



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
500 JAMES ROBERTSON PARKWAY
NASHVILLE, TENNESSEE 37243

The State of Tennessee, Department of Commerce and Insurance, Insurance Division ("Division") has established a reference file of firms and/or individuals with knowledge and experience in the field of actuarial regulatory insurance examination.

Those firms and/or individuals who wish to be considered for employment by the Division must submit their qualifications to the Division, at the address listed below. The minimum qualifications for inclusion are:

- a. The individual who would supervise the exam and sign the report(s) must hold the designation of Fellow of the Society of Actuaries ("FSA") or Associate of the Society of Actuaries ("ASA") designation for life insurance companies.
- b. The individual who would supervise the exam and sign the report(s) must hold the designation of Fellow of the Casualty Actuarial Society ("FCAS") or Associate of the Casualty Actuarial Society ("ACAS") designation for property/casualty insurance companies.
- c. Experience in dealing with actuarial regulatory matters and management/preparation of a least one (1) actuarial analysis for a regulatory agency.
- d. Experience in extracting/working with large downloads of data and ability to evaluate and document accuracy and completeness of said information.
- e. Experience using TeamMate, Access, Excel and other similar compatible systems in order to comply with Division work paper standards and reporting formats. Spreadsheet/work paper system to be furnished by pool member.
- f. Experience in preparing actuarial studies which conform to the National Association of Insurance Commissioners ("NAIC") accreditation standards and guidelines as outlined in the NAIC Financial Examiners Handbook.
- g. The individual or firm is expected to allow assisting examiners from the Division to participate in the examination.

Those contained in the reference file will be requested as needed, and in groups of three (3) firms and/or individuals, to submit cost proposals to the Division based on the Division's reasonable estimate of the time and resources needed to complete a proposed examination multiplied by the proposer's cost per hour and/or unit of support needed to complete the task. Absent other requirements, lowest cost is the determining factor for selection.

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