



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

Solicitation

| |
|----------|
| NUMBER |
| DEP16199 |

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|------|
| PAGE |
| 1 |

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|--|
| ADDRESS CORRESPONDENCE TO ATTENTION OF |
| FRANK WHITTAKER 304-558-2316 |

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

ENVIRONMENTAL PROTECTION
 DEPARTMENT OF
 OFFICE OF ADMINISTRATION
 601 57TH STREET SE
 CHARLESTON, WV
 25304 304-926-0499

| |
|--------------|
| DATE PRINTED |
| 07/24/2013 |

BID OPENING DATE: 07/31/2013 BID OPENING TIME 1:30PM

| LINE | QUANTITY | UOP | CAT. NO. | ITEM NUMBER | UNIT PRICE | AMOUNT |
|------|----------|-----|----------|--|------------|--------|
| | | | | ADDENDUM NO. 1 | | |
| | | | | THIS ADDENDUM IS ISSUED TO PROVIDE: | | |
| | | | | 1) TECHNICAL QUESTIONS AND ANSWERS | | |
| | | | | 2) ADDENDUM ACKNOWLEDGEMENT. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN THE DISQUALIFICATION OF YOUR BID. | | |
| | | | | ***** END ADDENDUM NO. 1 ***** | | |
| 0001 | 1 | JB | | 946-12 | | |
| | | | | ACTUARIAL SERVICES | | |

| | | |
|-----------|-----------|-----------------------------------|
| SIGNATURE | TELEPHONE | DATE |
| TITLE | FEIN | ADDRESS CHANGES TO BE NOTED ABOVE |

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

SOLICITATION NUMBER: DEP16199
Addendum Number: 01

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:

Provide technical questions and answers.

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.

Clarification Questions
State of West Virginia Department of Administration
RFQ DEP16199

- Q1. Can you provide the name of the last 3 actuarial firms that provided the work and how long each of them provided services?
- A1. There have been two vendors - The Hay Group and Pinnacle Actuarial Resources. Work was provided until due date of report.
- Q2. What were the annual fees charged for each year for the work required?
- A2. The previous contract number was DEP15120A. A copy can be obtained from the WV Purchasing Division.
- Q3. What were the hourly rates charged for each year for the work provided for each staff title, per Exhibit A of the RFQ?
- A3. The previous contract number was DEP15120A. A copy can be obtained from the WV Purchasing Division by contacting Beverly Toler Beverly.a.toler@wv.gov. (304)558-2336
- Q4. Was the work required in prior years similar to that described in the current RFQ?
- A4. Yes.
- Q5. Can we get a copy of the proposal of the last successful proposer?
- A5. The previous contract number was DEP15120A. A copy can be obtained from the WV Purchasing Division by contacting Beverly Toler Beverly.a.toler@wv.gov. (304)558-2336.
- Q6. Can you provide the proposal scoring from the previous RFQ?
- A6. There is no proposal scoring in an RFQ.
- Q7. Can we get a copy of the most recent actuarial report?
- A7. You may request a copy of the report via the FOIA process through the WV DEP Public Information Office 304-926-0499.
- Q8. Can you provide the point distributions used to weight the various selection criteria used in determining the winning bidder?
- A8. There are no point distributions. RFQ's are awarded based on cost only.
- Q9. What data are available for the requested analysis? Please describe briefly the types of loss runs, number of years of data, loss development triangles, underwriting or exposure information that is available.
- A9. There are approximately 10 years of historical data available as described in the RFQ.
- Q10. Are there loss triangles, loss summaries, or summary statistical information that you can provide now to assist us in pricing the number of hours required to do the work described in the RFQ?
- A10. Such information is not known or available.
- Q11. Page 4 of the RFQ does not list the number of "convenience copies" of each proposal requested. How many convenience copies are required?
- A11. That section is not marked as a requirement of this RFQ.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: DEP16199

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 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.

Company

Authorized Signature

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.
Revised 6/8/2012