

RFP 25-01: ACTUARIAL AUDITS AND ADDITIONAL ACTUARIAL SERVICES

ATTACHMENT C - QUESTIONNAIRE

Provide your firm's responses to each question. Include the question in **bold** face type, followed immediately by your response. Please provide succinct answers. All references to "you" or "your" refer to the firm submitting the proposal.

TECHNICAL PROPOSAL (30 points of total score)

1. Describe in detail your understanding of the work to be performed as described in this RFP.
2. Describe the specific methodology to be used for the required scope of services identified in this RFP.
3. Describe the specific analytic methods that will be used to review the valuations and the appropriateness of the actuarial techniques used to calculate the contribution rates.
4. Specify the method used to ensure that no material items are overlooked and that the methods used in the valuation are reasonable.
5. Describe your firm's theory and methodology for development of actuarial assumptions (except for the interest rate assumption, which is addressed separately).
6. Describe your firm's approach to recommendations regarding the amortization of unfunded liabilities.
7. Describe your approach to measuring funded status and funding progress in order to facilitate the assessment of trends over several valuations of a client.
8. Describe the capabilities of your valuation system(s) and your computer system support.
9. Describe the specific analytic methods that will be used to review the experience study and the appropriateness of the actuarial techniques used to review the assumptions.
10. Describe your firm's ability to protect the security of confidential data, including the following:
 - a. Describe your system security measures, data back up and disaster recovery procedures.
 - b. Has your company experienced an incident when participant or plan data has been compromised? If so, describe the situation and identify any steps your company has taken to avoid such incidents in the future.
 - c. If you engage any subcontractor, how will you ensure that that they will maintain the privacy of data used in providing the services sought in this RFP?

QUALIFICATIONS, TRAINING AND EXPERIENCE (27 points of total score)

11. Describe your quality control processes for actuarial audit reports and recommendations. How are these services monitored and reviewed?
12. Provide one recent actuarial audit report as provided to an existing client (redact client information as you deem necessary).

13. Describe your firm’s capabilities in performing experience studies of large pension plans.
14. Describe the background and ownership of the firm. Describe any material changes in organization structure or ownership that have occurred in the past five years.
 - a. Year the firm was formed and began providing actuarial consulting services to institutional clients.
 - b. The ownership structure. Indicate all entities that have an ownership stake in the firm (name and percentage).
 - c. Affiliated companies or joint ventures.
 - d. Recent or planned changes to the ownership or organization structure.
 - e. Transition plans for retirement of key executives.
 - f. Importance of actuarial consulting services to your parent company’s (if applicable) or your firm’s overall business strategy.
 - g. Percentage of parent company’s (if applicable) or your firm’s revenues from actuarial consulting services.
15. Provide an organizational chart of your firm indicating lines of authority for personnel involved in performance of this potential contract and relationships of this staff to other programs or functions of the firm. This chart must also show lines of authority to the next senior level of management.
16. Provide a description of the proposed project team structure and internal controls to be used during the course of the project, including any subcontractors.
17. For the key executives and professionals in the actuarial consulting group, including the Primary Actuary and all Secondary Actuaries that would be assigned to this project, please provide the following information:

Contractor Senior Staff
Name:
Degrees and Professional Designations:
Years with Firm:
Years of Experience:
Responsibilities Within the Firm:

18. Discuss in general your firm’s competitive advantage compared to other firms in the actuarial consulting industry and in the actuarial audit service area. Why should the State contract with your firm?
19. Provide the name, title, address, and telephone number for client references for whom your firm has provided either full service actuarial consulting or actuarial audit services similar to this mandate, as specified in each question. (References will be contacted for the top-scoring proposal(s) only.):
 - a. The client for which your firm most recently completed an actuarial audit.

- b. The client for which the primary actuary to be assigned to this project most recently completed an actuarial audit.
- c. The client with the longest full-service actuarial consulting relationship with your firm.
- d. A multi-employer public pension plan client for which your firm has provided full-service actuarial consulting for at least three years.

Organization	Contact Name and Title	Phone Number and Email	Audit Year(s)
a.			
b.			
c.			
Public Plans:			
d.			

- 20. Over the past five years, has your organization or any officer or principal been involved in any business litigation or other legal proceedings related to any actuarial consulting activities or actuarial auditing services? If so, provide a brief explanation and indicate the current status.
- 21. Within the last ten years, has your firm been censured or fined by any regulatory body? If so, indicate the dates and describe the situation.
- 22. Is your firm affiliated with any other firm(s) offering non-actuarial services that could represent conflicts of interest? If yes, briefly describe your firm’s policies and procedures for doing business with these affiliates while safeguarding against conflicts of interest.
- 23. Do you, your parent company, or any affiliated company have any business relationships with the Office of the Washington State Actuary (OSA)? If so, describe that relationship.
- 24. List and describe any professional relationship your firm or any of your actuarial consulting group staff have with any member of the PFC, LEOFF Plan 2 Board, or OSA staff.
- 25. Indicate when and why any senior personnel or key professionals left or joined the firm in the last five years. For personnel who have left, indicate job titles, years with the firm, and who replaced them.

WORK PLAN (18 points of total score)

- 26. Provide a timeline for completion of the work identified in this RFP. Include proposed dates for each key stage or event of the project, indicate dates by which your firm must have specific input data from PFC or OSA, and indicate points in the project when your firm would plan to meet with PFC and/or OSA staff at our offices.
- 27. List the locations of each of your firm’s offices from which actuarial consulting services are provided. Indicate which office would be primarily responsible for servicing this relationship.
- 28. Who within the firm will have primary responsibility and final authority for the work?

29. Does your firm intend to engage a subcontractor to assist in this engagement? If so, identify the subcontractor, the personnel to be assigned to this project and the qualifications and experience of such personnel.
30. Identify any scheduling issues or conflicts that would reduce the availability of principal consultants for participation in meetings or presentation of audit results. If any such scheduling issues or conflicts exist, describe how it would be resolved.
31. Describe the adequacy of staff resources and capacity for the proposed work, including the organization's plan for unexpected contingencies affecting staff availability.