



Fulton County, GA

Department of Purchasing & Contract Compliance

Cecil S. Moore, CPPO, CPPB, CPSM, C.P.M., A.P.P
Director

ADDENDUM NO. 1 Request for Proposal – 12RFP84171C-MT Healthcare Benefits Consulting Services Fulton County, Georgia

June 13, 2012

Dear Vendors:

This addendum is in reference to the 12RFP84171C-MT
Employee Health Benefit Plan

1. Please clarify the fax number for Malcolm Tyson.
Response: Section 3, page 3-15 shows an incorrect fax number for Malcolm Tyson. The correct fax number for Malcolm Tyson should be shown as (404) 335-5808.
2. Please clarify the footer on the Dental Technical Questionnaire.
Response Section 5- Questionnaire – Section 5D, pages 55 through 74, the Dental Technical Questionnaire footer states “Vision Technical Questionnaire”. Please disregard this footer. Section 5D, pages 55 through 74 are applicable to the Dental Technical Questionnaire.
3. Please clarify the footer on the Medical Cost Proposal Questionnaire.
Response: Section 6- Cost Proposals -Section 6A, pages 1 through 14, the Medical Cost Proposal footer states “Vision Technical Questionnaire”. Please disregard this footer. Section 6A, pages 1 through 14 are applicable to the Medical Cost Proposal.
4. Please clarify Section 6 – Cost Proposals, Section 6A, page 14, Question 1.3.9.
Response: Section 6 – Cost Proposals – Section 6A, page 14, Question 1.3.9 COBRA Performance Standards – first sentence reads “What are your performance standards for EAP administration?”. This sentence should read “What are your performance standards for COBRA administration?”



Fulton County, GA

Department of Purchasing & Contract Compliance

Cecil S. Moore, CPPO, CPPB, CPSM, C.P.M., A.P.P
Director

5. The Table of contents, Section 7, under Proposal Forms needs clarification.
Response: Table of contents – Proposal Forms – reflects Introduction as “page 5 – 1”, should be “page 7 – 1”.

6. How may vendors obtain the RFP in a Word format?
Response: Please contact Malcolm Tyson, to request (<mailto:Malcolm.Tyson@fultoncountyga.gov>).

7. Section 2, page 2-4 states the Multi-year commencement as 2011. Please confirm.
Response: Section 2, page 2-4. Multi-year contract term, part a. language refers to 2011, however, this should be 2013.

8. The RFP timeline for the Pre-Proposal Conference and the deadline for Written Inquiries in Section 3.6, and Section 3.7 page 3-10 do not agree with the dates listed in Sections 1 and 2 of the RFP. Please confirm these dates.
Response: The dates listed in Sections 1 and 2 for the Pre-Proposal Conference and the deadline for Written Inquiries are correct. The timelines shown in Section 3.6 and Section 3.7, page 3-10 are restated below.

3.6 RFP TIMELINE

The timeline for the proposal process follows:

Task	Completed By
Release of RFP	6/7/2012
Pre-Proposal conference 2 P.M. Eastern Time	6/19/2012
Proposers provide written inquiries no later than 5 P.M. Eastern Time	6/20/2012
Proposers are provided with responses no later than 5 P.M. Eastern Time	6/25/2012
Proposals are due to Fulton County no later than 11 A.M. Eastern Time	7/2/2012
Oral Interviews / Presentations	7/30/2012
Award of business (Pending Board Approval)	9/5/2012
Program effective date	1/1/2013

3.7 ADHERENCE TO PROPOSAL INSTRUCTIONS FOR QUESTIONNAIRE

The following guidelines and rules have been established to ensure effective communication:



Fulton County, GA

Department of Purchasing & Contract Compliance

Cecil S. Moore, CPPO, CPPB, CPSM, C.P.M., A.P.P
Director

- Questions must be submitted prior to 6/20/2012 by 5:00 PM, Fulton will not respond to requests received after this time.
- Proposer inquiries will be accessible to all participating Proposers. Responses will be accessible to all participating Proposers.
- Fulton will make every effort to respond to all inquiries as quickly as is practical, but no later than the date specified in the timeline above.

Proposers are advised that this section places no obligation on the part of the County to respond to any or all requests for clarification or interpretation, and that the County's failure to respond to any such request will not relieve the Proposer of any obligations or conditions required by this RFP.

9. Section 3.1.2 and the Required Proposal Submittal Check List (Exhibit 1 in Section 12- on page 11-2) provide inconsistent information regarding the format and content of proposal submission. Please provide clarification.

Response: Please disregard the number of envelopes and proposal format as stated in Section 3.1.2.

Clarification regarding the requested proposal submission is provided in the revised Exhibit 1 below. Please submit 4 envelopes or packages within one box for your proposal submission as detailed in the revised Proposal Submittal Check List (Exhibit 1) below.

