

**REQUEST FOR PROPOSALS**  
**for**  
**ACTUARIAL SERVICES**  
**for**  
**Group Insurance and Retirement Programs**  
**of**  
**The University of Texas System**  
**Office of Employee Benefits**



To be effective September 1, 2015

**Office of Employee Benefits**

702 Colorado Street, Ste. 2.100, Austin, Texas 78701

Phone: 512-499-4616 Fax: 512-499-4620

November 6, 2015

To Qualified Firms:

The Office of Employee Benefits (OEB) of The University of Texas System (System) is issuing a Request for Proposals (RFP) for a firm to provide actuarial services for the System group insurance and retirement programs to be effective September 1, 2015.

The enclosed specifications and appendices have been developed to provide the information needed to respond to this RFP. It is the intent of the System to select only one qualified firm to provide the actuarial services described in this RFP; however, the System retains the right to select none. Due to statutory requirements, the System is not permitted to contract with a brokerage firm.

One original, six (6) identical copies, and one (1) electronic version on CD or disk of the firm's response to these specifications should be submitted on or before 3:00 p.m. Central Time on Thursday, **December 4, 2015** to:

Laura C. Chambers, Director  
Office of Employee Benefits  
The University of Texas System  
210 West 6th Street, Room B.140E  
Austin, Texas 78701-3043

If you are interested in submitting a response to this RFP, you must register on-line at <http://utdirect.utexas.edu/rfp>.

All questions and comments related to this RFP must be sent via e-mail using the appropriate e-mail link on the RFP Web site. To ensure that all replies can be provided to all prospective responding firms prior to the deadline for submission of proposals, no questions received after 5:00 PM (Central Time) on Wednesday, **November 12, 2015**, will be considered or responded to by the System.

Sincerely,

Laura C. Chambers, Director  
Office of Employee Benefits

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- Appendix A:** Group Benefits Handbook for Employees
- Appendix B:** Group Benefits Handbook for Retired Employees
- Appendix C:** Chapter 1601, Texas Insurance Code
- Appendix D:** Historically Underutilized Business (HUB) Policy
- Appendix E:** Sample Contract (including HIPAA Business Associate Agreement Addendum)
- Appendix F:** OEB Plan Information as of September 2015

# 1.0 INTRODUCTION

The Texas Constitution of 1876 provided that “the Legislature shall, as soon as practical, establish, organize and provide for maintenance, support and direction of a university of the first class, to be located by vote of the people of this State, and styled ‘The University of Texas.’” In 1881, the 17th Texas Legislature passed an act to establish The University of Texas. Later that year, voters determined that the Main System was to be located in Austin and the Medical School was to be located in Galveston.

Today, The University of Texas System (System) includes nine (9) academic institutions in Arlington, Austin, Brownsville, Dallas, Edinburg (Pan American), El Paso, Odessa (Permian Basin), San Antonio and Tyler, plus six (6) health institutions in Dallas, Galveston, Houston (2), San Antonio and Tyler. In addition, the main System Administration office is located in Austin; however, many of the operations of System Administration are decentralized and therefore located in numerous areas of Texas as well as in Washington, D.C. Many of the UT institutions have their own payroll systems.

Effective September 1, 2015, the University of Texas at Austin will open a new medical school, to be located in Austin. In addition, System will add a new institution to be known as The University of Texas at Rio Grande Valley, which will include both an academic department and a medical school. At a future date, UT Pan American and UT Brownsville will close and will be replaced by UTRGV. At the time of this RFP, System estimates these anticipated organizational changes will result in a slight net increase of less than 2,000 new System employees.

The System has approximately 89,000 employees who are eligible for STD and LTD insurance coverage. The System has almost 23,000 benefits-eligible retired employees; however, retired employees are not eligible for STD or LTD insurance even if they return to work in an otherwise benefits eligible position.

Although the majority of employees of The University of Texas Medical Branch (UTMB) are in the Galveston area, UTMB also has employees in the central and eastern parts of Texas who are involved with providing medical care to prisoners at State prisons located in those areas. The University of Texas at Austin also has staff members at a marine biology center in Port Aransas and at an astronomical observatory in Fort Davis. A small number of employees from various institutions also either reside or work outside of Texas.

The following table shows the name, location and the approximate number of benefits-eligible employees associated with each institution in the System as of September 2014:

<b>The University of Texas System September 2014</b>			
<b>Location</b>	<b>Institutions</b>	<b>Benefits-Eligible Employees</b>	<b>Benefits-Eligible Retired Employees</b>
Austin	The University of Texas at Austin	17,117	4,955
	The University of Texas System Administration	669	273
Brownsville	The University of Texas at Brownsville	704	295
Dallas	The University of Texas at Arlington	3,154	1,089
	The University of Texas at Dallas	2,980	565
	The University of Texas Southwestern Medical Center at Dallas	12,852	1,658
Edinburg	The University of Texas - Pan American	1,918	476
El Paso	The University of Texas at El Paso	2,289	805
Galveston	The University of Texas Medical Branch at Galveston	11,151	4,368
Houston	The University of Texas Health Science Center at Houston	6,378	1,504
	The University of Texas M.D. Anderson Cancer Center	19,572	3,395
Odessa	The University of Texas of the Permian Basin	398	110
San Antonio	The University of Texas at San Antonio	3,341	783
	The University of Texas Health Science Center at San Antonio	5,147	1,640
Tyler	The University of Texas at Tyler	833	228

	The University of Texas Health Science Center at Tyler	1,037	615
<b>TOTAL</b>		<b>83,505</b>	<b>22,759</b>

## 1.1 OBJECTIVES OF THE REQUEST FOR PROPOSAL

The University of Texas System (System) is soliciting proposals from qualified and appropriately licensed firms to provide actuarial services to the System for the Employee Group Insurance Program and the Retirement Programs for the six-year period beginning September 1, 2015 through August 31, 2021.

The primary objective of the System is to maximize the benefits and services that employees and retired employees of the System receive for each dollar spent on benefits. In support of this objective, the Office of Employee Benefits (OEB) requires actuarial services for the Employee Group Insurance Program that may include, among other things, assistance in evaluation of cost impact of benefit design alternatives, consideration of funding alternatives, development of contribution rates, data development to support on-going analysis of program cost and utilization, preparation of financial statements, cash flow analysis, revenue and cost projections, and analysis of the actuarial impact of legislation on the Program. In addition, for the Retirement Programs, OEB requires actuarial services that may include, among other things, plan design and selection and monitoring of investment options and investment providers.

