

General Professional Services Questionnaire

A. Project Name and Advertisement Resolution Number:

Actuarial and Consulting Services
Resolution No. 139779

B. Firm Name & Address:

Actuarial & Technical Solutions, Inc.
1767 Veterans Memorial Highway
Suite 16
Islandia, NY 11749

C. Name, title, & contact information of Firm Representative, as defined in Section 2-926 of the Jefferson Parish Code of Ordinances, with at least five (5) years of experience in the applicable field required for this Project:

David K. Raikowski, ACAS, MAAA, FCA
President and Consulting Actuary
Email: draikowski@actuariesolutions.com
Phone: 631-471-8655 x17

D. Address of principal office where Project work will be performed:

1767 Veterans Memorial Highway
Suite 16
Islandia, NY 11749

E. Is this submittal by a JOINT-VENTURE? Please check:

YES NO

If marked "No" skip to Section H. If marked "Yes" complete Sections F-G.

F. If submittal is by JOINT-VENTURE, list the firms participating and outline specific areas of responsibility (including administrative, technical, and financial) for each firm. Please attach additional pages if necessary.

1.
N/A

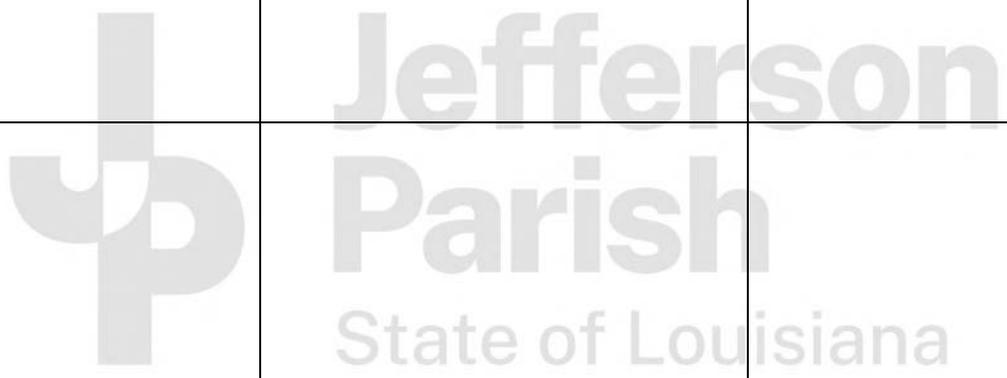
2.
N/A

General Professional Services Questionnaire

G. Has this JOINT-VENTURE previously worked together? Please check: YES NO

H. List all subcontractors anticipated for this Project. Please note that all subcontractors must submit a fully completed copy of this questionnaire, applicable licenses, and any other information required by the advertisement. See Jefferson Parish Code of Ordinances, Sec. 2-928(a)(3). Please attach additional pages if necessary.

Name & Address:	Specialty:	Worked with Firm Before (Yes or No):
1. NONE		
2. NONE		
3. NONE		
4. NONE		
5. NONE		



