



Request for Proposals Actuarial/Consulting Services

February 26- 2010

RFP Deadline Dates

March 5, 2010	Notice of intent to bid and any written questions
March 12, 2010	Response to questions sent to Bidders
March 19, 2010	Deadline to receive proposals

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**SECTION I
GENERAL INFORMATION FOR BIDDERS**

A. PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit proposals for the Mississippi Prepaid Affordable College Tuition Program (MPACT) for the delivery of actuarial analysis, reporting and consulting services for the MPACT Program.

B. ISSUING OFFICE

This RFP is issued by the MPACT Program of the Mississippi Treasury Department at the direction of the College Savings Plans of Mississippi Board of Directors.

The MPACT office is the sole point of contact in the State with regard to all procurement and contractual matters relating to the services described in this RFP. The Mississippi Treasury Department is the only office authorized to change, modify, amend, alter, clarify, etc., the specifications, terms, and conditions of this RFP and any contract(s) awarded as a result of this RFP. MPACT will remain the **SOLE POINT OF CONTACT** throughout the procurement process, until such time as the State Treasurer shall direct otherwise in writing.

If there is a need for any correction or clarification related to this RFP it will be sent in writing by MPACT to all interested parties. All communications concerning this procurement must be addressed to:

Kathryn Stewart
Director
Mississippi Prepaid Affordable College Tuition Program
Mississippi Treasury Department
P. O. Box 120
501 N. West Street, Suite 1101
Jackson, Mississippi 39205

C. GLOSSARY OF TERMS

Bidder - Any firm, group, or person who submits a proposal to MPACT in response to this RFP. This term may also be referred to as Vendor.

Board - The Board of Directors of the College Savings Plans of Mississippi

Contract - The document developed as a result of this RFP which shall incorporate, among other provisions, the contents of this RFP and the successful Bidder's response to meet the requirements of this RFP.

Contractor - The successful Bidder who is awarded a contract by the Board as a result of this RFP.

MPACT - The Mississippi Prepaid Affordable College Tuition Program, administered as a Division of the State of Mississippi Treasury Department, under the State Treasurer of Mississippi.

Program - the Mississippi Prepaid Affordable College Tuition Program (MPACT).

Proposal - All materials submitted by Bidders in response to this RFP.

Purchaser - The Person(s), meeting the statutory requirements, who purchases an MPACT contract.

RFP - Request for Proposal

State - The State of Mississippi and its departments, agencies, boards, commissions, officials, consultants and employees.

State Treasurer - The Treasurer of the State of Mississippi

Qualified Beneficiary - The child meeting the statutory requirements for whom an MPACT contract is purchased.

D. INCURRING COSTS

- 1.) MPACT is not liable for any cost incurred by the bidder prior to signing of a contract.
- 2.) The proposed contract shall cover the actuarial work for the period lasting three (3) years from date of award, subject to performance evaluations, legislative appropriation, and MPACT's option to renew for an additional year. All prices quoted will be the maximum prices for the services for the duration of the contract. No price increases will be allowed without the prior consent of MPACT.

E. NOTICE OF INTENT AND WRITTEN QUESTIONS

It is requested that all firms interested in responding to MPACT's RFP for actuarial/consulting services submit written notice of intent to bid. Include with this notice a list of the questions or items you would like to have addressed or made available before the due date for proposals. Notice of intent to bid and written questions (if any) should be sent to the address noted above, and must be received by 5:00 p.m. on March 5, 2010. Written responses to any and all questions received from Bidders, along with any necessary addendum to the RFP resulting from the questions received, will be sent to all Bidders by March 12, 2010.

MPACT staff will not respond to telephone inquiries or visitation by bidders or their representatives, and bidders are encouraged to follow the formal process to obtain additional

information not otherwise provided in this RFP. All requests for information or clarification must be submitted in writing.

F. ORAL PRESENTATIONS

The top three (3) bidders will be invited to further present their proposals and field questions from the Board and staff at a meeting to be scheduled later. Immediately following the completion of Step II (see paragraph J below) of the review process, the top three (3) bidders will be notified and informed of the official location and time for the oral presentations. All costs associated with each oral presentation shall be at the expense of the bidder.

