

**QUESTIONS AND ANSWERS**  
**PRE-PROPOSAL CONFERENCE (OPTIONAL)**

JLARC RFP #2007-001R

June 29, 2007

10:00 a.m.

House Room 3, Capitol Extension, State Capitol, Richmond, VA, 23219

**Q:** With regard to the letters of reference, do the two letters from previous clients have to be from clients for whom we are no longer doing any more work?

**A:** Not necessarily. The goal of the letters from previous clients was to ensure that the contractor had completed tasks for the client so the client could sufficiently judge the contractor's ability to successfully complete a major task or series of tasks. Letters from current clients regarding previously conducted tasks would, therefore, be acceptable for either or both of the two letters from previous clients. However, reference letters should be obtained from three separate and distinct clients.

**Q:** Are there any important legislative milestones or dates we need to be aware of about this project not mentioned in the RFP?

**A:** None other than the October 2008 projected deadline to complete the final report and provide it to the General Assembly. It is difficult to gauge subsequent actions, requests for more information, or legislation that may be drafted for the 2009 or future sessions of the General Assembly.

**Q:** Can you provide an overview of the other activities underway not related to retirement or not discussed in the RFP?

**A:** We are doing a fairly comprehensive study of the total compensation provided to State employees. This includes addressing the major components, such as salary, health insurance, retirement benefits, leave, and other work / life balance flexibilities. JLARC staff have underway, or are planning, a variety of data analysis, interviews, and surveys to address both the employer and employee perspective in each of these areas. Additionally, another RFP will be released later this summer seeking consultant support to compare the total compensation that Virginia provides to that provided by other employers.

It is also important to mention that for the retirement portion of compensation only, we are looking not just at State employees, but also local employees and those of school divisions. We have a variety of data collection efforts and interviews underway, or scheduled, to assess and discuss retirement plans from these perspectives as well.

**Q:** Can the same contractor submit proposals and be awarded the work for this JLARC retirement RFP and the pending total compensation RFP from JLARC?

**A:** Yes.

**Q:** Can the same contractor that submits a proposal for this JLARC retirement RFP also submit a proposal and be awarded the work under the Virginia Retirement Service (VRS) request for actuarial services RFP.

**A:** Yes.

**Q:** Are there any other studies that have been done that are similar to this?

**A:** We are not aware of any such comprehensive studies being done in Virginia. Separate studies of salary, health insurance, retirement, and leave have been, however, conducted at various points over the last several decades.

**Q:** Has JLARC requested work similar to this in the past?

**A:** Not exactly similar, but JLARC has previously hired consultants to assist with various studies. These include support provided when JLARC was looking at the State's information technology systems and managerial processes in the late 1990s, which was done by Gartner. JLARC also had consultant support during a series of VRS studies conducted in the early 1990s, which were conducted by companies including Alexander & Alexander Consulting Group and Bear Stearns Fiduciary Services, Inc.

**Q:** How will the contractor that wins this work interact with the JLARC and / or VRS actuary to obtain data and analysis?

**A:** We envision the contractor may need data from us, the JLARC actuary, and the VRS actuary. However, the majority of the data and analysis will likely be obtained through the VRS actuary. JLARC and VRS will both facilitate the transfer of this data. Task 1.B of the RFP is the opportunity for the contractor and JLARC to explore how this would work and agree on an appropriate process and set of timeframes.

**Q.:** Will survey data and information obtained in employee and employer interviews and focus groups be available to the contractor?

**A:** Yes, data and information collected by JLARC staff will be available to the contractor as allowable and as needed.

**Q:** How will the timing of the VRS request for actuarial services RFP impact this JLARC retirement RFP and will any transitions that may occur impact the ability to obtain necessary data?

**A:** Though VRS is also currently issuing a request for proposals for actuarial services, its Board, Director, and other senior staff remain and are committed to this study. The VRS Board has endorsed this study and this contract is a priority for them. JLARC will work closely with VRS to ensure that any coordination necessary occurs and is managed to ensure efficient and timely interactions and transfer of data between the respective contractors.

**Q:** Has the State performed any workforce planning efforts recently?

**A:** Yes. JLARC completed a study in late 2005 that examined the impact of the aging population on Virginia's workforce. That study can be found on the JLARC

website (<http://jlarc.state.va.us/Reports/Rpt330.pdf>). Virginia's Department of Human Resources Management (DHRM) worked with State agencies in 2004 and 2005 to complete a statewide workforce planning document. More information about these workforce planning efforts can be found at the DHRM website (<http://www.dpt.state.va.us/workforceplanning.html>).

**Q:** Are any employees included in this study subject to collective bargaining agreements?

**A:** Not to our knowledge.

**Q:** Do you envision any impact on the State's IT infrastructure, either during this project or in subsequent implementation?

**A:** We do not envision any impact directly from this project on the State's IT infrastructure while the project is underway. Any subsequent impact based on implementation will depend on what, if any, changes are made to the current compensation system and the IT infrastructure that supports it. Importantly, the State is upgrading much of its IT infrastructure and major applications, including those for finance, budgeting, and human resources management. The Virginia Department of Planning and Budget and DHRM are both aware of this study and the impact it could have on the requirements, functionality, and capabilities of major State systems.

**Q:** How many companies were notified of this RFP?

**A:** We mailed hard copy RFPs to approximately 40 addresses and e-mailed electronic copies to several electronic addresses. The automatic EVA notification list included approximately 160 addresses.

**Q:** When and where will the proposals be opened?

**A:** Sealed proposals will be received until 2:00 p.m., July 13, 2007, and then opened in public in the JLARC conference room:

11<sup>th</sup> Floor  
General Assembly Building  
Capitol Square  
Richmond, VA 23219