACKGROUND**

#### **A. Summary**

Accounting principles have long held that the cost of retiree benefits should be “accrued” over employees' working lifetime. For this reason, the Governmental Accounting Standards Board (GASB) issued in 2004 Accounting Standards 43 and 45 for retiree health benefits. These standards will apply to all public employers that pay any part of the cost of retiree health benefits for current or future retirees (including early retirees).

The GASB standards will become effective on a phased basis based on revenue during the 1998-99 fiscal year. For employers, the first phase will be \$100 million or more in revenue. The effective date will be the first fiscal year on or after December 15, 2006. Successive annual phases will sweep in “\$10 to \$100 million” and “less than \$10 million” employers. The effective date for “plans” will be one year earlier than the dates for employers. A “plan” is a trust or other arrangement that is exclusively for retiree health benefits and the assets of which are protected from creditors.

Until the new GASB standards take effect, the Governmental Accounting Standards Board (GASB) currently requires public employers to disclose the existence and/or cost of retiree health benefits. GASB requirements are contained in GASB 12.

Prudent fiscal management of retiree health costs and liabilities requires establishment of a long-term plan. For most public employers, the magnitude of the accrued liability makes it difficult to immediately begin to fully accrue retiree health benefits on an actuarial basis. Fortunately, the current absence of stringent accounting or regulatory funding requirements allows public employers flexibility to transition into full actuarial accrual over the next few years. Transitioning into full actuarial accrual provides public employers with the time to establish fiscal management plans that

- protect retiree benefit security to the greatest possible extent;
- involve employee groups in discussions of benefit design and funding options; and
- minimize disruptions to core services that could result from rapidly increasing retiree benefit costs.

Waiting to address retiree health benefit funding until the GASB accounting standards become effective will dramatically reduce employers' fiscal options. By then, unfunded actuarial accrued liabilities will be bigger, thereby increasing the expenses needed to amortize the unfunded liability. Higher future amortization expenses would squeeze financial resources for vital services. Waiting to address these issues until required by GASB will result in less time to evaluate options and take action to protect benefits for future retirees and/or reduce benefit costs. To the extent retiree benefits are subject to collective bargaining, the timing and extent of benefit and funding changes may be constrained.

#### **B. Actuarial Accrual**

To actuarially accrue retiree health benefits requires determining the amount to expense each year so that the liability accumulated at retirement is, on average, sufficient (with interest) to cover all retiree health expenditures without the need for additional expenses. There are many different ways to determine the annual accrual amount. The calculation method used is called an “actuarial cost method.”

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Conceptually, there are two components of actuarial cost - a “normal cost” and amortization of something called the “unfunded actuarial accrued liability.” Both accounting standards and actuarial standards usually address these two components separately (though alternative terminology is sometimes used).

The normal cost can be thought of as the value of the benefit earned each year if benefits are accrued during the working lifetime of employees. This report will not discuss differences between actuarial cost methods or their application. Instead, following is a description of a commonly used, generally accepted actuarial cost method that will be permitted under GASB 43 and 45. This actuarial cost method is called the “entry age normal” method.

Under the entry age normal cost method, an average age at hire and average retirement age are determined for eligible employees. Then, the actuary determines what amount needs to be expensed each year from hire until retirement to fully accrue the expected cost of retiree health benefits. This amount is the normal cost. Under GASB 43 and 45, the normal cost can be expressed either as a level dollar amount or as a level percentage of payroll.

The normal cost is determined using several key assumptions:

- The current ***cost of retiree health benefits*** (often varying by age, Medicare status and/or dependent coverage). The higher the current cost of retiree benefits, the higher the normal cost.
- The ***“trend” rate*** at which retiree health benefits are expected to increase over time. A higher trend rate increases the normal cost. A “cap” on College contributions can reduce trend to zero once the cap is reached thereby dramatically reducing normal costs.
- ***Mortality rates*** that vary by age and sex. (Unisex mortality rates are not usually used because an individual’s OPEB benefits do not depend on the mortality table used.) If employees die prior to retirement, contributions attributable to deceased employees are available to fund benefits for employees who live to retirement. After retirement, death results in benefit termination. Although higher mortality rates reduce normal costs, the mortality assumption is not likely to vary from employer to employer.
- ***Employment termination rates*** have the same effect as mortality inasmuch as higher termination rates reduce normal costs. Employment termination can vary considerably between community college districts.
- ***Vesting rates*** reflect years of service required to earn full or partial retiree benefits. While longer vesting periods reduce costs, cost reductions are not usually substantial unless full vesting requires more than 20 years of service.
- ***Retirement rates*** determine what proportion of employees retire at each age (assuming employees reach the requisite length of service). Retirement rates often vary by employee classification and implicitly reflect the minimum retirement age required for eligibility. Higher retirement rates increase normal costs but, except for differences in minimum retirement age, retirement rates tend to be consistent between community college districts for each employee type.
- ***Participation rates*** indicate what proportion of retirees are expected to elect retiree health benefits if a significant retiree contribution is required. Higher participation rates increase costs.
- The ***discount rate*** estimates investment earnings for assets earmarked to cover retiree health benefit

