

**MARYLAND STATE TREASURER'S OFFICE
Louis L. Goldstein Treasury Building
80 Calvert Street, Room 109
Annapolis, Maryland 21401**

**QUESTIONS AND ANSWERS
FOR
INVITATION TO BID FOR ACTUARIAL SERVICES, ITB #ACT-04092014**

April 23, 2014

Q-1. How many firms/individuals bid last time these services were needed?

A-1. Five qualified bids.

Q-2. Who is the incumbent actuary/actuarial firm?

A-2. Rivelle Consulting Services

Q-3. How many years has the incumbent actuary/actuarial firm provided the requested services?

A-3. The incumbent firm has provided the services for the term of the last two contracts.

Q-4. Why is the State of Maryland bidding for these services?
(e.g. Required by law? Unhappy with existing provider?, etc.)

A-4. The current Contract expires April 30, 2014.

Q-5. Is it possible to get a copy of the prior proposal submitted by the incumbent (if any)?

A-5. To receive a copy of the prior proposal submitted by the incumbent under the Access to Public Information Act, a written request must be submitted to the Procurement Officer. Please be advised that the Office may charge a fee for copies and search and preparation time, in accordance with COMAR 25.01.04.09.

Q-6. Is it possible to get a copy of the previous report(s) and other work performed by the incumbent actuary/actuarial firm?

A-6. This information will be provided to the Offeror awarded the Contract in response to this solicitation.

Q-7. Has the scope of the work changed since the work was done?

A-7. The scope of work has not changed, but the task and completion deadlines have been adjusted to meet the new reporting timeframes.

Q-8. Is an on-site presentation of findings required or desired?

A-8. No, an on-site presentation of findings is not required, but may be requested, if necessary.

Q-9. What was the Annual Fixed Base Fee paid to the incumbent for the most recent actuarial report?

A-9. The annual fee is \$2,600.

Q-10. Appendix A makes the following statement:

“The fixed fee cost will not exceed \$25,000 for the term of the Contract and/or any renewal option periods.”

Does this mean that the cumulative cost for the entire multi-year term of the contract (June 1, 2014 through May 31, 2017) cannot exceed \$25,000? Or does it simply mean that annual fees cannot exceed \$25,000 for each year of the contract?

A-10. To clarify, the cumulative cost for the multi-year term of the contract, including any renewal options cannot exceed \$25,000.

Q-11. What about the two one-year options to renew, are they limited to \$25,000 per one-year renewal or a total of \$25,000 for either the entire contract period (June 1, 2014 through May 31, 2019) or for the renewal period (June 1, 2017 through May 31, 2019)?

A-11. See A-10 above.

Q-12. How many hours were billed for the prior analyses and reports for the last three years, by hear?

A-12. The invoices is for the annual fee and does not reflect hours of services.

Q-13. Is the Department happy with the services provided by the current contractor?

A-13. The services provided by the current vendor have met the expectations outlined in the scope of work in the current contract.

Q-14. Is the incumbent prevented from bidding on this work for the current ITB?

A-14. No, the incumbent is invited to submit a bid in response to the ITB.