



**STATE OF ARKANSAS**  
**DEPARTMENT OF TRANSFORMATION AND SHARED SERVICES**  
**OFFICE OF STATE PROCUREMENT**  
501 Woodlane St., Ste. 220  
Little Rock, Arkansas 72201-1023

**REQUEST FOR INFORMATION**  
**SOLICITATION DOCUMENT**  
**REVISED**

SOLICITATION INFORMATION			
Solicitation Number:	RFI-2025-01	Solicitation Issued:	September 18, 2024
Description:	Actuarial Consulting Services		
Department:	TSS Office of State Procurement		

SUBMISSION DEADLINE AND DELIVERY OF RESPONSE DOCUMENTS			
Response Due Date:	October 16, 2024	Proposal Opening Time:	12:00 PM, Central Time
Responses should be submitted as an e-mail attachment in Microsoft or Adobe format to Austin McClane at <a href="mailto:Austin.McClane@arkansas.gov">Austin.McClane@arkansas.gov</a> or delivered on a flash drive to the following address: TSS Office of State Procurement 501 Woodlane Street Suite 220 Little Rock, Arkansas 72201			

TSS OFFICE OF STATE PROCUREMENT CONTACT INFORMATION			
TSS OSP Procurement Specialist:	Austin McClane	Procurement Specialist's Direct Phone Number:	501-371-6156
Email Address:	<a href="mailto:Austin.McClane@arkansas.gov">Austin.McClane@arkansas.gov</a>	TSS OSP's Main Number:	501-324-9316
TSS OSP Website:	<a href="https://transform.ar.gov/procurement/">transform.ar.gov/procurement/</a>		

## SECTION 1 – OVERVIEW

### 1.1 INTRODUCTION

The Office of State Procurement (OSP) is seeking information regarding categories of actuarial services that Contractor's historically provide and examples of rate calculations. Information from this Request for Information (RFI) will be used for a possible Statewide Solicitation.

### 1.2 INSTRUCTIONS TO RESPONDENTS

- A. The State of Arkansas is issuing this RFI as specified below. Responses are to be submitted by **12:00 pm, CST on October 16, 2024**, as an e-mail attachment in Microsoft or Adobe format. Responses should be submitted to: [Austin.McClane@arkansas.gov](mailto:Austin.McClane@arkansas.gov) or delivered on a flash drive to the following address:

TSS Office of State Procurement  
501 Woodlane Street  
Suite 220  
Little Rock, Arkansas 72201

- B. Questions regarding the contents of this RFI may be directed to the above email address.

### 1.3 CLARIFICATION OF REQUEST FOR INFORMATION

- A. Submit any questions requesting clarification of information contained in this RFI in writing via email to [Austin.McClane@arkansas.gov](mailto:Austin.McClane@arkansas.gov) no later than 9/25/2024.
- B. Written questions **must** be submitted using the *Template Q-1 Written Questions* file attached on the RFI posting.
- C. For each question submitted, Prospective Contractor should reference the specific solicitation item number to which the question refers.
- D. Prospective Contractors' written questions will be consolidated and responded to by the State as deemed appropriate. The State's consolidated written response is anticipated to be posted to the OSP website by the close of business on 9/30/2024. If Prospective Contractor questions are unclear or non-substantive in nature, the State may request clarification of a question(s) or decline to answer.

### 1.4 DISPOSITION OF RESPONSES

- A. All responses become the public property of the State and will be a matter of public record subject to the provisions of the Arkansas Freedom of Information Act, Arkansas Code Annotated § 25-19-101 *et seq.*
- B. Responses should not contain material considered by the respondent to be confidential under state or federal law for any reason including being proprietary, copyrighted, or capable of giving an unfair advantage to competitors.
- C. The State **shall** have the right to use all ideas, or adaptations of those ideas, contained in any response received to this RFI. While responses to this RFI are optional, all knowledgeable parties are strongly encouraged to provide complete responses.
- D. OSP may exercise the option to further discuss the details of the response with one or more respondents if it is determined to be in the best interest of the State.
- E. Responding or not responding to this RFI **shall not** determine any future partnerships.

## **1.5 INTENT OF THE RFI**

- A. OSP issues this RFI for planning purposes with the intent to gather information on potential future strategic opportunities related to the area(s) covered. This RFI **shall not** be construed as a commitment by OSP to solicit contractual offers or award contracts.
- B. Review of the responses to this RFI by OSP will be undertaken primarily to gauge the aggregate level of qualified interest from potential contractors, assess the overall magnitude of the opportunity identified by potential contractors, and inform the design of any solicitation(s). Responses will not be reviewed on a competitive basis, and OSP does not intend to establish or publish any formal results.

## **1.6 PURPOSE**

It is the intent of OSP to solicit information from qualified Prospective Contractors regarding actuarial services available and examples of rates in the categories defined above. The State encourages all questions, recommendations, and additional options the Prospective Contractor wishes to provide be included in the response.

