



COUNTY OF DANE
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

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TRAVIS MYREN
Director of Administration

CHARLES HICKLIN
Controller

DATE: July 14, 2010
TO: All Proposers, Request For Proposals #110067: Actuarial Valuation Services
FROM: Carolyn Clow, Purchasing Agent
SUBJECT: **ADDENDUM #1**

The following answers are provided in response to questions received in writing:

Question #1: Why are proposals being requested at this time?

Answer #1: County ordinance limits the length of service contracts to a maximum of five years. The current contract has expired.

Question #2: Are there any service concerns with the current actuary?

Answer #2: No.

Question #3: Is the current actuary permitted to bid?

Answer #3: Yes.

Question #4: In what format, e.g. Excel, Access, other format is member data submitted to the actuary?

Answer #4: Excel.

Question #5: How many hours does the current actuary spend reconciling data issues?

Answer #5: Unknown.

Question #6: Can you please provide the annual actuarial fees (breaking out fixed fees and special project fees) paid to the actuary for each of the last three years?

Answer #6: The contract provides for a fee of \$7,000 per bi-annual valuation.

Question #7: Can you please provide a copy of the last completed actuarial valuation report (completed for the year ended December 31, 2008)?

Answer #7: It is posted on the Dane County Purchasing Division website.

Please acknowledge receipt of this addendum by noting “Addendum #1 Received” on the bottom of the Signature Affidavit when you submit your proposal.