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Header @ 1

List View

- General Information**
- Contact
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- Document Information
- Clarification Request

Procurement Folder: 1202681	SO Doc Code: CRFQ
Procurement Type: Central Master Agreement	SO Dept: 0704
Vendor ID: 000000129068	SO Doc ID: INS23000000002
Legal Name: INS REGULATORY INSURANCE SERVICES INC	Published Date: 4/24/23
Alias/DBA:	Close Date: 5/4/23
Total Bid: \$160,000.00	Close Time: 13:30
Response Date: 05/03/2023	Status: Closed
Response Time: 11:54	Solicitation Description: <input type="text" value="Prior Authorization Reporting"/>
Responded By User ID: aturner	Total of Header Attachments: 1
First Name: Amy	Total of All Attachments: 1
Last Name: Turner	
Email: aturner@insconsultants.org	
Phone: 267-239-8920	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Financial and Insurance Services	1000.0000	HOUR	160.000000	160000.00

Comm Code	Manufacturer	Specification	Model #
84000000			

Commodity Line Comments:

Extended Description:

Number of Hours is for evaluation purposes only. The actual number of hours will vary.



THE INS COMPANIES

State of West Virginia Department of
Administration, Purchasing Division

Request for Quote:
Prior Authorization Reporting:
Analysis and Reporting Services

INS Regulatory Insurance Services, Inc.
419 South 2nd Street
New Market, Suite 206 Philadelphia, PA 19147

Annette M. Knief, President
aknief@theinscompanies.com

May 4, 2023



INS Regulatory Insurance Services, Inc.

Regulatory Consultants

New Market
Suite 206
419 S. 2nd Street
Philadelphia, PA 19147
Phone: (215) 625-2927

Joseph Hager III
State of West Virginia
Department of Administration, Purchasing Division
2019 Washington Street East
Charleston , WV 25305

Dear Mr. Hager,

INS Regulatory Insurance Services, Inc., and The INS Companies (collectively, INS) are pleased to submit this proposal to the West Virginia Department of Administration, Purchasing Division (Department) to assist in the collection, analysis and prior authorization reporting of West Virginia health carrier data. An emphasis of our services will be to create reporting and analysis tools as well as providing data collection and storage, and a web interface. Training Department personnel and providing a comprehensive training program will round out the provided services.

INS is well positioned to assist with the requested services given our recent work with West Virginia on similar pharmacy benefit manager (PBM) and Mental Health Parity and Addiction Equity Act (MHPAEA) data collection and analysis projects. Our firm and proposed staff have recently and/or are currently conducting specialized health insurer projects for California, Colorado, Florida, Illinois, Kansas, Minnesota, New Hampshire, New Jersey, Oregon, Pennsylvania, South Dakota and Utah. Our experience and qualifications with this scope of work are extensive.

Thank you for this opportunity to submit our proposal. If you have any questions regarding our proposal submission, please contact me at 913-568-7725.

Sincerely,

Annette M. Knief
President

Qualifications

INS is a nationally recognized regulatory consulting firm with over 150 professionals who have been exclusively dedicated to serving regulators only for over thirty years in over forty-five states and United States territories. We provide assistance to regulators only in virtually all areas of insurance regulation, including market conduct examinations, market analysis services, actuarial and information technology (IT) support services, and training and special projects. INS provides market conduct examination services to insurance departments with an exceptional level of expertise and professional staffing through our large, mobile national network of highly qualified professionals. We provide certified insurance examiners (CIEs), accredited insurance examiners (AIEs), advanced market conduct management specialists (AMCMs), market conduct management specialists (MCMs) and other industry relevant credentialed professionals to perform market conduct examinations. Our examiners are proficient with on-site and remote examinations as well as investigations, interrogatories and surveys. We are experienced in all phases of managing market regulation activities, including but not limited to: full-scope examinations, market analysis, targeted information gathering and targeted examinations, marketplace studies, PBM reviews and audits, claims auditing, Affordable Care Act (ACA) compliance reviews, MHPAEA mandate reviews, investigations and interrogatories, developing training protocols, and completing special assignments/projects. INS will provide the Department with experienced professionals with significant knowledge of data collection, prior authorizations and health insurance market regulation to perform the required services.