## 1.2 SUMMARY OF CURRENT SYSTEM PROGRAMS

The System has over 106,000 employees and retired employees plus approximately 99,000 dependents participating in the Employee Group Insurance Program. The System offers one health plan option – UT SELECT, a self-funded preferred provider organization (PPO) plan available in all areas. UT SELECT medical benefits are currently administered by Blue Cross and Blue Shield of Texas (BCBSTX), while UT SELECT pharmacy benefits are currently administered by Express Scripts, Inc. (ESI).

The System also currently offers two self-funded dental PPO plans – UT SELECT Dental and UT SELECT Dental PLUS. In addition, the System offers the following fully insured optional plans: a dental health maintenance organization, a vision plan, voluntary group term life coverage, accidental death and dismemberment coverage, short and long term disability coverage, long term care insurance, and flexible spending accounts. These plans are voluntary, and generally the premiums are fully paid by the participating employees and retired employees.

Of the approximately 90,000 employees eligible to participate in the voluntary retirement plans, the System has over 23,000 employees who participate in the UT Saver voluntary retirement programs – 403(b) Tax Sheltered Annuity Program (TSA) and the 457(b) Deferred

Compensation Plan (DCP). The System also administers a mandatory 403(b) plan, the Optional Retirement Program (ORP), that eligible employees may choose in lieu of participation in the Teacher Retirement System of Texas (TRS). Approximately 16,000 eligible employees currently contribute to ORP. Additionally, the System maintains a 415(m) excess benefit plan for certain eligible ORP participants. Approximately 750 employees currently contribute to the 415(m) plan. System contracts with five (5) retirement providers with which employees may invest their pre-tax or post tax contributions for one of the UTSAver voluntary retirement programs the ORP and the 415(m) excess benefit plan.

The Group Insurance Program and the System's Retirement Programs are administered by the System's Office of Employee Benefits (OEB) located at System headquarters in Austin, Texas.

## **2.0 GENERAL INFORMATION AND REQUIREMENTS**

### **2.1 PLAN YEAR**

The System's Plan Year begins on September 1st and ends the following August 31st. This period corresponds with the fiscal year of the System and the State of Texas.

### **2.2 CONFLICT OF INTEREST**

No member of the System Board of Regents, nor any System employee (including the Chancellor, Vice Chancellor for Administration, Vice Chancellor of Business Affairs, Associate Vice Chancellor for Employee Benefits and Services, and Office of Employee Benefits management), shall have any direct interest in any firm to which a Contract may be awarded or any indirect conflict of interest involving the firm including, but not limited, to any financial interest.

### **2.3 AGENT OF RECORD**

The System shall not designate an Agent of Record or any other such company employee or commissioned representative to act on behalf of the System or the firm. All requests for the System to provide such designation shall be rejected. Firms are specifically instructed to submit proposals directly to the System. Proposals submitted through a third party agent will not be accepted.

### **2.4 NEWS RELEASES**

Written approval by the System will be required prior to any issuance of any news releases or other public communication regarding a contract awarded to a responding firm.

### **2.5 RESPONSES, ORDERING OF CONTENTS, DEVIATIONS**

The content of all responses submitted must be ordered to correspond with the specifications as they appear in the RFP. Unless a deviation is specifically noted in the response, it will be assumed that the responding firm agrees to meet all specifications exactly as set forth in this RFP.

### **2.6 RESERVED RIGHTS**

- 2.6.1 The System retains the right to reject any and/or all proposals submitted and/or call for new proposals. The System is not required to select the proposal with the lowest proposed fee(s), but shall take into consideration other factors as described herein. The System reserves the right to enter into discussions and negotiations with one or more firms selected at its discretion to determine the best and final terms. The System is not under obligation to hold these discussions or negotiations with each responding firm that



submits a proposal. The System is under no legal obligation to execute a Contract on the basis of this RFP or upon receipt of a proposal.

- 2.6.2 The System specifically reserves the right to revise any or all RFP or Contract provisions set forth at any time prior to the System's execution of a Contract where the System deems it to be in the best interests of the System and its participants.
- 2.6.3 The System reserves the right to audit/validate all materials and responses submitted with the firm's proposal.

## 2.7 TERM OF ACCEPTANCE

It is the intent of the System, at this time, to enter into a one year contract for provision of actuarial services beginning September 1, 2015, which shall be renewable at System's option for five additional one year periods through August 31, 2021.

## 2.8 USE OF SYSTEM INFORMATION FOR SOLICITATION PROHIBITED

The selected firm must specifically agree that it shall never use any information, regardless of whether such information has been de-identified, concerning System Group Insurance or Retirement plan participants received from any source for any marketing purpose or to solicit other business of any type. This agreement extends to the provision of lists of System employees or retired employees, discussions, advertisement, distribution, or other marketing by the firm or a parent or subsidiary to coverage, products, or materials other than those explicitly relating to the selected firm's participation in the UT System programs to other firms or any other third party. This prohibition applies even after termination of the Contract.

## 2.9 SYSTEM'S HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PROGRAM

- 2.9.1 All agencies of the State of Texas are required to make a good faith effort to assist historically underutilized businesses (each a "HUB") in receiving contract awards. The goal of the HUB program is to promote full and equal business opportunity for all businesses in contracting with state agencies. Pursuant to the HUB program, if under the terms of any agreement or contractual arrangement resulting from this RFP, the Contractor subcontracts any of the Program, then the Contractor must make a good faith effort to utilize HUBs certified by the Procurement and Support Services Division of the Texas Comptroller of Public Accounts. Proposals that fail to comply with the requirements contained in this Section 2.9 will constitute a material failure to comply with advertised specifications and will be rejected by System as non-responsive. Additionally, compliance with good faith effort guidelines is a

condition precedent to awarding any agreement or contractual arrangement resulting from this RFP. Proposing firm acknowledges that, if selected by System, its obligation to make a good faith effort to utilize HUBs when subcontracting any of the Program will continue throughout the term of all agreements and contractual arrangements resulting from this RFP. Furthermore, any subcontracting of the Program by the firm is subject to review by System to ensure compliance with the HUB program.

- 2.9.2 System has reviewed this RFP in accordance with Title 34, *Texas Administrative Code*, Section 20.13 (a), and has determined that subcontracting opportunities may exist under this RFP.
- 2.9.3 A HUB Subcontracting Plan (“HSP”) is required as part of firm’s proposal. The HSP will be developed and administered in accordance with System’s Policy on Utilization of Historically Underutilized Businesses attached as **APPENDIX D** and incorporated for all purposes.

