



Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

**State of West Virginia  
 Request for Quotation**

Proc Folder: 77826

Doc Description: Addendum 01: Actuarial Consulting Services

Proc Type: Central Contract - Fixed Amt

| Date Issued | Solicitation Closes    | Solicitation No         | Version |
|-------------|------------------------|-------------------------|---------|
| 2015-06-16  | 2015-07-09<br>13:30:00 | CRFQ 0313 DEP1500000090 | 2       |

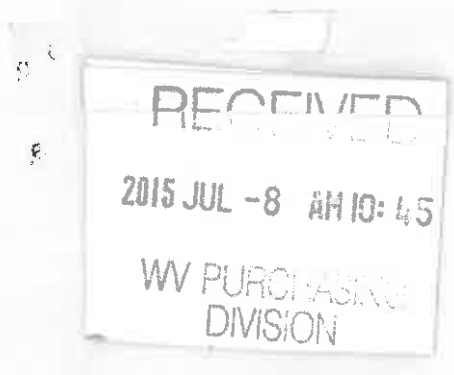
**BID RECEIVING LOCATION**

BID CLERK  
 DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 2019 WASHINGTON ST E  
 CHARLESTON WV 25305  
 US

**VENDOR**

Vendor Name, Address and Telephone Number:

*Merlinos + Associates, Inc.  
 3274 Medlock Bridge Road  
 Peachtree Corners, GA 30092  
 770-453-9771*



**FOR INFORMATION CONTACT THE BUYER**

Beth Collins  
 (304) 558-2157  
 beth.a.collins@wv.gov

Signature X *David H. [Signature]*

FEIN # 58-2512336

DATE July 7, 2015

All offers subject to all terms and conditions contained in this solicitation

| INVOICE TO   | SHIP TO  |
|--|--|
| ENVIRONMENTAL PROTECTION<br>OFFICE OF SPECIAL RECLAMATION<br>47 SCHOOL ST, STE 301<br>PHILIPPI WV26416<br>US | ENVIRONMENTAL PROTECTION<br>OFFICE OF SPECIAL RECLAMATION<br>47 SCHOOL ST, STE 301<br>PHILIPPI WV 26416-9998<br>US |

| Line | Comm Ln Desc                  | Qty     | Unit Issue | Unit Price | Total Price |
|------|-------------------------------|---------|------------|------------|-------------|
| 1    | Actuarial consulting services | 1.00000 | JOB        | \$52,000   | \$52,000    |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 80101512  |              |               |         |

**Extended Description :**

Actuarial consulting services for the WVDEP Office of Special Reclamation

|                      |                                       |  |                              |
|----------------------|---------------------------------------|--|------------------------------|
| <b>DEP1500000090</b> | <b>Document Phase</b><br><b>Final</b> | <b>Document Description</b><br>Addendum 01: Actuarial Consulting<br>Services | <b>Page 3</b><br><b>of 3</b> |
|----------------------|---------------------------------------|--|------------------------------|

**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

**SOLICITATION NUMBER: DEP150000090**

**Addendum Number: 01**

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The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

**Applicable Addendum Category:**

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

**Description of Modification to Solicitation:**

This addendum is issued to modify the solicitation per the following:

1. To change the bid opening date until July 9, 2015 at 1:30PM, EST.
2. To address the issue of a pricing page. The pricing page is the second page of the RFQ in which states line 1, quantity, unit issue, unit price, and total price. Vendors submitting paper, or electronic should write or type their price in this section. There is no electronic pricing page.

No other changes.

**Additional Documentation:** Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

**Terms and Conditions:**

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.:** \_\_\_\_\_

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

(Check the box next to each addendum received)

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2            | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3            | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4            | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5            | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Merlinos & Associates, Inc.