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liabilities. The discount rate depends on the nature of underlying assets. For example, earmarked funds earning money market rates in the county treasury are likely to earn far less than a diversified portfolio including stocks, bonds, etc. A higher discount rate can dramatically lower normal costs. GASB 43 and 45 require the interest assumption to reflect likely *long term* investment return.

The assumptions listed above are not exhaustive, but are the most common assumptions used in actuarial cost calculations. The actuary selects the assumptions which - taken together - will yield reasonable results. It's not necessary (or even possible) to predict individual assumptions with complete accuracy.

If all actuarial assumptions were exactly met and an employer had expensed the normal cost every year for all past and current employees and retirees, the funds would have accumulated to a sizeable amount (after adding interest and subtracting retiree benefit costs from the accumulated funds). The fund that would have accumulated is called the actuarial accrued liability or AAL. The excess of the AAL over funds earmarked for retiree health benefits is called the *unfunded* actuarial accrued liability (or UAAL). Under GASB 43 and 45, in order for assets to count toward offsetting the AAL, the assets have to be held in an irrevocable trust that is safe from creditors and can only be used to provide OPEB benefits to eligible participants.

The actuarial accrued liability (AAL) can arise in several ways. First, at the inception of actuarial funding, there is usually a substantial UAAL. Under GASB 43 and 45, some portion of this amount can be established as the "transition obligation" subject to certain constraints. UAAL can also increase as the result of operation of a retiree health plan - e.g., as a result of plan changes or changes in actuarial assumptions. Finally, AAL can arise from actuarial gains and losses. Actuarial gains and losses result from differences between actuarial assumptions and actual plan experience.

Under GASB 43 and 45, employers have several options on how the UAAL can be amortized as follows:

- The employer can select an amortization period of 1 to 30 years. (For certain situations that result in a reduction of the AAL, the amortization period must be at least 10 years.)
- The employer may apply the same amortization period to the total combined UAAL or can apply different periods to different components of the UAAL.
- The employer may elect a "closed" or "open" amortization period.
- The employer may choose to amortize on a level dollar or level percentage of payroll method.

UAAL amortization payments can be higher than the normal cost. The magnitude of the UAAL depends not only on all the assumptions discussed earlier, but also on the average age of employees. The higher employees' average age, the greater the AAL.

### **PART III: LIABILITIES AND COSTS FOR RETIREE BENEFITS**

#### **A. Introduction.**

We calculated the actuarial present value of projected benefits (APVPB) separately for each employee. We determined eligibility for retiree benefits based on information supplied by Foothill De Anza CCD. We then selected assumptions for the factors discussed in the above Section that, based on plan experience and our training and experience, represent our best prediction of future plan experience. For each employee, we applied the appropriate factors based on the employee's age, sex and length of service.

We summarized actuarial assumptions used for this study in Appendix C.

#### **B. Medicare**

The extent of Medicare coverage can affect projections of retiree health costs. The method of coordinating Medicare benefits with the retiree health plan's benefits can have a substantial impact on retiree health costs. We will be happy to provide more information about Medicare integration methods if requested.

#### **C. Liability for Retiree Benefits.**

For each employee, we projected future premium costs using an assumed trend rate (see Appendix C). A constant trend rate was used for all years. This rate may understate trend in some years but might overstate it in others. As long as trend averages the assumed rate over a long period, it is not critical the rate be correct in any one year. To the extent Foothill De Anza CCD uses contribution caps, the influence of the trend factor is further reduced.

We multiplied each year's projected cost by the probability that premium will be paid; i.e. based on the probability that the employee is living, has not terminated employment and has retired. The probability that premium will be paid is zero if the employee is not eligible. The employee is not eligible if s/he has not met minimum service, minimum age or, if applicable, maximum age requirements.

The product of each year's premium cost and the probability that premium will be paid equals the expected cost for that year. We discounted the expected cost for each year to the valuation date December 1, 2007 at 6.75% interest.

Finally, we multiplied the above discounted expected cost figures by the probability that the retiree would elect coverage. A retiree may not elect to be covered if retiree health coverage is available less expensively from another source (e.g. Medicare risk contract) or the retiree is covered under a spouse's plan.

For current retirees, the approach used was similar. The major difference is that the probability of payment for current retirees depends only on mortality and age restrictions (i.e. for retired employees the probability of being retired and of not being terminated are always both 1.0000).