General Professional Services Questionnaire

I. Please specify the total number of support personnel that may assist in the completion of this Project: <u>2</u>
J. List any professionals that may assist in the completion of this Project. If necessary, please attach additional documentation that demonstrates the employment history and experience of the Firm's professionals that may assist in the completion of this Project (i.e. resume). Please attach additional pages if necessary.
PROFESSIONAL NO. 1
Name & Title:
David Raikowski, ACAS, MAAA, FCA, President & Consulting Actuary
Name of Firm with which associated:
Actuarial & Technical Solutions, Inc.
Description of job responsibilities:
Lead actuary. Provide and supervise the actuarial services to be provided to the Parish (or, provide peer review).
Years' experience with this Firm:
20 years.
Education: Degree(s)/Year/Specialization:
Dave is an Associate of the Casualty Actuarial Society, a Member of the American Academy of Actuaries and a Fellow of the Conference of Consulting Actuaries. He graduated from Hofstra University with degrees in Mathematics and Psychology.
Other experience and qualifications relevant to the proposed Project:
Throughout his career, Dave has provided a diverse range of services to clients including public-sector entities, self-insureds, captives and insurance companies. The clients with which he works range in size as well as the industry in which they operate. He has significant experience with a variety of property/casualty coverages including workers compensation, general liability, auto liability and physical damage, medical professional liability, mortgage guaranty insurance, construction defects and property. Dave has substantial experience with loss reserve analyses, rate filing reviews, captive feasibility studies, risk transfer analyses, pricing and the estimation of premium deficiency reserves. Dave has considerable experience in the area of loss modeling, most notably in the area of pricing, through the use of statistical distributions and simulation techniques. Additionally, he has participated in numerous litigation support engagements. Dave has been recognized by regulators in each state in which he has applied to certify loss reserves, and meets the Qualification Standards of the American Academy of Actuaries for issuing NAIC issuing property/casualty Statements of Actuarial Opinion. Dave currently serves on the Board of Directors of the Connecticut Captive Insurance Association.

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PROFESSIONAL NO. 2
Name & Title:
Kristine Fitzgerald, ACAS, MAAA, FCA, Consulting Actuary
Name of Firm with which associated:
Actuarial & Technical Solutions, Inc.
Description of job responsibilities:
Lead actuary. Provide and supervise the actuarial services to be provided to the Parish (or, provide peer review).
Years' experience with this Firm:
29 years.
Education: Degree(s)/Year/Specialization:
Kristine is an Associate of the Casualty Actuarial Society, a Member of the American Academy of Actuaries and a Fellow of the Conference of Consulting Actuaries. She graduated from Villanova University with a B.S. degree in Mathematics.
Other experience and qualifications relevant to the proposed Project:
<p>Kristine has almost 30 years of actuarial consulting experience in the area of property-casualty insurance. Her experience includes: projection of ultimate loss; analysis of reserve adequacy; issuance of Statements of Actuarial Opinion; feasibility studies; rate filing review; ratemaking; reinsurance analyses; risk transfer analysis; prospective funding levels; analysis of individual risk rating plans (including retrospective rating plans, experience rating plans and loss rating plans); dividend analyses; financial examinations; audit assistance; and litigation support. Clients range from small self-insureds to captives, insurance companies, reinsurers, large public-sector clients, auditors and regulators. Such engagements include workers compensation, general liability, auto liability and physical damage, property, professional liability, mortgage guaranty insurance and various excess coverages. Kristine is well-versed in regulatory and statutory requirements applicable to various insurance coverages including workers compensation, in numerous states. She has been recognized by regulators in each state to which she has applied to certify loss reserves, and meets the Qualification Standards of the American Academy of Actuaries for issuing NAIC property/casualty Statements of Actuarial Opinion.</p> <p>Kristine serves as a primary contact for many of Actuarial Solutions' clients and is the lead actuary or peer reviewer on numerous engagements. Kristine has participated in legal mediations; has presented actuarial concepts and results to various audiences, including client risk managers, auditors, regulators, boards of directors and legislative bodies; and has testified in an administrative hearing and at a jury trial. Kristine has the ability to explain complex actuarial concepts to both technical and non-technical audiences in a clear and understandable manner.</p> <p>Kristine currently serves on the Casualty Actuarial Society's Syllabus and Examination Committee as well as on the Vermont Captive Insurance Association's (VCIA) Membership/Marketing and Ambassador Committees.</p>

