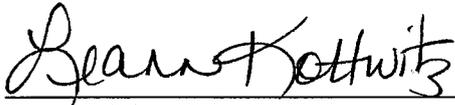




**ADDENDUM 001
Request For Proposal
Actuarial & Consulting Services
RFP 6-090917**

Offerors should acknowledge receipt of Addendum 001 (ONE) by signing and including it with the original proposal. The due date for receipt of proposal has not changed by this Addendum. Accordingly, the following clarifications, questions and answers are believed to be of general interest to all potential Offerors. All other terms and conditions remain unchanged and in full force.

Name and Title of Signer (Print or type)	Name and Title of Department Authority Leann Kottwitz Senior General Services Specialist
Contractor/Offeror Signature	Department of Transportation 
(Signature of person authorized to sign)	(Authorizing Signature)
Date Signed:	Date Signed:09/03/09

Question #1:

Could we get the RFP in Word form?

Response:

No, we keep our documents in pdf. to ensure none of our language has been changed.

Question #2:

Could we get copies of current contracts and current reports delivered under the contract by the current vendors?

Response:

We are attaching four documents as follows:

SIP Current Actuarial Contract
SIP Current Actuarial Report
Plan Current Actuarial Contract and Addendum
Plan Current Actuarial Report

Question #3:

Would the Missouri Department of Transportation accept proposals for services related to the annual actuarial valuation for the SIP and supporting services only?

Response:

No

Question #4:

How many years of history are provided in order to perform the analysis?

Response:

We can provide the past 5 years of reports for SIP and the Plan.

Question #5:

Would Missouri Department of Transportation provide the number and names of the previous/current actuarial consultant(s) and the previous amount paid for these services?

Response:

This information can be found by reviewing the contracts provided.

Question #6:

Can the Offeror bid on only the GASB 45 services requested?

Response:

No

Question #7:

Section (3): Agreement Requirements, paragraph (E) - Will the Standard Solicitation Provisions be released for our review? If not, may we remove this portion since we have not had an opportunity to review them?

Response:

The Standard Solicitation Provisions are the Provisions you are reading within the RFP solicitation they are not a stand-alone document.

Question #8:

Section (3): Agreement Requirements, paragraph (I) - What requirements are imposed on the Offeror (contractor) to demonstrate compliance with Executive Order 07-13?

Response:

Paragraph (1) under this provision states “**By signing this Agreement**, the Offeror hereby certifies that any employee of the Offeror assigned to perform services under the contract is eligible and authorized to work in the United States in compliance with federal law.”

Question #9:

Section (3): Agreement Requirements, paragraph (K) - Will Exhibit F, Affidavit of Work Authorization, be released for our review? If it is not going to be used, may the portion of Paragraph (K) that references Exhibit F be removed?

Response:

The Affidavit of Work Authorization form is the last page attached to the RFP that was issued.

Question #10:

Section (3): Agreement Requirements, paragraph (O) - Will MHTC and MoDOT entertain resolving disputes via final and binding alternative dispute resolution procedures?

Response:

No

Question #11:

Will MHTC and MoDOT entertain proposed additional language that places a cap on the contractor's direct liability?

Response:

No

Question #12:

Will you share information about the current contractor (name, amount paid, why up for bid, contract terms)? If so, please share the information requested regarding contractor name, amount paid, why up for bid, and contract terms.

Response:

The name and amount paid can be found by reviewing the contracts provided. The reason this service is for bid is because the current contract is expiring and competitive bids are being sought for services.

Question #13:

Will you share copies of recent actuarial reports?

Response:

Yes, See Attached

Question #14:

Will you share the risk management terms?

Response:

We need further clarification on this question.

Question #15:

What is the estimated number of trips/days required of the winning bidder for traveling?

Response:

The winning bidder may need to travel to Jefferson City, Missouri on a quarterly basis for the Plan and no travel is anticipated for SIP. We do not anticipate any overnight travel.

Question #16:

Will you accept bids for work on the SIP and the Plan separately such that the bidder may bid on only one of these? Or does the Offeror have to bid on both?

Response:

No, the Offeror must bid on both.

Question #17:

On the SIP valuation, the RFP requests that we estimate "Claim expense". By "Claim expense" are you referring to "allocated loss adjustment expenses"-those cost of claim settlements that are coded to individual claims in the loss data base or do you want us to estimate "unallocated loss adjustment expenses"-the general expenses of running their claims group, or is it both?

Response:

We are referring to the "allocated loss adjustment expenses"-the cost of claim settlements that are coded to individual claims in the loss database.

Question #18:

We did not see anything about a "best and final offer" after the bid has been submitted and perhaps meetings have been held with potential vendors. Will there be this type of opportunity?

Response:

Once all proposals have been reviewed and a short list of Offerors has been developed, a best and final offer (BAFO) **can** be requested from each of the Offerors appearing on the list, this does not imply we **will** use this process.

Question #19:

Please provide copies/samples of current reports. Please provide copies of current actuarial/consulting contracts.

Response:

We are providing this information. See attached.

Question #20:

What were annual consulting and actuarial fees during each of the last three years?

Response:

SIP:

CY 2006	\$25,000.00
CY 2007	\$30,000.00
CY 2008	\$33,000.00
CY 2009	\$36,000.00

Plan:

CY 2006	\$42,960.80
CY 2007	\$59,306.54
CY 2008	\$124,608.41
CY 2009	\$97,185.87

Question #21:

Has your budget changed?

Response:

No

Question #22:

Has the current vendor completed a GASB study? Or will this be the first one?
From how many vendors will we have to collect information?

Response:

Yes, we have one previous GASB study and the current contractor is working on our second. Currently, they receive information from four entities including our eligibility system, the MoDOT and Highway Patrol Employee Retirement System, the Medical Claims Administrator and Prescription Drug Claim Administrator.

Question #23:

Who is the current actuary for SIP and the Plan?

Response:

Watson Wyatt Worldwide

Question #24:

How long have they been engaged?

Response:

Approximately ten years for the Plan and three years for SIP.

Question #25:

How many annual meetings are required in Missouri (separate for SIP and the Plan)?

Response:

See question 15.

Question #26:

What is the current fee arrangement?

Response:

This can be found in the current contract that has been provided.

Question #27:

Will DOT accept proposals for only SIP or the Plan (not both)? In other words, will DOT work with different firms for SIP and the Plan?

Response:

See question 3.

Question #28:

Are sub-contracts or joint ventures permitted?

Response:

No

Question #29:

Have GASB 45 services been provided in the past and what was the fee arrangement?

Response:

Yes, and the fee arrangement can be found in the current contract.