

**STATE OF ALASKA RFP NUMBER 2015-0800-2959**  
**AMENDMENT NUMBER 1**



Department of Commerce, Community & Economic Development  
Division of Administrative Services  
P.O. Box 110803  
Juneau, Alaska 99811-0803  
333 Willoughby Ave. 9<sup>th</sup> Floor S.O.B.  
Juneau, Alaska 99801

**THIS IS NOT AN ORDER**

**DATE AMENDMENT ISSUED: February 23, 2015**

**RFP TITLE: Insurance Form Filings and Actuarial Services**

**AMENDMENT 1**

**THERE IS NO CHANGE TO THE RFP PROPOSAL RECEIPT DEADLINE: Proposals must be time and date stamped by the issuing office no later than 2:00 PM, Alaska Standard Time on Friday March 20, 2015.** An offeror's failure to submit its proposal prior to the deadline will cause the proposal to be disqualified. Late proposals or amendments will not be opened or accepted for evaluation.

**IMPORTANT NOTE TO BIDDERS:** In order for your proposal to be considered responsive, this amendment, in addition to your proposal and all other required documents, must be signed, dated, and included in your proposal. All other sections of the RFP remain the same.

A handwritten signature in blue ink that reads "Shawn M. Olsen".

Shawn M. Olsen  
Procurement Specialist  
PHONE: 907- 465-5440  
FAX: 907- 465-5441  
TDY: Alaska Relay - 711

\_\_\_\_\_  
NAME OF COMPANY

\_\_\_\_\_  
SIGNATURE    DATE

**STATE OF ALASKA RFP NUMBER 2015-0800-2959**  
**AMENDMENT NUMBER 1**

**The following question has been asked and answered:**

**Q:** With regards to RFP 2015-0800-2959 (Insurance Form Filings and Actuarial Services), could you please confirm a few details related to the approved budget? Is it correct that the contract would be for 26 months (from 5/1/15 to 6/30/17) with an estimated time commitment of 685 hours per month? And is it correct that the budget is limited to \$900,000?

If the contract has a duration of 26 months with the amount of hours included in the Cost Schedule, this implies a maximum average hourly rate of \$50.53 (= \$900,000 / 26 months / 685 hrs per month). This average hourly rate is likely to be significantly lower than many actuarial consulting firms currently charge, so I wanted to make sure I am understanding all the numbers correctly.

**A:** In 2014, the division committed to restructuring its operations with a focus on efficient and effective processes. One area where the division identified a need for streamlining was in the property and casualty rate and form filing unit. Shortages in the number of staffing were identified as one of the primary reasons that filings were viewed as untimely. The division decided, with the support of the administration, to address the staffing shortages beginning with the organizational structure of the unit and the position requirements. In the interim, it will be necessary that the division contract out the majority of the rate and form filing processing.

We anticipate that hours will be much heavier in the beginning of the contract when we are without staff – declining as we hire and train staff. At some point, during the term of the contract it our intention that the contractor's hour be negligible and that the work be performed by the division.