

ATTACHMENT #9: COST PROPOSAL FORM

RFP# C000588 – Medical Malpractice Actuarial Services

Please submit an electronic copy as part of your Proposal, to the addressee noted in Section 2.5 (Submission of a Complete Three-Part Proposal).

The Cost Proposal is an integral component of a Bidder's three-part submission. Bidders should take particular care to ensure the Cost Proposal is completed fully and in complete accordance with the instructions. Bidders are advised to submit questions about or requests for clarification of the Cost Proposal by **Wednesday, March 18, 2026 at 3:00pm ET**, the due date for submission of Bidder Inquiries.

The Cost Proposal Form must be completed in its entirety according to the following instructions:

- **The Cost Proposal must include a not-to-exceed hourly rate (U.S. dollars) for each title described below and each Contract Year listed in Attachment 9 Cost Proposal Response Form. Do not leave blanks or enter a zero dollar amount for any rate.**
- Bidders are required to use the titles provided, even if these titles are not consistent with the Bidder's existing titles.
- **The Cost Proposal should include only one rate for each title in each contract year.**
- Each person proposed to perform services in response to this RFP should be listed next to the corresponding title provided on the Form.
- Hourly fees must be inclusive of all costs necessary for proper performance under the Contract including travel.

- The Cost Proposal Form must be signed by an individual authorized to bind the Bidder contractually.
- **Please note, if the information requested on Attachment 9 - Cost Proposal Response Form is not complete, the Department may not be able to calculate a cost score, and the proposal may be rejected as non-responsive.**

Description of Titles

The following represents the general descriptions for the staffing categories to be utilized in the Bidder's proposal.

Qualifications of Project Manager:

Overseeing the entire project, ensuring timely deliveries, performing final review. The Project Manager must have at least ten years of experience in management consulting work, with a minimum of five years of experience in Medical Malpractice. Project Manager must have FCAS or ACAS Designation.

Qualifications of Principal/Lead Actuary:

Performing analysis, day-to-day project supervision. Must have a minimum ten years of experience in actuarial work, with a minimum of five years of experience in Medical Malpractice. Principal/Lead Actuary must have FCAS or ACAS Designation

Qualifications of the Senior Analyst:

Assist Principal/Lead Actuary on analysis as needed (e.g. analysis/model set up, performing diagnostics). The Senior Analyst must have a minimum of 3 years' experience, as well as a bachelor's degree.

Qualifications of the Actuarial Analyst:

Assist Principal/Lead Actuary and Senior Analyst on analysis as needed (e.g. data compilation and reconciliation, analysis/model set up). The Actuarial Analyst should have up to three years' experience, and a bachelor's degree.

ATTACHMENT #9 – COST PROPOSAL RESPONSE FORM

New York State Department of Financial Services

Request for Proposals: C000588 – Medical Malpractice Actuarial Services

Bidder Name:

Fee Schedule

Job Title	Name (s)	Contract Year 1 2026-27	Contract Year 2 2027-28	Contract Year 3 2028-29	Contract Year 4 2029-30	Contract Year 5 2030-31
Project Manager						
Principal/Lead Actuary						
Senior Analyst						
Actuarial Analyst						

Authorized Signatory for the Bidder

Name (print or type)

Title

Date