



COMMONWEALTH AUTOMOBILE REINSURERS

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RALPH A. IANACO
PRESIDENT

NOTICE OF MEETING

AUDITOR CONTRACT REVIEW SUBCOMMITTEE

A meeting of the Auditor Contract Review Subcommittee will be held at the offices of Commonwealth Automobile Reinsurers, 225 Franklin Street, Boston, on

WEDNESDAY, AUGUST 25, 2010 AT 10:00 A.M

continued to

WEDNESDAY, SEPTEMBER 1, 2010 AT 10:00 A.M.

MEMBERS OF THE SUBCOMMITTEE

Mr. Andrew J. Carpentier – Chairman
Quincy Mutual Fire Insurance Company

Ms. Karen A. Cora
Mr. Christopher F. Malone
Mr. Gerard T. McDermott
Mr. Robert E. McKenna

Deland Gibson Insurance Associates of Mass.
The Premier Insurance Company of Mass.
The Norfolk & Dedham Group
The Commerce Insurance Company

AGENDA

ACRS

10.01 Records of Previous Meeting

The Records of the Auditor Contract Review Subcommittee meeting of May 11, 2010 should be read and approved.

ACRS

10.04 Review of CAR's External Auditor RFP

The Governing Committee at its June 23, 2010 meeting accepted the recommendation of Chairman Carpentier and tabled discussion on the selection of CAR's external Auditor until the September 15, 2010 Governing Committee meeting.

ACRS

10.04 Review of CAR's External Auditor RFP (continued)

The Subcommittee should be prepared to review and finalize the proposed evaluation criteria prepared by staff and to develop corresponding weighting factors for each item. The Subcommittee will reconvene on September 1, 2010, at which time proposers may present additional comments and respond to any questions from Subcommittee members. Based on the developed evaluation methodology, the Subcommittee will formulate its recommendation for Governing Committee consideration. (Docket #ACRS10.04, Exhibit #1)

Other Business

To transact any other business that may properly come before this Subcommittee.

Executive Session

The Auditor Contract Review Subcommittee may convene in Executive Session in accordance with the provisions of G.L. c. 30A, § 11A1/2.

MARK ALVES
Director - Compliance Audit

Attachment

Boston, Massachusetts
August 13, 2010

Commonwealth Automobile Reinsurers - Auditor Contract Review Subcommittee
Proposed Evaluation Form

Committee Members should score each evaluation item using scores of 1, 2, 3, 4, or 5. (5 = most favorable; 1 = least favorable). Scores will then be tallied and overall evaluation will be calculated based on the methodology, including evaluation items and weights, approved by the Committee.

Committee Member: _____

<u>Evaluation Items</u>	<u>PwC</u>	<u>KPMG</u>	<u>E & Y</u>
Financial Audit			
Industry Knowledge			
PP/Commercial Residual Market Experience	_____	_____	_____
Local Office Experience in MA P&C Market	_____	_____	_____
Qualifications of Team Members	_____	_____	_____
Audit Approach			
Risk Assessment/Control Evaluation	_____	_____	_____
Qualified/Unqualified Audit Scope	_____	_____	_____
Productivity Tools/Metrics	_____	_____	_____
Servicing Carrier Data Review	_____	_____	_____
Presentation of Management Comments	_____	_____	_____
Additional Services			
Consulting Services	_____	_____	_____
Industry Publications/Communications	_____	_____	_____
Actuarial Opinion/Reserve Certification			
Industry Knowledge			
PP/Commercial Residual Market Experience	_____	_____	_____
Local Office Experience in MA P&C Market	_____	_____	_____
Qualifications of Team Members	_____	_____	_____
Actuarial Engagement			
Engagement Approach	_____	_____	_____
Committee Meeting Attendance	_____	_____	_____
Integration of CAR Staff Resources	_____	_____	_____
Tax Preparation			
Industry Knowledge			
Qualifications of Team Members	_____	_____	_____
Tax Engagement			
Partnership Returns	_____	_____	_____
Consulting Services	_____	_____	_____
Management Communications	_____	_____	_____
Productivity Tools	_____	_____	_____
Proposed Fees			
Engagement Year Proposal	_____	_____	_____
Three Year Projection	_____	_____	_____