*Each proposing firm must complete and return the HSP in accordance with the terms and conditions of this RFP, including **APPENDIX D**. Firms that fail to do so will be considered non-responsive to this RFP in accordance with Section 2161.252, Texas Government Code.*

The Contractor will not be permitted to change its HSP unless: (1) the Contractor completes a newly modified version of the HSP in accordance with the terms of **APPENDIX D** that sets forth all changes requested by the Contractor, (2) the Contractor provides System with such a modified version of the HSP, (3) System approves the modified HSP in writing, and (4) all agreements or contractual arrangements resulting from this RFP are amended in writing by System and the Contractor to conform to the modified HSP.

- 2.9.4 Proposing firm must submit three (3) originals of the HSP to System at the same time it submits its proposal to System (ref. **Section 2.25** of this RFP.) The three (3) originals of the HSP must be submitted under separate cover and in a separate envelope (the “HSP Envelope”). Firm must ensure that the top outside surface of its HSP Envelope clearly shows and makes visible:
  - 2.9.4.1 the RFP title (ref. **cover page** of this RFP) and the Submittal Deadline (ref. **Section 2.25** of this RFP), both located in the lower left hand corner of the top surface of the envelope,
  - 2.9.4.2 the name and the return address of the proposing firm, and
  - 2.9.4.3 the phrase “HUB Subcontracting Plan”.

Any proposal submitted in response to this RFP that is not accompanied by a separate HSP Envelope meeting the above requirements will be rejected by System and returned to the

firm unopened as that proposal will be considered non-responsive due to material failure to comply with advertised specifications. Furthermore, System will open a firm's HSP Envelope prior to opening the proposal submitted by the firm, in order to ensure that the firm has submitted the number of completed and signed originals of the firm's HUB Subcontracting Plan ("HSP") that are required by this RFP. A firm's failure to submit the number of completed and signed originals of the HSP that are required by this RFP will result in System's rejection of the proposal submitted by that firm as non-responsive due to material failure to comply with advertised specifications; such a proposal will be returned to the firm unopened. **Note:** The requirement that the proposing firm provide three originals of the HSP under this **Section 2.9.4** is separate from and does not affect firm's obligation to provide System with the number of copies of its proposal as specified in **Section 2.25** of this RFP.

## 2.10 CERTIFICATION

An authorized officer of any responding firm submitting a proposal must certify that the responding firm complies with the RFP specifications by signing and returning the Signature Page in Section 10 in this RFP.

## 2.11 ADDITIONAL INFORMATION FROM RESPONDING FIRMS

System reserves the right to request additional documentation regarding submitted proposals. Responding firms must agree to provide any information requested.

## 2.12 REFERENCES

Each responding firm must provide a list of current major public customers purchasing services as requested in the Interrogatories section of this RFP. These customers may be contacted by the System to provide information regarding the firm's overall record of providing actuarial services for the customer.

The provision of references by the responding firm shall constitute verification that the System has the responding firm's permission to contact these organizations and obtain any required information without seeking permission of the firm.

## 2.13 NON-RESPONSIVE PROPOSALS

The System will not accept for consideration any proposals that do not comply with the criteria set forth herein. Failure to address any of the RFP requirements may result in rejection of a proposal.

## 2.14 CONFIDENTIAL STATUS, DISCLOSURE OF PROPOSAL CONTENTS

Unless required to release such information by applicable law or court order, proposals submitted by firms will be deemed confidential until any announcement regarding the selection or rejection of a proposal has been made. However, once a proposal has been accepted or rejected, it becomes subject to release in accordance with the provisions of Chapter 552 of the Texas Government Code (The Public Information Act, "the Act"). In order to permit the responding firm to protect confidential information submitted by the firm in support of a proposal, the responding firm must designate any information in its Proposal of any attachments or other materials provided in connection with its Proposal that it believes to be exempt from disclosure and provide legal justification for each instance. The responding firm acknowledges and agrees that the System shall have no liability to the responding firm or any other person or entity for disclosure of information in accordance with the Act. It is the responding firm's sole obligation to advocate the confidential or proprietary nature of any information it provides in its proposal. Responding firms should be aware that the Texas Attorney General may determine that all or part of the claimed confidential or proprietary information should be disclosed. The System shall not advocate the confidentiality of the responding firm's material to the Texas Attorney General or to any other person or entity. System may release the responding firm's entire proposal, including alleged information confidential or proprietary, upon request from a member of the Legislature where needed for legislative purposes. The provisions described in this section apply to all Proposals and materials provided by any firm in response to this RFP.

## 2.15 COMPLIANCE WITH APPLICABLE LAW, CHANGES REQUIRED BY STATUTE OR REGULATION

All proposals must comply with all applicable laws and regulations including, but not limited to, the following:

- State and federal laws and regulations; and
- Rules promulgated by the Texas Department of Insurance.

The System recognizes that the requirements of these laws and regulations may change. The System requires a good faith effort on the part of the selected firm to comply with additional responsibilities imposed by federal or state law without requiring mid-year fee increases. The System reserves the right to negotiate with the contracting firm to comply with any changes required by state or federal law or regulation.

## 2.16 HIPAA COMPLIANCE

UT System Administration is a covered entity under the Health Insurance Portability and Accountability Act (HIPAA). The Contract contains a Business Associate Agreement that requires the contracting firm to comply with the System Administrations' privacy and security policies. In response to the related interrogatories included in Section 8 of this RFP, the vendor must describe in detail its HIPAA Privacy and Security programs as well as its information security program.

## 2.17 NONDISCRIMINATORY PRACTICE

The contracting firm shall not discriminate against eligible System employees by excluding, seeking to exclude, or otherwise imposing restrictions on services on the basis of gender, race, national origin, religion, age, veteran status, disability, or pregnancy.

## 2.18 RETENTION OF PROPOSALS

All proposals submitted become the sole property of the System.

## 2.19 MODIFICATION

No proposal may be changed, amended, or modified after submission to the System except to correct an inadvertent error.

## 2.20 WEB SITE FOR INTERESTED FIRMS

To provide interested firms an opportunity to pose questions regarding the RFP specifications and selection process, the System has designated the following Web site for interested firm representatives to register on-line at <http://utdirect.utexas.edu/rfp>.

