Dirigo Health Agency Response to Questions
Actuarial Services
November 3, 2009

Note to Bidders: in cases where the Agency received essentially the same question from multiple parties, the Agency has selected one version of the question or provided a consolidated question and response, rather than providing redundant information.

1) **Please provide updated timeline for the project.**

   The Agency anticipates completing vendor selection and contract negotiation no later than December 11th, 2009.

   Given this schedule, the Agency anticipates that the bulk of the work on the project will be undertaken in January and February of 2010 and completed in March of 2010.

2) **Please provide anticipated hours / budget for the project.**

   Page 1 of the RFP states: "The Federal Government has approved expenditures of up to $350,000 in the first year of the grant for marketing and research activities." The Agency is correcting this statement to: "The Federal Government has approved expenditures of up to $350,000 in the first year of the grant for actuarial activities."

   As this correction notes, the budget for the actuarial services described in the RFP is $350,000. There are no "marketing and research" activities required of the bidder.

3) **Please define more specifically the scope of the requested services and the respective roles/responsibilities of the Agency and the successful bidder. As part of this response, please confirm that the Agency's "Attachment 3 – Project Workplan" associated with its HRSA Grant Application describes the scope of work and provide other relevant attachments / documentation associated with the Grant Application.**

   The HRSA Grant Project Narrative and Project Workplan (i.e., Attachment 3) describe the Agency's intended scope of work for its implementation of the Grant. The Agency has included links to these documents on the RFP page of its web site.

   The structure of the proposed program is subject to a number of factors:

   - Guidance from the Business Advisory Group
   - Administrative capabilities and capacity
   - Timeline
   - Acceptance by Dirigo Board of Trustees and HRSA
   - Projected costs

   It is the expectation of the Agency that the role of the Agency and its staff will be to work with the advisory and governing bodies to form the policy and design of the program; it will be the role of the successful bidder to provide modeling and cost estimates for proposed designs.

4) **Data**

   a. **Will the Agency assist in obtaining a sampling of benefit designs and premium rates for Maine large employers?**

      Yes.

   b. **What data sources will be available / provided this project?**

      The Agency anticipates that it will work with the successful bidder to determine the best sources of information to perform the required analysis. There is no fixed set of data that the Agency currently holds and intends to use for this project.

5) **Do you seek actuarial assistance with the RFP process for DirigoConnect?**

   Yes, although the Agency anticipates that work to occur subsequent to the work on the Exchange, and work on DirigoConnect is not detailed in the scope or timeline response above.

6) **Does the Agency and GOHPF anticipate a majority of the actuarial consultant's work will be conducted onsite in the Agency's offices or offsite in the consultant's offices?**

   Offsite.

7) **If the majority of the work is to be completed offsite in the consultant's offices, how many onsite meetings does the Agency and GOHPF anticipate throughout the initial contract year?**

   The Agency estimates this project will requires between 5 and 10 onsite meetings with the successful bidder.

8) **Is it required for the contractor to provide certified actuaries?**

   Yes.

9) **What other actuarial, economic, and forecasting contracting work has been done for the Agency and GOHPF, and who is currently doing this work? What is the value of the current contracts?**

   Mercer, schramm·raleigh Health Strategy, and Gorman Actuarial, LLC have all provided actuarial, economic and/or forecasting work for the Agency since 2003. Gorman Actuarial, LLC is currently contracted with the Agency. The value of the current contract is $20,000.

10) **What weights will be applied to each of the nine proposal requirements listed in the RFP?**

30% of the score is cost based. 70% of the score is response based. Within the 70% response based portion, the questions are weighted as follows:

Question #	Weight
1	7
2	7
3	7
4	7
5	10
6	10
7	7
8	8
9	7

11) **Will the Agency accept any proposals that contain modifications to the BP54 (standard State of Maine Contract)?**

No.

12) **Please confirm that the actuarial services requested exclude any work related to the Savings Offset Payment or any other assessment/tax on health plans/insurers.**

The Agency confirms that the actuarial services requested exclude any work related to the Savings Offset Payment or any other assessment/tax on health plans/insurers.