

STATE OF ALASKA RFP NUMBER 2015-0800-2959
AMENDMENT NUMBER 5



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

THIS IS NOT AN ORDER


DATE AMENDMENT ISSUED: March 6, 2015

RFP TITLE: Insurance Form Filings and Actuarial Services

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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 page (and only this page) of the 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.



Gina Chalcraft
Procurement Manager
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TDD: Alaska Relay – 711

NAME OF COMPANY

SIGNATURE

DATE

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The following questions have been asked and answered:

- Q.** The RFP is expected to last for two years with a budget of \$900,000.00 and your cost schedule reflects an anticipated 685 hours per month, is that an accurate representation of total time for the duration of the contract?
- A.** See revised Attachment Five (5). The revised attachment has declining estimated monthly hours in five (5) different segments.
- Q:** How many filings are expected to be completed per month?
- A:** It is expected to be approximately 100 filings, most of which will be Form Filings.
- Q.** Section 2.08 references offerors as regulators twice, is that just language?
- A.** A person performing the filings for a state is in essence a regulator.
- Q.** How does the division want the results of a rate or form filing to be communicated for a decision to be made?
- A.** The successful offeror will need initial onboarding guidance though it is expected they can complete the work on their own at some point.
- Q.** Does the reviewer have the authority to disapprove a file?
- A.** Yes.
- Q.** Does the division expect any hearings on the rate filings?
- A.** We are unable to forecast what will or will not happen with filings, though there is a possibility.
- Q.** Would the reviewer be communicating directly with the filing company?
- A.** Yes, they will be acting on behalf of the state.
- Q.** Are flex filings rates not reviewed or are they subject to actuarial review?
- A.** It depends on the filing itself, please review AS 21.39.210.
- Q.** The division will not entertain proposals from firms that focus on one discipline (rate filing and form filings) over the other. You're looking for one firm to do both rate filing reviews and form filings reviews?
- A.** Correct.

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- Q.** Describe the recommendation process for organizational changes.
- A.** The division is open to verbal or written ideas, suggestions, and process improvements to ensure speed to market and products are provided to consumers in a timely fashion. The division wants to continue to improve itself.
- Q.** What does the division envision for general time frames for reviews to be completed?
- A.** The division will meet with the successful offeror and discuss meeting statutory guidelines.
- Q.** Given the above provisions and information, can you please confirm that the only cost estimate to be provided by the bidder is the one month estimate based solely on the 685 hours on Attachment 5? In other words, a total cost estimate covering the 26 month contract period and all estimated hours for the contract duration is not required to be included in the proposal for purposes of evaluating responsiveness, scoring, and assignment of the lowest cost vendor points award or other scoring?
- A.** See revised Attachment Five (5). The revised attachment has declining estimated monthly hours in five (5) different segments.
- Q.** If our understanding is correct in Question 1 above that the pricing should be based solely on one month at 685 hours as reflected on Attachment 5, can you please explain how the bidder should consider or apply the second sentence in Section 1.04—“Proposals priced at more than \$900,000.00 will be considered non-responsive?”
- A.** See above answer.
- Q.** Section 1.05 indicates that some travel expenses should be included in the price proposal. Additionally, direct expenses and other –of-pocket expenses are to be included. However, Attachment 5 does not include a designated line to include travel and other direct expenses. Is this an oversight, or is the expectation that such expenses should be included in the hourly rate, or are we to modify the schedule?
- A.** A designated line for travel has been inserted into the revised Attachment Five (5) cost schedule. Direct expenses are to be included in your hourly rate.

The following information is added to Section 1.05 Location of Work:

TRAVEL

For any projects that require travel the contractor will be reimbursed for actual travel expenses in accordance with Alaska Administrative Manual (AAM) 60 and relevant guidance:

- a) All travel must be pre-approved by the PM prior to any commitment;
- b) The Contractor will be responsible for all travel arrangements;
- c) Receipts for allowable travel expenses must be submitted with and included in the billing;

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d) Travel time may not be billed by the contractor.

Travel Receipts The contractor must document expenses by providing the below receipts:

- a) airline travel final itinerary;
- b) hotel folio or other detailed accommodations receipt;
- c) rental car agreement and final receipt;
- d) any other receipts associated with travel expenses excluding meals and incidentals.

Travel Per Diem Travel within Alaska shall be billed at the below per diem rates adopted by the State of Alaska, Department of Administration (effective 7/1/2010).

- a) Breakfast @ \$12.00 per day
- b) Lunch @ \$16.00 per day
- c) Dinner @ \$32.00 per day

Departure Time	Before 9:01 AM		Before 2:01 PM	Before 11:01 PM
Meals	Breakfast, Dinner	Lunch &	Lunch & Dinner	Dinner
Return Time	12:00 (Noon)		Before 5:00 PM	After 4:59 PM
Meals	Breakfast		Lunch & Dinner	Breakfast, Dinner
				Lunch &

Hotel is not to exceed \$300.00 per night; airfare not to exceed coach fares.

On page 38 in the ATTACHMENT 5 RFP COST SCHEDULE, the following is deleted in its entirety:

~~Fees proposed by the successful Offeror must include all direct and indirect costs associated with the performance of the Contract, including, but not limited to, total number of hours at various hourly rates (if applicable), employee fringe benefits, payroll, profit, markups, direct expenses, travel costs, supplies, shipping and delivery costs overhead and administrative costs and any and all other expenses associated with the performance of this contract. Whatever rates are proposed must be used consistently throughout the proposal.~~

And replaced with:

Fees proposed by the successful Offeror must include all direct and indirect costs associated with the performance of the Contract, including, but not limited to, total number of hours at various hourly rates (if applicable), employee fringe benefits, payroll, profit, markups, direct expenses, supplies, shipping and delivery costs overhead and administrative costs and any and all other expenses associated with the performance of this contract. Whatever rates are proposed must be used consistently throughout the proposal.

ATTACHMENT: REVISED ATTACHMENT FIVE COST SCHEDULE