Company

David [Signature]

Authorized Signature

July 7, 2015

Date

**NOTE:** This addendum acknowledgement should be submitted with the bid to expedite document processing.

Revised 6/8/2012

STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

**MANDATE:** Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

**DEFINITIONS:**

**"Debt"** means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

**"Employer default"** means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

**"Related party"** means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: Merlinos & Associates, Inc.

Authorized Signature: David lllhad Date: July 7, 2015

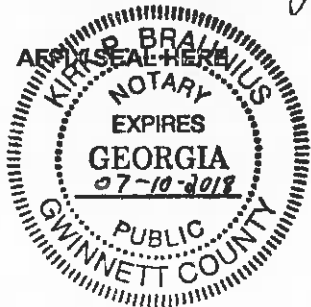
State of GEORGIA

County of GWINNETT, to-wit:

Taken, subscribed, and sworn to before me this 7<sup>TH</sup> day of July, 2015.

My Commission expires July 10, 2018.

NOTARY PUBLIC Kirk P. Braunin



July 7, 2015

Ms. Beth A. Collins, Senior Buyer  
State of West Virginia  
2019 Washington Street, East  
Charleston, West Virginia 25305

**RE: Actuarial Consulting Services, CRFQ 0313 DEP1500000090**

Dear Ms. Collins:

It is a pleasure to provide the State of West Virginia, Department of Environmental Protection, this proposal to provide Actuarial Services related to the present and prospective assets and liabilities of the Special Reclamation Program.

Merlinos & Associates has considerable experience providing relevant actuarial services to numerous state regulatory entities, and it is our hope that this proposal will demonstrate our ability to provide the requested services.

We appreciate the opportunity to submit this proposal and we look forward to working with the Department of Environmental Protection. We are happy to provide any additional information and answer any questions you may have. My direct line is 678-684-4864 and my e-mail address is [bmiller@merlinosinc.com](mailto:bmiller@merlinosinc.com).

Sincerely,



Brett Miller, FCAS, MAAA  
Consulting Actuary

## UNDERSTANDING

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It is our understanding that the Department of Environmental Protection (DEP), Office of Special Reclamation, is seeking an actuarial firm to evaluate the present and prospective assets and liabilities of the Special Reclamation Program in order to provide a basis to make a professional determination and prepare a statement of actuarial opinion as to the Program's fiscal soundness, in accordance with West Virginia State Code §22-1-1. To accomplish this evaluation, we understand that the DEP requires the following deliverables:

- A report with a statement of actuarial opinion as to the Program's fiscal soundness that includes a valuation to determine fiscal soundness, an evaluation of present assets and liabilities, and an evaluation of the prospective assets and liabilities.
- A table that combines all of these findings.
- An analysis and discussion of the ability of the Program to support long term and/or perpetual liabilities.
- A one page executive summary of conclusions with references to the body of the report.

In addition, the actuarial firm must:

- Participate in an on-site entrance conference involving interviews of each Special Reclamation Advisory Council member and other significant staff.
- Provide two (2) on-site consultations, which may include presentations at quarterly Council meetings or presentations to the Legislature, in addition to the entrance and exit conferences.
- Provide one (1) teleconference with the Special Reclamation Advisory Council and significant staff.
- Provide an on-site exit conference with the Special Reclamation Advisory Council and significant staff.

**On the pages to follow, we have described our firm's experience and capabilities that are relevant to the needs of the DEP.**



## ABOUT OUR FIRM

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**Who We Are** -- Merlinos & Associates is a full-service property, casualty, health, and disability actuarial consulting firm serving clients in the U.S. and internationally. With 43 actuarial professionals -- including 26 credentialed actuaries all located in our metropolitan Atlanta headquarters -- we are **one of the largest independent property and casualty actuarial firms in the United States.**

Our firm is a team of actuarial and insurance professionals with a wide range of practice areas and significant depth of experience and expertise. In addition to actuarial designations, our staff includes personnel with Chartered Property Casualty Underwriter (CPCU), Associate in Risk Management (ARM), Chartered Financial Analyst (CFA), and Associate in Loss Control Management (ALCM) designations. Merlinos is headquartered in Peachtree Corners, Georgia, with satellite offices in Indianapolis and Raleigh. Our founder, Matt Merlino, began consulting independently in 1988.

**What We Do** -- We deliver traditional actuarial services across virtually all lines of property, casualty, health, and disability insurance to a wide range of domestic and international clients, including primary insurers, reinsurers, municipalities, state insurance departments, law firms, examination firms, audit firms, agencies, self-insured entities and groups, captives, and risk retention groups.

