



## Alameda County Fire Department

6363 Clark Avenue • Dublin, CA 94568 • [fire.acgov.org](http://fire.acgov.org)  
Tel (925) 833-3473 • (510) 632-3473 • Fax (925) 875-9387

WILLIAM L. McDONALD  
Fire Chief

AGENDA \_\_\_ May 10, 2022

April 26, 2022

**SERVING:**

City of Dublin

City of Emeryville

City of Newark

City of San Leandro

City of Union City

Lawrence Berkeley  
National Laboratory

Lawrence Livermore  
National Laboratory

Unincorporated Areas  
of Alameda County

Alameda County  
Regional Emergency  
Communications Center  
"Accredited Center  
of Excellence"

Honorable Board of Directors  
County Administration Building  
1221 Oak Street  
Oakland, CA 94612

Dear Directors:

**SUBJECT:** APPROVE FIRST AMENDMENT TO SERVICE AGREEMENT WITH  
BARTEL ASSOCIATES, LLC FOR ACTUARIAL VALUATION AND  
CONSULTING SERVICES

**RECOMMENDATION:**

- A. Approve First Amendment to Service Agreement (Procurement Contract #: 20195) between the Alameda County Fire Department and Bartel Associates, LLC (Principal: Doug Pryor, Vice President, Location: San Mateo) for actuarial valuation and consulting services, increasing the not-to-exceed compensation amount from \$89,000 to \$114,000 (an increase of \$25,000) with no change to the term from 7/1/21 to 6/30/22; and
- B. Authorize the Fire Chief, or designee, to execute the Amendment, subject to review and approval as to form by County Counsel and submit an executed copy of the Amendment to the Clerk of the Board for filing.

**SUMMARY/DISCUSSION:**

Governmental Accounting Standards Board (GASB) requires government employers to measure and report the actuarial accrued liability associated with other (than pension) post-employment benefits (OPEB), in accordance with the GASB Statement 45 (GASB 45). This Statement, issued in 2004, established accounting and reporting standards for OPEB offered by state and local governments. In FY 2008-09, GASB 45 went into effect for the Alameda County Fire Department (ACFD). Since then, ACFD engaged Bartel Associates, LLC (Bartel) for the OPEB actuarial valuation services and the required GASB 45 reporting.

Bartel has considerable expertise in delivering OPEB valuation services and provides actuarial studies and valuations for over 400 California cities, counties and special districts. As the ACFD expanded through a number of consolidations, Bartel has been assisting ACFD and our contract agencies with initial side fund analysis and actuarial consulting services.

Honorable Board of Directors

April 19, 2022

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Per GASB 45, an actuarial evaluation has to be conducted every two years. On June 2, 2020, your Board approved a Service Agreement with Bartel for the term of 7/1/20-6/30/22, in the amount not to exceed \$89,000. Scope of services included one GASB 45 actuarial valuation, two GASB 75 reports and on demand consulting services for actuarial related projects.

In July 2021, ACFD started labor negotiations with the International Association of Fire Fighters (IAFF) 55. During these negotiations, additional actuarial valuation reports and consulting services were required. As a result of these additional services, staff recommends your Board to increase the not-to-exceed compensation amount from \$89,000 to \$114,000 (an increase of \$25,000).

**SELECTION CRITERIA:**

*ACFD requested and received approval from the General Services Agency (GSA) Purchasing Department to execute a sole source contract with Bartel Associates, LLC. Per County Procurement Policy and Procedures, only one firm existed that can provide the needed services and there is no equivalent to meet the ACFD's minimum needs. Sole Source # 8163, valid through 6/30/2022.*

*The Office of Acquisition Policy (OAP) issued Small Local Emerging Business (SLEB) Waiver # 8166, valid through 06/30/2022.*

**VISION 2026 GOAL:**

The Service Agreement with Bartel Associates, LLC for the for actuarial valuation and consulting services meets the 10x goal pathway of **Employment for All** in support of our shared vision of **Prosperous and Vibrant Economy**.

**FINANCIAL:**

There is no financial impact to the County General Fund. Funding for the proposed Amendment is included in ACFD's FY 2021-22 adopted budget.

Sincerely,

DocuSigned by:  
  
0415A9D0B85D4B8  
William L. McDonald  
Fire Chief



OFFICE OF AQUISITION POLICY (OAP)

22323

REQUEST FOR AUTHORIZATION TO WAIVE SLEB PROGRAM

For Federal grant funds:

Procurements using Federal grant funds which prohibit geographical preferences require the Federal Grant Funds SLEB Waiver Request form to be completed and submitted for approval to the Auditor-Controller Office of Contract Compliance & Reporting (OCCR) prior to soliciting bids/proposals and awarding contracts. For further information contact OCCR at ACSLEBcompliance@acgov.org.

