

**City of Ocala  
Police Officers' Retirement System  
REQUEST FOR PROPOSAL  
FOR  
ADMINISTRATIVE SERVICES**



*Presented By:*



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*Cape Coral, FL 33904*

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## Table of Contents

<b>Profile of Proposer.....</b>	<b>3</b>
Background Information .....	3
Conflicts of Interest Disclosure.....	3
<b>Summary of Qualifications.....</b>	<b>4</b>
Staff Biographies.....	4
Peer Review.....	5
Website Capabilities.....	5
Cyber Security.....	5
Miscellaneous.....	7
<b>Plan Administration Client List.....</b>	<b>9</b>
<b>Proposed Services .....</b>	<b>12</b>
<b>Proposed Fees.....</b>	<b>14</b>
<b>Insurance Specifications .....</b>	<b>15</b>
<b>Plan Administration References .....</b>	<b>16</b>
<b>Affidavits .....</b>	<b>17</b>

May 22, 2026

Mrs. Bonni Jensen  
Klausner, Kaufman, Jensen & Levinson  
7080 NW 4<sup>th</sup> Street  
Plantation, FL 33317

RE: Proposal for Professional Plan Administration Services, City of Ocala Police Officers' Retirement System

Dear Board of Trustees,

I am writing in response to your request for a proposal regarding the City of Ocala Police Officers' Retirement System. This letter is our effort to emphasize what a pleasure it would be to serve as the Board's plan administrator.

We believe Foster & Foster is uniquely qualified to provide these services for the following reasons:

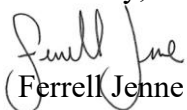
- **Plan Familiarity**– Foster & Foster has an affiliation with the Plan for 14+ years. This long-standing relationship provides our team with extensive institutional knowledge of the Plan's provisions, operations, and membership. Additionally, Alicia Gaither will serve as the Assistant Plan Administrator, further strengthening the continuity and depth of knowledge within the assigned service team.
- **Responsive and Integrated Service Delivery**- Our Plan Administration team works directly alongside our actuarial professionals, allowing information sharing and coordination to occur seamlessly and efficiently. The assigned team will consist of two administrators, an assistant plan administrator, and an analyst who will serve as the primary points of contact for the Board and membership. We pride ourselves on accessibility, responsiveness, and partnership, with calls and emails returned promptly and always within one business day.
- **Online Member Portal** – We understand the portal was launched to the membership in 2019 and recognize its importance as a communication and service tool for members. While the portal is designed to be user-friendly for participants, effective administration requires significant back-end knowledge and operational expertise. Our team has extensive experience navigating, maintaining, and optimizing the portal to improve efficiency and enhance the member experience.
- **Florida-Based Experience and Depth of Resources** – Foster & Foster was founded in Gainesville, Florida with a dedicated focus on public pension plans subject to Chapters 112, 175, and 185, Florida Statutes. Our team includes actuaries, plan administrators, trust reconciliation specialists, accountants, and analysts, enabling us to provide comprehensive in-house support without the need for outsourcing. Foster & Foster currently provides administration services to over 115 public pension plans throughout the State of Florida.

- **Education and Industry Expertise** – Our Plan Administration Division participates in quarterly educational sessions led by Foster & Foster actuaries, attorneys, and senior administrators to ensure our team remains current on evolving actuarial, legal, and administrative topics impacting Florida public pension plans. This ongoing investment in education has created a depth of experience and technical knowledge within our division that we believe distinguishes Foster & Foster from other administrative firms in the industry
- **Efficient Transition Process and Established Relationships** – Foster & Foster already maintains many of the records and documents a new administrator would typically need to request, significantly reducing the burden associated with a transition. This familiarity allows for a smoother and more efficient implementation process without creating unnecessary responsibilities for the Board or City staff. Additionally, our team has long-standing working relationships with the Plan’s existing legal counsel, custodian, and investment consultant, helping ensure continuity and collaboration from day one.
- **Document Security and Data Protection** – Foster & Foster places a high priority on protecting confidential plan and member information. Client data is securely housed and transmitted utilizing encrypted systems and protocols. All client-related data is backed up nightly through our Azure Cloud Service environment and remains encrypted using a unique 256-bit encryption key maintained exclusively by our firm. Foster & Foster is also HIPAA compliant and goes through an annual SOC 2 audit.

I appreciate the opportunity to provide plan administration services and commit to exceeding the Board’s expectations for quality and timeliness.

Our firm understands the scope of services and would consider it a privilege to serve the Board as their plan administrator. If you have any questions regarding this proposal, our firm, or the services we are prepared to provide, please do not hesitate to contact me.