In addition, we offer a wide range of expanded services, including predictive analytics, monitoring and evaluation of financial conditions of insurers, actuarial feasibility studies, cash flow funding analyses, analyses of reinsurance treaties and risk transfer issues, ratemaking, product management, strategic planning, Annual Statement Schedule P compilation, litigation support, public policy development, environmental and asbestos analysis, and self-insurance & risk management strategies.

**Our Advantage** -- The breadth and depth of our experience consulting to insurers, regulators, and various types of self-insureds sets us apart from our competition. **Roughly one-third of our work is related to each of these three broad segments of our client base**, and this diversity allows our consultants to understand the insurance industry from multiple perspectives. Our clients benefit from this multifaceted understanding. In addition, working primarily from one physical location contributes greatly to our ability to efficiently utilize all the expertise in our firm.

## RELEVANT EXPERIENCE

**Self-Insured Entities** -- Evaluating assets, liabilities, and fiscal soundness are the heart of what actuaries do, and our consultants have an aggregate experience of more than 300 years providing these services. As noted earlier, approximately 1/3 of our business comes from engagements with various types of self-insured entities. The organizations we have served reflect reserve amounts ranging from \$0 to \$1.2 billion. As a result, our consultants are very experienced at evaluating the assets and liabilities of programs and funds for private, public, and quasi-public entities/funds. Below we have listed some of the public/quasi-public self-insured funds for which we have provided services:

### ***PUBLIC/QUASI-PUBLIC FUNDS***

|  |  |
|--|--|
| Alabama Division of Risk Management                | liability, workers' comp   |
| Alabama Municipal Insurance Corporation            | auto, property, law enforcement, public officials                                |
| Armstrong County, PA                               | workers' comp  |
| Assoc. of County Commissions of Alabama            | auto, general, errors and omissions, employment practices, workers' comp         |
| City of Bryan, TX                                  | general, workers' comp   |
| City of Cocoa, FL                                  | auto, general, workers' comp   |
| City of Florence, AL                               | auto, general, employment, E&O, workers' comp                                    |
| Duval County (FL) Public Schools                   | auto, general, workers' comp   |
| Florida Division of Risk Management                | auto, general, workers' comp   |
| Florida Self-Insurance Fund                        | workers' comp  |
| Florida State College at Jacksonville              | workers' comp  |
| Jefferson County, AL                               | auto, general, workers' comp   |
| Indiana Mine Subsidence Insurance Fund             | property   |
| Kentucky Association of Counties                   | auto, property, crime, general, public officials, law enforcement, workers' comp |
| Metro Atlanta Rapid Transit Authority              | auto, general, workers' comp   |
| Michigan Municipal Alliance                        | property and casualty  |
| Michigan Self-Insurer's Security Fund              | workers' comp  |
| Michigan Township Participating Plan               | property and casualty  |
| Mobile Area (AL) Water and Sewer System            | auto, general, property  |
| Municipal Workers' Compensation Fund               | workers' comp  |
| Nova Southeastern University                       | workers' comp  |
| Ohio Mine Subsidence Insurance Underwriting Assoc. | property   |
| Ohio Fair Plan                                     | property   |
| Panhandle Area Educational Consortium (FL)         | group health   |

## RELEVANT EXPERIENCE (continued)

### Self-Insured Entities -- (continued)

#### ***PUBLIC/QUASI-PUBLIC FUNDS*** (continued)

|  |  |
|--|--|
| Preferred Governmental Insurance Trust | auto, general, workers' comp   |
| Public Risk Management of Florida      | auto, general, property, employment, public officials, workers' comp |
| Taylor County School Board (FL)        | group health   |

#### ***OTHER FUNDS/GROUPS***

- Alabama Assoc. of General Contractors
- Automobile Dealers Assoc. of Alabama
- Alabama Forest Products Industry Assoc.
- Alabama Home Builders Association
- Alabama Rural Electric Association
- Alabama Reinsurance Trust
- ALPHA Reinsurance Trust
- Florida Independent Colleges & Universities Risk Management Association
- Georgia Automobile Dealers Association
- The Salvation Army, Southern Territory
- YMCA of Pittsburgh