G. PROPOSALS

To be considered, each bidder must submit a complete response to this RFP, using the format provided in Section III. The proposal must be signed in ink by an official of the bidding organization authorized to bind the bidder to its provisions. The proposal itself must include a statement as to the period during which the proposal remains valid. This period must be at least ninety (90) days from the due date for responses to this RFP. However, the rates quoted in the Price Proposal must remain firm for the duration of the prospective contract (see paragraph D).

H. ACCEPTANCE OF PROPOSAL CONTENT

The contents of this RFP and the proposal submitted will be incorporated by reference in any final contract. All proposal provisions and bid amounts shall be firm, with no allowance for change during the bid process.

I. CONTRACTOR RESPONSIBILITIES

1.) The Contractor will be required to assume responsibility for all contractual services offered in this proposal whether or not that Contractor performs them. Further, MPACT will consider the Contractor to be the sole point of contact with regard to all contractual matters, including payment of any and all charges resulting from the anticipated contract.

If any part of the work is to be subcontracted, responses to this RFP must include a list of subcontractors, including firm name and address, contact person, complete description of the work to be subcontracted, and descriptive information concerning the subcontractor's organizational abilities, and percentage of the subcontractor work-force that are women and minorities. MPACT reserves the rights to pre-approve subcontractors for this project and to require the Primary Contractor to replace subcontractors found to be unacceptable. The Contractor shall be totally responsible for adherence by the subcontractor to all provisions of the contract.

2.) The Contractor is not required to have an office located in the State of Mississippi; however the Contractor must meet the stipulated conditions for availability.

J. SELECTION CRITERIA

Responses to this RFP will be evaluated based upon a Three-step Selection Process. The first step will involve an evaluation of the following factors as presented in the bidder's written proposal in response to this RFP:

1.) Step I - Management Summary (100 points possible per evaluator)

a.) Capability and Qualifications (55 points possible per evaluator)

The written proposal should indicate the ability of the Contractor to meet the terms of the RFP, especially the time constraints, quality, and regency of the projects similar to that described in the RFP. Evaluation will include the reviewer's evaluation on the bidder's understanding of the scope of services, clarity of the proposal, and response to outlined conditions.

b.) Qualified Personnel (25 points possible per evaluator)

The written proposal should indicate the competence of personnel whom the bidder intends to assign to the project. Qualifications will be measured by education and experience, with particular reference to experience on projects similar to that described in this RFP. Emphasis will be placed upon the Manager's dedicated management time as well as that of key personnel working on the project.

c.) References of Customers (20 points possible per evaluator)

The written proposal should include three references of customers currently serviced for similar services. References must include company name, primary contact person, position title, address, telephone number, the type of services provided to them and length of time provided.

2.) Step II - Cost of Services (50 points possible per evaluator)

Bidders will be evaluated on the total cost of providing the services to MPACT. MPACT will factor total cost into the decision of selecting the best value for MPACT. It reserves the right to select the best, most qualified bidder, not necessarily the lowest priced bidder, based on all factors and steps in the review process.

3.) Step III - Oral Presentations (50 points possible per evaluator)

Reviewers made up of both Board and staff of MPACT will recommend and invite the top three (3) bidders based on the combined scores from Steps I & II. The top three bidders must attend the bidders' oral presentation for further consideration of receiving the actual reward. Bidders will also be evaluated by their ability to explain complex actuarial concepts and theory in understandable, applicable terms.

The contract of award will be recommended and made by the Board and staff to the bidder who receives the highest combined score from all three steps which would be a maximum score of 200 points. If qualified bids are deemed to be equal in points, MPACT reserves the right to make the final determination of the contract award.

