



COORDINATING COMMITTEE

PUR-1404  
ADDENDUM NO. 3

REQUEST FOR PROPOSALS  
REGARDING QUALIFICATIONS AND EXPERIENCE/TECHNICAL PROPOSALS  
AND PRICE PROPOSALS  
FOR  
GROUP HEALTH INSURANCE –  
MEDICAL, PRESCRIPTION, CARE MANAGEMENT/WELLNESS,  
DENTAL, VISION COVERAGE

DATE: Tuesday, December 4, 2018

Proposals Due: Thursday, December 13, 2018  
(Revised Due Date via Addendum No. 2) 4:00 P.M.

To Bidders:

This Addendum is hereby made a part of the Contract Documents on which all proposals will be based and is issued to correct and clarify the original documents.

Please acknowledge receipt of this Addendum in the Q & E/Technical Proposal submittal. This Addendum consists of eight (8) pages and one (1) Attachment.

**NOTE: All Bidders must enter the Washington County Administration Complex through either the front door at the 100 West Washington Street entrance or through the rear entrance (w/blue canopy roof), which is handicap accessible, and must use the elevator to access the Purchasing Department to submit their proposal and/or to attend the Pre-Proposal Conference. Alternate routes are controlled by a door access system. Washington County Government has announced new security protocols being implemented at the Washington County Administration Complex at 100 West Washington Street, Hagerstown. The new measures took effect Tuesday, February 14, 2017. The general public will be subject to wand search and will be required to remove any unauthorized items from the building prior to entry. Prohibited items include but are not limited to: Weapons of any type; Firearms, ammunition and explosive devices; Cutting instruments of any type - including knives, scissors, box cutters, work tools, knitting needles, or anything with a cutting edge, etc.; Pepper spray, mace or any other chemical defense sprays; and Illegal substances.**

**ITEM NO. 1:** *Inquiry:* This email is in reference to the data use agreement required to obtain the RFP and corresponding attachments. Our legal counsel has reviewed the agreement in its entirety and we are agreeable to the terms with one exception. On page 3, paragraph number “6. Records.” Below is language that could be added to this paragraph that we would be agreeable to:

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“To the extent, due to computerized data aggregation, certain information can not be destroyed, the Recipient shall retain such data subject to the confidentiality provisions of this agreement.”

Response: The requirement is for the document to be signed as is.

**ITEM NO. 2:** Inquiry: Does this solicitation have a required MBE goal? If so, what is the goal percentage?

Response: No.

**ITEM NO. 3:** Inquiry: Within the census files received, it appears that those indicated as retirees are also still on the active file, but because the files do not contain a unique ID we cannot confirm. Would it be possible to get census files with unique ID numbers (e.g., EmpID#, SS#)?

Response: Please refer to the Addendum No. 3 folder located on the FTP site.

**ITEM NO. 4:** Inquiry: May we include our network directories on CD instead of by providing an online link?

Response: We are unable to review CDs, you can place directories on a flash drive.

**ITEM NO. 5:** Inquiry: Is there anyway we can get an extension on the due date for our questions since I just received the link to the documents today? With the holiday week, would you be able to make an exception for a due date of Monday, 11/26 for questions submitted?

Response: No.

**ITEM NO. 6:** Inquiry: Census/General  
Please confirm the number of lives that should be represented on the GeoAccess report. Bid Form 3 states that the # of eligible lives is 453, none of the census' provided match up to that number. Please confirm the number of eligible lives and provide a census that will match.

Response: We believe the vendor is referring to another client. At this time CBIZ does have another RFP on the market with the same time constraints. The GEO Access Bid form 3 has been revised however due to a revised census. Please refer to the Addendum No. 3 folder located on the FTP site.

**ITEM NO. 7:** Inquiry: Repricing  
On Bid Form 4-Medical Repricing, the form lists Alleghany County Commissioners at the top. Also, there was no provided repricing file with the dates listed.

Response: We have reviewed the bid form 4 – Medical Repricing on the FTP

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site and cannot locate any reference to Allegany County Commissioners. The Repricing data is within the folder labeled medical data and has the correct dates. Upon further research we believe this is a computer error, not human.

Please confirm that these are still the correct parameters to be used.

Response: Yes.

Please confirm that this repricing should be run off of the 'Washington\_County\_MD\_RFP\_FILE\_20181024' workbook.

Response: Yes.

**ITEM NO. 8:**

Inquiry: Dental  
Please provide claims data in excel format.

Response: Please refer to the Addendum No. 3 folder located on the FTP site.

Dental certificate of coverages are dated 2012. Have there been any plan changes since 2012?

Response: No, there have not been any plan design changes.

Please provide Dental claim report (report showing claims utilization by procedure type or ADA code)

Response: We have utilization by plan and enrollment only. Please refer to the Addendum No. 3 folder located on the FTP site.