## 2.21 ADDENDA TO RFP, INQUIRIES REGARDING SPECIFICATIONS

All questions and comments related to the RFP must be sent via e-mail by using the appropriate e-mail link on the RFP Web site:

<http://utdirect.utexas.edu/rfp/>

Any response to an inquiry that alters an interpretation of, or requires a change to, this RFP will be posted as addenda on the RFP Web site. All firms will be responsible for regularly checking this Web site for RFP addenda and other announcements. All addenda issued by the System prior to receipt of a proposal shall be considered part of the RFP.

To ensure that all replies can be provided to all prospective responding firms prior to the deadline for submission of proposals, no questions received after 5:00 PM (Central Time) on Wednesday, November 12, 2014 will be considered or responded to by the System.

## 2.22 FIRM INITIATED CHANGES

The responding firm must notify the System in writing prior to making any major changes to its services, the designated System account team or other areas likely to impact the System. The System reserves the exclusive right to determine if these major changes may be applied to the System, and if so, when they shall apply.

## 2.23 ALTERNATIVE FEE ARRANGEMENTS

2.23.1 Alternative fee arrangements, other than as requested herein, shall not be considered. However, the System reserves the right to revise the financial arrangements should that become necessary due to legislative, budgetary, or other factors. The purpose of this RFP and the subsequent review process is to select the firm that the System considers to be most qualified to provide the most effective, efficient and high-quality services, reports and products to the System. The System views the relationship with the firm as a cooperative one, and nothing contained in this RFP, nor any action taken in the review and approval process, shall prevent the System from continuing negotiations with the selected firm after the selection is made.

2.23.2 The firm must agree to act in good faith in connection with all such negotiations and in performing all of its services, duties, and provisions of services to the System.

## 2.24 FINALIST INTERVIEW

Following the System's initial review of the RFP Proposals, if the firm is selected as a finalist in the firm selection process, the System may, at its sole option, request that personnel from the firm, at the firm's expense, attend a meeting at a System-designated location to clarify responses and to answer questions regarding the firm's Proposal.

## 2.25 SUBMISSION OF PROPOSALS

Only proposals submitted in compliance with the following will be accepted by System:

2.25.1 One (1) signed original proposal signed with blue ink and clearly marked "Original", and six (6) identical copies of the proposal must be received by the System on or before 3:00 PM (Central Time), on Thursday, **December 4, 2015**. The original and copies of the proposal should be delivered to:

Laura C. Chambers, Director  
Office of Employee Benefits  
The University of Texas System  
210 West 6th Street, Room B.140E

Austin, Texas 78701-3043

- 2.25.2 A responding firm must submit one (1) electronic version of the proposal on a separate disk or CD using Microsoft Word, Excel or Access. The electronic version must be labeled with the firm's name and the title of this RFP.
- 2.25.3 Proposals must be valid for one hundred twenty (120) days following the proposal receipt date. The proposed fee(s) must be firm and guaranteed for the twelve-month period beginning September 1, 2015 through August 31, 2016.
- 2.25.4 Proposals and any other information submitted by responding firms in response to this RFP shall become the property of System and will be subject to Section 2.14, Disclosure of Proposal Contents, of this RFP.
- 2.25.5 The System will not provide compensation to responding firms for any expenses incurred by the firms for proposal preparation or for any demonstrations, unless otherwise expressly stated in writing by the System. Responding firms shall submit proposals at their own risk and expense. Materials submitted with the RFP will not be returned to the firm.
- 2.25.6 Proposals containing deviations, or items not called for in the RFP documents, or irregularities of any kind are subject to disqualification by the System, at its option.
- 2.25.7 Each proposal must provide a succinct and concise description of the responding firm's ability to meet the requirements of the RFP. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the System's needs.
- 2.25.8 Representations made within the proposal will be binding on the responding firm and shall be incorporated by reference into the Contract. The System will not be bound to act by any other previous communication of any type or non-conforming proposals submitted by a responding firm.
- 2.25.9 A Table of Contents with page number references must be included. The Table of Contents should include sufficient detail to facilitate easy reference to the sections of the proposal, as well as separate attachments. Any supplemental information and attachments not requested in the RFP, but are included in the proposal, should be clearly identified in the Table of Contents and provided as a separate section in the proposal.
- 2.25.10 The materials submitted must be enclosed in a sealed envelope, box, or container. The package must show clearly the submittal deadline, the responding firm's name, and the responding firm's return address.  
**IMPORTANT: A separate HUB Subcontracting Plan (HSP) envelope must**

**accompany the firm's proposal, or the proposal will be rejected due to material failure to comply with required specifications as described in Section 2.9.4 of this RFP.**

- 2.25.11 Late proposals will not be accepted or considered under any circumstances. Late proposals properly identified will be returned to the responding firm unopened at the responding firm's expense. Other late proposals will be held at the Office of Employee Benefits (OEB) for 30 days and then discarded.
- 2.25.12 Telephone proposals or proposals transmitted electronically are not acceptable responses to this RFP.



## 3.0 THE CONTRACT

The Contract shall be in the format specified by the System. The Contract will incorporate the RFP, the contracting firm's proposal thereto, and any other information the responding firm may be required to provide. Until a Contract has been executed and signed, the RFP and the selected firm proposal will be binding. A Sample Contract is included in the RFP as Appendix E. Firms unable to agree to each term set forth in the Sample Contract should not submit a proposal in response to this RFP. Proposals containing proposed changes to the Sample Contract will not be considered.

### 3.1 INTRODUCTION

No Contract will be executed until the System has accepted the responding firm's proposal, and the System has notified the responding firm of its approval. The Contract will be for a one year term beginning on September 1, 2015 through August 31, 2016, unless terminated as provided herein or in the Contract with the option to renew for up to five additional one year periods through August 31, 2021. If the current firm submits a proposal and is not selected, the current firm shall continue to perform in good faith all obligations under its existing contract with the System.

The System and the contracting firm shall agree and acknowledge, as applicable, that the services to be provided under the Contract will be provided from September 1, 2015 through August 31, 2021. However, the System and the contracting firm shall also agree and acknowledge that there may be duties and obligations specified by the RFP to be performed prior to September 1, 2015 and following August 31, 2021, and the Contract will specify that the parties agree to perform all such duties and obligations, and that all applicable damage provisions shall be in effect as to these duties and obligations.

The Contract shall comprise the complete and exclusive statement of each agreement between the System and the contracting firm and supersede all prior or contemporaneous agreements, negotiations, course of prior dealings, and oral representations relating to the subject matter hereof.