#### ***OTHER GOVERNMENTAL PROJECTS***

In addition to the numerous government-based self-insured entities and funds we have served, our consultants have been providing actuarial work for state insurance departments and other regulators for decades. We have performed a variety of actuarial consulting services for over 30 regulatory agencies in more than half of the States, and we consistently work with 10 or more state insurance departments each year. The bulk of our relationship with these entities has been focused on financial examinations and rate filing reviews. In addition, our regulatory work has often involved special studies of insurance issues. We have considerable experience providing input on, and ascertaining the probable impact of, legislation and policy changes pertaining to state markets.

## **RELEVANT EXPERIENCE** (continued)

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**Environmental Projects** -- We understand that the Office of Special Reclamations is focused on protecting public health, safety, and property by ensuring the proper reclamation and treatment of water on forfeited coal mining permits. Many of our actuarial consulting projects have involved environmental issues, and we have demonstrated our ability to apply our actuarial skills to these sensitive issues. Some examples of our environmental experience are listed below.

- We were engaged by the Kentucky Coal Association to review an actuarial analysis written by another firm on behalf of the Kentucky Department of Natural Resources. This report set forth a number of calculations and estimates underlying the establishment of the Kentucky Reclamation Guaranty Fund at the request of the DNR.
- Actuarial support to the Ohio Mine Subsidence Insurance Underwriting Association. Performed bi-annual studies of the voluntary and mandatory rates by county. Also a special study providing a rate comparison to three states close in proximity.
- Actuarial support related to rates and an opinion of solvency for the Indiana Mine Subsidence Insurance Fund.
- Our consultants have developed rates for mine subsidence exposure coverage for several captive insurance companies. This work involves estimating expected losses.
- We have participated in examinations of insurance companies insuring seepage from underground storage tanks. We have also dealt with these exposures as part of insurance company rehabilitation/liquidation engagements.
- Provided actuarial consulting to a petroleum storage tank fund in Idaho.
- We routinely deal with environmental liability issues in the context of insurance company reserve studies, examinations, and pre-1986 exposures (prior to environmental liability exclusion).
- Extensive consulting projects related to asbestos and environmental exposures.
- Worked on liability issues for client in the environmental contractor's clean-up industry.
- Extensive experience with sinkholes in the state of Florida, where we regularly develop and file rates and perform reviews of loss reserves for carriers that insure sinkhole exposures.

## RELEVANT EXPERIENCE (continued)

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**West Virginia Experience** -- Our firm has provided actuarial assistance to the state of West Virginia on several occasions. Below we have described those engagements.

- *Financial Examination Assistance* -- Merlinos provided financial examination assistance via consulting firm Dixon Hughes for the following West Virginia-domiciled insurance companies: Municipal Mutual Insurance Company of West Virginia, Mutual of West Virginia
- *Rate Filing Review Assistance* -- Merlinos provides the OIC with actuarial rate review of property and casualty related product filings across all lines of insurance business.
- *Analysis of the West Virginia Medical Malpractice Market* -- In 2001-02, Merlinos reviewed the status of the medical malpractice marketplace in West Virginia. Our work included a review of the market with the intent of determining the drivers of the medical malpractice affordability and availability crisis. Once analyzed, we provided the Commissioner and the Governor with our findings and several alternatives to address the State's concerns. The engagement expanded to include providing assistance to the Commissioner and Governor's office in supporting the Governor's plan to address the crisis.
- *Review of 5% Medical Malpractice Market Share* -- Also in 2001, Merlinos provided the insurance commissioner's annual analysis and report of all insurers with 5% of the medical malpractice market in the previous calendar year. Our analysis included areas such as rate adequacy, expense comparisons and profitability

## PROJECT TEAM

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If awarded this contract, **Brett Miller, FCAS, MAAA, ARM**, will act as lead actuary and project manager. Mr. Miller has more than 30 years of actuarial experience that includes extensive involvement with self-insured entities and environmental exposures including the Kentucky Coal Association project mentioned above.