We added the APVPB for all employees to get the actuarial present value of total projected benefits (APVTPB). The APVTPB (sometimes called the expected postemployment benefit obligation or EPBO) is the estimated present value of all future retiree health benefits for all **current** employees and retirees. The APVTPB is the liability on December 1, 2007 so that, if all actuarial assumptions are exactly right, it would be sufficient to

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expense all promised benefits until the last current employee or retiree dies or reaches the maximum eligibility age.

### **Actuarial Present Value of Total Projected Benefits**

<b>December 1, 2007</b>	<b><u>Total</u></b>	<b><u>Faculty</u></b>	<b><u>Classified</u></b>	<b><u>Management</u></b>
Active: Pre-65	\$22,758,050	\$11,473,086	\$6,940,540	\$4,344,424
Post-65	\$46,288,522	\$25,283,259	\$15,466,123	\$5,539,140
Subtotal	\$69,046,572	\$36,756,345	\$22,406,663	\$9,883,564
Retiree: Pre-65	\$8,994,281	\$3,333,701	\$4,174,331	\$1,486,249
Post-65	\$67,894,914	\$38,252,212	\$23,102,239	\$6,540,463
Subtotal	\$76,889,195	\$41,585,913	\$27,276,570	\$8,026,712
Grand Total	\$145,935,767	\$78,342,258	\$49,683,232	\$17,910,277
Subtotal Pre-65	\$31,752,332	\$14,806,787	\$11,114,871	\$5,830,674
Subtotal Post-65	\$114,183,435	\$63,535,471	\$38,568,361	\$12,079,603

The APVTPB should be accrued over the working lifetime of employees. At any time much of it has not been "earned" by employees. The APVTPB is used to develop expense and liability figures. To do so, the APVTFB is divided into two parts: the portions attributable to service rendered prior to the valuation date (the past service liability or actuarial accrued liability under GASB 43 and 45) and to service after the valuation date but prior to retirement (the future service liability).

The past service and future service liabilities are each funded in a different way. We will start with the future service liability which is funded by the normal cost.

### **D. Cost to Prefund Retiree Benefits**

#### **1. Normal Cost**

The average hire age for eligible employees is 35. To accrue the liability by retirement, the College would accrue the retiree liability over a period of about 27 years (assuming an average retirement age of 62). We applied an "entry age normal" actuarial cost method to determine funding rates for active employees. The table below summarizes the calculated normal cost.

#### **Normal Cost Year Beginning**

<b>December 1, 2007</b>	<b><u>Total</u></b>	<b><u>Faculty</u></b>	<b><u>Classified</u></b>	<b><u>Management</u></b>
# of Employees	1072	466	510	96
Per Capita Normal Cost				
Pre-65 Benefit	N/A	\$246	\$125	\$387
Post-65 Benefit	N/A	\$0	\$0	\$0

#### **First Year Normal Cost**

Pre-65 Benefit	\$215,538	\$114,636	\$63,750	\$37,152
Post-65 Benefit	\$0	\$0	\$0	\$0
Total	\$215,538	\$114,636	\$63,750	\$37,152

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Accruing retiree health benefit costs using normal costs would level out the cost of retiree health benefits over time and more fairly reflect the value of benefits "earned" each year by employees. This normal cost would increase each year based on covered payroll.

### **2. Amortization of Unfunded Actuarial Accrued Liability (UAAL)**

If actuarial assumptions are borne out by experience, the College could fully accrue retiree benefits by expensing an amount each year that equals the normal cost. If no accruals had taken place in the past, there would be a shortfall of many years' contributions, accumulated interest and forfeitures for terminated or deceased employees. This shortfall is called the actuarial accrued liability (AAL). We calculated the AAL as the APVTPB minus the present value of future normal costs. We have offset the actuarial accrued liability by funds earmarked for retiree benefits to obtain the unfunded actuarial accrued liability. Earmarked funds are "as of" June 30, 2007. We applied earmarked funds toward the actuarial accrued liability for current retirees before active employees and Post-65 benefits before Pre-65 benefits.

The College can amortize the UAAL over many years. The table below shows the annual amount necessary to amortize the UAAL over a period of 30 years at 6.75% interest. (Thirty years is the longest amortization period allowable under GASB 43 and 45.) GASB 43 and 45 will allow amortizing the UAAL using either payments that stay the same as a dollar amount, or payments that are a flat percentage of covered payroll over time. The figures below reflect the level percentage of payroll method. This amortization payment would increase each year based on covered payroll. Payments would continue for 30 years, after which time amortization payments would end.

