



Notice of Addendum No.1

Date of Addendum No.1: June 23, 2022

**Arlington Public Schools
Procurement Office**

Request for Proposal 41FY22

Request for Proposal Title: Medical Retiree Health Benefits

Request for Proposal Number: 41FY22

Request for Proposal Issue Date: June 6, 2022

Pre-Proposal Conference: June 15, 2022

Proposal Due Date and Time: June 28, No Later than 11:59 P.M. (EDT)

Procurement Office Representative: Rebecca C. Hoffman, CPPB
Procurement Analyst
(571) 317-5354, rebecca.hoffman2@apsva.us

The following information is provided to help Offerors submit a Proposal in response to RFP 41FY22:

APS has been made aware by potential offerors that they have been contacted directly by a vendor, Labor First, who is claiming to be working on behalf of Arlington Public Schools, and is requesting offerors submit proposals directly to them, and not uploading them into the platform as required in the RFP. I wish to confirm that Labor First is not working on behalf of Arlington Public Schools and that proposals need to be submitted into the platform in accordance with the instructions in the RFP.

The following Appendices are revised. Please delete Appendix J and Appendix M in their entirety as included in the RFP and use these revised documents:

- 1) REVISED Appendix J – is to be completed and be included in the submission for both Tab 3 and for Tab 4 of the Proposal
- 2) REVISED Appendix M – is to be completed and included in the submission for Tab 3 of the Proposal

The following Appendices are additional and provided for Information Purposes Only:

- 1) Appendix N. APS 2002 Prescription Drug Plan Formulary (also referred to in Information Item One as Attachment One)
- 2) Appendix O. APS 2002 Additional Drug Coverage List (also referred to in Information Item One as Attachment Two)

Attachment Two)

- 3) Appendix P. APS 2022 PDP-Plan-Guide (also referred to in Information Item 1 as Attachment 5)
- 4) Appendix Q. APS 2002 Sr-Supp-Plan-Guide (also referred to in Information Item 1 as Attachment 6)

The following questions and responses are provided:

Q1. Please advise if the Formulary Disruption Tab of Appendix J is necessary to complete since the NDC 11 is not provided.

A1. A revised Appendix J, which includes the NDC11 and drug name, is part of this Addendum. The revised tab on the questionnaire includes the NDC 11 and drug name so that formulary disruption may be completed.

Q2. Please provide the following:

- a. In an effort to minimize disruption and quote our closest matching formulary, please provide a copy of the current formulary that applies for each of the pharmacy plan options in place today.
- b. If a copy of the formulary is not available, please confirm the name of the current carrier's formulary and information for each pharmacy option in place today.

A2. An APS 2002 Prescription Drug Plan Formulary is provided as Appendix N and an APS 2002 Additional Drug Coverage list is provided as Appendix O.

Q3. The RFP indicates that the current plan is "patterned after Plan N". Under Plan N, Medicare pays all costs except: Part B deductible, \$20 copay for office and specialists visits, \$50 copay for Emergency Room visit and Part B Excess. On the Questionnaire, Medical Design Deviations - APS tab, there is a \$20 copay for charges such as mental health, routine footcare, and routine vision and hearing exams. These charges would not be covered under Plan N. Is the current plan actually a Plan N or does it mirror the plan design on the Medical Design Deviations - APS tab? Is Vision and Hearing a discount program outside of the medical plan? Or is it part of the medical plan?

A3. Additional current design information is available in Appendix N - APS 2022 Prescription Drug Plan Formulary and in Appendix O - APS 2022 Additional Drug Coverage List.

Q4. In Tab 3, it is requesting vendors to provide attachments C1-C15. There is no reference in the Health Questionnaire Workbook to attachments C12 or C14. Please confirm what information you are requesting in attachments C12 and C14.

A4. C14 can be found in cell C7 of the "Access Standards – APS" tab of Appendix J. There is no C12 being requested.

Q5. Under Appendix J, the Provider Disruption worksheets has the required fields: In-network (Yes/No) and Willing Provider (Yes/No). The companion file that contains the provider data only has In-network (Yes/No) as a required field to complete. Which template should we use for our response?

