**STATE OF MAINE REQUEST FOR PROPOSALS**

**RFP AMENDMENT # 1 AND**

**RFP SUBMITTED QUESTIONS & ANSWERS SUMMARY**

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| **RFP NUMBER AND TITLE:** | RFP# 202406119  Pre-Qualified Vendor List for Life and Health Actuarial Services |
| **RFP ISSUED BY:** | Department of Professional and Financial Regulation  Bureau of Insurance |
| **SUBMITTED QUESTIONS DUE DATE:** | N/A – Open |
| **AMENDMENT AND QUESTION & ANSWER SUMMARY ISSUED:** | July 11, 2024 |
| **PROPOSAL DUE DATE:** | July 19, 2024 |
| **PROPOSALS DUE TO:** | [Proposals@maine.gov](mailto:Proposals@maine.gov) |
| **Unless specifically addressed below, all other provisions and clauses of the RFP remain unchanged.** | |
| **DESCRIPTION OF CHANGES IN RFP:**  The proposal submission deadline is amended. | |
| **REVISED LANGUAGE IN RFP: Page 1, Submission Deadline: July 19, 2024**  All references to the proposal submission deadline of July 15, 2024, no later than 11:59 p.m., local time are amended to **July 19, 2024, no later than 11:59 p.m., local time.** | |

**Provided below are submitted written questions received and the Department’s answer.**

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| **1** | **RFP Section & Page Number** | **Question** |
| Section II Page 11 | Should the bidder include resumes with the proposal? |
| **Answer** | |
| Yes, resumes are encouraged to be included with the proposal. | |

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| **2** | **RFP Section & Page Number** | **Question** |
| N/A | Who is currently providing these services? |
| **Answer** | |
| For a subset of services included in this RFP, the following entities have provided actuarial consulting services to the BOI - INS Consultants, Inc., NovaRest, Inc., and Lewis & Ellis, LLC. | |

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| **3** | **RFP Section & Page Number** | **Question** |
| N/A | Approximately how many annual filings are there for each type of product (Commercial ACA – Individual and Group, Long term care, etc.)? |
| **Answer** | |
| ACA Individual and Small Group – 14 filings for January effective date and 6-18 quarterly small group filings during the year.  Long-term care – approximately 40 filings annually. | |

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| **4** | **RFP Section & Page Number** | **Question** |
| N/A | What is the anticipated approximate annual value of the contract? If not known, please provide the approximate value of any current similar contract. |
| **Answer** | |
| The approximate annual value of the contract is dependent on the services requested and the volume of filings. The Bureau will issue work orders to vendors selected for the Pre-Qualified Vendor List (PQVL), which will provide detailed information on the scope of work requested. | |

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| **5** | **RFP Section & Page Number** | **Question** |
| Appendix E, Page 23 | Should Appendix E (hourly rate sheet) be submitted as a separate document from all the other items when submitting our proposal? |
| **Answer** | |
| The rate sheet (Appendix E) should be submitted as part of the proposal. The “Company Rate Sheet” listed under Part III, C.2.g. of the RFP is the same as Appendix E. | |

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| **6** | **RFP Section & Page Number** | **Question** |
| Appendix E, Page 23 | What is the time period that the hourly rates submitted in our proposal will be in effect for? |
| **Answer** | |
| The rates submitted are anticipated to be effective for at least a year and can be updated periodically as needed after that first year. | |