



*Department of Human Resources*  
Division of Employee Benefits

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**DATE:** December 28, 2016

**TO:** Theo Lipscomb, Sr., Chairperson, County Board of Supervisors

**FROM:** Matthew Hanchek, Director of Benefits & HR Metrics

**SUBJECT:** **2017 Benefits Actuarial Services Agreement**

**Policy Issue**

Milwaukee County Code of General Ordinances Section 56.30(5)(a)(3) requires County Board authorization to retain contractual services in an amount of \$100,000 or greater without a Request for Proposals. Additionally, County Board authorization is required for contracts that may require funds from a future budget that has not yet been adopted.

**Background**

The County Board and County Executive periodically make inquiries related to benefits. Benefits staff needs actuarial assistance to respond to these requests.

In 2014, the Retirement Plan Services Division issued a Request for Proposals for pension actuarial services, and retained, Buck Consultants LLC. The contract was subsequently renewed in 2017 on a year-to year basis.

The Benefits & HR Metrics Division should contract with the same actuary who has access to Milwaukee County's actuarial data. It is not possible to issue a separate RFP for these closely related services. Additionally, Milwaukee County has had difficulty finding actuaries who are interested in working with the County, making a separate RFP would be unproductive.

**Recommendation**

The Benefits & HR Metrics Division of the Department of Human Resources recommends that the County Board retroactively authorize a two-year agreement in an amount of \$100,000 for Buck Consultants LLC to provide actuarial services in 2017.

Additionally, this agreement could be extended in writing by all parties for subsequent annual terms, in concert with the actions of the Retirement Plan Services Division, and amended to not exceed \$300,000 during the entire contract.

#### **Committee Action**

This report should be referred to and reviewed by the Committee on Finance and Audit for action.



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Matthew Hanchek

Director of Benefits & HR Metrics, Department of Human Resources

Cc: Supervisor Peggy A. West, Chairwoman, Finance and Audit Committee  
Chris Abele, County Executive  
Finance and Audit Committee  
Kelly Bablitch, Chief of Staff, County Board  
Raisa Koltun, Chief of Staff, Office of the County Executive  
Teig Whaley-Smith, Director, Department of Administrative Services  
Steve Cady, Research & Policy Director, Research Services Division, Office of the  
Comptroller  
Janelle Jensen, Senior Committee Coordinator, Office of the County Clerk