For ALL Requests over \$3,000 and for Non-Federal SLEB waivers:

Requests must be completed and submitted online. The automated SLEB waiver requests can be found under the "For Work" section. See "Online SLEB Waiver Request". Complete #1-#9 below, complete #10 if over \$100,000 (First Source applies). Attach supporting documentation including 2 quotes or approved Sole Source/Piggybacks (must have both the Questionnaire and Finding Memo).

For questions, or if you are unable to access/log in to the automated system, you can contact OAP at gsa-oapslebwaivers@acgov.org.

SLEB Waivers:

Procurement Policy and Procedures Overview (https://alcoweb.acgov.org/gsaapps/slebwaiver/ppp.htm)

PO Checklist (https://alcoweb.acgov.org/gsaapps/slebwaiver/po.htm)

SLEB Waiver Numbers will be issued as required to enter a Procurement Contract in ALCOLINK. Processed SLEB waivers will receive an automated email from OAP.

NOTE: All questions require a complete response. Enter "N/A" or "None", etc., as applicable. Do not leave blank lines.

1. Please check appropriate box and complete department/contact information below.

Requesting Department [X] GSA Procurement managing the competitive process [ ]
Department: Fire Department Primary Requestor\*: Joseph Quinto Email: joseph.quinto@acgov.org Telephone #: (925)833-3473
Secondary Requestor\*\*: (Optional) Email: Telephone #:
GSA Procurement/Auditor: Contact Name: GSA-Buyer Email: GSA-Buyer@acgov.org Telephone #: (510)208-9600

2. Recommended Vendor Bartel Associates LLC PO#: NA REQ#: NA

Country United States
Street 411 Borel Avenue Ste 101 City: San Mateo State: CA Zip: 94402

3. Procurement Type (check all appropriate boxes below):

New Contract [X] Renewal Contract [ ] Contract Amendment-Term [ ] Contract Amendment-Value [ ] Other [ ]

4. Total PO/Contract Value (including increase, if \$114000.00 ; Increase Value (if any) \$0.00

Contract Term Start 04/25/2022 End 06/30/2022 OR One-Time [ ]

**5. Goods/Services Procurement Description:**

Actuarial valuation, ongoing side-fund calculation, and consulting services.

**6. Brief explanation of why goods/services are required:**

Actuarial valuation for all ACFD contract cities is required to ensure the contractor fully understand each contract agencies unfunded liability situations and apply consistent methodology.

**7. Date Goods/Services Needed:**

04/25/2022

**a. What are the consequences if the date goods/services needed is not**

This consulting service is required by the Alameda County Fire Department's (ACFD) contract cities.

**8. Explanation of why the non-SLEB contractor/subcontractor (in #2 above) is being recommended and, if procurement over \$25,000, why they are unable to subcontract with a SLEB(s) for a minimum of 20%:**

No SLEB vendor. Sole Source #8163.

**9. IF APPLICABLE: New Sole Source submitted to Procurement**

**O Existing Approved Exception on**

**O Not**

**10. Explain what attempts were made to locate a SLEB prime or, if procurement over \$25,000, SLEB subcontractor(s), including:**

Copies of bids received and/or detailed statement of efforts made to contact and negotiate with certified businesses, including list of SLEBs contacted, names of individuals, addresses, phone numbers, dates contacted and bid prices attached. In the section below, list the documents that have been attached:

a. See attached documentation. Sole Source #8163 Finding Memo and Questionnaire.

b. N/A

c. N/A

**Supporting Documents:**

SS# 8163 Bartel FM.pdf

SS# 8163 Bartel.pdf

BOS Letter Bartel GASB  
75\_051022.docx

**11. If the contract is over \$100,000, is the recommended vendor able to comply with the First Source**

Yes:

No:

If No,

**Expedite**

**(Check this box to expedite processing)**

12. Department Certification: I certify to the accuracy of the preceding statements,

SMCHEN2

Signature of Agency/Department Head  
or Designee or GSA Procurement Manager (if GSA Procurement managed the

Shu-Mei Chen

Print Name

04/22/2022

Date

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OAP to complete below:

A. Request Approved:  Waiver Valid Through:  SLEB Waiver Number:

Reason:

B. Request Denied:

Reason:

C. Disregard:

Reason:

D. Other:

Reason:

RCHUON

Signed by GSA-Office of Acquisition Policy (Required)

04/25/2022

Date

\*Primary Requestor - Main Contact \*\*Secondary Requestor - Backup Contact

**FIRST AMENDMENT**  
**TO ALAMEDA COUNTY FIRE DEPARTMENT**  
**STANDARD SERVICES AGREEMENT**

This First Amendment to Agreement (“First Amendment”) is made by the Alameda County Fire Department, a dependent fire district formed under the Fire Protection District Law of 1987 (Health and Safety Code Sections 13800, et seq.), hereinafter referred to as the “ACFD” and Bartel Associates, LLC, hereinafter referred to as the “Contractor”, with respect to that certain agreement entered by them on June 3, 2020 (referred to herein as the “Contract”) pursuant to which Contractor provides Actuarial Valuation and Consulting services to ACFD.