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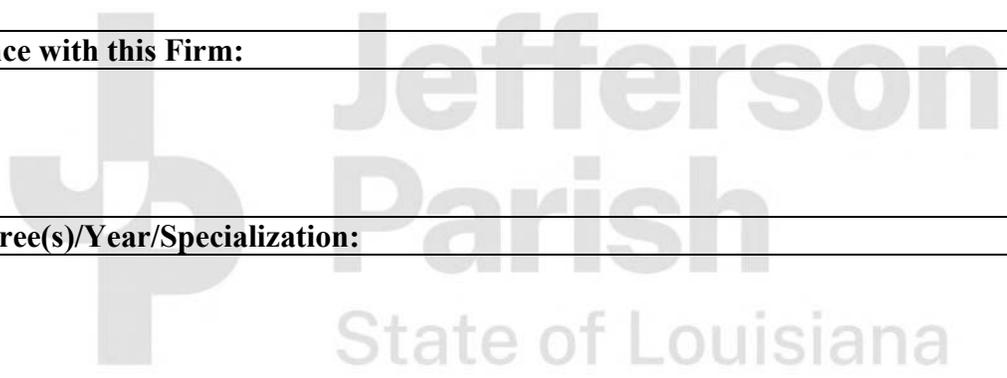
PROFESSIONAL NO. 3
Name & Title:
Tiffany Huang, ACAS, MAAA, Consulting Actuary
Name of Firm with which associated:
Actuarial & Technical Solutions, Inc.
Description of job responsibilities:
Provide support to lead actuary in the performance of actuarial services.
Years' experience with this Firm:
10 years.
Education: Degree(s)/Year/Specialization:
Tiffany is an Associate of the Casualty Actuarial Society and a Member of the American Academy of Actuaries. She graduated from Stony Brook University with Bachelor of Science degrees in Applied Mathematics & Statistics and Economics.
Other experience and qualifications relevant to the proposed Project:
Tiffany has experience with a variety of traditional property and casualty coverages including workers compensation, general liability, auto liability, auto physical damage and property. She has been involved with loss reserve analyses, captive feasibility studies and pro forma financial analyses for a wide range of clients, such as self-insureds, captives, insurance companies, public sector entities and risk pools. Tiffany has also participated on numerous financial examinations. She meets the Qualification Standards of the American Academy of Actuaries for issuing NAIC Property/Casualty Statements of Actuarial Opinion.

General Professional Services Questionnaire

PROFESSIONAL NO. 4
Name & Title:
Catherine Carpeneto, ACAS, MAAA, Consulting Actuary
Name of Firm with which associated:
Actuarial & Technical Solutions, Inc.
Description of job responsibilities:
Provide support to lead actuary in the performance of actuarial services.
Years' experience with this Firm:
9 years.
Education: Degree(s)/Year/Specialization:
Catherine is an Associate of the Casualty Actuarial Society, a Member of the American Academy of Actuaries. She graduated from Stony Brook University with a Bachelor's degree in Mathematics and Psychology and a Master's degree in Mathematics Education.
Other experience and qualifications relevant to the proposed Project:
Catherine has experience with a variety of traditional property and liability coverages including workers compensation, general liability, auto liability, auto physical damage and property, as well as non-traditional coverages such as surety bond coverage for contractors. She has been involved with loss reserve analyses, captive feasibility studies and pro forma financial analyses for a wide range of clients, such as self-insureds, captives, insurance companies, public sector entities and risk pools. Catherine has participated on numerous audit, financial examination and rate filing review engagements. She meets the Qualification Standards of the American Academy of Actuaries for issuing NAIC property/casualty Statements of Actuarial Opinion.

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PROFESSIONAL NO. 5
Name & Title:
N/A
Name of Firm with which associated:
Description of job responsibilities:
Years' experience with this Firm:
Education: Degree(s)/Year/Specialization:
Other experience and qualifications relevant to the proposed Project:



General Professional Services Questionnaire

K. List all prior projects that best illustrate the Firm’s qualifications relevant to this Project. Please include any and all work performed for Jefferson Parish. Please attach additional pages if necessary.