#### **Actuarial Accrued Liability**

**as of December 1, 2007**

	<b><u>Total</u></b>	<b><u>Faculty</u></b>	<b><u>Classified</u></b>	<b><u>Management</u></b>
Active: Pre-65	\$21,028,849	\$10,597,013	\$6,355,707	\$4,076,129
Post-65	\$46,288,522	\$25,283,259	\$15,466,123	\$5,539,140
Subtotal	\$67,317,371	\$35,880,272	\$21,821,830	\$9,615,269
Retiree: Pre-65	\$8,994,281	\$3,333,701	\$4,174,331	\$1,486,249
Post-65	\$67,894,914	\$38,252,212	\$23,102,239	\$6,540,463
Subtotal	\$76,889,195	\$41,585,913	\$27,276,570	\$8,026,712
Subtot Pre-65	\$30,023,130	\$13,930,714	\$10,530,037	\$5,562,379
Subtot Post-65	\$114,183,435	\$63,535,471	\$38,568,361	\$12,079,603
Grand Total	\$144,206,566	\$77,466,185	\$49,098,399	\$17,641,982
Unaccrued Initial UAAL	\$157,286,502	\$73,122,942	\$68,473,460	\$15,690,100
Actuarial Losses (Gains)	(\$13,079,936)	\$4,343,243	(\$19,375,061)	\$1,951,882
Actuarial Value of Plan Asset	\$2,261,812	\$1,274,312	\$769,615	\$217,885
New amount subject to amortization	(\$15,341,748)	\$3,068,931	(\$20,144,676)	\$1,733,997
Amortization at 6.75% over 30 Years	(\$848,928)	\$169,818	(\$1,114,696)	\$95,950

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### 3. Annual Required Contributions (ARC)

If the College determines retiree health plan expenses in accordance with GASB 43 and 45, first year costs will include both normal cost and UAAL amortization costs. The sum of normal cost and UAAL amortization costs is called the Annual Required Contribution (ARC) and is shown below.

#### **Annual Required Contribution (ARC) Year Beginning**

<b>December 1, 2007</b>	<b><u>Total</u></b>	<b><u>Faculty</u></b>	<b><u>Classified</u></b>	<b><u>Management</u></b>
Normal Cost	\$215,538	\$114,636	\$63,750	\$37,152
Initial UAAL Amortization	\$9,021,479	\$4,194,111	\$3,927,431	\$899,937
Other Amortization	(\$848,928)	\$169,818	(\$1,114,696)	\$95,950
ARC	\$8,388,089	\$4,478,565	\$2,876,485	\$1,033,039
Pay-As-You-Go Cost	\$7,881,047	\$4,320,647	\$2,633,337	\$927,063
Added Cost of GASB 43/45	\$507,042	\$157,918	\$243,148	\$105,976

This amortization payment would increase each year based on covered payroll. Payments would continue for 30 years, after which time amortization payments would end. The normal cost remains as long as there are active employees who may some day qualify for College-paid retiree health benefits. This normal cost would increase each year based on covered payroll.

Should Foothill De Anza CCD decide to fund retiree health benefits as shown above, the cost of current retiree benefits would be deducted from earmarked funds. This means the true cost is the difference between the ARC and “pay-as-you-go” costs. The above table shows the additional cost necessary to fund retiree health benefits.

### 4. Other Components of Annual OPEB Cost (AOC)

Once GASB 43 and 45 are implemented, the expense and liability amounts may include more components of cost than the normal cost plus amortization of the UAAL. This will apply to employers that don’t fully fund the Annual Required Cost (ARC) through an irrevocable trust.

- The annual OPEB cost (AOC) will include assumed interest on the net OPEB obligation (NOO). The annual OPEB cost will also include an amortization adjustment for the net OPEB obligation. (It should be noted that there is no NOO if the ARC is fully funded through a qualifying “plan”.)
- The net OPEB obligation will equal the accumulated differences between the (AOC) and qualifying “plan” contributions.

**PART IV: "PAY AS YOU GO" FUNDING OF RETIREE BENEFITS**

We used the actuarial assumptions shown in Appendix C to project ten year cash flow under the retiree health program. Because these cash flow estimates reflect average assumptions applied to a relatively small number of employees, estimates for individual years are **certain** to be **inaccurate**. However, these estimates show the size of needed cash flow and also the rate of increase in annual costs. Because we have used trend rates that are constant over time, it is likely that medical costs will be understated in some years and overstated in others.

We have estimated that over the next ten years, pay-as-you-go retiree health costs will increase at an average rate of about 3.7% per year. This average annual increase reflects the trend factor shown in Appendix C, the operation of any plan limitations on the employer's contributions to pay for retiree health benefits, and changes in the number of retirees receiving employer-paid benefits.

The following table shows a projection of annual amounts needed to pay the College share of retiree health premiums.

