



Date: September 2, 2020

To: RFP Participants

From: Office of Contracts and Procurement

Re: ODMR20210020 Single Pharmacy Benefit Manager Addendum 1

Addendum Adjusting the Phases of Review Process and the Proposal Due Date

This addendum makes changes to the ODMR-2021-0020 RFP (“RFP”). Carefully read the addendum, which is hereby incorporated into the RFP. **To the extent that any term, sentence, or provision of the RFP contradicts or varies from this Addendum, this Addendum controls.**

Adjustment Number 1. Section 1.6 and Section 3.4: Proposal Due Date

The Proposal Due Date is hereby amended in Section 1.6 Anticipated Procurement Timetable and Section 3.4 Proposal Submittal of the ODMR-2021-0020 RFP from September 4, 2020 at 4:00pm Columbus, Ohio local time to September 11, 2020 at 4:00pm Columbus, Ohio local time.

Adjustment Number 2. Section 4.2: Evaluation of Proposals Generally

Section 4.2, Evaluation of Proposals, generally provides for six phases in the evaluation of Proposals. The Section also gives ODM discretion to “rearrange the order in which it proceeds with the phases” and “add or remove sub-phases.” Pursuant to this authority, ODM is adjusting and clarifying the order and aspects of the phases of review.

Pursuant to this Addendum, the adjusted evaluation process will consist of:

1. Initial Review
2. Requests for Information and Contract Negotiations
3. Technical Evaluation
4. Cost Evaluation
5. Interview, Presentations, and Demonstrations
6. Contract Finalization (Non-evaluation, administrative-only)

All offers will undergo Phase 1, Initial Review.

During Phase 2, Contract Negotiations, ODM will enter into negotiations with all Offerors that pass the Initial Review. These negotiations will address all material aspects of any potential, resultant Contract and will be considered final negotiations. ODM will consider any and all assumptions and exceptions—i.e., all proposed changes to the contract, including proposed changes to any term or requirement in the RFP—as listed in each Offeror’s Template B. Note that Contract Negotiations will now occur as the second phase, immediately following the Phase 1, Initial Review. In addition, during Contract Negotiations, ODM will consider proposed mitigation plans related to any actual or potential conflicts of interest. At the completion of Contract Negotiations, ODM will move all Offerors with whom it has reached agreement on contract negotiation into the Phase 3, Technical Evaluation.

All proposed changes, if any, to the RFP statement of work, requirements, specifications, terms, and conditions must be set forth and detailed in their entirety in the Offeror’s Proposal as “exceptions” or “assumptions.” All exceptions must be provided within Template B and must include an explanation and, if applicable, alternative language. The Offeror must also detail any assumptions made in preparing its Proposal within Template E. **Therefore, the only changes an Offeror may propose to the Contract must be submitted in Template B or Template E and the Offeror must follow the instructions therein.**

During the Contract Negotiations phase, ODM will consider and finalize any and all material or substantive changes, if any are proposed, to the potential contract, which is defined in the RFP to include the terms, conditions, specifications, statement of work, and requirements set forth throughout the RFP documents. ODM will have sole discretion to accept or reject proposed assumptions or exceptions. For each Proposal, ODM may, in its discretion, discuss proposed assumptions and exceptions with an Offeror, request alterations or clarifications of proposed assumptions and exceptions, or otherwise negotiate related to the proposed assumptions and exceptions. ODM may request modifications to proposed assumptions and exceptions.

If ODM is unable to agree to any terms and conditions or a proposed exception or assumption, ODM may provide that Offeror with an opportunity to choose whether it wants to proceed to Phase 3, Technical Evaluation, with the understanding that the exception or assumption will not be a part of the Contract, if the Offeror is chosen for award. Offerors may withdraw offers by giving written notice to ODM at any point in the Phase 2, Contract Negotiations.

ODM will review each Offeror’s proposed exceptions and assumptions and will conduct any necessary related contract negotiations with Offerors before the technical evaluation phase begins. All changes to the potential contract will be shared with the Proposal Review Team for consideration during scoring. ODM will also provide all mitigation plans to the Proposal Review Team for consideration as well. Scores may be affected by changes from assumptions and exceptions, and by mitigation plans.

During Phase 3, Technical Evaluation, when scoring, the Proposal Review Team will review each Proposal with the negotiated terms and conditions, as well as any and all agreed-upon exceptions or assumptions so that the Proposal Review Team is only scoring what would become the substantively complete Contract, should that Proposal be chosen for award.

Note that after the Proposal Review Team has made its determination, ODM and the selected Offeror will enter into a final non-evaluation phase related to “contract finalization,” intended to address administrative matters only. During this stage, the selected Offeror will not have the opportunity to negotiate or alter any material or substantive term. Any changes made during this phase will be clerical, administrative, and non-substantive, or otherwise in the sole discretion of ODM.