



**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 financial 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 be supervising and signing the report(s) must hold the Designation of Certified Financial Examiner ("CFE") with the Society of Financial Examiners.
- b. This individual must have three (3) years of experience in dealing with financial regulatory matters and must have managed at least one financial examination.
- c. If the examination is a healthcare related examination, the financial examination that the individual managed must be in the healthcare field.
- d. Knowledge of NAIC Accounting Practices and Procedures and Statements of Statutory Accounting Principles ("SSAP").
- e. Experience in extracting/working with large downloads of data and ability to evaluate and document accuracy and completeness of said information.
- f. Experience using TeamMate, Access, Excel and other similar compatible systems in order to comply with Division work paper standards reporting formats. Spreadsheet/work paper system to be furnished by pool member.
- 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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