Year Beginning December 1	<b><u>Total</u></b>	<b><u>Faculty</u></b>	<b><u>Classified</u></b>	<b><u>Management</u></b>
2007	\$7,881,047	\$4,320,647	\$2,633,337	\$927,063
2008	\$8,018,015	\$4,411,076	\$2,690,228	\$916,711
2009	\$8,549,443	\$4,760,610	\$2,817,510	\$971,323
2010	\$9,151,307	\$5,094,558	\$2,942,748	\$1,114,001
2011	\$9,425,616	\$5,307,827	\$3,020,138	\$1,097,651
2012	\$9,870,001	\$5,563,995	\$3,116,694	\$1,189,312
2013	\$10,099,706	\$5,693,905	\$3,219,748	\$1,186,053
2014	\$10,381,965	\$5,828,858	\$3,286,627	\$1,266,480
2015	\$10,645,201	\$5,901,556	\$3,395,064	\$1,348,581
2016	\$10,947,788	\$6,011,221	\$3,518,598	\$1,417,969



### **PART V: RECOMMENDATIONS FOR FUTURE VALUATIONS**

To effectively manage benefit costs, an employer must periodically examine the existing liability for retiree benefits as well as future annual expected premium costs. We recommend every two or three years as will be required under GASB 43/45. In addition, a valuation should be conducted whenever plan changes, changes in actuarial assumptions or other employer actions are likely to cause a material change in accrual costs and/or liabilities.

Following are examples of actions that could trigger a new valuation.

- An employer should perform a valuation whenever the employer considers or puts in place an early retirement incentive program.
- An employer should perform a valuation whenever the employer adopts a retiree benefit plan for some or all employees.
- An employer should perform a valuation whenever the employer considers or implements changes to retiree benefit provisions or eligibility requirements.
- An employer should perform a valuation whenever the employer introduces or changes retiree contributions.

We recommend Foothill De Anza CCD take the following actions to ease future valuations.

- We have used our training, experience and information available to us to establish the actuarial assumptions used in this valuation. We have no information to indicate that any of the assumptions do not reasonably reflect future plan experience. However, the College should review the actuarial assumptions in Appendix C carefully. If the College has any reason to believe that any of these assumptions do not reasonably represent the expected future experience of the retiree health plan, the College should engage in discussions or perform analyses to determine the best estimate of the assumption in question.

**PART VI: APPENDICES**

**APPENDIX A: MATERIALS USED FOR THIS STUDY**

We relied on the following materials to complete this study.

- We used paper reports and digital files containing employee demographic data from the College personnel records.
- We used relevant sections of collective bargaining agreements provided by the College.

**APPENDIX B: EFFECT OF ASSUMPTIONS USED IN CALCULATIONS**

While we believe the estimates in this study are reasonable overall, it was necessary for us to use assumptions which inevitably introduce errors. We believe that the errors caused by our assumptions will not materially affect study results. If the College wants more refined estimates for decision-making, we recommend additional investigation. Following is a brief summary of the impact of some of the more critical assumptions.

1. Where actuarial assumptions differ from expected experience, our estimates could be overstated or understated. One of the most critical assumptions is the medical trend rate. The College may want to commission further study to assess the sensitivity of liability estimates to our medical trend assumptions. For example, it may be helpful to know how liabilities would be affected by using a trend factor 1% higher than what was used in this study.
2. We used an "entry age normal" actuarial cost method to estimate the actuarial accrued liability and normal cost. GASB will allow this as one of several permissible methods under its upcoming accounting standard. Using a different cost method could result in a somewhat different recognition pattern of costs and liabilities.

**APPENDIX C: ACTUARIAL ASSUMPTIONS AND METHODS**

Following is a summary of actuarial assumptions and methods used in this study. The College should carefully review these assumptions and methods to make sure they reflect the College's assessment of its underlying experience. It is important for Foothill De Anza CCD to understand that the appropriateness of all selected actuarial assumptions and methods are Foothill De Anza CCD's responsibility. Unless otherwise disclosed in this report, TCS believes that all methods and assumptions are within a reasonable range based on the provisions of GASB 43 and 45, applicable actuarial standards of practice, Foothill De Anza CCD's actual historical experience, and TCS's judgement based on experience and training.

**ACTUARIAL METHODS AND ASSUMPTIONS:**

ACTUARIAL COST METHOD: Entry age normal. The allocation of OPEB cost is based on years of service. We used the level percentage of payroll method to allocate OPEB cost over years of service.

Entry age is based on the average age at hire for eligible employees. The attribution period is determined as the difference between the average retirement age and the average age at hire. The present value of future benefits and present value of future normal costs are determined on an employee by employee basis and then aggregated.