The System has specific contracting requirements that cannot be waived or altered. All firms should carefully review the Sample Contract in Appendix E. Firms should include in their written proposals all changes to the Contract they wish to propose. Firms should not assume that an opportunity exists to add such matters through the contract negotiation process. Unacceptable terms and conditions added by a firm may cause the System to reject a proposal, despite other factors of the evaluation. In addition, firms should not strike-through or otherwise alter anything in the Sample Contract. Submission of an altered Sample Contract as part of a proposal shall cause the System to reject a proposal, despite other factors of the evaluation.

In the event that a contracting firm fails or refuses to perform any of its duties or obligations as provided by the Contract, the System, without limiting any other rights or remedies it may have by law, equity or under contract, will have the right to terminate the Contract immediately. Notwithstanding such termination, certain obligations of the firm shall survive the termination of the Contract.

The contracting firm must agree not to publicize the Contract or disclose, confirm or deny any details thereof to third parties or use any photographs or video recordings of the System's employees or use the System's name in connection with any sales promotion or publicity event without the prior express written approval of the System.

This Contract is for the personal services of the firm and the firm's interest in such agreement. Duties assigned to the firm under the contract may not be assigned or delegated to a third party.

### **3.2 FAILURE TO COMPLY**

Failure to comply with the procedures required by the RFP or any other applicable guidelines shall be cause for immediate suspension or cancellation of the Contract. Any suspension will remain in effect until System is satisfied that circumstances resulting in suspension have been corrected.

### **3.3 FIRM ID NUMBERS**

A responding firm must obtain a Vendor Identification Number issued by the Comptroller of Public Accounts of the State of Texas. The firm will be required to complete and submit a Payee Identification Form in order to receive payment.

### **3.4 AUTHORIZED SIGNATURES**

The Chief Executive Officer, General Counsel, or an authorized officer of the responding firm must sign the Contract. The proposal must state the name and office of the individual who will sign the Contract on behalf of the firm and include a copy of the document granting that individual the authority to do so.

### **3.5 RELATIONSHIP OF PROPOSAL TO CONTRACT**

Any contract resulting from the selection of a firm by the System shall incorporate by reference the RFP, the firm's response thereto and any other information the firm may be required to provide.

## 4.0 ACTUARIAL REQUIREMENTS AND FEE STRUCTURE

### 4.1 ACTUARIAL REQUIREMENTS

- 4.1.1 The firm should have specific experience in working with major Texas public health plans and have in-depth knowledge of Texas insurance laws.
- 4.1.2 The firm's actuarial team members should be available to provide on-site assistance at System office in Austin, Texas, including being available on short (often less than 24 hours) notice, five days per week, for in-person meetings with Program and System staff, as well as being available during regular and special Texas legislative sessions, seven days per week with little or no advance notice for in-person testimony before legislative committees and or meetings with state legislative staff.
- 4.1.3 The firm should have a health actuarial data base of Texas-wide health care information for use in evaluating potential Program plan designs, mandates and cost containment measures for plans covering Texas-based participants in public and private employee plans in multiple urban and non-urban locations.
- 4.1.4 The firm will keep all information related to System confidential unless otherwise approved by System for release to other parties.
- 4.1.5 The firm's principal and primary actuaries assigned to the Program must be a Fellow in the Society of Actuaries, and secondary actuaries must be an Associate in the Society of Actuaries. Actuaries assigned to the Program should have experience with group insurance programs and/or retirement programs for employees and retirees of the State of Texas and Texas public institutions of higher education in the areas described below:
  - a. Provision of broad-based, comprehensive actuarial services;
  - b. Working with the Legislative Budget Board of the State of Texas;
  - c. Provision of information to and testifying before committees and subcommittees of the Texas legislature;
  - d. Provision of expert advice to the Attorney General of the State of Texas in connection with public employee group insurance and retirement related disputes between state and federal agencies;
  - e. Analysis of the fiscal impact of System group insurance and retirement related legislation;
  - f. Preparation of legislative appropriation requests for public employee group insurance and retirement programs;

- g. Preparation of plan design, Requests for Proposals, evaluation of competitive bids and assistance in the negotiation of major vendor contracts;
- h. Development of financial projections and preparation of employer and employee contribution rates for public employee insurance programs;
- i. Development of monthly and annual financial statements including estimates of incurred but unreported claims;
- j. Preparation of an actuarial valuation of other post-employment benefits in compliance with Governmental Accounting Standards Board (GASB) Statements 43 and 45;
- k. Experience in calculating Medicare Part D subsidies and preparation of annual actuarial attestation for the Medicare Part D Retiree Drug Subsidy Program;
- l. Validation of Prescription Drug PBM rebate payments;
- m. Preparation of cash flow projections for major public health plans;
- n. Preparation and provision of presentations to governing boards and advisory committees;
- o. Evaluation of insurers, managed care arrangements, pharmacy benefit managers, and retirement investment providers; and
- p. Evaluation and monitoring of retirement programs investment options.

## 4.2 FEE STRUCTURE

In responding to this RFP, the firm must complete the fee schedule in Section 9 of this RFP, which will be guaranteed for the twelve-month period from September 1, 2015 through August 31, 2016. In consideration of full, satisfactory and timely performance of the actuarial services contracted as described in this RFP, System shall reimburse selected firm for the first year of this Contract as set forth in the fee schedule. The fee schedule for the subsequent years of this Contract shall be negotiated in good faith by the System and the firm on an annual basis. The selected firm must submit revised rates to System by July 1 of each subsequent year. Following negotiations, the System has final approval of any increase in fees. The fees proposed by the firm should be adequate to cover the cost incurred for the performance of all services described herein prior to and during the period of the Contract and during any runoff period following termination of the Contract.

In accordance with the Contract, the selected firm should submit its invoice to the System on a monthly basis. The invoice will include the type of work or project performed, the name(s) of firm staff, the hourly rate for each staff person, and the total billed amount. The System shall remit payment to the firm within thirty (30) days following the date of receipt of a satisfactory and itemized firm's invoice. The remittance will be supported by appropriate detail supporting the invoice amount.

## **5.0 DATA PROCESSING & DATA SECURITY REQUIREMENTS**

This Section describes the data processing interface requirements as mandated by the System. The firm shall provide data processing services in a manner consistent with all applicable laws and regulations, as well as requirements set forth in this RFP by the System. The firm may recover the cost of the requirements described in this RFP only by making provision for such expenses in the proposed fees. The current actuary engagement has the actuary receiving monthly transmissions of eligibility and claims datasets.