Sincerely,



Ferrell Jenne

Lead Plan Administrator/Managing Partner

# Profile of Proposer

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## Background Information

Foster & Foster Consulting Actuaries, Inc. d/b/a Foster & Foster, Inc., a Florida corporation, is a national independent actuarial consulting firm that was founded in 1979. Our firm provides administration services for over 115 public pension plans and actuarial services for nearly 1,000 public retirement systems. We work almost exclusively with public retirement plans and consider ourselves experts in all phases of the design and administration of these programs.

Our firm has a dedicated Plan Administration Division with 21 employees that have over 200 years of combined administrative experience. We currently administer plans ranging in size from 3 to over 2,000 members. Our firm also has 60 additional staff members including credentialed actuaries, accountants, attorneys, data analysts, and consultants that provide support to our Plan Administration Division.

Our main Plan Administration office is in Cape Coral, FL at the address shown below. This office is open Monday through Friday from 8:30am to 5:00pm. We also have an office in Fort Myers, FL, and satellite offices in Tampa, FL, Daytona Beach, FL, Winter Garden, FL, Coral Springs, FL, Ocala, FL, and Fort Pierce, FL.

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The ability of the firm to meet the needs of its clients is evidenced by our very low client turnover. We have **never** been terminated for cause as a plan's administrator in the State of Florida.

## Conflicts of Interest Disclosure

Foster & Foster does not have any officer(s), director(s), agent(s), employee(s) or immediate family member who is an employee or officer of the City. Furthermore, no City employee or officer, directly or indirectly, owns a material interest in our firm. No conflict of interest exists.

# Summary of Qualifications

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## Staff Biographies

Foster & Foster has extensive experience administering public sector defined benefit plans throughout the State of Florida. Because each pension plan has unique provisions and operational needs, our services are tailored to the specific requirements of each client.

Foster & Foster's team-based servicing model ensures continuity, responsiveness, and multiple layers of support for the Board, members, and consultants.

The primary personnel responsible for completing the services outlined in this proposal are:

### **Mrs. Kandyce Moss – Plan Administrator, PHR, SHRM-CP**

Mrs. Moss will serve as the **dedicated administrator** for the Plan and will function as the primary point of contact for the Board, consultants, and members. Mrs. Moss will **attend all meetings**. She has over 20 years of experience working exclusively with Florida defined benefit plans and is known for her professionalism, reliability, and responsiveness.

### **Mrs. Ferrell Jenne – Plan Administrator, Managing Partner**

Mrs. Jenne will serve as an additional administrator and a **senior point of contact** for the Plan. She has over sixteen years of experience working with Florida defined benefit plans and will oversee the transition process and ensure alignment with Foster & Foster's internal administrative procedures and service standards.

### **Mrs. Alicia Gaither – Assistant Plan Administrator**

Mrs. Gaither will provide direct **support for member services and retirement processing**. She has over 20 years of experience working with the City of Ocala Police Officers' Retirement System. Alicia is a local Ocala resident and does not travel, ensuring consistent accessibility to Board staff and members for status updates and general inquiries.

### **Ms. Samantha McLean – Plan Analyst**

Ms. McLean will assist with **administrative processing**, support the transition process, and serve as an **additional point of contact** for the Board, City, consultants, and members. Ms. McLean does not travel and will be readily available for status updates and follow-up items.

### **Ms. Pamela Conn – Billing Specialist**

Ms. Conn will **audit vendor invoices**, handle contractual **payment processing**, and create payment summaries for Board ratification.

As our client base continues to grow, Foster & Foster remains committed to maintaining exceptional service levels through continued investment in staffing, training, and administrative resources.

## **Peer Review**

Our firm has a formal program of peer review and quality control for all our work. The quality control procedures include extensive checklists, accuracy tracking, and peer review. Nothing leaves our office without a minimum of two sets of eyes reviewing it. In many instances, two separate administrators sign a document, which fosters accountability and ensures a pristine product.

## **Website Capabilities**

A client portal dedicated exclusively to the Plan Administration Division will be accessible through our firm's website. This information portal compiles agendas, meeting minutes, summary plan description, benefit processing forms, actuarial valuation reports, and investment performance reports in one central location and is specific to each plan that we administer. The information portal is easily accessible to trustees, retirees, and active members and serves as a valuable tool. Upon contract execution, an information portal can be set up for the Plan at no additional cost.