INS is qualified to conduct this work as we are familiar with prior authorization requirements and the West Virginia statutes collectively referred to as the “prior authorization law” (§§ 33-15-4s, 33-16-3dd, 33-24-7s, 33-25-8p, and 33-25-A-8s) and the supporting West Virginia Insurance Bulletin No. 21-08. In addition, our current PBM data collection and MHPAEA work with West Virginia Office of the Insurance Commissioner (OIC) provides us familiarity with the West Virginia health carriers and the West Virginia staff that will oversee this project. Additionally, INS does not have any active contracts with any licensed insurer in the state of West Virginia, and our assigned professionals are extremely familiar with health insurance regulation and claims reporting.

Mandatory Requirements

Based on our understanding of request for quote (RFQ), INS will provide services to ensure proper data reporting and analysis from health carriers (carriers) doing business in West Virginia. This reporting (and analysis) will be focused on prior authorizations in accordance with West Virginia prior authorization law. As part of the services, we will create a reporting tool which will be completed and ready for use by October 1, 2023, and based in Tableau, Microsoft Excel or similar software. In addition, a secondary template will be created by INS as needed to obtain additional required information.

In the sections below, we have addressed each of the mandatory requirements as outlined by the Department in its RFQ. Within each section, we have included our proposed solutions to serve the Department in meeting the mandatory requirements. With some modifications, we suggest that the process be similar to the one currently employed during our ongoing contract with the OIC for the collection of PBM data by using Excel based templates loaded to the INS ShareFile site and analyzed using Tableau. We recommend that the secondary tool also be based in Excel with additional uploads available as needed to ShareFile. Finally, we understand the request for a web interface, the need for data security due to the potential collection of personal identifiable information (PII) and the RFQ’s training component.

Reporting Tool (RFQ Section 4.1.1)

A standardized reporting tool template will be developed and utilized across all reporting carriers. This Excel based template will incorporate all data elements as requested, including the aggregate information of total authorizations, number denied, and number overturned. The initial data collection tool will be developed, and the secondary template (also based in Excel) for additional information detailed to the claim level will then be developed.

In addition to the creation of Excel templates, INS will also develop instructions, data definition documents, a Frequently Asked Questions document and other supporting documentation as needed. The intention of these additional materials is to supplement and ensure adequate understanding of the data, without increasing complexity of data submissions.

Analysis Tool (RFQ Section 4.1.2)

Data analysis will be conducted on all collected data to identify statistical outliers and trending patterns by carrier and by market. Analysis will be conducted via Tableau which will require minimal manual input as the data collected in the Excel templates is seamlessly added to Tableau with very little intervention.

Data Collection and Storage (RFQ Section 4.1.3)

Information will be collected and stored from the carriers and the Public Employees Insurance Agency for reporting and analysis. Data and uploads collected in accordance with the reporting tools will be collected in aggregate from all carriers; to include total authorizations, number denied, and number overturned in addition to other aggregate fields required by the Department. If needed, claim level information will be collected from carriers via the secondary template, which is requested as part of the RFQ. As some of the specific, detailed claim level information may contain PII or other health information, we understand the need for compliance with storage in a protected manner.

INS utilizes ShareFile, a secured web-based application that uses 256-bit encryption and Amazon Web Service and Microsoft Azure that are certified with SOC1, SOC2, ISO 27001 data centers to host the SaaS application and metadata. All files are stored in SOC1/SOC2 datacenters that also allow users to use the secure environment to process, store and maintain PII and protected health information. Data is backed up routinely on a daily, weekly and monthly basis and is stored offsite for disaster recovery purposes. We acknowledge data and systems are the property of the Department and are available to the Department should the contract terminate for any reason. All data and system access will be available to the Department throughout the project and will also be provided in total should the contract terminate.