Each institution of the System self-administers its enrollment. The System's sixteen (16) institutions do not use the same payroll system; approximately seven (7) different systems are used. System institutions transmit enrollment data to the System, and the System in turn transmits the appropriate data to the plan vendors. Often there is some delay between the effective date of coverage, termination of coverage, and notification of enrollment (eligibility).

### **5.1 Data Layout Standard**

Because of data security and privacy concerns, the System prefers not to send personally identifiable enrollment and claims detail data. The System is prepared to send de-identified eligibility and claims data (which could include static IDs for each participant to allow for cross-referencing eligibility to claims data). However, the System would prefer to develop, cooperatively with the selected firm, standard eligibility and claims reports that would provide the actuary with the summary information necessary to service this plan. The system is prepared to propose layouts but would prefer to work with the selected firm to define the layout standards.

### **5.2 Data Transmission**

The System has developed a standardized method for receiving and transmitting enrollment and claims information. The selected firm will be required to accept encrypted enrollment and claims data via Secure File Transfer Protocols (SFTP) over the Internet.

### **5.3 Secure File Transfer Protocol (SFTP) Over the Internet**

During the past decade, the use of FTP over the Internet greatly increased the speed and accuracy of data transmission. During the last few years, because of heightened concerns for security of data containing sensitive information, new security requirements mandate that SFTP be used to access System servers.

Enrollment and claims data will be sent to the selected firm per a set schedule and will be available to the firm by 6 AM Central Time.

A responding firm's ability to use SFTP over the Internet and work with de-identified data will be important considerations in the System's evaluation of the proposals.

## 5.4 System Data Security Requirements

For the purpose of this RFP, System data is defined as any and all information maintained, created or received by or behalf of System.

Responding vendors must maintain a robust security program capable of protecting the integrity, confidentiality, appropriate accessibility, and security of System Questions included in Section 8 of this RFP are designed to elicit specific information about the vendor's security program and must be thoroughly and accurately completed.

## 6.0 TIME TABLE

These dates represent the best estimate of your firm's compliance with the listed requirements.

1.	Last date for firm to submit RFP questions	11/12/2015
2.	RFP Proposal due date	12/04/2015
3.	Firm selected, contract finalized and signed	01/06/2016
4.	First planning meeting between System and firm	February 2016
5.	Enrollment and Claims data layouts, transmission schedule set	03/03/2015
6.	Initial transmission of enrollment and claims data	04/01/2015
7.	New contract year begins	09/01/2015

## **7.0 PROPOSAL EVALUATION CRITERIA**

Proposals submitted in response to this RFP will be evaluated on the basis of the criteria included in this section. The criteria are not necessarily listed in order of importance. While the criteria will provide the basis for an objective evaluation of each proposal, the experience and judgment of the System staff and their advisors shall also be important in the selection process. The goal of the process will be to determine the firm that will provide the System with the best partner for provision of actuarial services during the term of the contract.

### **7.1 COMPLIANCE WITH AND ADHERENCE TO THE RFP**

Deviations are strongly discouraged and must be specifically identified and described in detail in order to be considered. While a proposal with minor deviations from the RFP will not be disqualified, preference will be shown to those firms with the fewest, least significant deviations. The System will interpret firm responses to match the specifications herein except for deviations specifically noted and described in response to this item.

### **7.2 PROPOSED FEES**

The System expects to receive proposals from several highly qualified firms, all of which can provide high quality, cost-effective actuarial services. For these, a distinguishing factor will be the firm's proposed fees.

### **7.3 Privacy and Security of System Data**

The vendor must demonstrate its ability to safeguard the privacy and security of System data, collected or maintained by the vendor on System's behalf, in compliance with applicable law and System's own privacy and security requirements.

### **7.4 OTHER FACTORS**

The System may determine that other factors should be considered important based on their review of the responses to the interrogatories. Examples of such factors include, but are not limited to, experience serving large group programs; prior System, higher education or state experience; and references.

The System reserves the right to reject any and/or all proposals and/or call for new proposals if the System deems it to be in the best interests of System. The System also reserves the right to reject any proposal submitted that does not fully comply with the RFP's instructions and criteria. The System is under no legal requirement to execute a Contract on the basis of this notice or upon issuance of the RFP or receipt of a Proposal.



## 8.0 INTERROGATORIES

In order for a firm's proposal to be considered and accepted, it must provide answers to all of the questions presented in this Section 8. Each question must be answered specifically and in detail. Reference should not be made to a prior response, or to another document, unless the question involved specifically provides such an option. Be sure to refer to the earlier sections of this RFP and the Contract before responding to any of the questions, to ensure a complete understanding of all of the System's requirements with respect to the bid.

Answers to the questions included in this section should be detailed enough to satisfactorily explain the firm's position on each particular issue. It is the firm's responsibility to respond to these questions in such a way that the System has a full and complete understanding of the firm's intent. The answers to these questions will be the basis for interpretation of various aspects of the contract between the System and the firm. It is important to carefully define any key words or phrases used in answering these questions.

Each response must be preceded by the question to which the response pertains.

### DEVIATIONS

1. Enumerate and provide a detailed description of each deviation from this RFP. Deviations, which are strongly discouraged, must be specifically identified in order to be considered. General references to or comparisons with your contract will not be considered as satisfactory identification of a deviation and shall be deemed void. The System will interpret your proposal to match the specifications of this document except for deviations specifically noted and described in response to this item. If the System enters into a Contract with your firm, deviations shall not become a part of the final Contract unless expressly agreed to and accepted by System in writing. In all cases, the Contract terms shall control.