## **Cyber Security**

Foster & Foster's cyber security program is contained within our overall Information Security Policy ("ISP") and other confidential firm security policies, covering all aspects of procedural safeguards used to provide data system security. Our cyber security program is reviewed annually by Foster & Foster's senior management, including our Chief Executive Officer and Chief Legal Officer, along with our IT Department, work to ensure that our data is secure, and that the importance we place on cyber security permeates through every level of the firm.

After a cyber-related solution or improvement is approved by Senior Management, we work to track performance vs. projections annually and amend our ISP relating to our cyber security program as necessary (please note: given the confidential nature of some of our policies and procedures, including our disaster recovery policy, we have not attached those documents within this response but are happy to discuss relevant cyber-related elements of said policies in a private setting.)

All Foster & Foster client data is encrypted using a unique 256-bit encryption key that only our firm has knowledge of and is stored off our network within servers in the cloud with Microsoft Azure (which conducts regular internal security reviews) and is backed-up by a snapshot hourly. Only Foster & Foster employees that work with a particular client have access to the client's data. When data is no longer used, we place it within an inactive folder that is zipped and only accessible to our IT Department for possible future use. With regard to encryption, all Foster & Foster devices used by our employees are encrypted. The drives that the data rests on are also encrypted. When we transmit data, we use Citrix ShareFile which is also encrypted. In order to access our network, all employees

must have Multi-Factor Authentication (“MFA”). We utilize either a text message to the employee's phone or Microsoft Authenticator app on our employees’ phones. We do not allow storage on removable devices such as USB drives. All client work is performed on our Virtual Desktop Environment, so no client data is stored on laptops. Finally, we use SentinelOne for antivirus software and Fortinet Fortigate firewalls – both of which are updated regularly. Finally, all of our systems are tested on a quarterly basis. All systems are tested on a quarterly basis.

Our physical facilities rely on either a single-key or dual-key access system, have a third-party security monitoring company overseeing the facilities, and utilize internal locked offices. When paper documents containing confidential information are no longer needed, our firm has a formal process by which it confirms that the documents are shredded and disposed of appropriately. USB storage devices are disabled by default on all domain workstations and servers and are only allowed by request.

Foster & Foster utilizes an active directory system, and permissions are granted as needed, requiring administrative approval. Security groups effectively determine file access by necessity. Rotating password policies with complexity requirements, lockouts, and manual reactivation are in effect.

The method our firm uses to manage business associates (third parties) that provide IT services is similar to the strategy used to assist clients in managing relationships with vendors. Foster & Foster meets with its IT partner at least once per year to review the previous twelve-month period, and to review key metrics that were established in previous meetings to measure performance.

In addition, key risk areas our firm faces that are related to technology are identified and discussed. After identifying all key risk areas, Foster & Foster is provided with an outlook on future issues relating to technology strategies. Our firm works closely with its partner to create and implement solutions that address these identified key risk areas.

We also provide monthly Security Awareness Training to all our employees, with employee engagement being monitored by our IT Department. On the first of every month our IT Department sends out training to all employees. On the 1st and the 15th of the month, a test phishing email is sent out to all staff, to keep everyone diligent.

Further, Foster & Foster maintains a rigorous hiring practice, including conducting background checks on all prospective new hires (including DMV check if applicable to the position), holding interviews with multiple people (including senior management) within the firm, reference check/employment verification and social media investigation and verification of eligibility (U.S. Department of Homeland Security E-Verify System). Once a candidate joins our firm, we provide extensive initial onboarding through our HR and IT Departments, conducting training sessions,

among other items, review company policies and procedures, provide security badges, and importantly, get up to speed on all technology at the firm.

Foster & Foster works on an ongoing basis to monitor all technological aspects of the firm, including risk assessment, to develop and implement cyber security protocols, and to conduct an annual audit of all our IT infrastructure. If any adverse findings were to be made in the audit, we would create a remediation plan to fix any issues that may have occurred. Again, after a cyber-related solution or improvement is approved by the Firm's senior management, we work to track performance vs. projections. All cyber security plans and procedures are tested at a minimum quarterly, including vulnerability assessments. Our policies are updated annually unless changes are required and approved more frequently.

With regard to auditing and testing, we work with an outside auditing firm and became SOC 2 Type 2 compliant as of May 2024. This same auditor will assist Foster & Foster on an annual basis going forward. All cyber security plans and procedures are tested at a minimum quarterly. Again, policies are updated annually unless changes are required and approved more frequently.