K. INDEPENDENT PRICE DETERMINATION

- 1.) By submission of a proposal, the bidder certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, that in connection with this proposal:
 - a.) The prices in the proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such prices with any other bidder or with any competitor; and
 - b.) Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to award directly or indirectly to any other bidder or to any competitor; and
 - c.) No attempt has been made or will be made by bidder to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
- 2.) Each person signing the proposal certifies that he or she:
 - a.) Is the person in the bidder's organization responsible within that organization for the decision as to the prices being offered in the proposal and has not participated (and will not participate) in any actions contrary to 1, a., b., and c. above; or
 - b.) Is not the person in the bidder's organization responsible within that organization for the decision as to the prices being offered in the proposal but has been authorized, in writing, to act as agent for the persons responsible for such decision in certifying that such persons have not participated (and will not participate) in any actions contrary to 1, a., b., and c. above.
 - c.) A proposal will not be considered for award if the sense of the statement required in the Cost and Price Analysis portion of the proposal has been altered so as to delete or modify 1.a., c., or 2. above. If 1.b. has been modified or deleted, the proposal will not be considered for award unless the bidder furnishes with the proposal a signed statement which sets forth in detail the circumstances of the disclosure and MPACT determines that such disclosure was not made for the purpose of restricting competition.

L. BID RECEIPT

Proposals must be received in the Mississippi Treasury/MPACT office on or before the due date any time specified herein (March 19, 2010). Bidders are responsible for timely receipt of their proposal in the MPACT office. Proposals shall be accepted by mail, courier or personal delivery. Fax copies shall not be accepted. Proposals which are received after the specified due date and time cannot be considered.

M. DISCLOSURE

All information in a Bidder's proposal, including any attachments and other documents submitted, shall be subject to public disclosure after award of the contract under Mississippi and Federal law, unless accepted in accordance with the Provisions of the Mississippi Public Records Act. News releases or any other release of information pertaining to this RFP or the services, study, data, or project to which it relates will not be made without prior approval of MPACT, and then only in accordance with the explicit instructions from MPACT. No program information is to be released without prior approval of MPACT and then only to persons designated.

N. AWARD

MPACT reserves the right to award by item, part or portion of an item, group of items or total proposal, to reject any and all proposals in whole or in part, and to waive any informality or technical defects if, in the Board's judgment, the best interest of MPACT will be so served. In determination of awards, the qualification of the bidder, the conformity with the specifications of services to be supplied and the delivery terms will be considered.

O. INVOICING AND PAYMENT

The specific details of invoices and a payment schedule for any contract(s) entered into as the result of this RFP must be mutually agreed upon by the State Treasurer and the Contractor.

P. ACCOUNTING RECORDS

The Contractor shall be required to maintain all pertinent financial and accounting records and evidence pertaining to the contract in accordance with generally accepted principles of accounting and other procedures specified by the State of Mississippi and MPACT. Financial and accounting records shall be made available, upon request, to MPACT, the State of Mississippi, or its designees, at any time during the contract period and any extension thereof, and for three (3) years from the expiration date and final payment on the contract or extension thereof.

Q. COST LIABILITY

The State of Mississippi and MPACT assume no responsibility or liability for costs incurred by the Contractor prior to the signing of any contract resulting from this RFP. Total liability of MPACT is limited to the terms and conditions of this RFP and any resulting contract.

R. INDEMNIFICATION

The contractor shall indemnify and hold harmless MPACT and its agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the performance of the work, which includes all labor, material and equipment required to produce the commodity, construction and/or service required by the contract, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including the loss of use resulting there from, and (2) is caused in whole or in part by any negligent act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them regardless of whether or not it is caused in part by a party indemnified hereunder.

In any and all claims against MPACT or any of its agents or employees by any employee of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under this Indemnification Agreement shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any subcontractor under worker's disability compensation acts, disability benefit acts or other employee benefit acts.

The obligations of the contractor under this Indemnification Agreement shall not extend to the liability of MPACT, its agents, or employees arising out of (1) the preparation or approval of opinions, reports, surveys, designs or specifications, or (2) the giving of or the failure to give directions or instructions by MPACT, its agents or employees provided such giving or failure to give is the primary cause of the injury or damage.

S. CANCELLATION

MPACT reserves the right to terminate the contract, or any part of the contract, resulting from this RFP at its convenience. Specific terms regarding notice will be negotiated with the successful Bidder prior to signing of a contract.