Web Interface (RFQ Section 4.1.4)

The previously suggested ShareFile is a web-based application that requires secure registration and logins be authenticated. The site affords the ability to upload significant amounts of data and is an easy way for carriers to upload the templates. There are no size limitations or restrictions to the ShareFile data and each carrier can only upload and view their information; however, the Department and INS staff will have the ability to view all carrier data as required. Carrier data is securely separated and differentiated between carriers in locations specifically developed for the carrier. For instance, 'ABC Insurance Company' and 'XYZ Insurance Company' will have separate and distinct folders for the submission of their data in a personalized repository maintained specifically for this project. 'ABC Insurance Company' will only have access to their specific folder, so any information submitted by 'ABC Insurance Company' is viewable by the 'ABC Insurance Company's' authenticated designee, INS and the Department, but is not viewable by 'XYZ Insurance Company.' INS and the Department will have authorization to view data from all carriers.

It is also possible to develop a simplistic web interface form for the collection of aggregate data for submission to ShareFile or to an access database should that be desired by the Department. Given the simplicity of ShareFile data submissions for uploading Excel templates, the additional form may not be necessary. INS will work with the Department to ensure all desired capabilities are developed and maintained in a thoughtful and secure manner.

Training (RFQ Section 4.1.5)

INS will create and deliver a comprehensive training program with a Policies and Procedures Manual for Department staff. All training will be provided virtually as requested, and the virtual training program will be recorded for Department future use.

Should the Department want to assume all responsibilities at some future date, INS will also train Department staff on the process for authenticating and maintaining users in ShareFile.

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Pricing

INS will charge a blended rate of \$160 for all professional services conducted under a resulting contract. As stipulated by the RFQ, our proposed professional services rate has been uploaded to the Pricing Page on wvOASIS. Our proposed rate factors in that the Department stated during questions and answers, that the project is not anticipated to involve any travel.

Report Deliverables

Draft Report

The INS team will draft a report for consideration by the Department as soon as reasonably available, but no later than 30 days from the date the analysis is complete. INS requires a multi-level review of all reports prior to submission to the Department. Our team will ensure the reviews are conducted for grammar, format and clarity prior to the delivery of the draft report to the Department.

Review Draft with the Department

The quarterly report drafts will be provided to the Department within 30 days of the analysis completion. The draft report results will be reviewed with the Department, to ensure that it incorporates all necessary/required information.

Adjust/Edit Draft

During the Department review process, INS will complete any requested edits or adjustments. Edits will be returned to the Department as soon as reasonably possible, typically with a turnaround of two weeks.

Final Report

Once the edit process is complete, a final, clean, and updated version of the report will be provided to the Department for publication. This report will be finalized and retained in the ShareFile records for future reference as needed.

Performance

Timeline of Events (Initial Year)

<i>Triggering Event</i>	<i>Start Date on or before</i>	<i>Completion Date on or before</i>
Notification of INS award	TBD	N/A
Template Development	Within two weeks of award	July 14, 2023
Instruction Development	July 17, 2023	July 28, 2023
Distribution to Carriers	July 31, 2023	July 31, 2023
Establish ShareFile	July 31, 2023	Continuous Support
Data Analysis	October 2, 2023	November 17, 2023
Report Drafting	November 20, 2023	December 29, 2023
Final Report Issued	December 31, 2023	N/A

Timeline of Events (Future Years)

<i>Triggering Event</i>	<i>Start Date on or before</i>	<i>Completion Date on or before</i>
Template Revisions	June 1	June 30
Instruction Revisions	July 1	July 15
Distribution to Carriers	July 31	July 31
Updates to ShareFile	Ongoing	Continuous Support
Data Analysis	October 2	November 15
Report Drafting	November 16	December 29
Final Report Issuance	December 31	N/A

