

**Section 3: Language: Scope of Project**

This section provides details of the scope of the work expected of the contractor, setting out four tasks. It also details the requirements of House Bill 659 for a TRS redesign and lists the plan design changes suggested by SAVA in the earlier RFI. It includes the addition of an August 2010 meeting to SAVA's schedule. (See pages 2-9 of RFP draft language)

- Adopt
- Reject
- Revise and adopt
- Tentatively adopt with later revisions approved by Chair and Vice Chair

*The committee revised the scope to include another change consideration (PERS multiplier lowered from 1/50 after 25 years to 1/53 for all service). It also approved revising the GABA consideration to look at the effect on just new employees, as well as new and current employees and retirees.*

**Section 4: Offeror Qualifications/Informational Requirements**

This section requires offerors to provide documentation of references, qualifications, and experience for the firm, the primary actuary, and other staff who will be working on the project. It also requires the offeror to provide a project plan and address the offeror's ability to meet the scope, task, and timeframe requirements were set out in Section 3. (See pages 10-12 of RFP draft language)

- Adopt
- Reject
- Revise and adopt
- Tentatively adopt with later revisions approved by Chair and Vice Chair

*The committee revised the section 4 requirements to substitute a 5-year client list instead of references submitted by the offeror. References will be checked by having the evaluation committee contacting some of the clients from that list.*

**Section 5: Cost Proposal**

This section requires the offeror to detail a cost proposal for completing the work required in Section 3. The cost proposal must include travel and also an hourly rate for any work performed outside the scope of the RFP, if SAVA wishes to request further assistance. This section will include a cap of \$125,000 for services provided. (See pages 13 of RFP draft language)

- Adopt
- Reject
- Revise and adopt
- Tentatively adopt with later revisions approved by Chair and Vice Chair

**Section 6: Evaluation Criteria**

This section assigns a point value to be used in evaluating the proposals. The total number of points will be 2500 and the points will be awarded based on the following percentages:

- Actuarial Firm Qualifications: 5% of total points
- Actuarial Staff Qualifications: 10% of total points
- References: Pass/Fail
- Project Plan: 55% of total points
- Cost Proposal: 30% of total points

*(See page 14 of RFP draft language)*

- Adopt
- Reject
- Revise and adopt
- Tentatively adopt with later revisions approved by Chair and Vice Chair

*The committee voted to revise the assigned weights of the evaluation criteria. The client list (instead of references provided on a form) will provide names to check for references. The references provided by this list check will account for 5% of the total points. The actuarial staff qualifications will be given 15% of the total points and the cost proposal will be given 20% of the total points.*

**Evaluation Committee**

An evaluation committee will review and score the proposals in advance of the SAVA conference call in January at which the contract will be awarded. SAVA may want to select representatives for this evaluation committee, understanding that the task will involve a substantial commitment of time over several days in mid-January to read, evaluate, and score the proposals.

- Staff committee
- Joint staff/legislator committee
- Other

*The committee selected Senator Larry Jent and Representative Pat Ingraham to serve on the evaluation committee. They indicated their preference for a 5-member committee, although that was not a formal motion.*

**Timeline**

Award contract at late January conference call (date to be determined). CI0425 9349rwx.