

# REQUEST FOR PROPOSALS

## ADDENDUM # 2

ISSUED: 10/24/2016

RFP NUMBER: CSP900018  
INDEX NUMBER: DAS060

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 the:

### STATE OF OHIO EMPLOYEE PHARMACY BENEFITS MANAGEMENT (PBM) SERVICES FOR THE STATE EMPLOYEE HEALTH BENEFIT FUND

Attached is page 4 of the State of Ohio RFP Instructions, located on the Proposal Tech website; and pages 1 and 5 of the RFP Summary Overview located on the Office of Procurement Services website for this Request for Proposal (RFP). Remove the corresponding pages and replace with the attached.

Reason for Addendum. This addendum is issued to extend the inquiry period to 10/27/16 and to extend the ELECTRONIC WEB RESPONSE DUE DATE to 11/04/16 and PROPOSAL (CD) AND HARD COPY DUE DATE opening to 11/07/16.

ELECTRONIC WEB RESPONSE DUE:  
PROPOSAL (CD) AND HARD COPY DUE DATE:

November 4, 2016  
November 7, 2016

OPENING LOCATION:

Department of Administrative Services  
General Services Bid  
4200 Surface Road  
Columbus, Ohio 43228-1395

\*See asterisks for changes.

1. Strategic account management team that proactively suggests solutions and regularly communicates with the State of Ohio
2. Offeror commitments with performance guarantees that defend the Contractor's promises and the State of Ohio's expectations
3. Transparency within the entire organization openly reflecting the way the Contractor conducts its business
4. Documentable and measurable cost-containment activities
5. Actionable reporting including ad-hoc reporting capabilities

**QUALIFIED OFFERORS.**

The State is seeking Proposals from qualified Offerors to deliver all aspects of the Program described within this RFP. All operating expenses associated with the management, and maintenance, including without limitation, the Offeror's service fees, onsite salaries, wages, prevailing wages, payroll taxes, benefits materials, equipment, tools, parts, supplies, subcontractors, preventative and remedial maintenance contracts, and insurance must be included in the Offeror's Administrative Services Only (ASO) and other Pricing. Elements of the ASO and other Pricing must not be interspersed within the Technical Proposal.

Qualified Offerors must meet the Mandatory Requirements listed in Section III. Evaluation of Proposals, Table 1 of this RFP. The Offeror must demonstrate to DAS it meets the requirements in the Mandatory Table in the Cover Letter portion of its Offer.

The successful Offeror(s) must provide overall management for all the tasks outlined in this RFP and must provide administrative support for its staff. Throughout the Contract period, the successful Offeror(s) must provide and ensure a comprehensive Work Plan is developed, executed, monitored, reported and maintained to deliver the full scope of work.

Offerors must provide and perform all services as identified in accordance with appropriate government regulations, industry standards, and those designated in this RFP. The successful Offeror(s) must utilize qualified personnel that are able to perform the Work required and specified in this RFP. Unless otherwise approved by the DAS, all work performed and materials used under this Contract shall conform to the latest version of all State of Ohio, and DAS manuals, standards, specifications, policies, and procedures.

**CALENDAR OF EVENTS.**

The schedule for the Project is given below, and is subject to change. DAS may change this schedule at any time. If DAS changes the schedule before the Proposal due date, it will do so through an announcement on the State Procurement Web site area for this RFP. The Website announcement will be accompanied by an addendum to this RFP, also available through the State Procurement Website. After the Proposal due date and before the award of the Contract, DAS will make scheduled changes through the RFP addendum process. DAS will make changes in the Project schedule after the Contract award through the change order provisions located in the general terms and conditions of the Contract. It is each prospective Offeror's responsibility to check the Website question and answer area for this RFP for current information regarding this RFP and its calendar of events through award of the Contract. No contact shall be made with agency/program staff until contract award is announced.

The schedule of events is given below. The schedule may change at any time, including the elimination of steps.

<b>Event</b>	<b>Key Dates</b>
<b>Firm Dates</b>	
RFP Issued	October 7, 2016
Inquiry Period Begins	October 7, 2016
*Inquiry Period Ends	October 27, 2016 at 8 a.m.
*Electronic Web Response Due Date	November 4, 2016 at 5 p.m.
*Proposal (CD) and Hard Copy Due Date	November 7, 2016 at 1 p.m.
<b>Estimated Dates</b>	
Finalist Interviews and Presentations	January 5 and 6, 2017
Contract Award Notification	Week of January 30, 2017

NOTE: These dates are subject to change.

There are references in this RFP to the Proposal due date. Prospective Offerors must assume, unless it is clearly stated to the contrary, that any such reference means the date and time (Columbus, OH local time) that the Proposals are due.

Proposals received after 1:00 p.m. on the due date to the State of Ohio will not be evaluated.

\* To extend the inquiry period to 10/27/16 and to extend the ELECTRONIC WEB RESPONSE DUE DATE to 11/04/16 and PROPOSAL (CD) AND HARD COPY DUE DATE opening to 11/07/16.

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INDEX NUMBER: DAS060  
UNSPSC CATEGORY: 80100000

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### **STATE OF OHIO EMPLOYEE PHARMACY BENEFITS MANAGEMENT (PBM) SERVICES FOR THE STATE EMPLOYEE HEALTH BENEFIT FUND**

RFP ISSUED: October 7, 2016  
INQUIRY PERIOD BEGINS: October 7, 2016  
\* INQUIRY PERIOD ENDS: October 27, 2016 at 8:00 a.m.  
\* ELECTRONIC WEB RESPONSE DUE: November 4, 2016 at 5:00 p.m.  
\* PROPOSAL DUE DATE: November 7, 2016 by 1:00 p.m.

Proposals received after the due date and time will not be evaluated.

OPENING LOCATION: Department of Administrative Services  
Office of Procurement Services  
ATTN: Bid Desk  
4200 Surface Rd.  
Columbus, OH 43228-1395

#### **PROPOSAL TECHNOLOGIES NETWORK (PROPOSAL TECH) ELECTRONIC WEB-SITE:**

Begin registration at <http://www.proposaltech.com/home/app.php/register> Registration Code OHRxFY18

Offerors must note that all proposals and other material submitted will become the property of the State and may be returned only at the State's option. Proprietary information should not be included in a proposal or supporting materials because the State will have the right to use any materials or ideas submitted in any proposal without compensation to the Offeror. Additionally, all proposals will be open to the public after the award of the contract has been posted on the State Procurement Web site. Refer to the Ohio Administrative Code, Section 123:5-1-08 (E).

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