PROJECT NO. 1

Project Name, Location and Owner’s contact information:	Description of Services Provided:
<p>County of Suffolk, New York H. Lee Dennison Building 100 Veterans Memorial Highway Hauppauge, New York 11788</p> <p>Contact: Leslie Baffa, Department of Risk Management leslie.baffa@suffolkcountyny.gov 631-853-4700</p>	<p>Actuarial Solutions annually derives the liabilities associated with Suffolk County’s self-insurance program. This program includes the following coverages: workers compensation; general liability/personal injury; commercial auto liability and physical damage; medical malpractice; bus liability (including property); video display terminal and employer practices liability. We also project Suffolk County’s annual budget for each of the next five prospective calendar years; this includes loss, defense and cost containment expense (DCCE) and other program operating expenses. Additionally, we allocate the budget to departments within Suffolk County.</p> <p>Services provided by David Raikowski, Tiffany Huang & Catherine Carpeneto</p>
Length of Services Provided:	Cost of Services Provided:
2004 to Present	Fees vary based upon contract year

PROJECT NO. 2

Project Name, Location and Owner’s contact information:	Description of Services Provided:
<p>State Insurance Fund Corporation Bo. Juan Sánchez PR #2, Km. 8.5 Bayamón, Puerto Rico</p> <p>Contact: German Acevedo Domenech, Actuarial Acting Associate Director GAcevedo@fondopr.com 787-793-5959</p>	<p>Actuarial Solutions has been retained to determine the SIFC’s liability as of its June 30 fiscal year-end for workers compensation benefits on both an undiscounted and a discounted basis. We also provide loss funding forecasts, observed trends in the SIFC’s historical experience, an estimate of return premium liability, the average duration of the remaining liabilities by benefit type and an assessment of premium adequacy.</p> <p>Services provided by David Raikowski and Kristine Fitzgerald</p>
Length of Services Provided:	Cost of Services Provided:
2016 to Present	Fees vary based upon contract year

General Professional Services Questionnaire

PROJECT NO. 3	
Project Name, Location and Owner's contact information:	Description of Services Provided:
<p>H&R Block One H&R Block Way Kansas City, Missouri 64105</p> <p>Contact: Chris Brenneman, ARM, Senior Insurance Analyst chris.brenneman@hrblock.com 816-803-8252</p>	<p>H&R Block operates a captive insurance company, which was initially domiciled in Bermuda and redomesticated to Missouri in 2014. The captive provides workers compensation, general liability, auto liability, property, errors and omissions and tax liability guarantee coverages to both H&R Block's corporate operations and its franchises. Annually, Actuarial Solutions analyzes the loss reserves for this captive and issues a Statement of Actuarial Opinion to its regulators regarding the adequacy of carried reserves. Actuarial Solutions also provides interim reviews of H&R Block's liabilities, both those insured through its captive and those which are self-insured. Loss forecasts for the prospective fiscal period are annually projected for each program; additional services include dividend analyses and pricing for excess coverage.</p> <p>Services provided by Kristine Fitzgerald and Tiffany Huang</p>
Length of Services Provided:	Cost of Services Provided:
1993 to Present	Fees vary per year and assignment

PROJECT NO. 4	
Project Name, Location and Owner's contact information:	Description of Services Provided:
<p>Diocese of Rockville Centre 50 North Park Avenue Rockville Center, New York 11570</p> <p>Contact: William Chapin, Department of Facilities and Risk Management wgchapin@drvc.org 516-678-5800</p>	<p>Actuarial Solutions provides the Diocese with annual projections of ultimate loss in total and separately for numerous business centers (including five hospitals, two nursing homes, all Long Island Roman Catholic churches and charities). These projections lead to the estimation of needed loss and DCCE reserves, including reserves for loss incurred but not reported (IBNR). This information allows the Diocese to allocate its overall costs among individual entities. The following coverages are analyzed: workers compensation, general liability, auto liability, auto physical damage and property damage. Actuarial Solutions also provides the Diocese with a Statement of Actuarial Opinion for the portion of its liabilities insured through its captive.</p> <p>Services provided by David Raikowski, Tiffany Huang and Catherine Carpeneto</p>
Length of Services Provided:	Cost of Services Provided:
2002 to Present	Fees vary per year and assignment