T. DELEGATION AND/OR ASSIGNMENT

The Contractor shall not delegate any duties under this contract to a subcontractor other than a subcontractor named in the bid unless the State Treasurer has given prior written consent to the delegation. The Contractor may not assign the right to receive money due under the contract without the prior written consent of the State Treasurer.

U. MODIFICATION OF SERVICE

MPACT reserves the right to modify services required during the course of this contract. Such modification may include changing the scope of service and/or any other modifications deemed necessary. Any changes in pricing proposed by the Contractor resulting from the requested changes are subject to acceptance by MPACT. Changes in the scope of services may be increases or decreases.

IN THE EVENT PRICES ARE NOT ACCEPTABLE TO MPACT, THE CONTRACT SHALL BE SUBJECT TO COMPETITIVE BIDDING BASED UPON THE NEW SPECIFICATIONS.

V. CONTROLLING LAW

The validity, interpretation, and performance of this contract shall be controlled by and construed under the laws of the State of Mississippi. Any and all litigation arising under this contract shall be instituted in the appropriate court in Hinds County, Mississippi.

W. OWNERSHIP OF MATERIALS

MPACT owns all materials developed and produced for MPACT, its staff, the Board, and/or the State of Mississippi under this contract.

X. WARRANTY OF INDEPENDENCE

Bidder warrants that no sums or anything of value has been or will be paid directly or indirectly to any officer or employee of the State of Mississippi as wages, compensation, or gifts in exchange for acting as officer, agent, employee, subcontractor, or consultant to the Bidder in connection with any work compensated or performed.

SECTION II WORK STATEMENT

A. BACKGROUND AND PROBLEM STATEMENT

MPACT was created by the Mississippi Legislature in 1996 as a program to assist Mississippians in saving for some of the costs associated with a college education. The purpose of the program is to encourage and foster higher education in Mississippi and for Mississippians. The program's statutory authority and purpose are controlled by Sections 37-155-1 to 37-155-27 of the Mississippi Code (copy attached).

The State of Mississippi created the Mississippi Affordable College Savings(MACS) Program in 2001 as a companion to MPACT to allow for savings agreements to cover dorms, meal plans, books, graduate school and other higher education expenses not covered by the MPACT prepaid tuition program. **This RFP covers actuarial services for the MPACT Program only, and not for MACS.**

Both the MPACT and MACS Programs are governed by the Board of Directors of the College Savings Plans of Mississippi. This Board is composed of nine (9) voting members. Five board members are appointed by the Governor, one from each of the State's congressional districts. The other four *ex-officio* board members are the State Treasurer, the Executive Director of the Department of Finance and Administration, the Commissioner of Higher Education, and the Executive Director of the Community and Junior College Board. There are also four legislative advisors to the Board, two appointed by the Lieutenant Governor and two appointed by the Speaker of the House.

MPACT is administered by The College Savings Plans Division of the Mississippi Treasury Department, under the administrative authority of the State Treasurer. Actuarial evaluations have been completed for the fiscal years ended June 30, 1997 through 2009.

The attached text of the enabling legislation and MPACT brochure describe MPACT in greater detail.

B. OBJECTIVES

The Board seeks actuarial services for the Mississippi Prepaid Affordable Tuition Program. Mississippi law requires the Board to "annually evaluate or cause to be evaluated the actuarial soundness of the fund." The Board seeks the services of an actuary to conduct an annual review of the actuarial soundness of the MPACT Trust Fund, to provide actuarial and financial guidance, to recommend the cost of prepaid tuition contracts based on several types of payment options provided to the purchaser, and perform related actuarial services as necessary.

C. TASKS

The following is an analysis by MPACT of the major actuarial services required by MPACT. This analysis is not all-inclusive and may require additional information as determined by either MPACT or the Contractor. The Contractor is not constrained from supplementing this listing with additional steps, sub-tasks or elements deemed necessary to carry out the objectives and tasks. MPACT has allowed room for the bidder to inform MPACT of other tasks or items pertinent to the successful delivery of actuarial services solicited through this RFP.