With regard to disaster recovery, Foster & Foster has a robust disaster recovery plan. In the event of a cyber incident or disaster, we would promptly engage our incident reporting protocol, which includes notifying all appropriate law enforcement and insurance parties, and most importantly, informing our clients, helping them prevent/reduce injury, and remedying problems going forward to prevent recurrence. Our business resiliency program is reviewed annually (most recently in March 2025) with Senior Management to ensure consistency with best practices.

If our headquarters and offices were to become inoperable, every person in the firm has the capability to work remotely. As a result, the individuals working for the Plan would be able to log on to our firm's encrypted server and complete their work from home or at any other desired location. This process has proven itself worthwhile during the challenges associated with the COVID-19 pandemic as well as Hurricane Ian which impacted our Fort Myers and Cape Coral offices in September 2022.

## **Miscellaneous**

Foster & Foster, Inc. is a profitable firm. This has been achieved over the course of 40+ years by providing a quality work product to our clients at the lowest possible cost, thereby building strong business relationships that last many years. We have a strict policy that we do not share any client or account information with any third party.

For our entire history, there has been no legal action (or threats of action) taken against Foster & Foster, Inc. for any reason, and no company employee has ever been charged with any offense

involving fraud, theft, or dishonesty. Furthermore, our firm is not presently in violation of any statutes or regulatory rules that might have an impact on our operations.

As with all our clients, we agree to be a fiduciary of the Plan as defined in the Employee Retirement Income Security Act of 1974 and Section 112.656, Florida Statutes. We would be happy to provide a Sworn Statement under Section 287.133(3)(a), Florida Statutes. Our firm has never been the subject of any ethics referrals or complaints.

Foster & Foster confirms we have registered with and use the Homeland Security's E-Verify System to verify that all employees hired after January 1, 2021, are citizens of the United States or are otherwise legally permitted to perform services in the State of Florida in accordance with Section 448.095, Florida Statutes. Foster & Foster also agrees to complete a statement under Florida Statutes 287.133(3)(a) referencing the Public Entity Crimes, Florida Statutes 287.138 referencing Foreign Countries of Concern, and Florida Statutes 787.06(13) confirming our firm does not use "coercion of labor or services" as defined and described therein.

Foster & Foster states that the agreement shall be construed under the laws of the State of Florida and federal law where applicable. Our firm also agrees to venue any judicial proceedings in the county where the Board sits.

# Plan Administration Client List

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## Florida Plans:

- ❖ City of Aventura Police Officers' Retirement Plan
- ❖ City of Avon Park Firefighters' Retirement System
- ❖ City of Bartow Municipal Firefighters' Retirement Trust Fund
- ❖ City of Bartow Municipal General Employees' Retirement Trust Fund
- ❖ City of Bartow Municipal Police Officers' Retirement Trust Fund
- ❖ Town of Belleair Municipal Police Officers' Retirement Plan
- ❖ City of Bradenton Firefighters' Retirement System
- ❖ City of Bradenton Police Officers' Retirement System
- ❖ City of Brooksville Police Officers' Retirement Plan & Trust
- ❖ City of Cape Coral Municipal Firefighters' Retirement Plan
- ❖ City of Cape Coral Municipal General Employees' Retirement Plan
- ❖ City of Cape Coral Municipal Police Officers' Retirement Plan
- ❖ City of Casselberry Police Officers' and Firefighters' Pension Plan
- ❖ City of Cocoa General Employees' Defined Benefit Pension Plan
- ❖ City of Cocoa Police Officers' Retirement System
- ❖ City of Cooper City Firefighters' Pension Fund
- ❖ City of Cooper City Police Officers' Pension Fund
- ❖ City of Coral Gables Police Share Plan
- ❖ City of Coral Springs Firefighters' Retirement System
- ❖ City of Crestview General Employees' Retirement Plan
- ❖ City of Crestview Police Officers' & Firefighters' Retirement Plan
- ❖ City of Dade City Firefighters' Relief and Pension Fund
- ❖ City of Dade City Police Officers' Pension Fund
- ❖ City of Daytona Beach Police Officers' & Firefighters' Retirement System
- ❖ City of Deerfield Beach Non-Uniformed Employees' Retirement Plan
- ❖ Destin Fire Control District Firefighters' Retirement Trust Fund
- ❖ East Lake Tarpon Special Fire Control District Firefighters' Pension Trust Fund
- ❖ East Niceville Fire Control District Firefighters' Pension Trust Fund
- ❖ City of Edgewater Firefighters' Retirement Plan
- ❖ City of Edgewater General Employees' Pension Plan
- ❖ City of Edgewater Police Officers' Pension Fund
- ❖ Englewood Area Fire Control District Firefighters' Pension Trust Fund
- ❖ City of Fernandina Beach General Employees' Pension Plan
- ❖ City of Fernandina Beach Firefighters' & Police Officers' Pension Plan
- ❖ City of Fort Lauderdale Firefighters' Insurance Trust Fund
- ❖ City of Fort Myers Firefighters' Retirement System
- ❖ City of Fort Myers Police Officers' Retirement System
- ❖ City of Fort Walton Beach Municipal Firefighters' Pension Trust Fund
- ❖ City of Fort Walton Beach Police Officers' Retirement Fund
- ❖ Town of Golden Beach Employees' Pension Plan