Professional Biographies

Project Manager: Shelly Schuman, AIE, AMCM, CICS, FLMI, ACS, HIA, PAHM

Ms. Schuman, Market Regulation Senior Manager, joined INS in 2006. She oversees market conduct examinations, special projects, and has robust and continuous experience with reviewing health insurer compliance with applicable laws and regulations. She has nearly forty years of insurance experience with the last twenty-two years in a regulatory capacity. While with INS, Ms. Schuman has served as the supervisor for examinations and compliance projects for a variety of states, conducted market analysis reviews, provided market conduct training, and supervised multi-state market conduct examinations. Recently, Ms. Schuman has been overseeing complex MHPAEA and ACA reviews, and pharmaceutical related reviews in addition to other more traditional lines of insurance. She is currently overseeing our ongoing services to provide PBM and MHPAEA data collection and analysis to West Virginia. Ms. Schuman has extensive experience supervising field examiners, drafting examination plans and coordinator handbooks, determining cost estimates, monitoring budgets and expenses, reviewing materials and examiners' work papers, determining examiner workloads, maintaining communication with the various insurance departments and assisting with closing examinations. She has developed continuing education programs, taught classes, given many speeches, and made presentations to various groups, such as the Insurance Regulatory Examiners Society (IRES), NAIC, and others. Prior to 2006, Ms. Schuman worked in the market regulation division of the NAIC. She served as a Senior Market Regulation Specialist and was responsible for drafting portions of the NAIC Market Regulation Handbook (NAIC Regulation Handbook) and supporting various task forces and working groups under the purview of the market regulation committee. Additionally, Ms. Schuman currently sits on the board of IRES and serves as their current President, where she has been a leader for their in-development Behavioral Health Program Auditor designation program.

Education: University of Missouri, BS, General Studies

Data Collection Lead: Tony Taylor, MCM, PMP, CSM, SA

Dr. Taylor currently serves INS as a Regulatory Information Specialist where his primary responsibilities include participation on market conduct and financial examinations in the areas of data ingestion and processing, IT security, general and application controls services and review of corporate environment reporting standards for compliance with state and industry regulations. He is currently assisting several states on a multitude of market conduct examinations primarily in the role of Data Specialist, but also in the role of Examiner-in-Charge. Prior to joining INS, Dr. Taylor was a Scrum Master IT Consultant for TEKsystems and Sogeti USA, where he transformed traditional delivery processes to iterative delivery models for clients, led a multinational team on a complex Amazon Web Services project, and led teams of more than ten professionals on various other client organization projects to improve program goals, economic development, and capital expansion. Over his nearly thirty-year consulting career, he has

ensured compliance with insurance federal regulations, implemented best practices for a project management office, developed and conducted a multitude of innovative training sessions, provided disaster recovery consulting, developed web-based application solutions, and much more. Currently, Dr. Taylor is assisting the OIC during our ongoing services for PBM data collection.

Education: University of Phoenix, Doctor of Management, Organizational Leadership and IT Systems

Prior Authorization Data Collection Support and Reporting Staff: Amanda Brandis, MCM, RN

Ms. Brandis is a seasoned Registered Nurse (RN) with over ten years' experience and currently serves INS as a Market Regulation Examiner where she performs market conduct examinations in accordance with the NAIC Regulation Handbook, on behalf of health insurers. She brings a clinical background to our team and assists particularly with hospice, long-term care, Medicare, Medicaid, and managed care compliance matters. Ms. Brandis is currently assisting West Virginia with PBM data collection and analysis services. Prior to joining INS, Ms. Brandis functioned as a RN Assessment Coordinator for ManorCare where she focused on Resident Assessment Instrument processes, ensured appropriate Medicare coverage, and also ensured compliance with The Health Insurance Portability and Accountability Act of 1996 regulations. Prior to ManorCare, Ms. Brandis was a RN Case Manager for several years at both Aetna and TriCounty Home Health and Hospice, where her primary duties included: the evaluation of patient needs and benefit plan eligibility, clinical judgment of strategies designed to reduce risk factors, reviewing prior claims to address potential impact on current case management and eligibility, utilizing case management processes for compliance with regulatory and company policies and procedures, and determining eligibility of new referrals for admittance to hospice care. She began her career as a RN Charge Nurse/Supervisor at Diakon Lutheran Social Ministries.

