



STATE OF TENNESSEE
TREASURY DEPARTMENT

**REQUEST FOR PROPOSALS # 30901-34417
AMENDMENT # 1
RISK MANAGEMENT ACTUARIAL SERVICES**

DATE: January 26, 2017

RFP # 30901-34417 IS AMENDED AS FOLLOWS:

1. This RFP Schedule of Events updates and confirms scheduled RFP dates. Any event, time, or date containing revised or new text is highlighted.

EVENT	TIME (central time zone)	DATE
1. RFP Issued		January 13, 2017
2. Disability Accommodation Request Deadline	2:00 p.m.	January 19, 2017
3. Pre-response Conference	10:00 a.m.	January 20, 2017
4. Notice of Intent to Respond Deadline	2:00 p.m.	January 23, 2017
5. Written "Questions & Comments" Deadline	2:00 p.m.	January 26, 2017
6. State Response to Written "Questions & Comments"		February 3, 2017
7. Response Deadline	2:00 p.m.	February 14, 2017
8. State Completion of Technical Response Evaluations		February 23, 2017
9. State Opening & Scoring of Cost Proposals		February 24, 2017
10. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection		March 1, 2017
11. End of Open File Period		March 8, 2017
12. State sends contract to Contractor for signature		March 9, 2017
13. Contractor Signature Deadline	2:00 p.m.	March 15, 2017
14. Contract Effective Date		April 1, 2017

2. Delete RFP Attachment 6.3 in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):

RFP ATTACHMENT 6.3.

COST PROPOSAL & SCORING GUIDE

NOTICE: THIS COST PROPOSAL MUST BE COMPLETED EXACTLY AS REQUIRED

COST PROPOSAL SCHEDULE— The Cost Proposal, detailed below, shall indicate the proposed price for goods or services defined in the Scope of Services of the RFP Attachment 6.6., *Pro Forma* Contract and for the entire contract period. The Cost Proposal shall remain valid for at least one hundred twenty (120) days subsequent to the date of the Cost Proposal opening and thereafter in accordance with any contract resulting from this RFP. All monetary amounts shall be in U.S. currency and limited to two (2) places to the right of the decimal point.

NOTICE: The Evaluation Factor associated with each cost item is for evaluation purposes only. The evaluation factors do NOT and should NOT be construed as any type of volume guarantee or minimum purchase quantity. The evaluation factors shall NOT create rights, interests, or claims of entitlement in the Respondent.

Notwithstanding the cost items herein, pursuant to the second paragraph of the *Pro Forma* Contract section C.1. (refer to RFP Attachment 6.6.), “The State is under no obligation to request work from the Contractor in any specific dollar amounts or to request any work at all from the Contractor during any period of this Contract.”

This Cost Proposal must be signed, in the space below, by an individual empowered to bind the Respondent to the provisions of this RFP and any contract awarded pursuant to it. If said individual is not the *President* or *Chief Executive Officer*, this document must attach evidence showing the individual’s authority to legally bind the Respondent.

PROPOSER SIGNATURE:	
PRINTED NAME & TITLE:	
DATE:	
PROPOSER LEGAL ENTITY NAME:	

COST PROPOSAL SCHEDULE

The proposed cost, detailed below, shall indicate the proposed price for providing the entire scope of service including all services as defined in the RFP Attachment 6.6, *Pro Forma Contract Scope of Services* for the total contract period. The proposed cost and the submitted technical proposal associated with this cost shall remain valid for at least 120 days subsequent to the date of the Cost Proposal opening and thereafter in accordance with any resulting contract between the Proposer and the State. All monetary amounts are United States currency.

Cost Item Description	Proposed Cost					State Use ONLY		
	April 1, 2017 – March 31, 2018	April 1, 2018 – March 31, 2019	April 1, 2019- March 31, 2020	April 1, 2020- March 31, 2021	April 1, 2021- March 31, 2022	Sum	Weight	Weighted Cost
Basic Actuarial Services Detailed in Section A.2 of the <i>pro forma</i> contract, RFP Attachment 6.6	\$ _____ (Total Fixed Amount)	\$ _____ (Total Fixed Amount)	\$ _____ (Total Fixed Amount)	\$ _____ (Total Fixed Amount)	\$ _____ (Total Fixed Amount)		1	
Other Actuarial Related Services Detailed in Section A.3 of the <i>pro forma</i> contract, RFP Attachment 6.6.	\$ _____ per hour	\$ _____ per hour	\$ _____ per hour	\$ _____ per hour	\$ _____ per hour		50	
<p><i>The RFP Coordinator shall use the evaluation cost amount derived from the proposed cost amounts above and the following formula to calculate the COST PROPOSAL SCORE. Calculations shall result in numbers rounded to two decimal places.</i></p>						<p align="right">Evaluation Cost Amount: <i>(sum of all weighted cost amounts above)</i></p>		
<p align="center"> $\frac{\text{Lowest Evaluation Cost Amount from all Proposals}}{\text{Evaluation Cost Amount Being Evaluated}}$ </p>						<p>X 30 <i>(maximum section score)</i></p>	<p>= SCORE:</p>	
<p>State Use – RFP Coordinator Signature, Printed Name & Date:</p>								

3. Delete Section C.3 in RFP Attachment 6.6, *Pro Forma Contract* in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):

C.3. Payment Methodology. The Contractor shall be compensated based on the payment methodology for goods or services authorized by the State in a total amount as set forth in Section C.1.

- a. The Contractor’s compensation shall be contingent upon the satisfactory provision of goods or services as set forth in Section A.
- b. The Contractor shall be compensated based upon the following payment methodology:

Goods or Services Description	Amount (per compensable increment)				
	April 1, 2017 – March 31, 2018	April 1, 2018- March 31, 2019	April 1, 2019 – March 31, 2020	April 1, 2020 – March 31, 2021	April 1, 2021 – March 31, 2022
Basic Actuarial Services Detailed in Section A.2	\$ Amount	\$ Amount	\$ Amount	\$ Amount	\$ Amount

- c. The Contractor shall be compensated for services requested and performed pursuant to Contract Section A.3, without a formal amendment of this Contract based upon the payment rates detailed in the schedule below and as agreed pursuant to Section A.3, PROVIDED THAT compensation to the Contractor for such “MOU” work shall not exceed seven percent (7%) of the sum of milestone payment rates detailed in Section C.3.b., above (which is the total cost of the milestones and associated deliverables set forth in Contract Sections A.2). If, at any point during the Term, the State determines that the cost of necessary “MOU” work would exceed the maximum amount, the State may amend this Contract to address the need.

Service Description	Amount (per compensable increment)				
	April 1, 2017- March 31, 2018	April 1, 2018- March 31, 2019	April 1, 2019- March 31, 2020	April 1, 2020- March 31, 2021	April 1, 2021- March 31, 2022
MOU services under Section A.3	\$ Amount per hour	\$ Amount per hour	\$ Amount per hour	\$ Amount per hour	\$ Amount per hour
NOTE: The Contractor shall not be compensated for travel time to the primary location of service provision.					

4. RFP Amendment Effective Date. The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFP not expressly amended herein shall remain in full force and effect.