### GENERAL INFORMATION

2. Provide the following information regarding your firm:
  - a. Firm's full legal name, address, telephone number
  - b. Name, title, telephone number, email address and FAX number of contact person
  - c. Name, title, telephone number and email address of the person authorized to execute this RFP, and any subsequent contract that may be awarded
  - d. Name, title, telephone number and email address of the person who will serve as the System account liaison

- e. Name(s), titles, e-mail addresses, mailing address(es), telephone number(s), and facsimile number(s) of the personnel responsible for preparation of the Fee Proposal Response noted in Section 9
  - f. Type of incorporation (for profit/not-for-profit or non-profit); publicly or privately owned
  - h. Names of officers and directors and percentage of ownership in the company
  - i. State of incorporation
  - j. Date and nature of State of Texas licensure. Provide your firm's State of Texas vendor ID number (14-digit number).
  - k. Name, title, e-mail address, mailing address, and telephone number of the person who shall serve as the firm's legal counsel with respect to the proposal and the Contract if awarded
  - l. Name and title of the individual who will be signing the contract on behalf of the firm. Provide a secretary statement or other proof that this individual is authorized to bind the firm in this manner
3. Does the firm propose to utilize subcontractors in the performance, delivery and provision of services, coverage, benefits, equipment, supplies and products requested hereunder? If so, provide the information requested above for each subcontractor and specify what services may be performed by each subcontractor.
  4. Provide the names and addresses of all parties who would receive compensation as a result of the firm's selection under this RFP including, but not limited to, consulting fees, finder's fees and service fees.
  5. Provide an organizational chart identifying the personnel who will be responsible for the administration and management of your firm's contract with the System.
  6. Confirm that your firm will comply with all of the general requirements described in Section 2 of this RFP.
  7. Confirm that your firm will comply with all of the financial requirements described in Section 4 of this RFP.
  8. Confirm that your firm will comply with all of the data processing interface requirements described in Section 5 of this RFP.
  9. Will the firm propose its own data layout standards for the enrollment and claims information? If so, please provide an initial proposal of the firm's data layout standards and / or requirements.

## REFERENCES

10. List as references five (5) major public employers for whom you provide actuarial services. The System is particularly interested in public employers located in Texas. For each employer, include:
- a. Name and telephone number of the representative of the employer who is familiar with the services you provide
  - b. Type(s) of actuarial services provided to the employer, i.e., group insurance, retirement, etc.
  - c. The number of employees, retirees and dependents for whom benefits are administered

Note: Your response to this request officially authorizes the System to contact these employers to discuss the services that you have provided for these employers and authorizes the employers to provide such information to the System.

## FIRM FINANCIAL INFORMATION

11. State the name and address of any sponsoring or parent corporation or others who provide financial support to your firm. Provide an indication of the type of such support, i.e., guarantees, letters of credit, etc. What are the maximum limits of additional financial support? Provide a copy of the sponsoring organization's most recent audited financial statement.

## HUB PARTICIPATION PROGRAM

12. Confirm that you have read the HUB requirements in Section 2.9 and Appendix D of this RFP and have provided three (3) originals of the HUB Subcontracting Plan with your proposal..

## ADMINISTRATION

13. Provide a list of individuals who will comprise your implementation team should your firm be selected. In addition, provide a list of individuals who will provide ongoing program support to the System. Provide a description of each team member, including job title, firm-related duties, length of time with your firm, background in information systems, experience in working with major public health plans, and working knowledge of Texas insurance laws and applicable state and federal laws relating to group retirement plans.
14. What are your firm's contingency plans and procedures for providing back-up service in the event of strike, natural disaster, backlog, or other events that might interrupt or delay service? Provide a copy of your disaster recovery plan and/or business resumption plan, including the results of your most recent test of the plan.

15. Provide the names and positions of the firm's support staff (including numbers of full-time equivalent employees), which shall provide services to the System. Indicate which of these employees are located in Texas. What is the turnover rate among this administrative staff for the past two (2) years?
16. Briefly outline recent system changes within the last twelve months. Include any plans or timelines for scheduled future changes to the existing system.

## ACTUARIAL REQUIREMENTS

17. Confirm that the principal actuary and each primary actuary assigned to this Program are a Fellow in the Society of Actuaries. Confirm that each secondary actuary assigned to the Program is an Associate in the Society of Actuaries.
18. Confirm the availability of actuarial team members to provide on-site assistance at System office in Austin, Texas, including availability on short (often less than 24 hours) notice, five days per week, for in-person meetings with Program and System staff, as well as availability, during regular and special legislative sessions, seven days per week with little or no advance notice for in-person testimony before legislative committees and or meetings with state legislative staff.
19. Confirm the availability of a health actuarial database of Texas-wide health care information for use in evaluating potential Program plan designs, mandates and cost containment measures for plans covering Texas-based participants in public and private employee plans in multiple urban and non-urban locations. Provide a detailed description and source of this database.
20. Describe the amount and type of experience of the primary and secondary actuaries assigned to the Program with group insurance and/or retirement programs for employees and retirees of the State of Texas and Texas public institutions of higher education in the areas described below:
  - a. Provision of broad-based, comprehensive actuarial services;
  - b. Working with the Legislative Budget Board of the State of Texas;
  - c. Provision of information to and testifying before committees and subcommittees of the Texas legislature;
  - d. Provision of expert advice to the Attorney General of the State of Texas in connection with public employee group insurance and retirement related disputes between state and federal agencies;
  - e. Analysis of the fiscal impact of System group insurance and retirement related legislation;
  - f. Preparation of legislative appropriation requests for public employee group insurance and retirement programs;
  - g. Preparation of plan design, Requests for Proposals, evaluation of competitive bids and assistance in the negotiation of major vendor contracts;

- h. Development of financial projections and preparation of employer and employee contribution rates for public employee insurance programs;
- i. Development of monthly and annual financial statements including estimates of incurred but unreported claims;
- j. Preparation of an actuarial valuation of other post-employment benefits in compliance with Governmental Accounting Standards Board (GASB) Statements 43 and 45;
- k. Experience in calculating Medicare Part D subsidies and preparation of annual actuarial attestation for the Medicare Part D Retiree Drug Subsidy Program;
- l. Validation of Prescription Drug PBM rebate payments;
- m. Preparation of cash flow projections for major public health plans;
- n. Preparation and provision of presentations to governing boards and advisory committees;
- o. Evaluation of insurers, managed care arrangements and pharmacy benefit managers; and
- p. Establishing selection criteria for investment options and ongoing monitoring of the investment options, including recommendations for addition or removal of investments.

## REPORTING REQUIREMENTS

- 21. Describe your reporting capability. Provide samples of annual plan reports available. How often are these reports prepared? Describe the method that you would use to determine the cost of any special reports that the System might request.
- 22. Confirm that you are able to supply reports such as:
  - a. Trend reports showing monthly, quarterly and annual changes in utilization
  - b. Utilization reports by age, sex, dependent status and geographic location
  - c. Utilization reports by UT Institutions
  - d. Annual detailed utilization analyses based on location, procedure, diagnosis, and setting
  - e. Quarterly and/or annual analysis of retirement programs investment options
- 23. Describe any other reports that the firm is able to supply and the additional cost to be billed to System for the reports.
- 24. Describe the firm's *ad hoc* reporting capability.