Education: Alvernia University, BS, Nursing

Prior Authorization Data Collection Support and Reporting Staff: Steven Gloc, FCCA

Mr. Gloc joined INS in 2022 as a Financial Regulation Specialist, where he performs risk-focused financial examinations in accordance with the NAIC Financial Condition Examiners Handbook, on behalf of state insurance departments. He also provides support to our market conduct division, especially in the area of analysis and claims reporting. Prior to joining INS, Mr. Gloc served Walt Disney World Resort in the roles of Guest Experience Manager and Merchandise Coordinator, where he oversaw park operations and performed in depth analytics to promote efficiency and drive business results. Mr. Gloc also worked for PricewaterhouseCoopers, LLP, (PWC) serving as a Risk Assurance Manager for nearly ten years. Prior to his time with PWC, he worked for Standard Life Assurance Company as a Senior International Internal Auditor, where he performed detailed analysis and audit of control systems and processes throughout the six Standard Life entities and subsidiaries located in UK, Germany, Austria, Canada and Ireland, to ensure adherence with Standard Life internal procedures, best practice, UK GAAP and International Accounting Standards. Mr. Gloc is a Fellow of the Association of Chartered Certified Accountants (FCCA).

Education: Glasgow Caledonian University, MBA

Prior Authorization Data Collection Support and Reporting Staff: Scott Hanshaw, MCM, MCSE, A+

Mr. Hanshaw joined INS during 2022 as a Regulation Specialist and is currently serving on multiple market conduct examinations of both property/casualty and life/health insurers. Prior to joining INS, Mr. Hanshaw worked as an Account Manager for Logically, Inc. where he managed client relationships, steered technology, worked closely with procurement, and was responsible for quarterly reviews and status calls. Prior to this role, Mr. Hanshaw served Logically, Inc. in the roles of System Administrator and Support Specialist Level II. His career also spanned a number of years as a Network Administrator and Staff Accountant for Brown Rogers & Company, CPA, Supervisor of cash management for Alltel Communications Incorporated, Accountant/Cash Manager for Truck Pro Limited Partnership,

Accountant/Assistant to the controller for Sales Mark Incorporated, and Staff Accountant/Fixed Asset Manager for Specialty Retailers Incorporated.

Education: Henderson State University, BBA, Accounting

Prior Authorization Data Collection Support and Reporting Staff: Karina Ruthenberg, MCM

Ms. Ruthenberg currently serves as a Market Regulation Senior Examiner for INS where her primary responsibilities include the examination of company records, claims, policyholder files, and practices for compliance with state statutes, rules, and regulations. Her knowledge of life, annuity, claims, and new or replaced policies, enhances our market conduct examination teams with technical expertise, leadership and experience. Ms. Ruthenberg has recently performed policy form reviews on behalf of several states including Iowa, Colorado and Illinois. She is currently working on specialized health insurer/parity assignments on behalf of both Illinois and Kansas. Prior to joining INS, Ms. Ruthenberg served as a Sales & Marketing Manager as well as holding positions as a Financial Representative, a Senior Account Executive, the Associate Director of Student Financial Services, Director of Student Finance, and Director of Financial Aid. Ms. Ruthenberg's areas of expertise include regulatory compliance reviews and business finance.