ACFD and Contractor, for valuable consideration, the receipt and sufficiency of which are hereby acknowledged, agree as follows:

1. Except as otherwise stated in this First Amendment, the terms and provisions of this Amendment will be effective as of the date this First Amendment is executed by the ACFD (“Effective Date”).
2. In consideration for Contractor’s additional actuarial consulting services provided to ACFD’s Memorandum Of Understanding (MOU) negotiation with International Association of Fire Fighters (IAFF) 55, the County shall pay Contractor in an additional amount not to exceed Twenty-Five Thousand dollars (\$25,000). As a result of these additional services, the not to exceed amount has increased from Eighty-Nine Thousand Dollars (\$89,000) to One Hundred Fourteen Thousand Dollars (\$114,000) over the term of the Agreement and any amendments.
3. Item 20 of the Standard Services Agreement has been amended by changing the shall not exceed amount in the last sentence to \$114,000.
4. Item 1 of Exhibit B is deleted and replaced with the following:

	2020/21	2021/22
Valuation Date	n/a	6/30/21
Actuarial Valuation and Two Meetings	n/a	\$16,000
Ongoing Side-Fund Calculations	n/a	7,500
CERBT Actuarial Certifications	n/a	500
Total Estimated Fee for Valuation	n/a	\$23,500
Not-To-Exceed Fee for Valuation	n/a	\$25,500
June 30, <u>2019</u> GASBS 75 Information	\$3,500	n/a
June 30, <u>2020</u> GASBS 75 Information	n/a	\$3,500
Additional Consulting Budget (as needed)	\$28,000	\$53,000

5. Item 5 of Exhibit B is deleted and replaced with the following:

Total payment under the terms of this Agreement will not exceed the total amount of One Hundred Fourteen Thousand Dollars (\$114,000). This cost includes all taxes and all other charges.

6. Attached hereto is *Exhibit D-1*, a current Debarment and Suspension Certificate executed by Contractor.
7. Except as expressly modified by this First Amendment, all of the terms and conditions of the Agreement are and remain in full force and effect.

**IN WITNESS WHEREOF, the parties hereto have executed this Amendment.**

Alameda County Fire Department

Bartel Associates, LLC

By: DocuSigned by:  
William L. McDonald  
0415A9D9B85D4B8...  
Signature

By: DocuSigned by:  
Doug Pryor  
29972D8A81B2437...  
Signature

Name: William L. McDonald  
(Printed)

Name: Doug Pryor  
(Printed)

Title: Fire Chief

Title: Vice President

Date: 5/15/2022

Date: 5/9/2022

Approved as to Form:  
Donna R. Ziegler, County Counsel

By: DocuSigned by:  
Kathy H. Lee  
A576E5FB9D6D4C8...  
Kathy H. Lee  
Deputy County Counsel

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement



**EXHIBIT D-1**

**COUNTY OF ALAMEDA  
DEBARMENT AND SUSPENSION CERTIFICATION**

(Applicable to all agreements funded in part or whole with federal funds and contracts over \$25,000).

**The Contractor, under penalty of perjury, certifies that, except as noted below, contractor, its principals, and any named or unnamed subcontractor:**

- **Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;**
- **Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three years;**
- **Does not have a proposed debarment pending; and**
- **Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three years.**

**If there are any exceptions to this certification, insert the exceptions in the following space. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.**

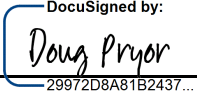
**Check if continued on attached page.**

**Notes: Providing false information may result in criminal prosecution or administrative sanctions. The above certification is part of the Amendment to the Standard Services Agreement. Signing the Amendment to Standard Services Agreement on the signature portion thereof shall also constitute signature of this Certification.**

CONTRACTOR: Bartel Associates LLC \_\_\_\_\_

PRINCIPAL: Doug Pryor

TITLE: Vice President \_\_\_\_\_

SIGNATURE:  \_\_\_\_\_ DATE: 5/9/2022