

**Albuquerque Public Schools
Procurement Department
Addendum #1 for RFP 16-033MG-AM
Worker's Compensation Claims Administration – Pharmacy Management Network Services**

March 31, 2016

ACKNOWLEDGEMENT OF ADDENDUM #1

This Addendum contains the submitted questions and responses regarding RFP 16-033MG-AM, Worker's Compensation Claims Administration – Pharmacy Management Network Services.

Acknowledgement of Addenda not completed and signed may deem the RFP submission as non-responsive and may be rejected.

Thank you for your interest in Albuquerque Public Schools.

ACKNOWLEDGEMENT OF ADDENDUM #1 MUST BE INCLUDED WITH YOUR OFFER:

Company/Firm Name

Signature

Printed Name

Date

Marilee P. Gallacher, SPSM
Senior Buyer

Addendum #1

Questions and Answers regarding RFP 16-033MG-AM, Worker's Compensation Claims Administration – Pharmacy Management Network Services.

1. Your instructions state to provide a copy of the Answer to the RFP on a “jump drive” but would a CD be OK as an alternative?
*Answer: A Jump Drive is preferred. Even though a CD is **not** preferred, it would be accepted.*
2. Does APS have a preference to bundle bill review, case management and/or pharmacy or will each service be evaluated completely independently? In other words is there any advantage to bidding all three?
*Answer: **Each RFP is a separate procurement, and will be awarded as such.** If a vendor desires to respond to more than one RFP, that vendor will need to submit a proposal for **each** RFP procurement they wish to participate it.*
3. If a company is bidding on 2 or more of the RFP's can they be bundled into 1 answer?
*Answer: **Each RFP is a separate procurement.** If a vendor desires to respond to more than one RFP, that vendor will need to submit a proposal for **each** RFP procurement they wish to participate it. **If a vendor submits a proposal combining multiple RFPs, that proposal will be rejected.***
4. If you will accept a bundled answer to two or more of the 3 RFPs; would the 60 page limitation still apply?
Answer: See the answer to Question #3.
5. Will the procurement department allow for a minimum of 15 business days from the posting of question responses for vendors to submit proposals?
Answer: The proposal submission deadline is as stated in the Timeline of the RFP.
6. APS has issued three separate RFP's: Medical Bill Review, Medical Case Management and Pharmacy Benefits Management. If a vendor provides services to respond to two or more RFP's, may that vendor submit separate proposals that are contingent upon one another. For instance, if a vendor is interested in submitting both a Medical Bill Review and a Medical Case Management proposal, is it acceptable for the Medical Bill Review proposal to be contingent upon award of the Case Management?
Answer: No.
7. Do you require the cost proposal in a separate, sealed envelope (per State Procurement Best Practices)?
Answer: The cost may be included in the proposal, with the ability to be separated from the proposal prior to the evaluation portion of the process.
8. Will this be an exclusive contract or will there be multiple awards?
Answer: The award will be a single-vendor award.

9. When you indicate courier or U.S. mail is it acceptable to send overnight U.S. Mail to be delivered 3 business days prior to deadline for internal circulation?
Answer: The Vendor is responsible for choosing which method of delivery they prefer. APS is not responsible for any delay in delivery by any carrier, external or internal. RFP Page 3, Proposal General Instructions, paragraph 8 is a courteous warning to allow additional days for internal delivery if a proposal is sent via US Postal Service the PO Box. Again, APS is NOT responsible for delivery by any carrier, external or internal.
10. Please confirm “successful offer” for certificate of insurance is *once awarded* not as an attachment of the RFP? Correct?
Answer: RFP page 7, Terms and Conditions, paragraph 6: “Contractor shall furnish Owner with certificates of insurance *with the contract documents and prior to the commencement of work.*” This applies to the insurances and amounts as indicated in paragraph 6.
11. Under “New Mexico Employees Health Coverage Form/page 19” does this requirement/ attachment page pertain to out of state employees and or specific to the amount of employees working on this project?
Answer: The NM Employees Health Coverage Form is included as a required document, to cover APS’ responsibility to ensure vendors with which APS does business are in compliance with the federal law which requires employers offer health benefits to their employees.
12. What is the anticipated award and go live date?
Answer: The date determination will be part of the award process.
13. What platform is your risk management information system?
Answer: Quiss Software Systems
14. Is ABQ Public Schools seeking an EDI with their current claim system?
Answer: Yes
15. Who is APS using currently for Pharmacy Management Network Services?
Answer: Corvel
16. Total number of pharmacy bills received for 2013, 2014, 2015?
Answer: Information not available
17. What is the current pharmacy administration pricing method?
Answer: Information not available
18. How are pharmacy bills forwarded to Vendor?
Answer: Through our claims system
19. What types of Pharmacy Management reports are required?
Answer: Number of bills received, cost of prescription, and savings
20. How many scripts were processed for the program in 2015?
Answer: Information not available

21. How claims were open for pharmacy services in 2015?
Answer: 559
22. What was the pharmacy spend for 2015?
Answer: Information not available
23. What was the annual savings?
Answer: Information not available
24. What is your average script dollar?
Answer: Information not available
25. What is the total claim count and average length of claim?
Answer: 440 open claims and length of claim cannot be determined
26. Approximately how many cases per month are referred to a nurse for field case management?
Answer: 3
27. How many Lost Time claims did you experience in each of the past 3 years?
Answer: 271
28. How many Medical Only claims did you experience in each of the past 3 years?
Answer: 1551
29. What is the average billed dollar amount for each bill?
Answer: Undetermined
30. Is APS interested in an electronic solution (EDI feed) to submit medical bills or is a manual process preferred?
Answer: Manual
31. Is there a need to provide preferred provider network data in New Mexico beyond Bernalillo and Sandoval counties? Or in any surrounding states?
Answer: Yes
32. What are some pain points or areas you would like to improve relative to Pharmacy Management Network Services?
Answer: None; we are extremely pleased with our pharmacy services