

RESPONSES

Page 2 of the proposal indicates:

Proposals must be received no later than 2:00 p.m. CDST on September 6, 2011, to be considered. Four

hard copies of your proposal (limited to 10 pages, including any appendices you create) should be handdelivered to the Governor's Office which is located in the Walter Sillers Building (19th Floor, 550 High Street, Jackson, MS 39205). Please provide one copy of your proposal unbound among the four hard copies. Proposers may also submit electronic copies of their proposals to rstaples@governor.state.ms.us.

Does US Mail, FedEx and/or UPS satisfy the requirement for hand delivery or do vendors need to secure a special curry service (or hand deliver in person)? If not, please explain.

Response: US Mail, FedEx, UPS and/or another similar hand-delivery service will satisfy the requirement for hand delivery. However, it remains the proposer's responsibility to ensure the timely delivery of the proposal if relying on US Mail, FedEx, UPS, etc.

Does the electronic submission replace the hard copies or do the hard copies still need to be submitted even if the electronic copy is submitted?

Response: Electronic submissions will not replace the hard copies. If a proposer submits a proposal via electronic submission, hard copies will still need to be provided. The preference of the state is to receive both hard copies and electronic submissions.

Does submission of the electronic copy by 2pm on 9/6/11 satisfy the deadline by itself? If so, will the electronic submission be acknowledged electronically?

Response: Submission of the electronic copy by 2 p.m. CDST on 9/16/11 will not satisfy the deadline, since hard copies will also need to be submitted.

Does the RFP anticipate an estimated total expected cost proposal or simply the hourly rates as explicitly mentioned in III.E.?

Response: The RFP requests hourly rates as mentioned in III.E. However, this section also provides further guidance by stating, "The Governor's Office intends to use up to \$250,000 in ARRA funding to fund the services provided by the Actuarial Advisor or Actuarial Advisors." Comprehensive proposals should include estimated total costs based on previous similar experience conducted by proposing entity.

Under Item I., paragraph 5, in discussing the proposals, the RFP parenthetically states "limited to 10 pages, including any appendices you create." Item IV., bullet 3, of the evaluation criteria mentions "provision of reports or documentation from similar prior work". Taking these two items together, do you intend for us to detail similar prior work in the proposal (which must be 10 pages or less) and attach electronic copies of the actual previous work to the electronic submission for reference?

Response: The Governor's Office recognizes the ambiguity in those two requirements. The RFP anticipates that proposals will be no more than 10 pages. Actual previous work, including reports or

documentations, may be submitted as additional information and is not subject to the 10 page limitation.

Under Item IV, bullet 2 states we will be evaluated on the “strength of work plan and description of approach.” This is not explicitly mentioned under item III. Am I correct to assume that this work plan would be part of III.A. of the RFP and therefore section A of the proposal? If not, where would this be included?

Response: Work plan and description of approach should be included in III.A. of the proposal as called for in this section: “Expound upon your subject matter expertise as it would apply to the matter described in the Scope of Services portion of this RFP.” The RFP anticipates that proposals will provide a work plan and description of approach in this section.