Education: Colorado Technical University, BS, Business Administration

Prior Authorization Data Collection Support and Reporting Staff: Bradley Shoop, MCM

Mr. Shoop currently functions as a Market Conduct Examiner/Analyst for INS where his primary responsibilities include conducting market analysis, Level 1 and Level 2 analyses, including the review of the market conduct annual statement filings as well as assisting on special projects for state departments of insurance. His experience includes conducting hundreds of Level 1 and Level 2 analyses. He is currently involved in market analysis projects on behalf of multiple states. Prior to beginning his consulting career, Mr. Shoop worked for Metro Bank where he functioned as an Assistant Store Manager and performed bank operations.

Education: Duquesne University, MS, Leadership and Business Ethics

Prior Authorization Data Collection Support and Reporting Staff: Brian Stanley

Mr. Stanley currently serves INS as a Regulatory Specialist where his primary responsibilities include participation on market conduct examinations in the areas of data ingestion and processing, IT systems and controls, and reviewing corporate reporting standards for compliance with state and industry regulations. Prior to joining INS, Mr. Stanley was an Accounting Assistant at Progress Rail where he processed all incoming and outgoing invoices, as well as being responsible for all accounts payable and receivable responsibilities and tracking time and welds each month. Mr. Stanley has also served as a Project Manager for Broadridge, where he established and maintained governance over projects, managed budgets and billing, and oversaw eight program managers. Mr. Stanley's career also includes time spent as a Project Manager for KCPL/Westar where he established project governance and led a \$20 million rebrand project for a Fortune 500 organization. Mr. Stanley has also worked as a Loan Officer for the Bank of England, where he established communication with prospective clients, analyzed applications and credit reports, and managed the loan process. From 2008 through 2018, Mr. Stanley served Children International as a Research Analyst and Project Manager.

Education: Baker University, BBA; Avila University, Master's Degree, Organizational Development

REQUIRED FORMS



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

State of West Virginia
 Centralized Request for Quote
 Service - Prof

Proc Folder: 1202681
Doc Description: Prior Authorization Reporting
Proc Type: Central Master Agreement

Reason for Modification:

Date Issued	Solicitation Closes	Solicitation No	Version
2023-04-17	2023-05-04 13:30	CRFQ 0704 INS2300000002	1

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code:

Vendor Name : INS Regulatory Insurance Services, Inc.

Address :

Street : 419 S. 2nd Street; New Market, Suite 206

City : Philadelphia

State : PA

Country : US

Zip : 19147

Principal Contact : Annette M. Knief

Vendor Contact Phone: (913) 568-7725

Extension:

FOR INFORMATION CONTACT THE BUYER

Joseph E Hager III
 (304) 558-2306
 joseph.e.hageriii@wv.gov

Vendor Signature X

FEIN# 23-3007560

DATE May 3, 2023

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

ADDITIONAL INFORMATION

The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Offices of the Insurance Commissioner to establish a contract for Prior Authorization Reporting per the attached specifications and terms and conditions.

INVOICE TO

OFFICES OF THE
INSURANCE COMMISSIONER
PO BOX 50540

CHARLESTON WV
US

SHIP TO

OFFICES OF THE
INSURANCE COMMISSIONER
900 PENNSYLVANIA AVE

CHARLESTON WV
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Financial and Insurance Services	1000.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
84000000			

Extended Description:

Number of Hours is for evaluation purposes only. The actual number of hours will vary.

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
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DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title) Annette M. Knief, President

(Address) 419 S. 2nd Street; New Market, Suite 206; Philadelphia, PA 19147

(Phone Number) / (Fax Number) (913) 568-7725/(215) 625-8323

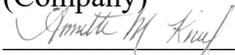
(Email address) aknief@theinscompanies.com

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through *wvOASIS*, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

INS Regulatory Insurance Services, Inc.

(Company)



(Signature of Authorized Representative)

Annette M. Knief, President May 3, 2023

(Printed Name and Title of Authorized Representative) (Date)

(913) 568-7725/(215) 625-8323

(Phone Number) (Fax Number)

(Email Address)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ 0704 INS2300000002

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.

INS Regulatory Insurance Services, Inc.

Company



Authorized Signature

May 3, 2023

Date

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