- ❖ Greater Naples Fire Rescue District Firefighters' Pension Plan
- ❖ City of Hallandale Beach Police Officers' & Firefighters' Retirement Trust
- ❖ City of Hialeah Firefighters' Relief & Pension Fund
- ❖ City of Hialeah Gardens Police Pension Trust Fund
- ❖ City of Hialeah Police Officers' Pension Fund
- ❖ Holley-Navarre Fire District Firefighters' Pension Trust Fund
- ❖ City of Hollywood Firefighters' Pension Fund
- ❖ City of Holly Hill Police Officers' Retirement Trust Fund
- ❖ City of Holmes Beach Municipal Police Officers' Pension Trust Fund
- ❖ City of Homestead Elected Officials' Retirement Plan
- ❖ City of Homestead Firefighters' Retirement System
- ❖ City of Homestead General Employees' Retirement Plan
- ❖ City of Homestead Police Officers' Retirement Plan
- ❖ Town of Indian River Shores Public Safety Officers' & Firefighters' Defined Benefit Plan
- ❖ Town of Indian Shores Police Officers' Pension Trust Fund
- ❖ Town of Lady Lake Police Officers' Retirement Trust Fund
- ❖ City of Lake City Employees' Retirement Plan
- ❖ City of Lake City Municipal Firefighters' Pension Trust Fund
- ❖ City of Lake City Police Officers' Retirement Fund
- ❖ City of Lakeland Firefighters' Retirement System
- ❖ City of Lakeland Police Officers' Retirement System
- ❖ Town of Lantana Firefighters' Pension Fund
- ❖ City of Lauderhill Confidential & Managerial Employees' Pension Fund
- ❖ City of Maitland Municipal Police Officers' & Firefighters' Pension Trust Fund
- ❖ Town of Medley Defined Benefit Plan
- ❖ Town of Medley Police Officers' Retirement System
- ❖ City of Milton Municipal Firefighters' Pension Trust Fund
- ❖ City of Milton Municipal Police Officers' Pension Trust Fund
- ❖ City of Miramar Municipal Police Officers' Retirement Plan
- ❖ City of Monticello Firefighters' Retirement Plan
- ❖ City of Monticello Police Officers' Pension Fund
- ❖ City of Neptune Beach Police Officers' Retirement System
- ❖ City of New Smyrna Beach Firefighters' Retirement System
- ❖ City of New Smyrna Beach Municipal Police Officers' Retirement Plan
- ❖ City of North Port Firefighters' Pension Local Option Trust Fund
- ❖ North River Fire District Firefighters' Retirement Trust Fund
- ❖ City of Oakland Park Police Officers' & Firefighters' Pension Trust Fund
- ❖ City of Ocoee Municipal General Employees' Retirement Trust Fund
- ❖ City of Ocoee Municipal Police Officers' & Firefighters' Retirement Trust Fund
- ❖ Town of Orange Park Firefighters' Retirement Plan
- ❖ Town of Orange Park Police Officers' Retirement Trust
- ❖ City of Oviedo Police Officers' Retirement Trust Fund
- ❖ City of Palm Beach Gardens Firefighters' Pension Trust Fund
- ❖ Palm Harbor Special Fire Control and Rescue District Firefighters' Pension Plan
- ❖ City of Perry Municipal Police Officers' Retirement Trust Fund