1. GENERAL RESPONSIBILITIES OF THE CONTRACTOR

- a.) The Contractor shall be expected to treat all information as confidential and shall not release any information without the prior written approval of MPACT.
- b.) All working papers, reports and other documentation prepared under the performance of this bid or contract are the property of MPACT and shall be submitted to MPACT upon the completion of each individual project or as requested by MPACT.
- c.) The Contractor shall obtain from MPACT or other sources the data or statistical information necessary for performing the work described in this RFP. The majority of this information is available in the records and files of MPACT, its third party Records Administrator and the Board of Trustees of State Institutions of Higher Learning.
- d.) The Contractor shall channel all requests, reports and all other communications in connection with this contract through the MPACT Director, the State Treasurer, or a designee of the State Treasurer. However, the Contractor may request necessary statistical information relating to tuition or enrollment at Mississippi's institutions of higher education directly from the Board of Trustees of State Institutions of Higher Learning, the Community and Junior College Board or the office of the Commissioner of Higher Education.
- e.) The professional actuarial services for MPACT shall be performed under the direct supervision of a member of the Contractor's firm who meets or exceeds the standards for a supervising actuary. The Board reserves the right to reject the Contractor's choice of the supervising actuary and may terminate the contract if a supervising actuary, acceptable to the Board, cannot be made available by the Contractor.
- f.) The Contractor shall ensure that any change in its staff will result in a minimum of disruption to the services provided to MPACT and assurance of comparable qualifications and skills.
- g.) The Contractor shall document ideas and issues raised in discussions and meetings. All actuarial certificates on pricing, final reports, presentations of

assumptions and similar technical documentation from the Contractor must be approved and signed by the supervising actuary.

2. CONSULTING SERVICES

The Contractor shall:

- a.) Submit to MPACT complete and comprehensive written annual reports which analyze the actuarial soundness of the current prepaid tuition program trust fund. Provide expert advice and guidance regarding any financial, actuarial, pricing and policy issues which may affect the actuarial soundness of MPACT. This includes any technical, administrative or policy issues arising during the course of operations under this contract. This information shall be provided by occasional meetings, routine calls and written reports and correspondence.
- b.) Assist in establishing specifications for MPACT office data files, computer database, and computer accounting system. Periodically review the form and content of data files maintained by MPACT and make recommendations for modifications, additions or deletions that will insure the maintenance of the full range of data needed for program pricing, actuarial studies, and analyses is preserved.

It is expected that the Contractor will maintain a separate database in order to individually reconcile and sort data such as college enrollment, tuition, contract and investment data from one year to the next and to test the accuracy of the submitted data. This database will be used to perform the cumulative analyses, without further data or technical assistance being provided by MPACT. MPACT will provide copies of its existing data files and periodic updates on disk to the approved Contractor; however, the Contractor must keep this information confidential unless otherwise approved by MPACT.

- c.) Interact with MPACT's tax counsel as necessary to determine any tax consequences or change in tax status of any pending or potential litigation. This interaction includes the study of various investment strategies and alternatives that impact the MPACT program.
- d.) Interact with MPACT's legal counsel to determine if pending legal issues may affect the actuarial soundness of the program.
- e.) Be readily accessible to the State Treasurer, the MPACT Director or their designees by telephone within one working day, and be available for meetings in Jackson within five working days of request.
- f.) Be available to provide periodic educational presentation to the Board and/or staff members, and to give expert testimony to various authorities, including the State legislature and key policy staff, if the need arises. Appear at selected meetings

and hearings for discussion of actuarial status, pricing, investment strategy, impact of tuition rates, or other issues regarding the program.

- g.) Provide guidance and advice regarding prepaid tuition program structure, the customer purchasing options, pricing structure, payment plans/options, sale periods and terms, frequency, and other aspects of the programs enrollment and sales periods.
- h.) Analyze and make recommendations relative to possible improvements in the cost structure and accounting methods used to determine fees and expenses assessed by MPACT. Keep the Board and staff apprised of current trends, methods and progress within the actuarial profession and the education field related to MPACT activities to enhance the program.
- i.) Consult with MPACT and evaluate the effect of any proposed legislative changes regarding the cost of the program, participation rates, the program's actuarial soundness, etc. Provide actuarial review of any program amendments to MPACT's enabling legislation.
- j.) Provide guidance and advice regarding any new actuarial issues that may affect MPACT and which arise during the term of the contract. Keep the Board and staff advised on developments in federal legislation and/or regulations regarding college financing, tuition rates, etc.