## MISCELLANEOUS

25. List the date(s) and type(s) of contracts the firm has had with any University of Texas institution within the past five years.
26. Describe any litigation, regulatory proceedings and/or investigations completed, pending or threatened directed against your organization and/or any person or subcontractor performing any part of the services in connection with the Contract within the past five (5) years. Identify the full style of each suit, proceeding or investigation including county and state, regulatory body and/or federal district and provide a brief summary of the matters in dispute, current status and resolution if any.
27. Describe any investigations, proceedings or disciplinary actions by any state regulatory agency against your organization and/or any of its related affiliates, officers, directors and any person or subcontractor performing any part of the services in connection with the Contract during the past five (5) years. Identify the full style of each suit, proceeding or investigation including county and state, regulatory body and/or federal district, and provide a brief summary of the matters in dispute, current status and resolution, if any.
28. Is your firm presently actively considering or subject to any mergers with and/or acquisitions of or by other organizations? If so, provide specifics. Affirm your firm's agreement to notify the System immediately upon reaching any form of binding agreement in connection with any reorganization of your firm's management or ownership. Disclose any contractual relationships with affiliates that could present a conflict of interest with your role as the consulting actuary for the System.

## Privacy Practices; HIPAA Compliance

29. Please provide a detailed description of the vendor's HIPAA Privacy and Security Compliance programs as these would apply to System data. Include information on workforce training and monitoring. (See also the questions about the vendor's Information Security at below. Describe all policies and practices implemented to ensure the privacy of all confidential information as defined in the Contract, including but not limited to protected health information as defined by the HIPAA privacy rule, employee/member information, or other confidential information about the System and its members. Include a link to the vendor's HIPAA policies and Notice of Privacy Practices as well as a brief description of any HIPAA violations alleged against the vendor by consumers or the Department of Health and Human Services, including the outcomes.
30. Confirm that the vendor is currently in compliance with all HIPAA requirements, in particular, confirm compliance with the rules and regulations applicable to data

transmission and privacy, and the organization's willingness to comply with future changes.

31. Provide the name of vendor's HIPAA privacy officer and a description of his or her qualifications.

## Information Security

32. Please provide a detailed description of the vendor's information technology security program that would be applicable to System data collected and/or maintained by the vendor. Include, at a minimum, the following details:
  - a) Does the vendor have an information security plan in place, supported by security policies and procedures, to ensure the protection of information and information resources? If so, provide an outline of the plan and note how often it is updated. If not, describe what alternative methodology the vendor uses to ensure the protection of information and information resources.
  - b) Describe the procedures and tools used for monitoring the integrity and availability of the information systems interacting with the service proposed, detecting security incidents, and ensuring timely remediation.
  - c) Describe the physical access controls used to limit access to the vendor's data center and network components.
  - d) What procedures and best practices does the vendor follow to harden all information systems that would interact with the service proposed, including any systems that would hold, process, or from which System data might be accessed?
  - e) If the vendor were selected, would the vendor agree to a vulnerability scan by System of all information systems that would interact with the service proposed including any systems that would hold, process, or from which System data might be accessed? If the vendor objects to a vulnerability scan, describe in detail the reasons for objection.
  - f) Does the vendor have a data backup and recovery plan, supported by policies and procedures, in place for the hosted environment? If so, provide an outline of the plan and note how often it is updated. If not, describe what alternative methodology the vendor uses to ensure the restoration and availability of System data.
  - g) Does the vendor encrypt data backups? If so, describe the methods used to encrypt backup data. If not, what alternative safeguards will the vendor use to protect System data backups against unauthorized access?

- h) Does the vendor encrypt data in transit and at rest? If so, describe how that security is provided. If not, what alternative methods are used to safeguard data in transit and at rest?
- i) What technical security measures does the vendor propose to take to detect and prevent unintentional (accidental) and intentional corruption or loss of System data?
- j) What safeguards does the vendor have in place to segregate System and other customers' data to prevent accidental or unauthorized access to System data?
- k) What safeguards does the vendor have in place to prevent the unauthorized use, reuse, distribution, transmission, manipulation, copying, modification, access, or disclosure of System data?
- l) What administrative safeguards and best practices does the vendor employ with respect to staff members (vendor and third-party) who would have access to the environment hosting all information systems that would interact with the service proposed, including any information systems that would hold, process, or from which System data may be accessed, to ensure that System data and resources will not be accessed or used in an unauthorized manner.
- m) Describe the procedures and methodology in place to detect information security breaches and notify customers in a manner that meets the requirements of HIPAA and Texas breach notification laws.
- n) Describe the procedures the vendor has in place to isolate or disable all information systems that would interact with the service proposed, including systems that would hold, process, or from which Institution data might be accessed, when a security breach is identified?
- o) Describe the safeguards in place to ensure that all information systems that would interact with the service proposed, including any systems that would hold, process, or from which System data might be accessed, reside within the United States.
- p) What additional administrative, technical, and physical security controls does the vendor have in place or plan to put in place?



## 9.0 FEE PROPOSAL RESPONSE

In accordance with this RFP, \_\_\_\_\_

(Print Name of Firm)

hereby proposes the following hourly fees to provide actuarial services for the System for the period beginning September 1, 2015 through August 31, 2016. For each additional year of the six-year contract period, the selected firm and System will negotiate revised fees to be submitted by the selected firm by July 1 of each year prior to the following September 1. The System will have final approval of any proposed increase in the initial fees.

<u>Title</u>	Hourly Fees <u>(9/1/2015 - 8/31/ 2016)</u>
Principal/Partner	\$_____
Senior Actuary	\$_____
Staff Actuary	\$_____
Administrative Staff	\$_____
Other Staff	\$_____

\_\_\_\_\_  
(Printed Name of Firm Official Submitting Proposal)

\_\_\_\_\_  
(Signature of Official)

\_\_\_\_\_  
(Title of Official)

Address\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_

# 10.0 SIGNATURE PAGE

In accordance with our attached proposal(s), \_\_\_\_\_

(Print Name of Firm)

hereby agrees, if selected by The University of Texas System (System), to enter into negotiations for a contract to provide actuarial services for the System for the six-year period beginning September 1, 2015. I have read the RFP from which this page is taken and verify that the above named firm can meet the requirements outlined.

Printed Name of Individual Signing this Form:

\_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_

The primary contact person regarding this proposal is:

\_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

\_\_\_\_\_

I hereby certify that I have the authority to bind the above named firm.

\_\_\_\_\_

Signature

Date

\_\_\_\_\_

Title