- ❖ City of Perry Municipal Firefighters' Retirement Trust Fund
- ❖ City of Port Orange General Employees' Defined Benefit Retirement Plan
- ❖ City of Punta Gorda Firefighters' Retirement System
- ❖ City of Punta Gorda General Employees' Retirement System
- ❖ City of Punta Gorda Police Officers' Retirement System
- ❖ City of Quincy Police Officers' & Firefighters' Pension Plan
- ❖ City of Sebastian Police Officers' Retirement System
- ❖ City of Sebring Municipal Firefighters' Pension Plan
- ❖ City of Seminole Municipal Firefighters' Pension Trust Fund
- ❖ City of South Miami Pension Plan
- ❖ City of South Pasadena Firefighters' Retirement System
- ❖ City of St. Cloud General Employees' Retirement System
- ❖ City of St. Cloud Police Officers' & Firefighters' Retirement System
- ❖ City of St. Pete Beach Firefighters' Retirement System
- ❖ City of St. Pete Beach General Employees' Retirement System
- ❖ City of St. Pete Beach Police Officers' Retirement System
- ❖ City of Sunrise Firefighters' Retirement Plan
- ❖ Town of Surfside Employees' Retirement Plan
- ❖ City of Sweetwater Police Officers' Pension Plan
- ❖ City of Tamarac Police Officers' Pension Trust Fund
- ❖ City of Tavares Firefighters' Pension Trust Fund
- ❖ City of Tavares Police Officers' Pension Trust Fund
- ❖ City of Temple Terrace Police Officers' Pension Fund
- ❖ City of Venice Municipal Firefighters' Pension Trust Fund
- ❖ City of Vero Beach Police Officers' Retirement Trust Fund
- ❖ West Manatee Fire and Rescue District Firefighters' Retirement Plan

Other:

- ❖ City of Bogalusa Retirement System (Louisiana)
- ❖ City of Covington Defined Benefit Plan (Georgia)
- ❖ Milwaukee County Transit System (Wisconsin)
- ❖ Metropolitan Atlanta Rapid Transit Authority (Georgia)

# Proposed Services

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- A. Annual ongoing services are set forth below, performed under the supervision of the Board of Trustees.
1. Administration of meetings:
    - a) Prepare and send meeting notices/agendas
    - b) Schedule meetings and ensure quorums
    - c) Prepare agenda and agenda packets
    - d) Prepare meeting minutes
  2. Trustee organization
    - a) Maintain board contact list of vendors and trustees
    - b) Maintain pending matter list
    - c) Run trustee elections
    - d) Coordinate trustee appointments through the City
    - e) Renew pension organizational dues and update trustee information
    - f) Register trustees for educational conferences and process reimbursements
  3. Review invoices and pay plan expenses as authorized.
  4. Ensure that all plan payments and retirement benefits are ratified by the Board.
  5. Assist in the creation of board policies.
  6. Coordinate with the investment consultant to fulfill capital calls and money movement.
  7. Monitor disbursement of benefit payments.
  8. Obtain necessary information for retirement eligibility and benefits.
  9. Set up and maintain electronic files.
  10. Respond to public record requests.
  11. Assist members in the retirement process.
  12. Maintain current beneficiary designations.
  13. Obtain quotes for fiduciary/cyber liability insurance.
  14. Ensure compliance with the Government in the Sunshine Law and the Public Records Act.
  15. Respond to inquiries from trustees, members (active, retired and terminated), money managers, and the custodian.
  16. Maintain a liaison between the Board and the City.
  17. Ensure the pension plan is administered in accordance with board policies and the Pension Ordinance.

18. Collect necessary data for the audit report.
19. Maintain a liaison with the City to obtain new employee data in a timely manner.
20. Maintain a liaison with the State of Florida, Division of Retirement.
21. Provide timely assistance to outside auditors for preparation of the annual financial statement.
22. Prepare the annual administrative budget.
23. Prepare the annual detailed accounting report of actual plan expenses.
24. File the House Bill 3 compliance report.

# Proposed Fees

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**A.** An annual retainer fee of \$85,000 payable in monthly installments of \$7,083.34\*

Four (4) quarterly board meetings are included in the above fees; only out-of-pocket travel expenses will be reimbursed. All travel fees are split amongst clients visited during a single trip. Our firm does not charge processing or copy fees.

The cost for work outlined in Section B of this proposal that does not indicate a specific fee will be based upon the amount of time required and/or the cost of materials to complete each task. The hourly rate will be \$250 and special travel time will be billed at an hourly rate of \$125. We will provide a firm fee quotation prior to commencing any special projects.

The fees and hourly rates shall be adjusted annually based upon the Consumer Price Index for All Urban Customers (CPI-U) percent for the preceding 12-month period. The adjusted fees will become effective each October 1<sup>st</sup>.

**B.** Services requested of the plan administrator by the Trustees as special assignments, are set forth below.

1. Additional on-site meetings outside four (4) quarterly board meetings.
2. Preparation of quarterly financial statements for \$2,800 per statement.
3. Preparation of the annual State Report for \$4,500.