To the extent that different benefit formulas apply to different employees of the same class, the normal cost is based on the benefit plan applicable to the most recently hired employees (including future hires if a new benefit formula has been agreed to and communicated to employees).

AMORTIZATION METHODS: We used the level percentage of payroll method to allocate amortization cost by year. We used a 30 year amortization period for all amortization items. We used a closed amortization method for the initial unfunded actuarial accrued liability.

SUBSTANTIVE PLAN: As required under GASB 43 and 45, we based the valuation on the substantive plan. The formulation of the substantive plan was based on a review of written plan documents as well as historical information provided by Foothill De Anza CCD regarding practices with respect to employer and employee contributions and other relevant factors.

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### **ECONOMIC ASSUMPTIONS:**

Economic assumptions are set under the guidance of Actuarial Standard of Practice 27 (ASOP 27). Among other things, ASOP 27 provides that economic assumptions should reflect a consistent underlying rate of general inflation. For that reason, we show our assumed long-term inflation rate below.

**INFLATION:** We assumed 3% per year.

**INVESTMENT RETURN / DISCOUNT RATE:** We assumed 6.75% per year. This is based on assumed long-term return on plan assets. We used the “Building Block Method” as described in ASOP 27 Paragraph 3.6.2.

**TREND:** We assumed 4% per year. Our long-term trend assumption is based on the conclusion that, while medical trend will continue to be cyclical, the average increase over time cannot continue to outstrip general inflation by a wide margin. Trend increases in excess of general inflation result in dramatic increases in unemployment, the number of uninsured and the number of underinsured. These effects are nearing a tipping point which will inevitably result in fundamental changes in health care finance and/or delivery which will bring increases in health care costs more closely in line with general inflation. We do not believe it is reasonable to project historical trend vs. inflation differences several decades into the future.

**PAYROLL INCREASE:** We assumed 3% per year. This assumption applies only to the extent that either or both of the normal cost and/or UAAL amortization use the level percentage of payroll method. For purposes of applying the level percentage of payroll method, payroll increase must not assume any increases in staff or merit increases.

**ACTUARIAL ASSET VALUATION:** We used a 15 year smoothing method to determine actuarial assets with the resulting actuarial value of assets not to fall below 80% of market value nor to exceed 120% of market value. Following is the calculation of actuarial value of plan assets:

Contributions: \$2,115,905  
Interest at 6.75%: \$149,300  
Value at assumed interest rate: \$2,265,205  
11/30/07 Market Value: \$2,214,327  
Difference: (\$50,878)  
One-fifteenth of Difference: (\$3,392)  
Actuarial Value of Plan Assets: \$2,265,205+(\$3,392)=\$2,261,813

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### **NON-ECONOMIC ASSUMPTIONS:**

Economic assumptions are set under the guidance of Actuarial Standard of Practice 35 (ASOP 35).

**MORTALITY:** We used the 1983 Group Annuity Mortality Table (sex distinct), with male ages set back 5 years and female ages set back 3 years.

**RETIREMENT RATES:** These rates are applied to the number of employees still working at the age shown.

<u>Age</u>	<u>Faculty Rate</u>	<u>Non-Faculty Rate</u>
50	0%	0%
51	0%	0%
52	0%	0%
53	0%	0%
54	0%	0%
55	5%	3.5%
56	4%	6%
57	3%	8%
58	5%	9.5%
59	5%	22.2%
60	21%	25%
61	10%	21%
62	21%	22%
63	4%	22%
64	10%	28%
65	60%	30%
66	20%	27.5%
67	20%	26.5%
68	20%	23.5%
69	50%	27%
70	50%	50%
71	75%	50%

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### VESTING RATES:

	<u>Faculty</u>	<u>Classified</u>	<u>Management</u>
Vesting Percentage	100%	100%	100%
Vesting Period	10 years	10 years	10 years

### COSTS FOR RETIREE COVERAGE:

We determined premiums for the PPO plan based on information provided to us. Inasmuch as enrollment and claim data is not easily split between pre-65 and post-65 retirees there is still some uncertainty related to PPO costs. Kaiser rates are not separately determined for retirees – much less retirees over and under age 65. We assumed that Kaiser costs are 92% of PPO costs for medical.

First Year costs are as shown below. Subsequent years' costs are based on first year costs adjusted for trend and limited by any College contribution caps.