Please provide rate history beyond the prior 2 years

Response: Please see charts below

2015-2016	
Low Option Dental	Monthly Total
Employee	\$19.12
Emp/Ch	\$34.82
Emp/Sp	\$37.48
Family	\$53.92
High Option Dental	Monthly Total
Employee	\$24.55
Emp/Ch	\$45.58
Emp/Sp	\$49.07
Family	\$70.59

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2016-2017	
Low Option - Dental Monthly Total	
Emp. Only	19.17
Emp. & Child	34.01
Emp. & Sp.	\$36.61
Family	\$52.67
High Option - Dental Monthly Total	
Emp. Only	\$23.99
Emp. & Child	\$44.52
Emp. & Sp.	\$47.93
Family	\$68.95

**ITEM NO. 9:**

Inquiry: Pharmacy

In Bid Form 10, in Additional Requests tab we are asked to provide Formulary Disruption. Will you be providing a template for us to complete for Formulary Disruption, or should we just use the provided Rx Claims File to provide Formulary Disruption Summary Analysis?

Response: Please tag your formulary indicator to the dataset and return.

**ITEM NO. 10:**

Inquiry: I am requesting clarification on the following. Specifically, should we assume that you are asking if we could collect enrollment/premiums for multiple lines of insurance. Or are you asking if we can coordinate with TPAs and eligibility systems to accept a file that includes multiple lines of coverage?

**9. Are you able to provide any consolidated enrollment and/or billing service for BCC? If so, please describe your capabilities. Please include your pricing for this service with your pricing proposal.**

Response: We are requesting both sections.

**ITEM NO. 11:**

Inquiry: Please provide a copy of the Washington County Policy of Insurance Requirements for Independent Contractors as the RFP is asking for Certificates of Insurance as outlined in this Policy, but it was not provided in any of the files.

Response: Insurance information is not a requirement to submit a bid; however, it would be required if awarded the contract.

**ITEM NO. 12:**

Inquiry: Please provide complete certificates outlining the current medical and pharmacy plans as the SBC's provided do not provide complete information as we are trying to determine the current RX UM details: Prior Authorization, Step Therapy, Quantity limits, Specialty requirements and/or dispensing limitations.

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Response: Prior Authorization – Please refer to the Addendum 3 folder located on the FTP site.

Step Therapy– Please refer to the Addendum No. 3 folder located on the FTP site.

Quantity limits– Please refer to the Addendum No. 3 folder located on the FTP site.

Specialty requirements and/or dispensing limitations:

Clinical Days Supply	30 Days Supply
Yes-PCSK9 Products Only	Yes-Legacy SPDL (CDS PCSK9 Only)

**ITEM NO. 13:** Inquiry: The SPD’s indicate that the High Plan requires inpatient and outpatient precertification, but the Low plan does not. Can you confirm that this is the way the plans are offered? If so, can you please explain the intent behind offering precertification on one plan and not the other?

Response: Both plans require prior authorization for inpatient and outpatient services, this is a typo in the SPD.

**ITEM NO. 14:** Inquiry: Please provide subscriber and member counts for October 2017 – September 2018.

Response: Please refer to the Addendum No. 3 folder located on the FTP site.

**ITEM NO. 15:** Inquiry: Please confirm if your Medical plans are Grandfathered plans.

Response: No, the Medical plans are not grandfathered plans.

**ITEM NO. 16:** Inquiry: Is the Vision claims experience available to be provided monthly with enrollment monthly as well?

Response: Please refer to the Addendum No. 3 folder located on the FTP site.

**ITEM NO. 17:** Inquiry: What is the Contact Lens allowance of the current plan? It looks like it might be \$125, but the COC is unclear.

Response: If contacts are listed under covered contact list, up to 4 boxes would be covered at 100%. If the contacts are not on the covered list, the member would be allotted a \$125 allowance toward the purchase of the contacts. This is the case for both plans. The four boxes equates to about a 6 month supply of contacts. For the remaining 6 months, members can order their contacts via [www.myuhcvision.com](http://www.myuhcvision.com) to receive a discount.

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**ITEM NO. 18:** *Inquiry:* The Bid form 3 Geo Access Summary notates 1,057 eligible's for all lines of coverage. Using the four census files provided results in the following totals. Where is a census file located that contains the 1,057 eligible's, or can clarification be provided if a different number is correct?

Census File	Vision	Medical/Rx	Dental
Active	841	834	840
Retiree	86	84	86
Agencies	101	100	104
COBRA	7	8	9
Totals	1,035	1,026	1,039

*Response:* Please refer to the Addendum No. 3 folder located on the FTP site. Which reflects the correct enrollment, as well as a revised census.

