**Date:** April 25, 2024

**Title:** RFQ/RFP #20241221575 Medical Administrative Services and EPO Network Services

**Subject:** Question and Answers

* **I. Overview – A. Introduction and Overview – Page 2:** It states that “A Solicitation Response that does not meet the minimum requirements set forth in Section II below, Business Requirements, will be disqualified.” Please confirm that the only sections from II. Business Requirements we should provide responses to in our proposal response are D. minimum requirements and E. Required Information?-
* **ANSWER: Correct. Required responses are from D (Minimum Requirements) and E. (Required Information)**
* **2. Business Requirements – E. Required Information – Item 16b – Page 16:** Our line by line repricing information is considered confidential and proprietary. Please confirm that McGriff Insurance Services would be willing to sign a NDA when the repricing is released during the finalist stage? –
* **Answer: Yes. McGriff is willing to sign an NDA- please provide for signature**
* **3. Business Requirements - J. Solicitation Response Content – Page 19:** Is the 25 page total limit related to a combined total of the documents located in Tabs 1, 2, 3 and 5? Or is each document in each tab limited to 25 pages? –
* **Answer: This is acceptable**
* **4. Business Requirements - J. Solicitation Response Content – Page 19:** If the answer to either of the questions above is yes, Section D and E without responses is 8 pages. Please allow Sections D and E to be exempt from this requirement.-
* **Answer: N/A**
* **5. Business Requirements - J. Solicitation Response Content – Page 19:** Section E requests several samples, reports, exhibits and financial statements that each exceed the 25 page limit. Please confirm that any requested samples, brochures, exhibits, and financial statements are not limited to a 25 page limit.-

**Answer: This is acceptable.**

* **6. Business Requirements - J. Solicitation Response Content – Page 19 – Tab 2:** Please clarify what information should we provide in Tab 2?-
* **Answer: Years in business, AM Rating, Corporate Location, Claims Processing Location, any additional information that you consider pertinent.**
* **7. Business Requirements - J. Solicitation Response Content – Page 19 – Tab 3:** May we provide a copy of our own proposal document in this section as long as the document doesn’t exceed 25 pages? –
* **Answer: This is acceptable**
* **8. Business Requirements - J. Solicitation Response Content – Page 20 – Tab 6:** It appears that Exhibit G includes a “Plan of Action” section. Please confirm that the only additional documents we will need to provide with the completed Exhibit G is a copy of the current certificate and communication outreach?-
* **Answer: This is acceptable**
* **9. Business Requirements - Business Requirements - J. Solicitation Response Content – Page 20 – Tab** Please clarify whether Exhibit G should be placed in Tab 6 or in Tab 7.-

**Answer: Tab**

* **10. Business Requirements - Business Requirements - J. Solicitation Response Content – Page 20 – Tab** Please confirm that a non-officer individual with the authority to bind a contract is sufficient to sign all applicable signature documents required for this RFP submission**.-**

 **Answer: This is acceptable**

* **11. Business Requirements - II. Business Requirements - J. Solicitation Response Content – Page 20:** May we provide an additional section at the end of the required section for additional information we feel is pertinent to the proposal? Can this section not have a page limit?
* **Answer: This is acceptable**
* **12. Business Requirements - K. Evaluation Criteria Scoring Sheet – Page 21:** Please confirm that you do not need us to send back the criteria score sheet with our company name filled in on the bottom row?-
* **Correct. You do not need to send criteria score sheet with company name on bottom row**
* **13. Exhibit A –** **Price Sheet - Page 22:** The Pricing sheet includes a row asking for pricing for “COBRA Administration Services” however per page 1 of the RFP COBRA services are not out to bid. Please confirm that this is an error and it should reference COBRA Interface Fee instead.-
* **Answer: Yes this is an error**
* **14. Exhibit G - JPS Supplier Diversity: Good Faith Form – Page 52**: Please clarify what a UCM ID is?-
* **Answer: This is a JPS required form**

All corrections, changes, additions, revisions, and/or clarifications in this Addendum #1 to the

RFP are hereby made a part of the RFQ/RFP #20241221575 Medical Administrative Services and EPO Network Services.

All Respondents to the RFQ/RFP shall acknowledge receipt and acceptance of this Addendum #4 by

signing in the space provided and submitting the signed Addendum #4 with the RFQ/RFP.

Proposals submitted without an executed copy of this Addendum #4 attached may be considered

informal and may be rejected.

Received, acknowledged, and conditions agreed to on this \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_, 202\_, by:

Respondent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If there are questions pertaining to this addendum please contact Bid\_submissions@jpshealth.org