

State of Washington Office of Insurance Commissioner

Request for proposals (RFP) S2502

Addendum 1 Q&A

Question 1: Data Availability and Access:

- Will OIC facilitate introductions or data access from insurance carriers, surplus line companies, or other stakeholders mentioned in Section 1.2?
- Is any preliminary data already available that bidders can review before submission?

Answer: Yes, OIC will facilitate data call. No, there is no data currently available.

Question 2: Actuarial Requirements: Can you confirm whether the primary contractor must employ actuaries internally, or can this be subcontracted to an actuarial firm?

Answer: Actuarial firm may be subcontracted, but must be identified in RFP.

Question 3: Report Format & Submission:

- Will OIC provide a template or guidelines for the final report's format?
- Are accessibility checks (Section 1.3) required for all interim deliverables or only the draft and final reports?

Answer: OIC can provide copy of other legislative reports. Accessibility checks are needed on the draft and final reports.

Question 4: Engagement Expectations: What is the expected frequency and nature of meetings with OIC staff or stakeholders beyond the bi-weekly status updates?

Answer: OIC expects to be contacted when events happen that substantial effect the project. We may need to hold ad hoc meetings as situations arise.

Question 5: Legislative Hearings Support: Will OIC provide briefing materials or talking points for any legislative presentations (Section 1.2.4)?

Answer: The OIC will work with the vendor, but the vendor's testimony will only be relating to their work product. So no, the OIC will not be providing any briefing material or talking points.

Question 6: Budget Clarification:

- Can you confirm that the project budget is \$350,000 or thereabouts?
- Will scoring favor proposals significantly under budget?

Answer: This project has been allotted \$350,000.00.
The evaluation process is designed to award this procurement not necessarily to the Vendor of least cost, but rather to the Vendor whose proposal best meets the requirements of this RFP. However, Vendors are encouraged to submit proposals which are consistent with state government efforts to conserve state resources. The lowest cost received will be divided by the Vendor's total cost. Then the resultant number will be multiplied by the maximum possible points for the cost section. This computation gives the maximum cost points to the lowest cost proposal. The maximum points for cost proposal (section 3.5) is 10 points out of 100. The technical proposal (section 3.2) can score up to 45 points, the management proposal (section 3.3) can score up to 40 points, and supplier diversity certification (section 3.4) is given 5 points.

Question 7: Insurance Requirements: Will coverage via HISCOX and GEICO (with Employers Liability Stop Gap add-on) meet compliance as outlined in Section 2.19?

Answer: If insurance coverage under your provider meets all the coverage requirements of section 2.19 and proof in the form of a Certificate of Coverage is provided within 15 days of contract award, it is considered in compliance with the contract.

Question 8: Small Business Scoring:

- Will self-identified small business status (Section 2.7) receive point consideration even if not OMWBE certified?
- Do you honor Sole-Source and Veteran Business Preferences?

Answer: The 5 points for supplier diversity are only given if proof of certification with either the Washington State Office of Minority and Women's Business Enterprises (OMWBE), or the Washington Department of Veteran's Affairs is provided.

Question 9: Under Section 1.4, Minimum Qualifications, the RFP states:

"Contractor must be or employ actuaries who are members of the American Academy of Actuaries and Society of Actuaries..."

The actuaries in our unit are generally credentialed by the American Academy of Actuaries (AAA) and the Casualty Actuarial Society (CAS), not the Society of Actuaries (SOA). The CAS credentials most Property & Casualty actuaries while the SOA largely (although not exclusively) credentials life and health actuaries. Is it acceptable if the contractor is or employs actuaries who are members of the AAA and the CAS, instead of the AAA and the SOA?

Answer: Yes.

Question 10: The RFP is focused on property and liability insurance coverage. Within Section 1.4,

the minimum qualifications references members of the American Academy of Actuaries and Society of Actuaries. Will the OIC also consider members of the American Academy of Actuaries and Casualty Actuarial Society?

Answer: Yes.

Question 11: Within Section 1.2.1, the contractor will collect and analyze information related to policy and claim data. It is our understanding that a data call is within scope as provided by the Washington State Legislature. Does the OIC have any guidance on timeline length for the data call?

Answer: The development, issuance, and return of of necessary data calls will be from June 15th to August 30th.

Question 12: Does the OIC have specific definitions and measures related to affordability for this project?

Answer: No

Question 13: Does the OIC have specific definitions and measures related to availability for this project?

Answer: No

Question 14: What are the dates for the 2025-2026 legislative session as described in 1.2.4?

Answer: The nest Legislative session begins on January 12th, 2026, and lasts 60 calendar days.

Question 15: Is the Anticipated Timeline (Attachment A) set in stone, or is there any flexibility in it due to the data call involved?

Answer: Due to the due date of the final report set by the Legislature, flexibility is difficult. Yet, we plan to work with the vendor to accomplish a successful project.