	<u>Faculty</u>	<u>Classified</u>	<u>Management</u>
Current Retirees: based on actual costs			
<u>Current Plan:</u>			
Future Retirees Pre-65	\$4,674	\$2,639	\$5,035
Future Retirees Post-65	\$0	\$0	\$0

### PARTICIPATION RATES: 100%

TURNOVER: We used a unisex table developed by TCS based on community college district data. Rates are based on length of service as follows:

<u>Length of Service</u>	<u>Turnover Rate</u>
0 – 1	10.2%
2 – 6	5.1%
7 – 12	3.7%
13 – 14	1.7%
15 – 19	0.9%
20+	0.0%

SPOUSE PREVALENCE: To the extent not provided and when needed to calculate benefit liabilities, 80% of retirees assumed to be married at retirement. After retirement, the percentage married is adjusted to reflect mortality.

SPOUSE AGES: To the extent spouse dates of birth are not provided and when needed to calculate benefit liabilities, female spouse assumed to be three years younger than male.

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### AGING FACTORS:

Attained Age	Medical Annual Increases
50-64	3.5%
65-69	3.0
70-74	2.5
75-79	1.5
80-84	0.5
85+	0.0



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### **APPENDIX D: DISTRIBUTION OF ELIGIBLE PARTICIPANTS BY AGE**

#### **ELIGIBLE ACTIVE EMPLOYEES:**

<b><u>Age</u></b>	<b><u>Total</u></b>	<b><u>Faculty</u></b>	<b><u>Classified</u></b>	<b><u>Management</u></b>
Under 25	4	0	4	0
25-29	41	7	34	0
30-34	81	31	46	4
35-39	128	65	55	8
40-44	161	59	88	14
45-49	174	70	83	21
50-54	177	71	86	20
55-59	181	89	74	18
60-64	91	50	31	10
65 and older	34	24	9	1
Total	1072	466	510	96

#### **ELIGIBLE RETIREES:**

<b><u>Age</u></b>	<b><u>Total</u></b>	<b><u>Faculty</u></b>	<b><u>Classified</u></b>	<b><u>Management</u></b>
Under 50	1	0	1	0
50-54	5	1	4	0
55-59	23	5	16	2
60-64	97	39	41	17
65-69	141	82	46	13
70-74	144	76	56	12
75-79	156	91	59	6
80-84	90	41	42	7
85-89	54	23	27	4
90 and older	17	3	13	1
Total	728	361	305	62

### **APPENDIX E: GLOSSARY OF RETIREE HEALTH VALUATION TERMS**

Note: The following definitions are intended to help a *non*-actuary understand concepts related to retiree health valuations. Therefore, the definitions may not be actuarially accurate.

Actuarial Accrued Liability: The amount of the actuarial present value of total projected benefits attributable to employees' past service based on the actuarial cost method used.

Actuarial Cost Method: A mathematical model for allocating OPEB costs by year of service.

Actuarial Present Value of Total Projected Benefits: The projected amount of all OPEB benefits to be paid to current and future retirees discounted back to the valuation date.

Actuarial Value of Assets: Market-related value of assets which may include an unbiased formula for smoothing cyclical fluctuations in asset values.

Annual OPEB Cost: This is the amount employers must recognize as an expense each year. The annual OPEB expense is equal to the Annual Required Contribution plus interest on the Net OPEB obligation minus an adjustment to reflect the amortization of the net OPEB obligation.

Annual Required Contribution: The sum of the normal cost and an amount to amortize the unfunded actuarial accrued liability. This is the basis of the annual OPEB cost and net OPEB obligation.

Closed Amortization Period: An amortization approach where the original ending date for the amortization period remains the same. This would be similar to a conventional, 30-year mortgage, for example.

Discount Rate: Assumed investment return net of all investment expenses. Generally, a higher assumed interest rate leads to lower normal costs and actuarial accrued liability.

Implicit Rate Subsidy: The estimated amount by which retiree rates are understated in situations where, for rating purposes, retirees are combined with active employees.

Mortality Rate: Assumed proportion of people who die each year. Mortality rates always vary by age and often by sex. A mortality table should always be selected that is based on a similar "population" to the one being studied.

Net OPEB Obligation: The accumulated difference between the annual OPEB cost and amounts contributed to an irrevocable trust exclusively providing retiree OPEB benefits and protected from creditors.

Normal Cost: The dollar value of the "earned" portion of retiree health benefits if retiree health benefits are to be fully accrued at retirement.

