

REQUEST FOR PROPOSALS

ADDENDUM # 1

ISSUED: 10/6/16

RFP NUMBER: CSP900118

INDEX NUMBER: DAS009

The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, for the Human Resources Division (HRD), Benefits Administration Services (BAS), of the Department of Administrative Services (DAS) is requesting proposals for:

COBRA ADMINISTRATION OF THE MEDICAL PPO PLAN (INCLUDING BEHAVIORAL HEALTH, POPULATION HEALTH MANAGEMENT (PHM) AND PRESCRIPTION DRUG) AND EXEMPT DENTAL AND VISION PLAN

Attached are pages 8 and 9 of the State of Ohio RFP Instructions, located on the Proposal Tech website; and pages 2 and 3 of RFP Summary Overview located on the Office of Procurement Services website; for this Request for Proposal (RFP). Remove the corresponding page(s) and replace with the attached.

Reason for Addendum. This addendum is issued to clarify and modify the entire Proposal Submittal section on cited pages.

ELECTRONIC WEB RESPONSE DUE DATE:	October 12, 2016
PROPOSAL (CD) AND HARD COPY DUE DATE:	October 14, 2016
OPENING LOCATION:	Department of Administrative Services General Services Bid Desk 4200 Surface Road Columbus, Ohio 43228-1395

The State of Ohio RFP Instructions - On the Proposal Tech website:

6. On the document information page, click on the addendum number to display the addendum.

When an addendum to this RFP is necessary, DAS may extend the Proposal due date through an announcement on the State Procurement Website. Addenda announcements may be provided any time before 5:00 p.m. on the day before the Proposal is due. It is the responsibility of each Offeror and prospective Offeror to check for announcements and other current information regarding this RFP.

After the submission of Proposals, addenda will be distributed only to those Offerors whose submissions are under active consideration. When DAS issues an addendum to the RFP after Proposals have been submitted, DAS will permit Offerors to withdraw their Proposals.

This withdrawal option will allow any Offeror to remove its Proposal from active consideration should the Offeror feel that the addendum changes the nature of the transaction to the extent that the Offeror's Proposal is no longer in its interests. Alternatively, DAS may allow Offerors that have Proposals under active consideration to modify their Proposals in response to the addendum, as described below.

Whenever DAS issues an addendum after the Proposal due date, DAS will tell all Offerors whose Proposals are under active consideration whether they have the option to modify their Proposals in response to the addendum. Any time DAS amends the RFP after the Proposal due date, an Offeror will have the option to withdraw its Proposal even if DAS permits modifications to the Proposals. If the Offerors are allowed to modify their Proposals, DAS may limit the nature and scope of the modifications. Unless otherwise stated in the notice by DAS, modifications and withdrawals must be made in writing and must be submitted within ten (10) business days after the addendum is issued. If this RFP provides for a negotiation phase, this procedure will not apply to changes negotiated during that phase. Withdrawals and modifications must be made in writing and submitted to DAS at the address and in the same manner required for the submission of the original Proposals. Any modification that is broader in scope than DAS has authorized may be rejected and treated as a withdrawal of the Offeror's Proposal.

* PROPOSAL SUBMITTAL.

This RFP process is being conducted electronically via the Internet using the Proposal Technologies Network, Inc. (Proposal Tech) application.

Instructions, username, password, and optional training information will be e-mailed to the Offeror upon registration. For any organization that may be unfamiliar with this Web-based tool, Proposal Tech representatives will schedule training sessions at the Offeror's convenience. In addition, the Offeror may view an online training demonstration of the system and its functionality. This demonstration lasts approximately five minutes and will improve the Offeror's understanding of the system's functionality. Click on the link below to view the flash demonstration for further information:

http://www.proposaltech.com/help/docs/response_training_798x599.htm

- During the solicitation advertisement period technical questions related to the Proposal Tech system should be directed to the Proposal Tech customer service team via e-mail to: support@proposaltech.com.
- During the solicitation advertisement period all questions related to the RFP content should be directed to the State of Ohio Procurement office through the Inquiries process outlined in Section II – General Instructions of the State of Ohio COBRA RFP Instructions.

Offerors are required to complete their RFP online through the Proposal Tech online procurement tool. Offeror responses must be completed in the tool and submitted prior to the Electronic Web Response Due Date and time noted in the Calendar of Events. Sign-on instructions and a welcome memo will be sent to the registered Offerors.

A. ONLINE PROPOSAL TECH SUBMISSION:

Offeror must complete the following in the Proposal Tech tool by the Electronic Web Response Proposal due date and time noted:

1. Questionnaire
2. COBRA ASO Pricing Model
3. Attachment One – Requirements for Offeror Proposals
4. Attachment Two – Contract
5. Attachment Three – Performance Form
6. Attachment Four – Business Associate Agreement

* To clarify and modify the entire Proposal Submittal section on pages 8 and 9 of the State of Ohio RFP Instructions.

The State of Ohio RFP Instructions - On the Proposal Tech website:

* B. PROPOSAL (CD) AND HARD COPY SUBMISSION TO DAS:

The Offeror must submit to DAS, one hard paper copy and one CD copy of the Offeror's complete proposal by the Proposal (CD) and Hard Copy Due Date and time noted in the Calendar of Events on. The envelope/package submission must be sealed and clearly marked "CSP900118 RFP-Technical/Cost Proposal on the outside of each envelope/package.

The Proposal (CD) and Hard Copy submission must contain the final documents submitted on the Proposal Tech website:

1. Questionnaire
2. COBRA ASO Pricing Model
3. Attachment One – Requirements for Offeror Proposals
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The Proposal (CD) must be on CD-ROM in Microsoft Office (Word, Excel, or Project) 2003 or higher, format and/or searchable PDF format. In the event there is a discrepancy between the hard copy and the electronic copy, the hard copy will be the official Proposal.