*\*There will be a 10% discount applied to the retainer fee if the general and fire plans also hire Foster & Foster as their administrator.*

These fees are guaranteed for three (3) years from the effective date.

Foster & Foster does not issue monthly benefit payments or lump sum distributions to plan members. These payments will need to be made by the plan's custodian. Our office will collect and submit all required documentation to the custodian to ensure payments are set up correctly and timely, at no additional cost to the plan. All payments will be ratified by the Board at a subsequent meeting.

# Insurance Specifications

Foster & Foster does not limit its professional liability to its clients in any capacity. We carry professional liability, comprehensive business liability, workers' compensation and employers' liability, and cyber liability insurance.



FOSTE-2

OP ID: JV

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/19/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Atkinson & Assoc. Insurance 1537 Brantley Rd. Bldg C Fort Myers, FL 33907 Paul G. Atkinson A009536	239-437-5555 CONTACT NAME: Paul G Atkinson PHONE (A/C, No, Ext): 239-437-5555 FAX (A/C, No): 239-689-3826 E-MAIL ADDRESS: patkinson@atkinsoninsurance.com	
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Travelers Indemnity Company		25666
INSURER B: of America		
INSURER C: Indian Harbor Insurance Co		36940
INSURER D: Travelers Excess & SL Co		29696
INSURER E: Evanston Insurance Company		35378
INSURER F: Atlantic Specialty Lines, Inc.		

INSURED Foster and Foster Consulting Actuaries, Inc. dba Foster & Foster, Inc. 13420 Parker Commons Blvd #104 Fort Myers, FL 33912

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
E	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			3AA964878	01/01/2026	01/01/2027	EACH OCCURRENCE \$ 1,000,000
D	<input checked="" type="checkbox"/> CYBER LIABILITY			CYB10790987802 \$10K DED	01/01/2026	01/01/2027	DAMAGE TO RENTED PREMISES (If a occurrence) \$ 100,000
F	<input checked="" type="checkbox"/> CRIME - \$1,000,000			MML0094770126 \$10K DED	01/01/2026	01/01/2027	MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJ <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:						PERSONAL & ADV INJURY \$ Excluded
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			BA-9T746362-26-42-G	01/01/2026	01/01/2027	GENERAL AGGREGATE \$ 2,000,000
E	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE			EZXS3227716	01/01/2026	01/01/2027	PRODUCTS - COM/POP AGG \$ Excluded
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)    Y/N <input checked="" type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below			UB-8J390688-26-42-E NO DEDUCTIBLE	01/01/2026	01/01/2027	CYB-EA CL \$ 3,000,000
C	<input checked="" type="checkbox"/> PROF LIAB E&O			MPP 9037522 07 \$250K DED	01/01/2026	01/01/2027	COMBINED SINGLE LIMIT (If a accident) \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  ***INFORMATION ONLY***	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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ACORD 25 (2016/03)

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# Plan Administration References

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## **City of Palm Beach Gardens Firefighters' Pension Fund**

Rick Rhodes, Chairman

10500 N. Military Trail

Palm Beach Gardens, FL 33410

(561) 209-2743

rrhodes@myffbenefits.com

Services Provided: Plan Administration and Actuarial Services

## **City of Cape Coral Municipal Firefighters' Retirement System**

Damon Alimonti, Chairman

815 Nicholas Parkway East

Cape Coral, FL 33990

damon.alimonti@icloud.com

(239) 209-2016

Services Provided: Plan Administration and Actuarial Services

## **City of Vero Beach Police Officers' Retirement Trust Fund**

Matt Harrelson, Chairman

1055 20<sup>th</sup> Street

Vero Beach, FL 32960

mharrelson@vbpd.org

(772) 501-1001

Services Provided: Plan Administration and Actuarial Services

## **City of Coral Springs Firefighters' Retirement Plan**

Andrew Robins, Chairman

9500 West Sample Road

Coral Springs, FL 33065

arobins@coralsprings.gov

(954) 520-6088

Services Provided: Plan Administration and Actuarial Services

# Affidavits

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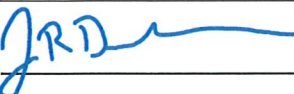
## COMPANY NOT AN ENTITY OF A FOREIGN COUNTRY OF CONCERN

For purposes of this affidavit, "foreign country of concern" means the People's Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicolás Maduro, or the Syrian Arab Republic, including any agency of or any other entity of significant control of such foreign country of concern.

