Vendor - Authorized Representative

				Return by 5:00 p	. <u>m.</u> or	12/21/2012	Req. !	_{No.} 13014	
REQUEST FOR QUOTATIONS THIS IS NOT AN ORDER						Date Acct. No. 12/6/2012			
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GENERAL TERMS AND CONDITIONS: The General Terms and Conditions for Agency Delegated Master Terms and Conditions located on the Purchasing Division's website at http://www.state.wv.us/admin/purchase/TCA.pdf, ("Terms and Conditions") are hereby made a part of this agreement and are specifically incorporated herein by reference. By signing this agreement, Vendor certifies that it has reviewed the Terms and Conditions, fully understands them, and agrees to be bound by their provisions.

Signature of Authorized Representative	

TOTAL

REQUEST FOR QUOTATION Addendum #1

State of West Virginia
Offices of the Insurance Commissioner

INS13014

Questions for the state of West Virginia Offices of the Insurance Commissioner (OIC)

1. There is a requirement that an EIC be a Chartered Property Casualty Underwriter (CPCU) for Targeted Market Conduct Examinations focusing on the Unfair Trade Practice Act (UTPA). Will the OIC consider other designations if the target examination is to be conducted on a life or health insurer?

Answer: Yes. The CPCU designation will only be required for targeted examinations which focus on UTPA for Third Party Property and Casualty Claims; other qualifications will be considered for examinations on other lines of business or First Party Claims.

2. Part 1.9.1 states that the proposal must be formatted as per the outline in Part 5.2. However, this is in conflict with Part 4.1 and further more with Part 4.4 which states that part 5 is the format to be used for submissions of bid proposals on specific jobs. Is the intent for this initial submission be submitted as outlined in 4.1 or 5.2?

Answer: The initial submission should be prepared as outlined in Section 4.1; Section 5.2 outlines the format for specific jobs.

3. At the bottom of page 5 in Sections 2.3 there is a statement: "Reimbursements will be limited to one (1) Supervising Examiner/EIC per project." We assume that reimbursement to only one (1_ Supervising Examiner/EIC per project is that only on Supervising Examiner/EIC will be allowed. If other EIC's are utilized, they will be billed at the staff examiner rate. Please advise.

Answer: Only one person per project may bill at the Supervising Examiner/EIC rate; all other examiners regardless of qualification must bill at the maximum Staff Examiner Rate or lower; bear in mind this section lists maximum rates; total costs and examiner rates will be considered when awarding individual jobs.

4. Section 3.2D states: "Targeted Market Conduct Examinations focusing on Unfair Trade Practice Act (UTPA) shall have a further requirement that the EIC be a Chartered Property Casualty Underwriter (CPCU)." CPCU is focused of coverage issues not on UTPA issues. In addition, some of the same coursework used for CPCU is part of the coursework for CIE. In addition, many examiners who have worked as direct insurance department employees have been been extensively exposed to UTPA. For example, I worked for the Alaska Division of Insurance for 27 and 1/2 years and worked with the UTPA during that entire tenure. I do not hold the CPCU but probably know more that most CPCU's about

UTPA. Most persons with extensive market conduct examination experience are far more familiar with UTPA than a holder of a CPCU designation. The CIE/MCM requirement should more than suffice .

Answer: We assume you are referring to section 3.1.d See answer to question 1.

5. In section 3.3.3 B there is a discussion of default but the term does not appear to be defined. For purposes of this solicitation and any potential assignments arising therefrom, what constitutes a default?

Answer: Default is given its common meaning of a failure to perform according to the specified terms, i.e. failure to provide the contacted deliverables in the prescribed manner and time periods.

6. Section 3.3.4 states: "Where the services of an EIC are required pursuant to the Market Conduct Examination Vendor Qualification. Submission or the agreement, said individual shall have at least five (5) years of experience in the field of examination and provide a copy of their current license." We are puzzled. We are not aware of any state that requires a license for a market conduct examiner, nor were we aware that West Virginia had such a requirement. Would you please tell us what statute requires a license for a market conduct examiner?

Answer: The specification would better describe as "credentials" (designations) as opposed to "license" (Refer to section 3.1 d) A screen print from the Insurance Regulator Examiner's website (http://www.go-ires.org/members/accreditation) is the preferred for verification of IRES designations; similar screen prints from other organizations (e.g. the Institutes, LOMA, State Bar) are also preferred. Copies of Certificates will also be accepted, but are subject to further verification.

7. Section 3.4.8 refers to payment of sales, use or personal property taxes arising out of an agreement to do examinations. What are the taxes applicable to such agreements? If there are charges applicable to the rates charged for examiners, are these in addition to the rates allowed in Section 2.3?

Answer: While the WVOIC is not in a position to opine on any tax liability which may be incurred by the vendor. Vendors should consult their respective tax advisors and refer to Chapter 11 of the W.Va. Code.

ADDENDUM ACKNOWLEDGEMENT FORM SOLICITATION NO.: INS13014

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

			Numbers Received: ox next to each addendum rece	ived	l)			
[•	l	Addendum No. 1	T	1	Addendum No. 6		
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further u discussio	inc on	lers hel	tand that that any verbal repred between Vendor's represent	sent ativ	tatio es a	denda may be cause for rejection of this bid. In made or assumed to be made during any oral and any state personnel is not binding. Only the fications by an official addendum is binding.		
				Company				
				12	2/6/2	Authorized Signature		
						Date		

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.