Revised Exhibit 1 of Section 12 – page 11-2

The following submittals shall be completed and submitted with each proposal (see table below "Required Proposal Submittal Check List."). Please check to make sure that the required submittals are in each envelope before it is sealed. Failure to submit all required submittals may deem your proposal non-responsive.

<u>Separate Sealed Envelope</u> Label Each Envelope as Number #	Required Proposal Submittal Check List (Note: Each Proposal (i.e. "bundled medical", prescription drug/PBM, dental, vision) must be a separate proposal submission)	Check (✓)
	<u>One box per proposal submission</u> , with the 4 sealed envelopes (or packages) as shown below included in the	



Fulton County, GA

Department of Purchasing & Contract Compliance

**Cecil S. Moore, CPPO, CPPB, CPSM, C.P.M., A.P.P
Director**

	box.	
	<u>Include a copy of the Benefit Plan Selection Form</u> (found directly following the RFP table of contents) in the box. Do not seal this form inside an envelope, but leave it loose in the box.	
	<u>Include a copy of the Required Proposal Submittal Check List</u> . Do not seal this checklist inside an envelope, but leave it loose in the box.	
1	<p>Technical Proposal (1 printed Original and 1 printed copy and 2 CDs)</p> <p>Summary of Technical Evaluation Factors. Please make sure your Technical Proposal includes these items, in this order, with Roman numeral tabs separating each section.</p> <p>I. Executive Summary/Project Plan/Approach to Work</p> <p>II. Qualifications of Key Personnel</p> <p>III. Relevant Project Experience/Past Performance</p> <p>IV. Blank tab. (see note below)</p> <p>V. Availability of Key Personnel</p> <p>VI. Local Preference (Note –Response to this section will include Proposal form 7 H. You may include a copy or refer to tab X.)</p> <p>VII. Service Disabled Veterans (Note- Response to this section will include Proposal form 7 I. You may include a copy or refer to tab X.)</p> <p>VIII. Disclosure Form and Questionnaire (Note- Response to this section includes Proposal form 7 D. You may include a copy or refer to tab X.)</p> <p>IX. Technical Questionnaire (Responses to Section 5A (for Medical), <u>or</u> 5B (For PBM), <u>or</u> 5C (for Vision), <u>or</u> 5D (for Dental))</p> <p>X. Proposal/Purchasing Forms - <u>All of Forms</u> from Section 7. (as stated above, one original and one copy)</p> <p>XI. Responses to Risk Management Insurance Provisions -Section 9 (as stated above, one original and one copy)</p>	
2	<p>Cost Proposal (Responses to Section 6A (for Medical), <u>or</u> 6B (For PBM), <u>or</u> 6C (for Vision), <u>or</u> 6D (for Dental))</p> <p>(1 printed original and 1 printed copy and 2 CDs) Note that CDs must also include Excel Exhibits; however, the printed copy should not include the Excel files for Displacement and Repricing files due to PHI in the Excel files.</p>	
3	<p>Contract Compliance Forms (Section 8) (1 printed original and 1 printed copy) All forms must be signed.</p>	
4	<p>Proposer Financial Information</p> <p>1 Audited financial statements for last 3 yrs, income statements balance sheets, any changes in financial position.</p> <p>2 Latest quarterly financial report, description of material changes in financial position since last the last audited financial report.</p> <p>3 Most recent Dun & Bradstreet and/or Value Line Reports</p> <p>4 Identify any evidence of access to a line or letter of credit.</p>	

Note: Tab IV Note: Section 3, page 3-4 through 3-8 of the RFP detail requirements for each of the technical evaluation factors. Page 3-5 shows Proposer financial information requirements. Note that the proposer financial information is to be submitted in envelope 4 shown above.

For additional information regarding this addendum, contact Malcolm Tyson,



Department of Purchasing & Contract Compliance

Cecil S. Moore, CPPO, CPPB, CPSM, C.P.M., A.P.P
Director

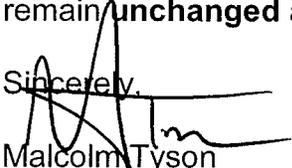
Fulton County, GA

Assistant Purchasing Agent at (404) 612-5811 or e-mail at malcolm.tyson@fultoncountyga.gov.

The undersigned propose acknowledges receipt of this addendum by returning one (1) copy with their bid. Failure to return a signed copy of this addendum with your bid may render your bid to be non-responsive.

Except as provided herein, all terms and conditions in the bid referenced above remain **unchanged** and in full force and effect.

Sincerely,


Malcolm Tyson
Assistant Purchasing Agent

ACKNOWLEDGEMENT OF ADDENDUM

COMPANY NAME: _____

SIGNATURE: _____

TITLE: _____

DATE: _____