



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

Solicitation

NUMBER
INS14020

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
EVELYN MELTON 304-558-7023

RFQ COPY

TYPE NAME/ADDRESS HERE

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INSURANCE COMMISSION

1124 SMITH STREET
 CHARLESTON, WV
 25305-0540 304-558-3707

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DATE PRINTED
05/28/2014

BID OPENING DATE: 06/12/2014

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				ADDENDUM ISSUED;		
				1. TO PROVIDE RESPONSES TO QUESTIONS RECEIVED REGARDING THE ABOVE SOLICITATION.		
				2. TO PROVIDE ADDENDUM ACKNOWLEDGMENT. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN THE DISQUALIFICATION OF YOUR BID.		
				END OF ADDENDUM NO. 1		

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

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



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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	HR		946-12		
	ACTUARIAL SERVICES					
***** THIS IS THE END OF RFQ INS14020 ***** TOTAL:						

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: INS14020

Addendum Number: 1

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:

1. To provide responses to Vendors' questions.
2. To provide Addendum Acknowledgment.

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.

ATTACHMENT A

ADDENDUM NO. 1

QUESTIONS & ANSWERS – INS14020

1. Who is the current actuarial firm under contract for the requested services? For how long has this firm provided such services?

A. Merlinos and Associates, 3 years.

2. The RFQ refers to a number of specific property/casualty lines of insurance to be included in the filing review process in which the retained actuarial firm will participate, but does not list life/health insurance. The RFQ also refers to having knowledge of Actuarial Standard of Practice #8 which relates to Regulatory Filings for Health Plan Entities. What type of actuarial services are sought for health insurance products?

A. Property/casualty actuarial services only.

3. Can a firm submit a bid to provide services for only property/casualty actuarial services?

A. Yes, we are looking for only property/casualty actuarial services.

4. Page 19 indicates that members assigned to this project must be knowledgeable of Actuarial Standard of Practice No. 8. That Standard of Practice applies to filings for health plan entities. Will the scope of required work be expanded to include health rate filing reviews?

A. Need only property/casualty actuarial services.

5. Page 19 indicates that one of the requirements is that one or more of the team members assigned to this project must be a Fellow of the Society of Actuaries (FSA). Typically, FSA's work on health insurance. Is this requirement supposed to be Fellow of the Casualty Actuarial Society (FCAS)? Is it supposed to be both FCAS and FSA?

A. FCAS only for property/casualty actuarial services.

6. Items 3.1.b and 3.1.c on page 19 appear to describe the same qualification. Please clarify the two qualifications.

A. This duplication was made in error.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: INS14020

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