

Actuary Services
Bid: SDOC 06-075 NM
Committee Minutes

* Committee Members:

Bill Collins	Director of Finance	Voting Member
Sam Henderson	Contract Administrator	Voting Member
Ken DeBord	Risk Management	Voting Member
George Prytula	Board Auditor	Voting Member
Don R Miller	Director of Purchasing	Voting Member
Neil D McDonald	Purchasing	NON-Voting Member

** Firms Responding to RFP:

Cavanaugh Macdonald Consulting
Gabriel Roeder Smith & Company
Milliman
MWM Consulting

May 17, 2006, Evaluation of Written Responses:

The Evaluation Committee* met to review, to discuss, and to rank (select) the firms** to interview. The Committee decided to invite the top ranked firms in for the interviews. The ranking is as follows:

<u>Firm:</u>	<u>Points:</u>
1. Gabriel Roeder Smith & Company	93.50
2. MWM Consulting	90.50
3. Cavanaugh Macdonald Consulting	86.75
4. Milliman	82.50

I will draw up letters and invite the three top ranked firms in for the Oral Presentations (Interviews) which are scheduled May 31. The order of presenting will be alphabetical; Cavanaugh Macdonald, then Gabriel Roeder Smith & Company, and then MWM Consulting.

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May 18, 2006: Letters inviting the three highest ranked firms in for the Oral Presentations were mailed out.

May 24, 2006: I emailed the Committee member asking them to submit questions to me that they would want asked at the time of the Oral Interviews.

May 31, 2006; Oral Presentations:

7:40 - The Evaluation Committee (Bill Collins, Sam Henderson, Ken DeBord and Neil McDonald) met to discuss bid procedures as they related to the Oral Presentations.

8:00 First Presenter - Cavanaugh Macdonald

9:00 Second Presenter - Gabriel Roeder Smith

10:00 MWM - Consulting

11:15 - Committee met to discuss ranking of the three firms. That ranking is:

<u>Firm:</u>	<u>Points:</u>
Cavanaugh Macdonald	93.33
Gabriel Roeder Smith & Company	92.67
MWM Consulting	86.67

It was suggested that Cavanaugh Macdonald be invited back for further discussions, clarification of bid, and negotiation of fees.

June 6, 2006 Cavanaugh Macdonald Consulting was invited back for second interview.

June 6, 2006 @ 2:00: Second Interview with Cavanaugh Macdonald (Ed Macdonald) was conducted by the Committee (Bill Collins, Sam Henderson, Ken DeBord and Neil McDonald). Items discussed:

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1. Clarification of the Scope of Services to be provided District,
2. Insurance requirements,
3. Fees, and
4. Formal presentations
 - a. School Board and
 - b. Advisory Board(s).

June 14, 2006: Letter was drafted by Sam Henderson addressing the "negotiated" terms and fees.

June 15, 2006: Letter was sent to Ed Macdonald (Cavanaugh & Macdonald Consulting).

June 20, 2006: Negotiated terms and fees were approved by both parties.

June 21, 2006: These Committee notes and a copy of the Award Letter to Cavanaugh & Macdonald shall be "posted".

Any person who may be adversely affected by an intended decision with respect to the award of any bid may protest such a decision by following the bid protest procedure of the School District of Osceola County. Failure to follow the requirements of the bid protest procedures and Section 120.57(3), Florida Statutes, shall constitute a waiver of all protest rights.