



NEGOTIATED REQUEST FOR PROPOSAL AMENDMENT 1

NRFP DC-2018-JW-01 Consulting Actuarial Services

Close Date/Time:

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From: DC Procurement

To: All Vendors

E-mail: procurement@destinationcanada.com

Below are amendments to the above noted NRFP.

Section C.2 Objective is amended as follows:

C.2 Objective

DC requires a Contractor to provide actuarial services, including but not limited to the following:

- Actuarial valuations of the DB component of DC's registered pension plans and the supplementary DB retirement plan;
- Administration and annual statement services for the Defined Contribution and Defined Benefit pension plans;
- Related accounting information that is required for DC's annual audited financial statements for its above mentioned pension plan arrangements;
- Annual pension reports for DC's Board and the Audit and Pension Committee;
- Assistance in fund management, administration and communication; and
- Other professional services related to DC's pension and other post-employment and post-retirement benefits for its employees located in Canada and throughout the world.

In order to achieve this, the Contractor must be a reputable pension actuarial consulting firm specializing in the full range of actuarial and related services, specifically public sector pensions, benefits and investments, with staff located in Vancouver, BC.

The Contractor will provide the Services on an as and when requested basis, ad hoc basis, or regularly scheduled basis, depending on DC's requirements during the life of the contract.

Deliverables Section C.4.1.d is amended as follows:

- d. On behalf of the Audit and Pension Committee of the Board:
 - i. Prepare the Defined Contribution annual investment monitoring report;
 - ii. Prepare one (1) summary version and a final detailed version of the DB investment monitoring report; and
 - iii. Attend quarterly Audit and Pension Committee of the Board meetings.

Mandatory Criteria Section D.1.2 is amended as follows:

D.1.2 The proponent's proposed signing actuaries must, upon contract award, each be members in good standing with the Canadian Institute of Actuaries. Are you able to comply with this requirement?

Yes

No