

REQUEST FOR PROPOSALS
ADDENDUM # 1

ISSUED: December 3, 2009

RFP NUMBER:	CSP905110
INDEX NUMBER:	BWC006
UNSPSC CODE:	80141600

The state of Ohio, through the Department of Administrative Services, Office of Procurement Services, for the Ohio Bureau of Workers' Compensation (BWC), is requesting proposals for:

OHIO BUREAU OF WORKERS' COMPENSATION (BWC)
PHARMACEUTICAL REBATE ADMINISTRATOR

Reason for Addendum: This Addendum is issued to notify that there are changes made to pages 8 and 29.

PROPOSAL DUE DATE:	December 14 at 1:00 p.m.
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OPENING LOCATION:	Department of Administrative Services Office of Procurement Services 4200 Surface Rd. Columbus, OH 43228-1395
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After the submission of Proposals, addenda will be distributed only to those Offerors whose submissions are under active consideration. When the State makes an addendum to the RFP after Proposals have been submitted, the State 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 so much that the Offeror's Proposal is no longer in its interests. Alternatively, the State may allow Offerors that have Proposals under active consideration to modify their Proposals in response to the addendum, as described below.

If, however, the State makes an addendum after the Proposal due date, the State 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 the State amends the RFP after the Proposal due date, an Offeror will have the option to withdraw its Proposal even if the State permits modifications to the Proposals. If the Offerors are allowed to modify their Proposals, the State may limit the nature and scope of the modifications. Unless otherwise stated in the State's notice, modifications and withdrawals must be made in writing and must be submitted within 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 the State at the address and in the same manner required for the submission of the original Proposals. Any modification that is broader in scope than the State has authorized may be rejected and treated as a withdrawal of the Offeror's Proposal.

- * PROPOSAL SUBMITTAL. Each Offeror must submit a Technical Proposal and a Cost Proposal as part of its Proposal package. The Proposal package consisting of both the Technical Proposal and the Cost Proposal must be submitted in a sealed envelope. Each Offeror must submit one (1) complete, signed original in blue ink and seven (7) copies for a total of eight (8) copies in individual sealed envelopes and each Proposal must be clearly marked "RFP# CSP905110, Pharmaceutical Rebate Administrator" on the outside of each envelope.

The Offeror must also submit, in the sealed package, a copy of the Proposals on CD-ROM in Microsoft Office (Word, Excel, or Project) 2000 or higher, format and/or PDF format as appropriate. In the event there is a discrepancy between the hard copy and the electronic copy, the hard copy will be the official Proposal.

Proposals are due no later than the proposal due date, at 1:00 p.m. Proposals submitted by e-mail or fax are not acceptable and will not be considered. Proposals must be submitted to:

Department of Administrative Services
State Procurement Bid Desk
4200 Surface Road
Columbus, OH 43228-1395

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

Each Offeror must carefully review the contents of its Proposal for conformity to the requirements of this RFP. 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. The State 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.

Ohio Revised Code Section 9.24 prohibits the State 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. Ohio Revised Code Section 9.231 applies to this Contract.

The State 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.

- * Indicates a change from 7 total copies to 8 total copies.

17. Declaration Regarding Material Assistance/Non-assistance to a Terrorist Organization (DMA). The Offeror being awarded this Contract must be registered with the Ohio Business Gateway (OBG) at <http://obg.ohio.gov> to file for DMA pre-certification; if you are not already registered you must:

1. Register with the Ohio Business Gateway (OBG) at:
<http://obg.ohio.gov>
2. Review the Terrorist Exclusion List at:
http://www.publicsafety.ohio.gov/links/terrorist_exclusion_list.pdf
3. Complete the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization (DMA) form at:
<http://www.publicsafety.ohio.gov/links/HLS0038.pdf>

Submit a hardcopy of this completed form with your RFP response. You must then return to the OBG and complete the form for online submission under "Electronic Filing." It is important that you submit the DMA form online at OBG and in hardcopy with the Proposal.

Failure to complete the certification may result in the Offeror being deemed not responsive and/or may invalidate any Contract award. If not submitted with the proposal response, the Offeror will have seven (7) calendar days, after notification, to submit the form.

18. Equal Employment Opportunity. The Offeror will comply with all state and federal laws regarding equal employment opportunity, including Ohio Revised Code Section 125.111 and all related Executive Orders.

Before a contract can be awarded or renewed, an Affirmative Action Program Verification Form must be submitted to the DAS Equal Opportunity Division to comply with the affirmative action requirements. Affirmative Action Verification Forms and approved Affirmative Action Plans can be found by going to the Equal Opportunity Departments web site:
<http://www.das.ohio.gov/eod/aapv.htm>

19. Assumptions. The Offeror must provide a comprehensive listing of any and all of the assumptions that were made in preparing the proposal. If any assumption is unacceptable to the State, it may be cause for rejection of the Proposal. No assumptions shall be included regarding negotiation, terms and conditions, and requirements.

20. Performance Standard and Guarantee. The Contractor will be expected to meet the performance guarantee as outlined in Attachment Nine. The Offeror's ability to adhere to this requirement must be met in order for the Offeror's Proposal to be considered by the State.

* 21. FTP - Data Transfers. The Contractor may be expected to utilize the BWC secured Portal for data file and report transfers. Upon request, the Contractor must be able to provide a secure encrypted FTP or Portal site as or if needed. Each Offeror should provide technical specifications of its FTP site demonstrating data security. If not submitted with the Offer, copies must be provided within seven (7) calendar days after notification by the Office of Procurement Services.

22. Rebate Amount and Administrative Fee Summary (Net Rebate Amount). This RFP includes a Rebate Amount and Administrative Fee Summary provided as Attachment Ten which must be included as part of the Offeror's Proposal. Each Offeror must complete the Rebate Amount and Administrative Fee Summary file in the format provided.

The Offeror must use the Web link provided in Attachment Ten to obtain a copy of the Rebate Amount and Administrative Fee Summary file. The Offeror is to complete applicable cells of the spreadsheet. No cost points will be given to any Offeror that does not complete the Excel file in the format provided on Attachment Ten.

A hard copy of the Offeror's Rebate Amount and Administrative Fee Summary file must be submitted in the Offeror's Proposal. Failure by the Offeror to submit a hard copy Summary will result in no points being assigned to the Offeror's Cost Proposal.

Once the Offeror's Rebate Amount and Administrative Fee Summary is calculated, the Offeror must transfer its Rebate Amount Total to the table on Attachment Ten. The Offeror must deduct its Administrative Fee percentage dollar amount, based on the Offeror's Rebate Amount Total, and subtract the Administrative Fee dollar amount from Rebate Amount Total to establish the Offeror's quoted Net Rebate Due BWC Summary. These amounts must match the amounts on the Offeror's Rebate Amount and Administrative Fee Summary file that was calculated on the spreadsheet provided. Any discrepancy by the Offeror in this transfer will lead to the rejection of the Offeror's Proposal.

* Indicates addition of seven (7) calendar days.