General Professional Services Questionnaire

PROJECT NO. 5	
Project Name, Location and Owner's contact information:	Description of Services Provided:
<p>Indiana University Office of INLOCC Smith Research Center 110 2805 East 10th Street Bloomington, Indiana 47408</p> <p>Contact: Donald Lukes, University Treasurer dlukes@iu.edu 812-855-4206</p>	<p>Actuarial Solutions initially provided Indiana University with a study to determine the feasibility of its proposed captive. The lines of coverage reviewed include general liability, directors' and officers' liability, medical malpractice, auto and property. Since the licensure of the captive, we have provided annual services which include a review of its needed reserve level, Statement of Actuarial Opinion, estimates of premium for the captive and expected loss and ALAE for the self-insurance fund.</p> <p>Services provided by David Raikowski and Tiffany Huang</p>
Length of Services Provided:	Cost of Services Provided:
2005 to Present	Fees vary per year and assignment

PROJECT NO. 6	
Project Name, Location and Owner's contact information:	Description of Services Provided:
<p>Roman Catholic Diocese of Brooklyn 310 Prospect Park West Brooklyn, NY 11215</p> <p>Contact: Brian Cosgrove, Risk Manager bcosgrove@diobrook.org 718-965-7381</p>	<p>Actuarial Solutions provides the Diocese with annual projections of ultimate loss for its self-insured program which includes workers compensation, general liability, auto liability and physical damage, and property coverage. These projections allow for the estimation of needed loss and expense reserves for inclusion in a Statement of Actuarial Opinion which is issued for the portion of the retained coverage placed in the Diocese's captive. Additionally, we annually provide the Diocese with an estimation of the needed funding level for each retained coverage for the prospective year.</p> <p>Services provided by Kristine Fitzgerald, David Raikowski, Tiffany Huang and Catherine Carpeneto</p>
Length of Services Provided:	Cost of Services Provided:
2004 to Present	Fees vary by year and assignment

General Professional Services Questionnaire

PROJECT NO. 7	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Length of Services Provided:	Cost of Services Provided:

PROJECT NO. 8	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Length of Services Provided:	Cost of Services Provided:

General Professional Services Questionnaire

PROJECT NO. 9	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Length of Services Provided:	Cost of Services Provided:

PROJECT NO. 10	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Length of Services Provided:	Cost of Services Provided:

General Professional Services Questionnaire

L. List all prior and/or on-going litigation between Firm and Jefferson Parish. Please attach additional pages if necessary.

Parties:		Status/Result of Case:
Plaintiff:	Defendant:	
1. NONE		
2.		
3.		
4.		

M. Use this space to provide any additional information or description of resources supporting Firm's qualifications for the proposed project.

SEE ATTACHED PROPOSAL

N. To the best of my knowledge, the foregoing is an accurate statement of facts.

Signature: David K. Raikowski Digitally signed by David K. Raikowski
DN: cn=David K. Raikowski, o=Actuarial Solutions, ou,
email=draikowski@actuarialsolutions.com, c=US
Date: 2022.07.07 11:29:33 -04'00'
 Print Name: David Raikowski
 Title: President & Consulting Actuary
 Date: 7/1/2022

**Attachment to
Statement of Qualifications to Provide
Actuarial and Consulting Services to
Jefferson Parish, Louisiana**

July 2022

SOQ No. 22-031

Submitted by:



ATTACHMENT TO
STATEMENT OF QUALIFICATIONS TO PROVIDE
ACTUARIAL AND CONSULTING SERVICES TO
JEFFERSON PARISH, LOUISIANA

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ATTACHMENT TO
STATEMENT OF QUALIFICATIONS TO PROVIDE
ACTUARIAL AND CONSULTING SERVICES TO
JEFFERSON PARISH, LOUISIANA

I. INTRODUCTION

Actuarial & Technical Solutions, Inc. (Actuarial Solutions) welcomes the opportunity to submit this attachment to the Statement of Qualifications (SOQ) for actuarial and consulting services for Jefferson Parish (the "Parish"). The Parish is seeking a consultant to provide general actuarial services for its self-insured general liability, automobile liability and workers' compensation programs as of fiscal year ending December 31.