## **1.7 RESPONSE**

The Prospective Contractor **shall** prepare its RFI response simply and economically, providing a straightforward, concise description of the solution(s) available. The Prospective Contractor **shall** provide the cost details for implementing the requested solution. Any request for cost information is for budgetary purposes only.

## **1.10 PROPRIETARY INFORMATION**

- A. The release of public records is governed by the Arkansas Freedom of Information Act (Arkansas Code Annotated § 25-19-101 et. seq.).
- B. Submission documents pertaining to the Solicitation become the property of the State and are subject to the Arkansas Freedom of Information Act (FOIA).
- C. In accordance with FOIA, and to promote maximum competition in the State competitive sealed proposals, the State may maintain the confidentiality of certain types of information described in FOIA. Such information may include trade secrets and other information exempted from public disclosure pursuant to FOIA.
- D. Consistent with and to the extent permitted under FOIA, any Prospective Contractor may designate appropriate portions of a proposal as confidential by submitting a redacted copy of the proposal. By so redacting any information contained in the proposal, the Prospective Contractor warrants that, after having received such necessary or proper review by counsel or other knowledgeable advisors, it has formed a good faith opinion that the portions redacted are not considered public records under FOIA.
- E. If a Prospective Contractor deems part of the information contained in a response not to be a public record, the Prospective Contractor should submit one (1) complete copy of the submission documents from which any proprietary or confidential information has been redacted in their proposal response. Except for the redacted information, the redacted copy must be identical to the original copy, reflecting the same pagination as the original and showing the space from which information was redacted.
- F. The Prospective Contractor is responsible for identifying all proprietary information and for ensuring the electronic copy is protected against restoration of redacted data.
- G. The redacted copy will be open to public inspection under the FOIA without further notice to the Prospective Contractor. If the State deems redacted information to be subject to a public record request under FOIA, the State will endeavor to notify the Prospective Contractor prior to release of the redacted record.
- H. The State has no liability to a Prospective Contractor with respect to the disclosure of Prospective Contractor's confidential or proprietary information ordered by a court of competent jurisdiction pursuant to FOIA or other applicable law.

## SECTION 2 – RFI CATEGORIES

Responses are encouraged from all knowledgeable parties. It is recommended to format responses to coincide with the structure of this section.

### 2.1 BROAD ACTUARIAL CATEGORIES

- A. Non-Life Actuarial Services (also known as Property and Casualty)  
Examples—Automotive, home, commercial property, worker's compensation, malpractice, product liability, marine, terrorism, and other liability insurance.
- B. Life Actuarial Services  
Examples—Life insurance, annuities, pensions, short and long-term disability insurance, health insurance, health savings accounts, and long-term care insurance.
- C. Enterprise Risk-Management  
Examples—Dynamic financial analysis, stress testing, formulation of corporate risk policy, setting up and running of corporate risk departments.
- D. Analyzing Securities Offerings and Market Research
- E. Other Categories  
Categories of service offered by the Contractor not already identified.

### 2.2 HISTORICALLY UTILIZED CATEGORIES

- A. APERS
  - 1. Annual actuarial valuation, required per Arkansas statute 21-1-102
  - 2. actuarial experience study every 5 years
- B. ARTRS  
Actuarial audit in which an independent actuary or firm of actuaries is hired to audit the findings and conclusions of the ARTS Board of Trustee's actuary per Ark. Code Ann. § 24-2-618(f) & (g). There are three levels of such audits.
- C. AID
  - 1. Actuarial and related analytical services to act as a consulting actuary for all lines of insurance and to assist in annual filings review as well as financial examination and analysis of insurance firms on site as needed.
  - 2. In addition, the selected firm(s) will be required to give expert testimony to support their findings in court and at administrative hearings as needed.
- D. DHS  
Actuarial services including analyses of new and existing programs and populations, Medicaid waiver assistance, rate development and verification, budget modeling, benefit and reimbursement studies, and long-term services and supports assistance.
- E. EBD
  - 1. Actuarial service with qualified medical coding and billing review to review approximately high claims medical bills
  - 2. Consultant to assist in the procurement process for a Third-Party Administrator ("TPA"). EBD intends for this consultant to be a partner with EBD in drafting and reviewing the technical documents required by State law in the procurement process, and to rely upon the consultant's technical and financial expertise in assessing the best candidate for a TPA.
  - 3. The Contractor will provide actuarial and consulting services for EBD when requested. These services **shall** include, but not be limited to the following:

- a. Prepare and deliver various reports related to EBD in a format approved by EBD and in the timelines developed by EBD.
- b. Provide advice and assistance in the research, analysis, and selection of contracted vendors to include benefit packages, cost analysis, reference checks, site-visits, and other services as requested.
- c. Assist with analysis of benefit plans.

F. Other Categories

Categories of service previously offered by the contractor, to the State or otherwise, not already identified.