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<u>OPEB Benefits:</u>	Other PostEmployment Benefits. Generally medical, dental, prescription drug, life, long-term care or other postemployment benefits that are not pension benefits.
<u>Open Amortization Period:</u>	Under an open amortization period, the remaining unamortized balance is subject to a new amortization schedule each valuation. This would be similar, for example, to a homeowner refinancing a mortgage with a new 30-year conventional mortgage every two or three years.
<u>Participation Rate:</u>	The proportion of retirees who elect to receive retiree benefits. A lower participation rate results in lower normal cost and actuarial accrued liability. The participation rate often is related to retiree contributions.
<u>Retirement Rate:</u>	The proportion of active employees who retire each year. Retirement rates are usually based on age and/or length of service. (Retirement rates can be used in conjunction with vesting rates to reflect both age and length of service). The more likely employees are to retire early, the higher normal costs and actuarial accrued liability will be.
<u>Transition Obligation:</u>	The amount of the unfunded actuarial accrued liability at the time actuarial accrual begins in accordance with an applicable accounting standard.
<u>Trend Rate:</u>	The rate at which the cost of retiree benefits is expected to increase over time. The trend rate usually varies by type of benefit (e.g. medical, dental, vision, etc.) and may vary over time. A higher trend rate results in higher normal costs and actuarial accrued liability.
<u>Turnover Rate:</u>	The rate at which employees cease employment due to reasons other than death, disability or retirement. Turnover rates usually vary based on length of service and may vary by other factors. Higher turnover rates reduce normal costs and actuarial accrued liability.
<u>Unfunded Actuarial Accrued Liability:</u>	This is the excess of the actuarial accrued liability over assets irrevocably committed to provide retiree health benefits.
<u>Valuation Date:</u>	The date as of which the OPEB obligation is determined. Under GASB 43 and 45, the valuation date does not have to coincide with the statement date.
<u>Vesting Rate:</u>	The proportion of retiree benefits earned, based on length of service and, sometimes, age. (Vesting rates are often set in conjunction with retirement rates.) More rapid vesting increases normal costs and actuarial accrued liability.

ABC Community College District (Sample) Appendix 1A

Vendor "Net Annual" Cost

Shown in Dollars \$

Categories		Traditional Investments		Traditional/ ETFs Investments		All ETFs Investments	
		<u>\$40M</u>	<u>\$50M</u>	<u>\$40M</u>	<u>\$50M</u>	<u>\$40M</u>	<u>\$50M</u>
<b>Plan Name: XYZ CO</b>							
Annual Fees		\$215,950	\$259,450	\$215,950	\$259,450	\$215,950	\$259,450
Annual Expense Ratio		\$244,000	\$305,000	\$164,000	\$205,000	\$55,000	\$75,000
Less Embedded Revenue		\$0	\$0	\$0	\$0	\$0	\$0
<b>Net Annual Fees</b>		<b>\$459,950</b>	<b>\$564,450</b>	<b>\$379,950</b>	<b>\$464,450</b>	<b>\$270,950</b>	<b>\$334,450</b>
Less Rebates		\$0	\$0	\$0	\$0	\$0	\$0
<b>Net Annual Cost</b>		<b>\$459,950</b>	<b>\$564,450</b>	<b>\$379,950</b>	<b>\$464,450</b>	<b>\$270,950</b>	<b>\$334,450</b>
Asset Allowcation Equity/Fixed		50%/50%	50%/50%	50%/50%	50%/50%	50%/50%	50%/50%
Target Rate of Return		7.00%	7.00%	7.00%	7.00%	7.00%	7.00%
Actual Return	Qtr						
1yr	3yr			.40%	7.80%	.87%	.87%
5yr		.58%	5.30%	7.40%	7.80%	7.70%	7.70%
		7.10%	11.20%	9.90%	9.90%	7.70%	9.60%

Vendor "Net Annual" Cost\*  
Shown in Basis Points (bps) 100 (bps) = 1%

		<u>\$40M</u>	<u>\$50M</u>	<u>\$40M</u>	<u>\$50M</u>	<u>\$40M</u>	<u>\$50M</u>
<b>Plan Name: XYZ CO</b>							
Annual Fees		0.540%	0.519%	0.540%	0.519%	0.540%	0.519%
Annual Expense Ratio		0.610%	0.610%	0.410%	0.410%	0.138%	0.138%
Less Embedded Revenue		0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
<b>Net Annual Fees</b>		<b>1.150%</b>	<b>1.113%</b>	<b>0.950%</b>	<b>0.929%</b>	<b>0.678%</b>	<b>0.657%</b>
Less Rebates		0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
<b>Net Annual Cost</b>		<b>1.150%</b>	<b>1.113%</b>	<b>0.950%</b>	<b>0.929%</b>	<b>0.678%</b>	<b>0.657%</b>
Asset Allowcation Equity/Fixed		50%/50%	50%/50%	50%/50%	50%/50%	50%/50%	50%/50%
Target Rate of Return		7.00%	7.00%	7.00%	7.00%	7.00%	7.00%
Actual Return	Qtr						
1yr	3yr		0.58%	0.40%	7.80%	0.87%	0.87%
5yr		0.58%	5.30%	7.40%	7.40%	7.70%	7.70%
		7.20%	11.02%	9.90%	9.90%	7.70%	9.60%