**ITEM NO. 19:** *Inquiry:* We respectfully request the claims dollar amounts be added to Bid Form 6 – Dental Disruption – Technical

*Response:* Please refer to the Addendum No. 3 folder located on the FTP site.

**ITEM NO. 20:** *Inquiry:* What clinical programs are you currently utilizing?

*Response:* Please refer to the Addendum No. 3 folder located on the FTP site.

**ITEM NO. 21:** *Inquiry:* Regarding the Production requirements, of the eight hard copies each of the separate Technical proposal and Pricing proposal, does one of each of those eight binders need to be marked as an original binder (1 original, 7 hard copies)?

*Response:* Yes, please provide an original and seven (7) additional copies.

**ITEM NO. 22:** *Inquiry:* Additionally, please specify whether enrollment in either or both plans is tied to medical or dental enrollment.

*Response:* No, they are not tied together.

**ITEM NO. 23:** *Inquiry:* Can we obtain utilization broken down by each plan?

*Response:* Please refer to the Addendum 3 folder located on the FTP site.

**ITEM NO. 24:** *Inquiry:* Have the vision benefits been with UHC prior to 2013? If yes, what year did UHC provide vision benefits. If not, who provided vision benefits to the Commissioners office prior to 2013?

*Response:* National Vision Administrators

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**ITEM NO. 25:** Inquiry: Is there a point assignment to the evaluation criteria?

Response: There is no point assignment.

**ITEM NO. 26:** Inquiry: Will you accept listing of provider directories as opposed to links for online directories, as outlined in the RFP Final document, page 15 item # 9.

Response: A link is preferred but we will accept a flash drive.

**ITEM NO. 27:** Inquiry: I was informed it may take 2 or 3 days to receive the RFP documents. We will be unable to meet the deadline of 12/6 if we are not able to receive the documents today. If we can't receive the RFP documents today is it possible to grant an extension?

Response: The submission due date has been extended to 4:00PM, December 13, 2018

**ITEM NO. 28:** Inquiry: For Both Coverages Dental and Vision:  
Please let me know if our deadline can be extended to 12/13 at 4pm.

Response: The submission due date has been extended to 4:00PM, December 13, 2018

**ITEM NO. 29:** Inquiry: What is the effective date of the rates provided?

Response: 7/1/2017

**ITEM NO. 30:** Inquiry: Can we get historical rates?

Response: Please refer to Item 8 above pertaining to Dental.

**ITEM NO. 31:** Inquiry: What are the requested commissions, per coverage?

Response: Zero

**ITEM NO. 32:** Inquiry: The census is split by County EEs, Agencies, Retirees, and COBRA EEs. Are all eligible for the same plan designs? If not, please provided Certs and specifications for who eligible for which plans.

Response: County Agencies, Retirees & Cobra EEs are all eligible for the same plan designs.

**ITEM NO. 33:** Inquiry: For Dental:  
Please confirm if the plans are currently Network or MAC plans? If Network, what is the R&C percentage for the high/low plans?



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Response: Both high and low plans are PPO/Premier network plans. Non-par providers are reimbursed at 90% of Fair Health according to the service contract.

**ITEM NO. 34:** Inquiry: Is the group currently Fully-Insured or ASO? The provided information does not make the current structure clear. If ASO, what is their current fee and are they interested in a Fully-Insured quote? If Fully-Insured, can we get an updated report with monthly claims, premium, and lives?

Response: The funding for medical, prescription drugs, and dental plans are on a self-insured basis. The vision plan is fully insured. Current vendors are:

Medical: Aetna (since 7/1/2016)  
Rx: Express Scripts (since 7/1/2016)  
Dental: Delta Dental (since 7/1/2010)  
Vision: UHC (since 7/1/2013)

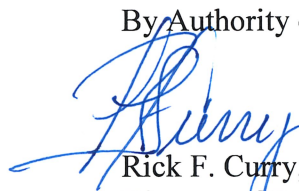
**ITEM NO. 35:** Inquiry: Are all employees (Actives, Agencies, Retiree, and COBRA EEs) included in the provided experience report (the report with the monthly claims and lives data)? If not, can we get updated reports which include all participating lives?

Response: Yes, all groups are within the provided experience reports

**ITEM NO. 36:** Inquiry: For Vision:  
Which is the Low (standard) plan and which is the High (enhanced) plan? The Certs are labelled V1285 and V1079 and not by High/Low. Based on the provided Rates document and the benefits outlined in the certs, I would assume V1285 is the Low plan and V1079 is the High plan. Please confirm.

Response: Confirmed.

By Authority of:



Rick F. Curry, CPPO  
Director of Purchasing

WASHINGTON COUNTY  
COORDINATING COMMITTEE

*(NOTE: The wording of all "Inquiries" submitted are displayed exactly as received.)*