REQUEST FOR PROPOSALS

ACTUARIAL SERVICES

Solicitation No.: R-14-006-DB

Addendum III | July 2, 2014

CHANGES TO THE RFP

1. **No changes to the RFP.**

END CHANGES TO THE RFP

QUESTIONS AND ANSWERS

1. **Question:** Who is the incumbent actuarial firm providing this service?

   Response: None

2. **Question:** What is the annual fee for this service?

   Response: N/A

3. **Question:** Can we receive a copy of the previous study?

   Response: N/A

4. **Question:** Excel spreadsheet of all claims for all lines of coverage and exposures used in previous loss projection / forecasting.

   Response: The successful respondent will be provided with available data at the time of contract execution.

5. **Question:** My firm is a Texas HUB certified company. Do I need to contact the SWMB Program Manager for SAWS to get approved or certified?

Response: SAWS accepts HUB certification for SMWB businesses

6. **Question:** Who was the last consulting firm that performed the work?

Response: None

7. **Question:** How long have the current actuaries been providing their service

Response: N/A

8. **Question:** What were the annual fees charged and the terms of the contract?

Response: N/A

9. **Question:** Has the scope of the work changed since the work was done?

Response: N/A

10. **Question:** Can we get a copy of the most recent actuarial report?

Response: N/A

11. **Question:** Can we get a copy of the proposal of the last successful bidder?

Response: N/A

12. **Question:** Will you share the Evaluation Sheet and perform a debriefing if requested at the end of the process?

Response: Upon request, and after a contract has been awarded, an unsuccessful respondent may request a score analysis to be sent.

13. **Question:** We have provided actuarial services to an insurance entity that provides coverage to some of the above. It seems unlikely to us, but please advise if SAWS considers it a conflict.

> *"Firms currently doing business with other water or wastewater services agencies may be in conflict. Other water or wastewater services agencies include, but are not limited to, San Antonio River Authority, San Antonio River Foundation, Guadalupe-Blanco River Authority, Edwards Aquifer Authority, and Lower Colorado River Authority."*

Response: This section was removed by Addendum II, dated June 27, 2014.

14. **Question:** Can you provide the name of the last 3 actuarial firms that provided the work and how long each of them provided services?

Response: N/A

15. **Question:** What were the annual fees charged for each year for the work required?

Response: N/A

16. Question: Was the work required in prior years similar to that described in the current RFP?

Response: N/A

17. Question: Can we get a copy of the proposal of the last successful proposer?

Response: N/A

18. Question: Can you provide the proposal scoring from the previous RFP?

Response: N/A

19. Question: Can we get a copy of the most recent actuarial report?

Response: N/A

20. Question: Can you provide the point distributions used to weight the various selection criteria used in determining the winning bidder?

Response: This information can be found on page 15 of the RFP.

21. Question: What data are available for the requested analysis? Please describe briefly the types of loss runs, number of years of data, loss development triangles, underwriting or exposure information that is available.

Response:
The successful respondent will be provided with available data at the time of contract execution.

22. Question: Are there loss triangles, loss summaries, or summary statistical information that you can provide now to assist us in pricing the number of hours required to do the work described in the RFP?

Response:
The successful respondent will be provided with available data at the time of contract execution.

23. Question: Who provided the most recent actuarial analysis and report?

Response: None

24. Question: How long has the incumbent been providing this service?

Response: None

25. Question: Is the incumbent prevented from bidding on this work for the current RFP?

Response: N/A

26. Question: Can we get a copy of the successful bid proposal that led to the most recent actuarial report?

Response: N/A

27. Question: What were the professional fees paid for the prior analyses and reports for the last three years, by year?

Response: N/A

28. Question: How many hours were billed for the prior analyses and reports for the last three years, by year?

Response: N/A

29. Question: Can we get a copy of the most recent actuarial report?

Response: N/A

30. Question: Is an on-site presentation of findings required or desired?

Response: Possible

31. Question: Is the claims data available electronically at the transaction level? What format is the data available in, Excel, Access, Oracle, Other?

Response:
The successful respondent will be provided with available data at the time of contract execution.

32. Question: Is this asking for a single annual report or are there two reports: A mid-year and an end of year?

Response: Single annual report.

33. Question: Why is the System going out to bid on these services?

Response: Business decision.

34. Question: Who is the current actuary?

Response: None

35. Question: Is the System happy with the current provider's services?

Response: N/A

36. Question: What is the ballpark annual fee for these services?

Response: N/A

37. Question: May we obtain a copy of the latest actuarial report?

Response: N/A

38. Question: Who is the incumbent, currently providing Actuarial Services to SAWS?

Response: N/A

39. Question: What is the current compensation for these Services?

Response: N/A

40. Question: Will SAWS furnish its latest Actuarial Analysis/Report to prospective RFP respondents?

Response: None

41. Question: The Compensation Proposal shown on page 15 of the RFP does not include the optional "Assessment Allocation Plan Updated" for 2016. Is this correct, or should this option be included for 2016?

Response: No, this option should not be included.

42. Question: When I read through the bullet items it is a bit confusing. Is this requesting an annual report to be delivered the first week of September with losses valued as of the prior December 12/31?

Response: Bullet 2 – yes known claims as of 12/31/13 plus known as of current date of contract and IBNR.

43. Question: I am assuming that the draft report and ultimately final report include bullet items 2-5?

Response: Yes

44. Question: The text asks that separate final reports be issued by line of coverage vs. one report that includes separate sections for each line of coverage?

Response: One report that includes separate section of each line of coverage at the stated probability and discount rates.

45. Question: Would be great if we could get a copy of the most recent report to see structure and layout.

Response: We don't currently have an actuarial report.

END OF QUESTIONS AND ANSWERS

No other items, dates, or deadlines for this RFQ are changed.

END ADDENDUM III