If an Offeror includes in its proposal confidential, proprietary, or trade secret information, it must also submit a complete redacted version of its Technical/Cost Proposal in accordance with Confidential, Proprietary or Trade Secret Information that follows. Offerors shall only redact (black out) language that is exempt from disclosure pursuant to Ohio Public Records Act. Offerors must also submit an itemized list of each redaction with the corresponding statutory exemption from disclosure. The redacted version must be submitted as a paper copy as well as an electronic copy on CD ROM in a searchable PDF format. The redacted version, as submitted, will be available for inspection and released in response to public records requests. If a redacted version is not submitted, the original submission of the proposal will be provided in response to public records requests.

The sealed Proposal package containing all of the above as noted must be submitted to:

Department of Administrative Services
Office of Procurement Services — Bid Desk
4200 Surface Road
Columbus, Ohio 43228-1395

DAS will reject any Proposals or unsolicited Proposal addenda that are received after the deadline. An Offeror that mails its Proposal must allow adequate mailing time to ensure its timely receipt. DAS recommends that Offerors submit proposals as early as possible. Proposals received prior to the deadline are stored, unopened, in a secured area until 1:00 p.m. on the due date. Offerors must also allow for potential delays due to increased security. DAS will reject late proposals regardless of the cause for the delay.

Each Offeror must carefully review the requirements of this RFP and the contents of its Proposal. Once opened, Proposals cannot be altered, except as allowed by this RFP.

By submitting a Proposal, the Offeror acknowledges that it has read this RFP, understands it, and agrees to be bound by its requirements. DAS is not responsible for the accuracy of any information regarding this RFP that was gathered through a source different from the inquiry process described in the RFP.

ORC Section 9.24 prohibits DAS from awarding a Contract to any Offeror(s) against whom the Auditor of State has issued a finding for recovery if the finding for recovery is "unresolved" at the time of award. By submitting a Proposal, the Offeror warrants that it is not now, and will not become subject to an "unresolved" finding for recovery under Section 9.24, prior to the award of a Contract arising out of this RFP, without notifying DAS of such finding. ORC Section 9.231 applies to this contract.

DAS may reject any Proposal if the Offeror takes exception to the terms and conditions of this RFP, fails to comply with the procedure for participating in the RFP process, or the Offeror's Proposal fails to meet any requirement of this RFP. Any question asked during the inquiry period will not be viewed as an exception to the Terms and Conditions.

CONFIDENTIAL, PROPRIETARY OR TRADE SECRET INFORMATION.

DAS procures goods and services through an RFP in a transparent manner and in accordance with the laws of the State of Ohio. All proposals provided to DAS in response to this RFP become records of DAS and as such, will be open to inspection by the public after award unless exempt from disclosure under the Ohio Revised Code or another provision of law.

Unless specifically requested by the State, an Offeror should not voluntarily provide to DAS any information that the Offeror claims as confidential, proprietary or trade secret and exempt from disclosure under the Ohio Revised Code or another provision of law. Additionally, the Offeror must understand that all Proposals and other material submitted will become the property of the State and may

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The State of Ohio RFP Notice - On the Office of Procurement Services website:

RFP SUMMARY OVERVIEW

PURPOSE.

This is a Request for Competitive Sealed Proposals (RFP) under Section 125.071 of the Ohio Revised Code (ORC) and Section 123:5-1-08 of the Ohio Administrative Code (OAC). The Department of Administrative Services (DAS), Office of Procurement Services, on behalf of the Human Resources Division (HRD), Benefits Administration Services (BAS), of the Department of Administrative Services (DAS) (the Agency), is soliciting competitive sealed proposals (Proposals) for COBRA Administration of the Medical PPO plan (including behavioral health, population health management (PHM) and prescription drug) and Exempt Dental and Vision Plans and this RFP is the result of that request. If a suitable offer is made in response to this RFP, the State of Ohio (State), through DAS, may enter into a contract (the Contract) to have the selected Offeror (the Contractor) perform all of the Project (the Work). This RFP provides details on what is required to submit a Proposal for the Work, how the State will evaluate the Proposals, and what will be required of the Contractor in performing the Work.

The State seeks one partner to assist in the delivery of competitive COBRA benefits to its employees and their dependents with state-of-the-art best practices and actively invites Offerors to present capabilities and business models that will best meet the needs of the State both now and in the future. The State of Ohio intends to issue a contract to one COBRA administrator to perform the Work specified.

The State of Ohio will evaluate the Offeror's account management, administration, technology, reporting and communication capabilities in conjunction with the financial aspects of their programs.

The RFP is soliciting the comprehensive administration of the State of Ohio's COBRA benefit programs including, but not limited to:

1. Eligibility File Management
2. Premium Collection and Reconciliation Process
3. Account Management
4. Customer Service
5. Management Reporting

This RFP also gives the estimated dates for the various events in the submission process, selection process, and performance of the Work. While these dates are subject to change, prospective Offerors must be prepared to meet them as they currently stand.

Once awarded, the term of the Contract will be from the award date through June 30, 2020. The State may solely renew this Contract at the discretion of DAS for a period of one month. Any further renewals will be by mutual agreement between the Contractor and DAS for any number of times and for any period of time. The cumulative time of all mutual renewals may not exceed four (4) years and are subject to and contingent upon the discretionary decision of the Ohio General Assembly to appropriate funds for this Contract in each new biennium. DAS may renew all or part of this Contract subject to the satisfactory performance of the Contractor and the needs of the Agency.

Any failure to meet a deadline in the submission or evaluation phases and any objection to the dates for performance of the Project may result in DAS refusing to consider the Proposal of the Offeror.

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