



## **NEGOTIATED REQUEST FOR PROPOSAL ADDENDUM 1**

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### **NRFP #DC-2024-AK-04 Consulting Actuarial Services**

#### **Close Date/Time:**

June 19, 2024  
14:00 hours  
Pacific Time

**Issue Date:** June 11, 2024

**From:** CTC Procurement

**To:** All Vendors

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**Below are answers to question(s) submitted in regard to the above noted NRFP as of June 4, 2024.**

Q1. Are you able to provide the following information/document:

- a) The latest pension plan actuarial valuation reports.
- b) The latest accounting reports (For both the pension plans and the other benefit plans)
- c) The latest versions of the investment monitoring reports described in C.4.1 c and C.4.2.c in the NRFP document (For both DB and DC).
- d) The latest versions of the summary of the investment monitoring report described in C.4.1 c.
- e) The plan texts or a plan summaries or brochures, if available (For both the pension plans and the other benefit plans).
- f) Number of members per status.
- g) Liability per status.
- h) Total pension plan assets.
- i) Statement of investment policy and procedures.

Answer: DC is unable to provide the requested information because it is confidential. However, the proponents can access public information regarding the pensions in Note 8 in the annual report [link](#).

Q2. For the meetings described in C.4.1d, can DC confirm the meetings need to be attended in person?

Answer: The meetings can be virtual, but DC may request in-person attendance if necessary.

Q3. Section C.4.2 refers to the “worldwide plan”. Could you provide additional information on the worldwide plan and the requested services?

Answer: Please refer to page 62 in the annual report shared in the link above.

Q4. Can DC confirm that supplemental plan referred to in C.4.2 c is in fact a top-hat plan? Can you confirm whether it includes a DB and/or a DC component?

Answer: Please refer to page 60 in the annual report shared in the link above.

Q5. Could you confirm who is the record keeper for the defined contribution plan(s)?

Answer: DC’s current insurance provider is also acting as our record keeper for the defined contribution plans.

Q6. Should the Contractor also provide hourly rates in section F (pricing) for required services listed in C.3 and C.4 not included in table F.1?

Answer: The services described in C.3 and C.4 should be included in the pricing provided in your proposal. Please provide pricing as indicated in F.1. of the NRFP. If you wish to provide other pricing options, please include that in your proposal as well.

Q7. Could you confirm whether the defined benefit Investment monitoring report in section F.1.c (2) is only for the registered supplementary pension plan?

Answer: The investment monitoring report is for the defined contribution plan, which is registered.

Q8. With regards to Section C.3.d, please provide a sample of information required for Reporting of the Results and Financial Position of Crown Corporations and other Reporting Entities from Public Services and Procurement Canada.

Answer: Please see Appendix 6 (cc2b2 – CC2b5)

Q9. With regards to Section C.3 and C.4, what is the number of plan members by plan, membership category and country? Please include all pension plans, post-retirement benefit and severance benefit plans, and sick leave plans.

Answer: Confidential, please refer to Note 8 in the annual report shared in the link above.

Q10. With regards to Section C.3 and C.4, please provide a summary of plan provisions for the DB plan, supplementary plans, world-wide plan, post-retirement benefit and severance benefit plans, and sick leave plans. Please also provide a summary of any pension or non-pension benefits provided to international employees if not covered in the foregoing.

Answer: Please refer to Note 8 in the annual report shared in the link above.

Q11. With regards to Section C.3 and C.4, please provide a member booklet for the Defined Contribution Plan and RRSP, or details on the size of fund, contribution formula, investment line-up and current recordkeeper.

Answer: Please see Appendix 7.

Q12. With regards to Section C.3 and C.4, please provide the target asset mix of the DB Plan.

Answer: The DB investments are all in low-risk investments such as ETFs, Bonds, and GICs.

Q13. Section C.4.1.c states that the Contractor is to prepare three (3) summary versions and a final detailed version of the DB investment monitoring report. Please clarify whether DC would like to receive four (4) quarterly DB investment monitoring reports per year.

Answer: Currently DC receives this report just once a year, and it is only for the DC plan.