We organized this attachment in accordance with the Minimum Requirements for Selection section of the SOQ. We are happy to provide additional information or respond to questions concerning our responses in the SOQ and this attachment.

We understand the contract term will be for a period of two (2) years with an option for renewal. It is our understanding that affidavits are not required to be submitted with the SOQ, but will be required prior to contract approval.

II. PROJECT MANAGER/KEY STAFF

Actuarial Solutions is an independent property-casualty actuarial consulting firm established in 1990. Our actuarial engagements are spearheaded by two senior credentialed actuaries with over 45 years of combined experience; our remaining actuarial team is comprised of two additional credentialed actuaries as well as analysts in varying stages of experience. Our actuaries are actively involved in each project, directing and reviewing the work performed. In addition, all work is peer reviewed to ensure the actuarial integrity of our work product and the satisfaction of our clients.

We are small enough to provide exceptionally personalized service to each of our clients and large enough to handle complex assignments under tight timeframes. Actuarial Solutions' flexible organization along with the commitment and expertise of our staff allows for a high degree of responsiveness in meeting the needs of our clients.

We offer a full range of services to meet the needs of our diverse client base. Our clients, located throughout the country, include state funds, self-insurance funds, captives, regulators, rating bureaus, insurance companies, reinsurers, auditors and law firms involved with insurance litigation.

David Raikowski or Kristine Fitzgerald would be primarily responsible for the actuarial analyses requested by the Parish. Dave and Kristine are Associates of the Casualty Actuarial Society (ACAS), Members of the American Academy of Actuaries (MAAA) and Fellows of the Conference of Consulting Actuaries (FCA). All work would be performed by or under the direction of Kristine or Dave with one of our other credentialed actuaries serving in a peer review capacity. Additional actuarial staff will be utilized where effective to expedite the review process. Our senior consultants, supported by our actuarial team, will work together to provide a high quality, thorough actuarial review. All of our senior consultants are highly experienced in planning and supervising various engagements, from identifying data requirements to developing the approach appropriate for a given client and project, supervising analysts and support personnel, writing actuarial reports, and communicating with clients to ensure that their questions are answered, and that the analysis is performed to their satisfaction. Biographies, including qualifications and experience, for each of our credentialed actuaries can be found in the Statement of Qualifications.

Actuarial Solutions does not have a local (Jefferson or surrounding parishes) presence; we do, however, provide actuarial services both domestically and internationally, and believe our more than 30 years of experience make us fully capable of providing the actuarial services the Parish is currently seeking.

Actuarial Solutions does not file financial statements. We can provide the most recent tax return upon request.

III. SCOPE OF WORK UNDERSTANDING AND APPROACH

Based upon the Scope of Services identified in the SOQ, Actuarial Solutions is providing an overview of our services for estimating the liability for the Parish's self-insured general liability (GL), automobile liability (AL) and workers' compensation (WC) as of a December 31 valuation. We would be glad to provide additional technical detail, if helpful to the Parish. At any phase of the project, we would welcome discussions with the Parish on matters related to the analysis. Actuarial Solutions is also available to discuss findings, recommendations and questions with the Parish as needed.

a. Data Request

Actuarial Solutions would request the electronic transmission of the following data, preferably in Microsoft Excel spreadsheet format, to the extent possible. The following comprises an initial data request to prepare the analysis:

- Cumulative paid loss plus allocated loss adjustment expense (ALAE) for each coverage separately (broken down into indemnity loss, medical loss and ALAE components for WC), aggregated by fiscal year, as of the current December 31 valuation
- Cumulative paid loss plus ALAE for each coverage separately (broken down into indemnity loss, medical loss and ALAE components for WC) as of each prior December 31st evaluation for as many evaluations as such information is available, aggregated by fiscal year
- Case reserves for loss plus ALAE for each coverage separately (broken down into indemnity loss, medical loss and ALAE components for WC) aggregated by fiscal year, as of the current December 31 valuation
- Case reserves for loss plus ALAE for each coverage separately (broken down into indemnity loss, medical loss and ALAE components for WC) as of each December 31st evaluation for as many evaluations as such information is available, aggregated by fiscal year
- Claim counts (reported, open, closed-with-payment, separately) as of each December 31st evaluation for as many evaluations as such information is available, aggregated by fiscal year
- A listing of individual claims for which incurred loss and expense equals or exceeds \$100,000. For each claim, the following information should be included: accident date; cumulative paid loss and ALAE (broken into indemnity loss, medical loss and ALAE components for WC claims); case reserves for loss and ALAE (broken into indemnity loss, medical loss and ALAE components for WC claims); status (open/closed).
- Exposure for each coverage separately (e.g., payroll by classification code for workers compensation) by fiscal year for as many years as are available
- A summary of the Parish's per occurrence and aggregate retentions, as applicable

b. Projection of Ultimate Loss and Expense

Our first task would be to project ultimate loss and ALAE as of the December 31 evaluation date for each of the types of loss that are homogenous and for which data is available. Generally, when preparing ultimate loss projections, we would consider several actuarial approaches such as the following:

- i. Paid Development Method
- ii. Reported (Incurred) Development Method

- iii. Outstanding Development Method
- iv. Frequency/Severity Method
- v. Expected Loss Method
- vi. Bornhuetter-Ferguson Method
- vii. Relativity Method

The methods utilized would be selected after a review of the loss experience to date. In addition, we will request information concerning any changes which have recently occurred regarding the reserving and claim settlement philosophies followed. Typically, the applicability and appropriateness of each method would be considered after a diagnostic evaluation of the data. Data permitting, such a diagnostic review could encompass such elements as:

- i. Volume of data
- ii. Number of reported, open and closed claims
- iii. Average cost per claim and how it has changed over time
- iv. Size of the average case reserve established per open claim and whether this has varied over time
- v. Percentage of claims closed at different points in time
- vi. Portion of reported loss paid at different points in time

Once the calculations of projected loss and ALAE are completed for each type of loss, we would review the results of each applicable method, as well as the paid and incurred loss and ALAE values as of the evaluation date, and select an ultimate loss amount for each year.

Consideration will be given to applicable per occurrence and aggregate retentions in deriving the Parish's retained loss and ALAE.

c. Determination of Liability (Indicated Reserves) and IBNR and Adequacy of Carried Reserves

We will derive the undiscounted liabilities as of the December 31 fiscal year-end by subtracting cumulative loss and ALAE paid through December 31 from the projected ultimate loss and ALAE. We would then compare these indicated reserves to the reserves carried by the Parish to determine the adequacy of the Parish's recorded reserves. The Parish's indicated reserves for claims incurred but not reported (IBNR) will be derived as the difference between the total needed reserve and case reserves as of the evaluation date.

d. Governmental Accounting Standards Board

Actuarial Solutions has considerable experience assisting the public sector in complying with Statements 10 and 30 of the Governmental Accounting Standards Board (GASB). We would provide the Parish with exhibits that present the liabilities in a format which is consistent with the requirements of GASB 10; the exhibits could then be used in preparing the Parish's financial statements. Our report will include an affirmation that the loss reserves comply with the standards set forth in GASB 10.

e. Report

Our analysis will be presented in the form of a written report which will include a summary of all pertinent background, data, methodology, assumptions, limitations, recommendations and results. The report will fully document the analysis performed and will be supported by exhibits and appendices; each exhibit and appendix will be presented with a full set of footnotes explaining the source of each number.

We will initially prepare a draft report to share with the Parish prior to releasing our final report. Once the Parish's questions and comments have been discussed, we will incorporate any appropriate changes and finalize the report.

f. Audit

Actuarial Solutions understands that the analysis described in this section may be subject to an audit; we would answer any questions concerning the actuarial analysis which may arise.