The above consulting services will require a minimum of two visits to Jackson per year, including meeting(s) to review the annual valuation and analysis, pricing, recommended changes to the cost structure, changes for the following year analysis, and meeting time provided for input and advice concerning any other unforeseen program changes requiring actuarial input.

3.) ANALYSES

- a.) Perform annual actuarial valuation and analysis. Prepare Tuition pricing report for MPACT Trust Fund and examination of program participants at the end of each year (either calendar or fiscal, but not both, at the discretion of MPACT). Reports for these analyses shall be delivered to MPACT by the Contractor within one month after MPACT has delivered comprehensive program data and preliminary financial statements for the analyses to the Contractor.
- b.) When the actuarial analysis is performed, if it results in the recommended adoption of any assumptions which differ from those used for the prior analysis, the Contractor shall include in the analysis results using both the old and new assumptions, reasons for the difference, and documentation to support the analysis and recommendations.

- c.) Provide one or more sensitivity analyses (estimate of any increases or decreases in the obligations of MPACT if the assumptions are incorrect or changed for any given year) based on variations in tuition rates and investment rates of return.
- d.) Develop a thorough cash-flow analysis of the program's assets and liabilities, which includes a forecast of future financial obligations of MPACT based on, but not limited to: the age or grade of the beneficiary, tuition rates, years remaining before payment is due, investment returns, pricing strategy, sales results, etc.
- e.) For each enrollment or sales period, determine and recommend an annual base yearly tuition cost and related pricing options. Included shall be enrollment or tuition prices for several types of customers and payment plans over a variety of annual or monthly terms. Pricing recommendations should provide the Board the opportunity to factor in their assumptions as to expected tuition increases, investment rates of return, administrative expenses, numbers of new participants, etc. Program administrative expenses are covered by revenues or investment earnings; therefore, administrative expenses must be taken into consideration when determining contract pricing and enrollment fees. MPACT will provide the Contractor with information regarding administrative expenses.
- f.) Provide a pricing analysis which describes the changes in the enrollment costs from year to year and the reasons for those changes, based on a comparison of actual versus projected tuition rates and investment rates of return according to each of the various actuarial assumptions. At a minimum, annual and cumulative analyses shall be performed for each type of enrollment or group of participants and the purchase plans offered.
- g.) Analyze MPACT's data regarding tuition and benefits payments, increases or decreases in contract values and adjust cash-flow statements accordingly.
- h.) Annually assess the fund surplus and recommend strategies for building a reserve fund of retained earnings and reaching the desired amount or level. Project probability of fund's ability to meet future obligations using industry standards or establish target level and methods to assure suggested comfort level. Determine the level of income needed to meet future payouts over an extended period of time.
- i.) Work in harmony with MPACT's investment advisors. Project future rates of return to be made on investments of MPACT trust fund. Provide consultation and assess MPACT's investment strategy and policy for proper alignment to assure asset allocation and portfolio goals are appropriately structured to meet future obligations. Perform analyses of MPACT's investment portfolio, projected revenues, and anticipated liabilities to determine if any changes in MPACT's investment strategy are recommended.