A5. The Provider Disruption worksheet is revised to include the Willing Provider (Yes/No) field. Please complete the revised Provider Disruption worksheet.

Q6. Within the Proposal Requirements, Section D Submission of Trade Secrets or Proprietary Information, it states "Offerors shall submit, under Tab 16 of the Proposal, any data or materials it considers to be a trade secret or proprietary information, or falls within the exceptions to the VFOIA and shall state the reason why protection is necessary." However, it seems that Proprietary and Confidential information should be included within Tab 5, not Tab 16. Please confirm we should

- include any Proprietary and Confidential information within Tab 5.
- A6. As there is not a Tab 16, Proprietary and Confidential information should be included within Tab 5 and not Tab 16.
- Q7. Under Appendix J > Formulary Disruption, the instructions ask to note if each drug falls under the Standard or Enhanced formulary, should this be noted under Column H or should separate worksheets be provided (one for Standard and one for Enhanced)? If the same drug appears on both the standard and enhanced formulary how should it be noted?
- A7. Column H within Appendix J > Formulary Disruption has been revised with drop down options of: Standard, Enhanced, or Both. Please complete this information in the Formulary Disruption worksheet as requested.
- Q8. If the Offeror is providing both a MAPD and Supplement with Part D options, should a second Appendix J > Proposed Rates worksheet be developed for the Supplement with Part D pricing?
- A8. Yes, please complete a second Proposed Rates tab if two quotes are being provided. This can be done by copying the tab and labeling them as Proposed Rates MAPD and Proposed Rates Supplement w PD.
- Q9. Please confirm that for Tab 4, Cost Proposal, bidders should remove these tabs from Appendix J and submit under the cover of Tab 4 (with these tabs no longer included under Tab 3)
- A9. Offerors are requested to include a completed REVISED Appendix J in the Tab 3 submission and a completed REVISED Appendix J in the Tab 4 submission. There is no need to separate worksheets (tabs) within Appendix J.
- Q10. Appendix J, Formulary Disruptions. Can you please provide a current formulary in Excel format with NDCs and tier for both current plans?
- A10. An APS 2002 Prescription Drug Plan Formulary is provided as Appendix N and an APS 2002 Additional Drug Coverage list is provided as Appendix O.
- Q11. Appendix J, Plan Design, Clinical Formulary Section 5 Prescription Drugs, Lines C and D. Can you clarify if the request is to have the member pay a copay PLUS a percentage of cost at each tier or are certain tiers copay only and others are percentage?
- A11. This section is to gauge capabilities – not to request a duplication of any current plan design elements. The existing plans are provided as Appendix P - APS 2022 PDP-Plan-Guide and Appendix Q – APS 2022 Sr-Supp-Plan-Guide. Offerors should mirror the existing plans as closely as possible for these elements.
- Q12. For Appendix L: If included, please list any Non-Part D drugs or lifestyle drugs covered on the current Part D plan.
- A12. Please refer to Appendix O - APS 2022 Additional Drug Coverage.
- Q13. In accordance with *RFP Section II. Instructions to Offerors, subsection C.9*, we are including for your consideration our Insurance Requirements Exceptions Request at least 10 calendar days prior to the proposal submission date.
- A13. APS is waiving this requirement found in Section II, Instructions to Offerors, C9. Instead, Offerors are directed to Section IV, Proposal Evaluation Process, Method of Contract Award and Proposal Evaluation Criteria, A, Proposal Evaluation Process and Method of Contract Award (found on page 19 of the RFP) which states: “The Offeror shall state any exceptions to any provision of the Contract Documents in writing in its Proposal as a part of Tab 6, identifying with

specificity the provision to which exception is taken, the exception, the rationale for the exception, and the proposed alternative provision.”

Addendum No.1 must be signed, dated, and submitted via the secure cloud-based file sharing platform specified in the RFP prior to the Proposal Due Date stated above OR acknowledgment of receipt of this Addendum may be noted on Title Page Two of the Request for Proposal.

Name of Offeror: _____

Signature: _____

Name: _____

Title: _____

Date: _____

Issued By:

Rebecca Hoffman, CPPB
Procurement Analyst
Telephone: (571) 317-5354
Email: rebecca.hoffman2@apsva.us