Primary assistance to Mr. Miller will be provided by **Paul Merlino, ACAS, MAAA, CFA**, and **Steve Jokerst, FCAS, MAAA**. Mr. Merlino, the President of our firm, worked closely with Mr. Miller on the Kentucky Coal Association project as well as numerous environmental and asbestos engagements. Mr. Jokerst brings 20+ years of experience with a heavy focus on self-insured entities and environmental projects via his work for the Ohio Mine Subsidence Insurance Underwriting Association and the Indiana Mine Subsidence Insurance Fund.

We are confident that these three consultants bring a mixture of actuarial skill and experience as well as experience assessing environmental exposures that will allow us to provide the DEP with superior actuarial service. They will be assisted by the members of our staff of 43 actuaries and analysts, chosen based on expertise and workload.

## REFERENCES

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### **Kentucky Coal Association**

Mr. Bill Bissett

President

2800 Palumbo Drive, Suite 200

Lexington, Kentucky 40509

859-233-4743

### **First Surety Corporation**

Mr. Robert J. Kenney

President

300 Summers Street

Charleston, WV 25301

304-720-1985

### **Indiana Department of Insurance**

Ms. Kathryn Koch

Actuary

311 West Washington Street, Suite 103

Indianapolis, Indiana 46204

317-234-6622

## **APPENDIX A**

# **Actuarial Consulting Services**

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## **STAFF INFORMATION**

## Brett E. Miller, FCAS, MAAA, ARM

**Brett Miller**  
Credentialed Actuary

Merlinos & Associates, Inc.  
3274 Medlock Bridge Road  
Peachtree Corners, Georgia 30092

T: 678.684.4864  
E: bmillier@merlinosinc.com

**merlinosinc.com**

### Professional Designations

- Fellow of the Casualty Actuarial Society (1995)
- Member of the American Academy of Actuaries (1989)
- Associate in Risk Management (2004)

### Education

SUNY - University of Buffalo,  
B.A., Mathematics/Pre-Med

Brett Miller has 35 years of experience as a casualty actuary, eight years for Continental Insurance Companies and 26 years as a consultant for several firms. His experience in the actuarial field includes:

- Loss and loss expense reserve analyses.
- Development of rate structures and rates for various lines of business and niche programs.
- Financial examination assistance for state and provincial insurance departments.
- Rate filing reviews for state insurance departments.
- Evaluation of self-insured funding levels.
- Preparation of feasibility studies, financial projections and pro-forma financial statements for insurance companies, captives, risk retention groups, and self-insurance trusts.
- Regulatory compliance consulting for insurance companies
- Mergers and acquisitions due diligence assistance.
- Development and design of workers' compensation premium auditing tools for owner-controlled insurance programs.
- Insurance and reinsurance company valuations.
- Reinsurance/excess insurance treaty commutation analyses.
- Management information systems development and design.
- Development of loss reserving systems and processes for an Israeli insurance conglomerate.
- Planning and development of reinsurance/excess insurance programs.
- Member of the Casualty Actuarial Society's Examination Committee.

Mr. Miller was previously with AgeeFisherBarrett, LLP, where he was Director of Actuarial Services. He was also with the actuarial consulting groups of Miller Actuarial Consulting, Inc., Ernst & Young LLP, Coopers & Lybrand LLP, Arthur Andersen & Co., William M. Mercer, Inc., and KPMG Peat Marwick.



## Paul M. Merlino, ACAS, MAAA, CFA

### Paul M. Merlino

President and Credentialed Actuary

Merlinos & Associates, Inc.  
3274 Medlock Bridge Road  
Peachtree Corners, Georgia 30092

T: 678.684.4841

E: pmerlino@merlinosinc.com

**merlinosinc.com**

### Professional Designations

- Associate of the Casualty Actuarial Society (1991)
- Member of the American Academy of Actuaries (1991)
- Chartered Financial Analyst (2000)

### Education

Brown University,  
B.S., Applied Mathematics

### Highlights

Paul has substantial experience in a wide variety of P&C lines of business, niche classes, and in the health area. He also has extensive experience working with regulatory authorities in many states, insurance company clients, and self-insured entities and groups. This breadth of experience is drawn upon daily to deliver solutions that consider the needs, interests, and concerns of the various interested parties.