- j.) Forecast future tuition rates for in-state and out-of-state, public and private universities, colleges, and community or junior colleges. Analysis should include data from Mississippi's 4-year public universities and 2-year public community colleges to determine weighted average tuition rates based on historic data provided through MPACT, current trends and future projections by experts in the field.
- k.) Provide input to determine whether or not it is necessary to limit the number of participants to be accepted into the program each year and, if it is necessary; determine the maximum number to be accepted. Provide a range of possible enrollment costs based on the number of participants allowed or expected to enter the program. Also determine if there should be a limit on the number of enrollments accepted at each age group, price range or contract type.
- l.) Forecast the number of potential enrollments and beneficiaries (including their demographics) expected to actually take advantage of the program and once they have enrolled the number of beneficiaries expected to use benefits, transfer benefits or terminate from the program and request a refund.
- m.) The Contractor's study of non-economic assumptions in the analyses shall include, but not be limited to, college enrollment rates, tuition rates, termination and refund rates, drop out rates for purchasers on monthly payment plans, potential bias for attendance at certain colleges, death and disability, etc.
- n.) Provide timely information and future liability figures necessary for MPACT to prepare its financial statements, annual report or other necessary reports. Calculation of future liability is crucial to the completion of MPACT's annual financial audit. Provide a certified summary statement on the soundness of the fund for the annual report.
- o.) The Contractor shall retain on file the necessary detailed information for the actuarial analysis to produce the cumulative analysis without further data from MPACT (except for data covering periods before the Contractor is retained by MPACT). Data files will be available and downloaded at least once a year, at the end of the State's fiscal year.
- p.) By special request, develop special analyses and provide various tables, matrices, supporting documentation and other materials needed by MPACT for reports, marketing efforts, legislative testimony or other purposes. These include, but are not limited to, current enrollments, participation rate projections, tuition rates, college enrollment patterns, administrative expenses, taxes, investment results, program costs by type of program option or purchase plan and age of child, or the child's grade in school, etc.

- q.) Actuarial analyses shall contain a glossary of terms and sufficient explanatory text to permit a reasonable understanding of the actuarial assumptions, cost methods and conclusions by competent actuaries and by persons knowledgeable in the education field. This shall include, but not be limited to, an executive summary and charts of the valuation, description of actuarial assumptions and cost methods, and matrices of the costs for different age children or age groups by purchase plan method and type of contract.

4.) REPORTS

The Contractor shall submit to the State Treasurer twenty (20) copies of each actuarial report when they are completed. In addition, for any other reports submitted by the Contractor, twenty (20) copies shall also be provided. Draft copies of the final reports shall be submitted to the State Treasurer for review for completeness and factual accuracy.

The Contractor must be willing to provide any special reports which may be required and which must be developed from the records of the Contractor for MPACT.

**SECTION III
INFORMATION REQUIRED FROM BIDDERS**

Each bidder's proposal must be submitted in the format outlined below. There should be no attachments, enclosures, or exhibits other than those considered by the bidder to be essential to a complete understanding of the proposal submitted. Each section of the proposal must be clearly identified with appropriate headings.

A. BUSINESS ORGANIZATION

State the full name and address of your organization and, if applicable, the branch office or other subordinate element that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership or corporation and provide your federal tax identification number. If organized as a corporation, include the state in which incorporated. If appropriate, state whether it is licensed to operate in the State of Mississippi. List all subcontractors, including firm name and address, contact person, and a complete description of the work to be subcontracted. Include descriptive information concerning subcontractor's organization and abilities. Submit documentation that your firm is licensed or otherwise recognized as an actuary.

B. STATEMENT OF THE PROBLEM

State in succinct terms your understanding of the actuarial work presented by the RFP.

C. MANAGEMENT SUMMARY

1.) NARRATIVE

Include a narrative summary description of the proposed effort and of the product(s) that will be delivered. If support must be provided by a subcontractor, said subcontractors must indicate their capability and willingness to carry out the work. In addition, the information requested in A above must be provided for each potential subcontractor.

2.) TECHNICAL WORK PLANS

Provide a technical and strategic plan for accomplishing the work. Indicate the number of person-hours allocated to each task. Provide a summary of the cost per hour of each assigned person by each task.

3.) PRIOR EXPERIENCE

- a.) Indicate here prior experience of the firm which is relevant to the successful accomplishment of the work defined by this RFP. Include sufficient detail to demonstrate the relevance of such experience. Include descriptions of the qualifying experience including project descriptions, costs, starting and completion dates of projects successfully completed.
- b.) Identify your top (3) references from clients for whom you are currently providing prepaid tuition or similar services related to this RFP. References must include the name, position title, address, type of services provided, and length of time serviced.

