



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE

**REQUEST FOR PROPOSALS # 33501-162008
AMENDMENT # 1
FOR THE PROVISION OF PRIMARY REVIEW OF
INSURANCE COMPANIES**

DATE: September 6, 2016

RFP # 33501-162008 IS AMENDED AS FOLLOWS:

- 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		CONFIRMED
2. Disability Accommodation Request Deadline	2:00 p.m.	CONFIRMED
3. Notice of Intent to Respond Deadline	2:00 p.m.	CONFIRMED
4. Written "Questions & Comments" Deadline	2:00 p.m.	CONFIRMED
5. State Response to Written "Questions & Comments"		CONFIRMED
6. Response Deadline	2:00 p.m.	September 14, 2016
7. State Completion of Technical Response Evaluations		September 21, 2016
8. State Opening & Scoring of Cost Proposals	2:00 p.m.	September 22, 2016
9. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection	2:00 p.m.	September 26, 2016
10. End of Open File Period		October 3, 2016
11. State sends contract to Contractor for signature		October 4, 2016
12. Contractor Signature Deadline	2:00 p.m.	October 11, 2016

- State responses to questions and comments in the table below amend and clarify this RFP.**

Any restatement of RFP text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFP document.

QUESTION / COMMENT	STATE RESPONSE
1 How much of the insurance primary and	The completion of services will be divided in half

QUESTION / COMMENT	STATE RESPONSE
supervisory analysis review services work may be performed remotely versus on-site?	between remote and on-site services. On-site meetings are occasionally required. However, work papers are maintained electronically and are able to be prepared remotely.
2 To the extent the work is required to be performed on-site, what are the allowable travel expenses to be reimbursed?	<p>Compensation to the Contractor for travel, meals, or lodging shall be subject to amounts and limitations specified in the current "State Comprehensive Travel Regulations." Travel Compensation will be provided only upon written approval of the Director.</p> <p>The Contractor must include (in addition to other invoice requirements of this Contract) a complete itemization of requested travel compensation and appropriate documentation and receipts as required by the "State Comprehensive Travel Regulations."</p> <p>Per Diem rates may vary throughout the term of the contract. However, the most current rates and the State Comprehensive Travel Regulations can be found at https://www.tn.gov/finance/article/fa-travel-regulations.</p>
3 Will the engagement be awarded based on separate parts of the services (insurance primary analysis and supervisory analysis considered separately) or all parts together (primary and supervisory analysis as a package)?	There will be a single contract awarded to one contractor. The contract awarded as a result of this RFP will be for primary analysis services.
4 Is there an estimated number of annual hours anticipated for the initial analysis work and the supervisory analysis?	No, there is not an estimated number of annual hours anticipated. The number of annual hours will be determined by the number of assigned companies. The amount of time per company is dependent upon the complexity of the company and the priority of the company.

3. **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.