Paul's specific experience with clients related to senior care/nursing home/CCRC P&C and health exposures has spanned almost 25 years and more than 30 clients. He has participated on teams to deliver solutions for insurance company and self-insured entities over this period. He has also worked with senior care operators on tort reform efforts in various states.

Paul Merlino has 29 years of experience in the actuarial field, 25 of which have been in private practice. Prior to joining Merlinos & Associates, he worked for KPMG Peat Marwick. His experience includes:

- Analyses of loss and loss expense reserves.
- Development of rate structures and rates on behalf of insurance companies, captives, risk retention groups, insurance agencies, and self-insurance trusts. Also, preparation of rate filings for these entities.
- Risk-focused financial examination assistance to state insurance departments for P&C insurance companies and HMOs.
- Rate filing reviews for state insurance departments spanning the vast majority of P&C products.
- Participation on regulatory supervision, rehabilitation, and liquidation teams on behalf of state insurance departments and liquidation bureaus. Reviews of troubled companies' RBC plans.
- Planning and development of reinsurance/excess insurance programs and risk transfer analyses.
- Evaluation of self-insured funding levels.
- Participation on due diligence teams related to insurance companies and non-insurance entities.
- Preparation of feasibility studies and financial projections for various insurance entities.
- Assistance to company risk managers and insurance brokers related to insurance and self-insurance structures and solutions, and assistance with insurance company renewal submissions.
- Negotiations with reinsurers on behalf of insurance companies, captives, and risk retention groups.
- Development and implementation of actuarial databases for monitoring reserves and rates for personal and commercial lines products.
- Assistance with insurance carrier submissions on behalf of MGAs and reinsurer submissions on behalf of insurance companies.
- Testimony in various forums on rate, reserve, solvency, and tort reform issues on behalf of insurance company clients, self-insured entities, and regulatory authorities.

## Steve Jokerst, FCAS, MAAA

**Steven M. Jokerst**  
Credentialed Actuary

Merlinos & Associates, Inc.  
8365 Keystone Crossing  
Suite 200  
Indianapolis, Indiana 46240

T: 678.684.4708  
E: sjokerst@merlinosinc.com

**merlinosinc.com**

### Professional Designations

- Fellow of the Casualty Actuarial Society (2004)
- Member of the American Academy of Actuaries (2000)

### Education

Ohio State University,  
B.S., Mathematics

Steve Jokerst has 21 years of actuarial experience that includes seven years with Meadowbrook Insurance Group and 14 years as a consultant. Prior to joining Merlinos, he worked at Mercer Oliver Wyman. His experience includes:

- Project manager for over 25 clients including mostly self-insured corporations but also public entities, insurance companies, and captive insurance companies.
- Led many reserving projects of a variety of lines of business, especially workers' compensation, general liability, and commercial auto liability.
- Most often, was sole contact for client, responsible for gathering data, analyzing data, coordinating peer review and tech review and presented results of analyses to clients including written reports, telephone discussions, and on-site presentations.
- Allocation of loss costs to business segments.
- Provided the actuarial portion of insurance department examinations of over 70 companies.
- Involved in a revision of the rating structure of a large personal lines insurance company.
- Reviewed rate filings for insurance departments.
- Organize and coordinate pricing unit projects to provide efficient and timely flow of work among pricing.
- Establish, monitor, and file actuarially sound rates.
- Develop and communicate accurate loss ratio forecasts by program to support the budget process.
- Organize pricing unit structure effectively by line, branch, program, or region to build expertise within the unit.
- Responsible for servicing a number of programs, including periodically analyzing program results, participating on matrix teams, and reporting results to senior management.
- Review new business prospects and conduct feasibility studies where appropriate.
- Evaluation of new/alternative actuarial techniques and industry trends as relates to lines of business written.

## **APPENDIX B**

# **Actuarial Consulting Services**

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**ADDENDUM ACKNOWLEDGEMENT  
PURCHASING AFFIDAVIT  
PRICE QUOTATION**