

ADDENDUM 23

Letter of Transmittal Clarification; Revised Proposal Format and Organization

RFP 20-014MG

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

November 19, 2019

Please note the following changes/additions/corrections to the RFP document.

- **Page 24, paragraph 3, Item 1, should read, “Tab 1 – Letter of Transmittal”**
- **This Addendum contains a change from the total page count decision that was discussed in the Pre-Proposal Meeting on November 13, 2019. Attachments will count toward to the total page count, as they contain the responses to the questions. However, the total page count has been increased from 60 pages to 200 pages, as detailed below. Brevity is still encouraged.**

The following replaces the section, “PROPOSAL – DETAILED REQUIREMENTS” currently on page 24 of the RFP:

- **Page 24, PROPOSAL – DETAILED REQUIREMENTS**

- 1. Proposal Format and Organization - Written**

Each Offeror will submit a minimum of two binders, with a maximum of three binders. The contents of each binder is detailed below.

Binder 1, titled, *RFP Response to Technical Questions (non-Medicare Products)*

Attachments A – N

Binder 1 is to contain Tabs 1, 2 and 4. It will contain only the Attachment spreadsheets with responses that pertain to the Offeror’s area of service. This excludes any Medicare Products related responses.

Attachments count toward the total page count.

Binder 2, titled *RFP Response to Technical Questions: Medicare Supplement/Medicare Advantage*

Submit only if applicable. Please note: There are two products under Medicare-Supplement/Advantage. An Offeror may submit a proposal on one, both or none.

Binder 2 is to contain Tabs 1, 2 and 4. It will contain only the Attachment spreadsheets with responses that pertain to Medicare products. Those Attachments are:

Attachment A: Minimum Requirements

Attachment B: Claims, Customer Service, Operations

Attachment K: Medicare Advantage Specific Questions

Attachment M: Privacy & Security

Attachment N: References

Attachments count toward the total page count.

**Binder 3, titled *Price Proposal*
Attachments P – W**

Binder 3 contains Tab 3. It will contain only the Financial Attachment spreadsheets with responses that pertain to the Offeror's area of service.
Attachments count toward the total page count

Medicare Product Price Proposal

For a Medicare Product Price Proposal, delineate this section in Binder 3 with a cover sheet titled, "Medicare Advantage Price Proposal."
Include Financial Attachment W, Fully Insured Premium Calculation.
Attachments count toward the total page count.

Unless otherwise instructed hereafter, each Proposal shall be as follows: a three-inch, three-ring binder, with Tab Dividers delineating each section as identified below. Page format shall be 8-1/2" x 11" with foldout sheets (if any) allowed up to 11" x 17" in size. Foldout sheets shall be counted as two pages and shall be numbered as such. Text will be no smaller than 10 point font.

Proposals shall not exceed 200 pages total for all of the tabbed sections listed below, excluding Tab 1, Tab 4, and Section Cover Sheets in Tab 2. Each sheet face that is printed with text or graphics counts as one page. Tab Dividers and Tab 2 section (Attachments) cover sheets in Tab 2 do not count as pages, provided the only text of graphics on the dividers are the tab numbers and/or section (Attachment) titles. Front and Back covers of proposal do not count toward page count.

Tab 1 – Letter of Transmittal (does not count toward total page count)

Tab 2 – RFP Responses, with a cover sheet delineating each Attachment responded to in the proposal. (cover sheets do not count toward total page count)

Tab 3 – Price Proposal. This will be in a separate binder.

Tab 4 – Required Forms: includes all Addenda and Acknowledgments, Compliance Forms (pg 61-65), other forms listed on Proposal Submittal Requirements and Checklist (pg 66) and, if provided, Certificates of Insurance.

Clarification

For clarification, if an Offeror is not submitting a proposal for a Medicare product, only two binders would be submitted (Binder 1 and Binder 3).

If an Offeror is submitting a proposal on a Medicare product only, two binders would be submitted (Binder 2 and Binder 3).

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If an Offeror is submitting a proposal for services that are non-Medicare, in addition to Medicare product services, three binders would be submitted: Binder 1 (non-Medicare), Binder 2 (Medicare Products) and Binder 3 Price Proposals for both.

Include this signed and dated Addendum and Acknowledgement with your offer in Tab 4: Required Forms. Acknowledgement not signed, dated and returned may deem the Proposal submission as non-responsive, and Proposal may be rejected.

Thank you for your interest in the IBAC Benefits RFP.

Marilee P. Gallacher, SPSM
Senior Buyer
APS Procurement Department

ADDENDUM #23 ACKNOWLEDGEMENT:

Authorized Signature

Business Name

Printed Name of Above

Date