

# **REQUEST FOR PROPOSALS**

## **ADDENDUM # 1**

**ISSUED: 10/15/20**

**RFP NUMBER: CSP900322  
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:

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

Attached are page(s) 1, 5, and 6 to this Request for Proposal (RFP). Remove the corresponding page(s) from the existing RFP and replace with the attached.

Reason for Addendum. This addendum is issued to extend the solicitation opening date and to repaginate.

**PROPOSAL DUE DATE:  
OPENING LOCATION:**

**November 13, 2020  
Department of Administrative Services  
General Services Bid Desk  
4200 Surface Road  
Columbus, Ohio 43228-1395**

## REQUEST FOR PROPOSALS

**RFP NUMBER: CSP900322**  
**INDEX NUMBER: DAS060**  
**UNSPSC CATEGORY: 80100000**

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:

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

**RFP ISSUED: October 13, 2020**  
**INQUIRY PERIOD BEGINS: October 13, 2020**  
**INQUIRY PERIOD ENDS: November 3, 2020 at 8:00 a.m.**  
**\*ELECTRONIC WEB RESPONSE DUE DATE: November 11, 2020 by 1:00 p.m.**  
**\*PROPOSAL HARD COPY DUE DATE: November 13, 2020 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: <https://www.proposaltech.com/home/app.php/register>**

**Registration Code: OHPBMFY22**

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).

\*Indicates a change to the electronic web response and proposal hard copy due dates, per addendum 1.

**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 Web site announcement will be followed by an addendum to this RFP, also available through the State Procurement Web site. 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 Web site 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.

**DATES:**

RFP Issued:	October 13, 2020
Inquiry Period Begins:	October 13, 2020
Inquiry Period Ends:	November 3, 2020 by 8:00 a.m.
*Electronic Web Response Due Date:	November 11, 2020 by 1:00 p.m.
*Proposal Hard Copy Due Date:	November 13, 2020 by 1:00 p.m.

**Estimated Dates**

Contract Award Notification:	TBD
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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.

Electronic and Hard Copy proposals received after 1:00 p.m. on the due date will not be evaluated.

**STRUCTURE OF THIS RFP.** This RFP is organized into five parts. An overview of each part is provided below.

**PART 1: RFP DOCUMENT.** This section provides detailed instructions to the Offerors on the requirements for responding to the RFP; it also summarizes the RFP's objectives, project scope of work and timetable for completing this process.

Section I – RFP Overview

Section II – General Instructions

Section III – Evaluation of Proposals

Section IV – Award of the Contract

Section V – Scope of Work Requirements

**PART 2: SUPPLEMENTS (REFERENCE DOCUMENTS).** Informational reference documents defining specific requirements.

One – General Terms and Conditions

Two – Special Terms and Conditions

Three – Financial and Banking Requirements

Four – TPA Monthly Financial Reconciliation (TMFR)

Five – Zip Code Information

**PART 3: ATTACHMENTS.** Requirements to be completed and returned by the Offeror with their proposal submission.

One – Requirements for Offeror Proposals

Two – Contract

Three – Performance Form

Four – Business Associate Agreement (BAA)

Five – State IT Policy, Standard and Service Requirements

Six – State Information Security and Privacy Requirements

Seven – Willis Towers Watson Non-Disclosure Agreement

**PART 4: QUESTIONNAIRE.** This section contains questions pertaining to each of the evaluated categories. Offerors must respond to each question and, where applicable, include documentation with their proposal that supports the response provided. Offerors should respond clearly and completely to all requirements. All responses to the questionnaire(s) must be submitted in the designated question. Responses outside of the question will not be considered for evaluation. Offerors should address and definitively describe, in as much detail as possible, the individual roles and obligations of the Contractor, and of any applicable subcontractors, to ensure that the State will be satisfied with eventual outcomes in each of the areas of responsibility represented in this RFP.

\*Indicates a change to the electronic web response and proposal hard copy due dates, per addendum 1.

\*PART 5 COST PROPOSAL. The Financial Worksheets will be provided to the Offerors upon execution of the Willis Towers Watson Non-Disclosure Agreement. The Non-Disclosure Agreement will be provided by and must be signed and returned to Karen Kuxhaus ([karen.kuxhaus@willistowerswatson.com](mailto:karen.kuxhaus@willistowerswatson.com)) at Willis Towers Watson in order to receive the aforementioned Financial Worksheets. The Non-Disclosure Agreement applies to the Financial Worksheets and above Response Documents necessary for computation of the Offeror's cost to the State of Ohio.

Offeror must complete the pricing models provided by Willis Towers Watson, by the Proposal Electronic Due Date. The Offeror is prohibited from quoting fees which include commissions, overrides, or finder's fees. The submission of the pricing models will constitute the Offeror's Cost Proposal(s).