Taxi & Limousine Commission

Scope of Work

Actuarial and Financial Consulting Services
Driver Health and Welfare Benefit Fund

Introduction

The New York City Taxi and Limousine Commissions seeks a qualified actuarial consulting firm to conduct a financial and actuarial assessment of a proposed health and welfare benefit fund serving approximately 14,000 New York City Taxi drivers. TLC anticipates awarding one contract to a New York City-certified Minority and Women-owned Business Enterprise ("M/WBE")

This solicitation is being made pursuant to the M/WBE Noncompetitive Small Purchase Method Section 3-08 of the Procurement Policy Board Rules, this procurement is exclusively for City Certified Minority and Women Owned Business. Contracts awarded under this method may not exceed $1,500,000 inclusive of any change orders, overruns, amendments, renewals, and extensions.

Scope Of Work

The consultant shall determine the initial capitalization and ongoing funding contributions necessary to establish and sustain the fund. The assessment shall evaluate each proposed benefit independently, with low, medium, and high coverage options, enabling TLC to determine which benefits or combinations are financially feasible.

Demographic and Risk Assessment

Evaluate the driver population's demographics, occupational hazards, and environmental exposures that may influence benefit costs and utilization. Factors shall include prolonged sedentary work, extended driving hours, dietary limitations, exposure to vehicle emissions, and other relevant health and occupational risks.

The consultant shall use available demographic data, relevant industry benchmarks, and documented actuarial assumptions.

Benefit Cost Analysis

Conduct separate financial and actuarial analysis for each of the following benefits:

- Vision coverage
- Dental coverage
- Hearing coverage
- Paid sick leave
- Paid family leave
- Term life insurance
- Accidental death insurance
- Retirement options

For each benefit, develop low, medium, and high coverage options, identifying the proposed coverage levels, projected utilization, annual cost per participant, and total estimated annual cost.

Funding Requirements and Financial Projections
Determine the initial capitalization, projected operating costs, reserves, and ongoing contributions necessary to sustain the proposed fund.

Develop a five-year financial projection that considers benefit utilization, administrative expenses, inflation, enrollment changes, and other relevant financial risks.

The analysis shall identify the estimated monthly and annual funding requirements, including costs per participating member, and assess the financial sustainability of each benefit and alternative benefit combinations.

Financial Feasibility and Recommendations
Evaluate the affordability of individual benefits and potential combinations of benefits under varying funding and participation scenarios.

Identify financially sustainable options, potential funding shortfalls, cost-containment measures, and opportunities for phased implementation.

Provide recommendations to assist TLC in determining which benefits and coverage levels may be economically feasible.

Deliverables

The consultant shall provide the following:

Actuarial and Benefit Cost Analysis
A detailed assessment of the driver's population, relevant risk factors, and projected costs for each of the eight benefits, including low, medium, and high coverage options, with supporting assumptions and methodology.

Financial Forecast and Benefit Comparison Model
An editable Excel financial model identifying initial capitalization, projected five-year costs, and ongoing funding requirements. The model shall allow TLC to compare individual benefits and alternative combinations of coverage levels to assess affordability and sustainability.

Final Feasibility Report and Recommendations
A comprehensive report summarizing the financial findings, funding requirements, potential risks, and recommendations regarding economically feasible benefit options and fund sustainability.

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Preliminary Actuarial Report and Financial Model
The consultant shall provide a preliminary report outlining initial benefit cost estimates, funding requirements, and available findings, accompanied by an editable Excel financial model.

These shall be submitted as interim deliverables within the timeframe proposed by the consultant and approved by TLC, prior to completion of the final assessment.

Project Schedule and Coordination
The consultant shall propose a project schedule identifying key milestones and estimated completion dates.

The consultant shall participate in an initial kickoff meeting, provide periodic progress updates, and submit draft findings for TLC review prior to finalizing the deliverables.

Cost Proposal Requirements
The consultant shall submit a detailed, itemized cost proposal covering all services outlined in this Scope of Work.

At a minimum, the proposal shall separately identify the costs associated with:

1. Preliminary actuarial assessment and report.
2. Preliminary editable Excel financial model.
3. Final actuarial assessment, financial model, and feasibility report.
4. Any additional professional fees, administrative expenses, or other anticipated costs.

The cost proposal shall include the estimated timeframe for completing each deliverable.
All costs shall be included in the total proposed contract price, which must match the amount entered in the PASSPort Item Grid.

Final Work Product
All reports shall be provided electronically in PDF and word format with editable versions of the financial models and supporting calculations.

The final work product shall provide TLC with sufficient financial information to evaluate individual benefits, compare coverage levels, determine required funding, and make informed decisions regarding the potential establishment of a sustainable driver health and welfare benefit fund.

Minimum Qualifications

- Minimum of five (5) years of demonstrated experience providing actuarial consulting, financial forecasting, benefit cost analysis, or health and welfare fund assessments.
- Strong knowledge of actuarial modeling, employee benefit programs, funding requirements, and long-term financial sustainability.

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- Experience evaluating health, insurance, paid leave, and retirement benefit programs, including cost projections and funding scenarios.
- Excellent analytical, problem-solving, and financial modeling skills, with the ability to evaluate complex data and develop practical recommendations.
- Excellent written and verbal communication skills, including the ability to clearly present complex financial findings.

Anticipated Contract Term:

The Anticipated Contract Term shall be one year upon issuance of the notice to proceed.

Anticipated Budget

The anticipated budget for this contract shall be $140,000.00 this amount is subject to approval.

Work Location, Hours, And Schedule:

- TLC offices are located at 33 Beaver Street New York, NY 10004