4.) PROJECT STAFFING

- a.) Identify the supervising actuary(ies) to be assigned the work proposed. Each person must meet or exceed the “Standards for Supervising Actuaries” as provided below. Identify all other personnel who shall be performing work under the contract. Provide summaries of the professional and experience qualifications of all persons, including supervising and support actuaries who shall perform work under the contract.
- b.) Standards for Supervising Actuaries
 - 1.) Fellow or Associate of the Society of Actuaries and/or Fellow of the Conference of Actuaries in Public Practice.
 - 2.) Member of the American Academy of Actuaries and /or meet the standards of a qualified actuary under the provisions of ERISA.
 - 3.) Experience as a supervising actuary on consulting services, experience in analysis and valuation assignments for prepaid tuition plans, large retirement systems, including public retirement systems.
 - 4.) Experience in testifying before legislative and/or administrative bodies in support of actuarial positions and/or the principles used in valuing retirement systems or pricing legislation.
 - 5.) Ability to clearly and concisely present and discuss actuarial theory, basis for assumptions and other actuarial matters in layman’s terms.

5. COMPUTER CAPABILITY

Describe the capability of the computer system, the ownership control of this system and the facilities to be utilized in the performance of this contract.

6. SUBCONTRACTORS

List here all Subcontractors; include firm name and address, contact person, complete description of the work to be subcontracted. Include descriptive information concerning subcontractor's organization and abilities. Identify any subcontractors that are minority owned and operated.

D. BIDDER'S AUTHORIZED NEGOTIATOR

Include the name and telephone number of person(s) in the organization authorized to expedite and negotiate the proposed contract with MPACT.

E. ADDITIONAL INFORMATION AND COMMENTS

Include in this section any other information that is believed to be pertinent but not specifically asked for elsewhere.

F. PRICE PROPOSAL

Evaluation of proposals will be based on the evaluation criteria and the total bid price. Proposal pricing must include all charges including supplies, overhead, etc.

1.) TOTAL PRICE BID FOR PROJECT

Provide a grand total for each year and for the full term of the contract.

2.) INDEPENDENT PRICE DETERMINATION

Include a statement substantially as follows: "This cost and price analysis is submitted in full compliance with the provisions of the paragraph titled 'Independent Price Determination' in Part I of the RFP to which this proposal is a response."

3.) The proposal must include the annual charge for each year of the contract for the services described in Section II of this RFP as well as the total for the three years. The charge must be all-inclusive as no additional charges will be entertained except as provided below.

4.) Should MPACT exercise the option for an additional year's renewal, any change in subsequent annual charges will be negotiated between MPACT and the Contractor.

5.) There will be no additional reimbursement for travel time or expenses, telephone costs, copying costs, etc. All transportation and other expenses must be included in the total fixed price of the bid and not as a percentage of the bid.

6.) Indicate the hourly rates applicable for any additional consulting services that might be requested by MPACT.

7.) If the proposal provides for additional services, beyond those requested herein, such services must be outlined and separately priced in the proposal.

8.) The Bidder is responsible for insuring that all costs, extensions, and totals are correct.

G. PROPOSAL SUBMITTAL

All proposals must be submitted to MPACT in a sealed envelope or box. The face of the envelope shall contain the date of proposal opening and the words "Response to Actuarial/Consulting Services RFP." Proposals which do not comply with these conditions are subject to rejection. The proposal shall be signed by an officer or agent of the Bidder who is empowered to bind it in a contract. If the proposal is signed by an agent, then written authorizations empowering the agent to bind the Bidder must accompany the proposal. Submit Fifteen (15) copies of the proposal in a sealed envelope or other container in accordance with the following instructions:

Proposals must be received at the Mississippi Treasury Department /MPACT office no later than 5 p.m. on March 19, 2010. All proposals will be opened at that time. The bids (proposals) must be submitted by mail, courier, or personal delivery. Fax copies will not be accepted.

MPACT's office address for proposals delivery is:

Mississippi Prepaid Affordable College
Tuition Program
Mississippi Treasury Department
P. O. Box 120
501 N. West Street, Suite 1101
Jackson, Mississippi 39205

ATTACHMENTS

- 1.) Copy of MPACT enabling legislation, as amended.
- 2.) Copy of MPACT 2009 enrollment brochure.