The undersigned, on behalf of the entity listed below hereby attests under penalty of perjury as follows:

1. I am over the age of 18 and I have personal knowledge of the matters set forth herein.
2. I am an officer or representative of Foster & Foster Consulting Actuaries, Inc. (herein after "Entity"), and I am authorized to provide this affidavit on its behalf.
3. Entity is not owned by the government of a foreign country of concern.
4. No government of a foreign country of concern has a controlling interest in Entity.
5. Entity is not organized under the laws of or has its principal place of business in a foreign country of concern.
6. If, at any time in the future, Entity does become owned by a foreign country of concern, if a foreign country of concern acquires a controlling interest in Entity, or Entity becomes organized under the laws of or relocated to a foreign country of concern, Entity will immediately notify the Pension Fund and no contracts may be executed, renewed, or extended between the parties.
7. I have read the foregoing affidavit and confirm that the facts stated in it are true, and are made for the benefit of, and reliance by Pension Fund.

Company: Foster & Foster Consulting Actuaries, Inc.

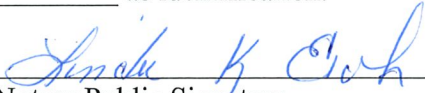
Authorized Signature:  Date: 5-13-2026

Printed Name: Jonathan R. Davidson

Title: Chief Legal Officer

STATE OF Florida  
COUNTY OF Lee

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 13th day of May, 2026, by Jonathan R. Davidson, as Chief Legal Officer on behalf of the company/corporation. They  are personally known to me or  have produced \_\_\_\_\_ as identification.

  
\_\_\_\_\_  
Notary Public Signature

(Affix Notary Stamp or Seal)



Linda K. Eroh  
\_\_\_\_\_  
Print, Type or Stamp Name of Notary

My commission expires: September 10, 2029

## Human Trafficking Affidavit

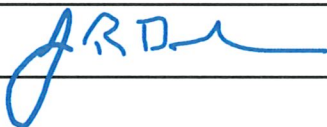
The undersigned, on behalf of Contractor, hereby attests as follows:

- A. Contractor understands and affirms that Section 787.06(13), Florida Statutes, prohibits the Board from executing, renewing, or extending a contract to entities that use coercion for labor or services.
- B. Contractor hereby attests, under penalty of perjury, that Contractor does not use coercion for labor or services as defined in Section 787.06(2), Florida Statutes.

I, the undersigned, am an officer or representative of the non-governmental entity named below, and hereby represent that I: make the above attestation based upon personal knowledge; am over the age of 18 years and otherwise competent to make the above attestation; and am authorized to legally bind, and make the above attestation on behalf of, the Contractor.

**Under penalties of perjury, I declare that I have read the forgoing document and that the facts stated in it are true.** Further Affiant sayeth naught.

Contractor: Foster & Foster Consulting Actuaries, Inc.

Authorized Signature: 

Date: 5-13-2026

Printed Name: Jonathan R. Davidson

Title: Chief Legal Officer

STATE OF Florida  
COUNTY OF Lee

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 13th day of May, 2026, by Jonathan R. Davidson, as Chief Legal Officer on behalf of the company/corporation. They  are personally known to me or  have produced \_\_\_\_\_ as identification.

  
Signature of Notary Public

Linda K. Eroh  
Name of Notary Typed, Printed or Stamped  
My Commission Expires: September 10, 2029



**SWORN STATEMENT ON PUBLIC ENTITY CRIMES  
UNDER SECTION 287.133, FLORIDA STATUTES**

**THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted to the Retirement System for Police, Fire and General Employees of the City of Ocala ("Owner") by: Jonathan R. Davidson, Chief Legal Officer (print individual's name and title) for Foster & Foster Consulting Actuaries, Inc. (print name of entity submitting sworn statement) whose business address is 13420 Parker Commons Blvd., Suite 104, Fort Myers, FL 33912 in accordance with the request for proposals for Professional Service ("Services").
2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means: (1) A predecessor or successor of a person convicted of a public entity crime; or (2) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

**SWORN STATEMENT ON PUBLIC ENTITY CRIMES  
UNDER SECTION 287.133, FLORIDA STATUTES**

5. I understand that a "person" as defined in Paragraph 287.133( 1 )( e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which submits proposals or applies to submit a proposal on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

Neither the entity submitting this sworn statement, nor one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity, has been charged with and convicted of public entity crime subsequent to July 1, 2008.

There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. [Please attach a copy of the Final Order.]

The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. [Please attach a copy of the Final Order.]

The person or affiliate has been placed on the convicted vendor list. [Please describe any action taken by or pending with the Department of General Services.]

