

**ADDENDUM 1  
with Attachments**

**RFP 20-014MG**

**IBAC Benefits: Medical, Dental, Vision, Employee Assistance Program (EAP) and Medicare Programs**

**November 5, 2019**

Please note the following changes/corrections to the RFP document and . Revised RFP pages are included as part of Addendum 1.

- **Page 23, Evaluation Criteria, RFP Responses. See attached revised page 23.**

**Revised verbiage to read as follows:**

**RFP Responses**

The total number of sections answered by the Offeror will evaluate the technical capability for each line submitted. One Offeror submitting for Medical, Dental, Vision, Medicare products and/or EAP, will answer all applicable attachments. For example, if an Offeror is submitting a proposal for Vision services only, they would answer Attachments A, B, C, H, J, M and N. Each question will be scored on a scale of 1 to 5. All scores are then formulated by the RFP Consultant for the final technical question score, not to exceed 55 points.

- **Population and Plan Data:**

Posting date for Population and Plan Data is changed from November 4, 2019 to the following:

**Retiree Health Plan Data:**

Some portions of data for NMHCRA will be published on November 7, 2019. All other available data will be published on November 13, 2019.

Key data points outstanding as of November 5, 2019 include:

- MMR/MOR data from incumbents

**Active Plan Data:**

Active plan data for APS, SONM, NMPSIA is being collected and what has been gathered will be published on November 7, 2019. All other available data will be published on November 13, 2019.

Key data points outstanding as of November 5, 2019 include:

- Census data for SONM
- 2019 claims and enrollment data for some incumbent vendors, however 12 month of data for 2018 will be published.

- **Page 28, Acknowledgement of Receipt Form. See attached revised page 28.**

**Submission date correction:**

**Acknowledgement of Receipt Form, submission date revised from November 1, 2019 to November 7, 2019, to match the RFP Schedule. If a vendor has already submitted the Acknowledgement of Receipt Form, it is not required to re-submit on the revised form.**

*Accelerate Progress for Students*

• **Pre-proposal Meeting, November 13, 2019, Teleconference available:**

There is teleconference capability for this meeting. If you wish to participate via telephone, send an email to [Marilee.Gallacher@aps.edu](mailto:Marilee.Gallacher@aps.edu) by **November 12, 2019**, including the business name, name of attendee, title and email address.

Teleconference Phone-In Information:

FreeConferenceCall.com (accessible on telephone, computer or through phone app)

Dial-in number: (425) 436-6200

Access Code (enter when prompted): 213-634

Include this signed and dated Addendum and Acknowledgement with your offer. Acknowledgement not signed, dated and returned may deem the Bid submission as non-responsive, and Bid may be rejected.

Thank you for your interest in the IBAC Benefits RFP.

Marilee P. Gallacher, SPSM  
Senior Buyer  
APS Procurement Department

**ADDENDUM #1 ACKNOWLEDGEMENT:**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Printed Name of Above

\_\_\_\_\_  
Date

**ADDENDUM 1**  
**Revised Paragraph: RFP Responses**

**EVALUATION CRITERIA**

Each proposal may be awarded up to 100 points. Additional points will be awarded in compliance with NMSA 1978, §13-1-21, for New Mexico In-State Resident Business and Resident Veteran Business. If proposal is a Joint Venture, Offeror shall state in the submitted proposal the percentage of work that will be performed by the Resident Business and/or Resident Veteran Business. Please Note: An Offeror cannot be awarded both a resident preference and a resident veteran business preference. Offerors shall include in their proposal a copy of certificate issued by State of New Mexico Taxation & Revenue. The Preference does not apply if APS is utilizing federal funds.

**\*\*\*The Offeror should contact Buyer for clarification of evaluation criteria or terminology\*\*\***

	<b>Possible Points</b>	<b>Points This RFP</b>
<b>RFP Responses</b> The total number of sections answered by the Offeror will evaluate the technical capability for each line submitted. One Offeror submitting for Medical, Dental, Vision, Medicare products and/or EAP, will answer all applicable attachments. For example, if an Offeror is submitting a proposal for Vision services only, they would answer Attachments A, B, C, H, J, M and N. Each question will be scored on a scale of 1 to 5. All scores are then formulated by the RFP Consultant for the final technical question score, not to exceed 55 points.	55	
<b>Cost</b> The cost associated with the services to be performed under this proposal. The lowest costing Bidder's quote will be used as the basis for all other calculations and receive the full 45 points. All other Offerors will be awarded points based on their relationship to this "basis" offer. New Mexico GRT or other applicable taxes are <b>not</b> to be included in the cost proposal of this RFP.	45	
<b>Total Possible Points</b>	<b>100</b>	
<b>New Mexico Resident Business Preference:</b> Five percent of the total possible points to a resident business. Offeror shall include a copy of their In-State Certificate issued by State of New Mexico Taxation & Revenue Department.	5	
<b>Veteran New Mexico Resident Business Preference:</b> Ten percent of the total possible points to a resident veteran business. <ul style="list-style-type: none"> <li>• 10 points for Resident Veteran Business/Contractor with annual revenues of \$3 million or less as verified by State of NM Tax &amp; Revenue.</li> </ul>	10	
<b>Finalist Presentation</b>	20	
<b>Total Possible Awarded Points</b>	<b>100-130</b>	

**Note: FAILURE** to adequately address and meet the above requirements may be cause for the proposal to be deemed non-responsive by the Buyer.

**ACKNOWLEDGEMENT OF RECEIPT FORM**

**Addendum 1**

**Date Correction**

**Revised on November 5, 2019**

**RFP 20-014MG**

**IBAC Medical, EAP, Medicare Programs, Dental & Vision, Employee Assistance Program (EAP) and Medicare Programs**

**Acknowledgement of Receipt submission deadline: 11/07/2019 @ 5:00PM (local time)**

***NOTE: If Acknowledgement of Receipt Form has already been submitted, it is not required to re-submit on this revised form.***

**Submit completed and signed Acknowledgement form via email to:**

**Marilee.Gallacher@aps.edu**

In acknowledgement of receipt of this Request for Proposal, the undersigned agrees that he/she has received a complete copy from the APS website (<https://www.aps.edu/procurement/current-bids-and-rfps>). The RFP consists of the RFP document (in PDF format), Attachments and any Addendum.

The Acknowledgement of Receipt should be completed, signed and returned to the Procurement Manager at the email address above, no later than 5:00 PM local time on **November 7, 2019**. Only potential Offerors who elect to return this form, signed and completed with the indicated intention of submitting a proposal, will receive email notifications and electronic copies of all Offeror written questions and the Agency's written responses to those questions, as well as email notification of RFP addenda, if any are issued.

FIRM: \_\_\_\_\_

REPRESENTED BY (Print Name): \_\_\_\_\_

TITLE: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS (Required): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**The above name and email address will be used for all correspondence related to the Request for Proposal.**

**CHECK ONE:**

**This Firm does intend to respond to this Request for Proposal.**

**This Firm does not intend to respond to this Request for Proposal.**