

**Request for Proposals: Administrative Services for
Mental Illness, Substance Abuse, & EAP Benefits
RFP # OHB08-5
Issued: September 15, 2008**

**ADDENDUM # 2
Issued: October 17, 2008**

This Addendum incorporates certain general comments, general corrections to the RFP, and answers to questions received after the release of Addendum #1 on October 4, 2008.

GENERAL

The submission date was changed per Addendum # 1 to 2:00pm local prevailing time on November 3, 2008. This additional time will allow the Commonwealth to identify finalists in the PPEA procurement OHB08-2.

We anticipate that this will be the final Addendum, and any further questions or clarifications will be addressed during the next stage of the procurement with “finalists”.

General Changes to Released RFP: Response follows the question in [blue](#):

- 1) The RFP does not appear to include questions specifically asking about our EAP capabilities. Where can we include a description of our program components?
[This may be included in response to Section 2.2, MISA Benefit Specifications.](#)
- 2) What is the process of reconciliation of Performance Guarantees?
[This will be negotiated with the finalist](#)
- 3) We would like to evaluate network disruption. Could we receive current provider utilization information to evaluate if there would be any disruption in the current network for employees?
[Please work with the information you have received. Network disruption analyses will be performed with the finalist](#)

- 4) In Addendum 1, Questions 31 and 32 appear to have conflicting responses. Is the response to #32 supposed to be COVA only?

Correct...TLC claims projections are not included in this phase, however, TLC administrative charges will be evaluated.

- 5) **2.7.5 MANDATORY QUALIFICATIONS (p. 9):** The RFP states that the plan must submit a paid claims test tape containing at least 500 claims in the format defined in Attachment 4 by November 14, 2008. The Department must be able to read and approve the tape formats no later than December 15, 2008 or no contract will be finalized. PLEASE NOTE: Standard vendor tapes are not acceptable to fulfill this requirement.

With the revised submission date of November 3rd, is there a revised date for submitting the claims test tape?

A revised date will be provided to the finalist

- 6) **6.0 FORM OF RESPONSE AND CRITERIA (p. 19):** The RFP states that in regards to proprietary information, "Each page so designated shall also be marked "Confidential: Proprietary Information," and, if not so marked, shall not be protected."

Please clarify whether the confidential marking should only be included in the redacted version, or on all copies of the proposal.

Confidential and proprietary information should be so marked on all copies of the proposal. Confidential and proprietary information should not be included in the redacted version.

- 7) We would appreciate clarification regarding the following questions in the Technical Questionnaire:

Do you have a minimum participation requirement?

If yes, please indicate the smallest number of members that you would accept.

Are you referring to a minimum membership when we contract with a client?

Thanks.

Yes

- 8) Is it required that the vendor have NCQA certification or preferred?

Preferred, but not required

- 9) Where can I find the MISA questionnaire? The one I see on the disk appears to be for just the Medical benefits.

Each disk distributed contains information for all three procurements: OHB08-5, OHB08-6, and OHB08-7. Please check in the folder labeled "Final MISA RFP"

