

**ADDENDUM #2**

March 23, 2020

Reference Request for Proposals #3000014397 soliciting Proposals from any qualified proposers to provide Pharmacy Benefit Manager Services (“PBM”) for self-funded health plans offered by OGB.

Addendum #2 extends the deadline for receipt of proposals, provides clarifications to the RFP, and additional information regarding the Excel data related to the RFP.

**Due to the COVID-19 Public Health Emergency declared by Governor John Bel Edwards in Proclamations 2020-30, 2020-27, and 2020-25, electronic proposal delivery is being utilized for this RFP.**

THIS ADDENDUM IS HEREBY OFFICIALLY MADE A PART OF THE REFERENCED REQUEST FOR PROPOSALS.

**AMENDMENTS TO RFP**

Amendment to RFP, 1.6 Schedule of Events

**Original Text:**

*1.6 Schedule of Events*

<b>EVENT</b>	<b>DATE</b>
Post RFP to LaPAC	February 21, 2020
Deadline to submit Attachment IV: Data Use Agreement for Limited Data Set	4:00 PM (CT), February 28, 2020
Deadline for Receipt of Written Inquiries	4:00 PM (CT), February 28, 2020
Issue Responses to Written Inquiries	March 13, 2020
Deadline for Receipt of Proposals	4:00 PM (CT), March 30, 2020
Oral Presentations, if required	Time, Date, and Location to be determined
Notice of Intent to Award Announcement	TBD
Begin Implementation	July 1, 2020
Contract Effective Date	January 1, 2021

**NOTE: OGB reserves the right to revise this schedule of events. Revisions, if any, before the Proposal submission deadline will be formalized by issuance of one or more addenda to the RFP.**

**Revised Text:**

*1.6 Schedule of Events*

<b>EVENT</b>	<b>DATE</b>
Post RFP to LaPAC	February 21, 2020
Deadline to submit Attachment IV: Data Use Agreement for Limited Data Set	4:00 PM (CT), February 28, 2020
Deadline for Receipt of Written Inquiries	4:00 PM (CT), February 28, 2020

Issue Responses to Written Inquiries	March 13, 2020
Deadline for Receipt of Proposals <u>by Electronic Submission</u>	4:00 PM (CT), <u>April 6, 2020</u>
Oral Presentations, if required	Time, Date, and Location to be determined
Notice of Intent to Award Announcement	TBD
Begin Implementation	July 1, 2020
Contract Effective Date	January 1, 2021

**NOTE: OGB reserves the right to revise this schedule of events. Revisions, if any, before the Proposal submission deadline will be formalized by issuance of one or more addenda to the RFP.**

**AMENDMENTS TO RFP**

Amendment to RFP, 1.7 Proposal Submittal

**Original Text:**

***1.7 Proposal Submittal***

Firms/individuals who are interested in providing services requested under this RFP must submit a Proposal containing the mandatory information specified in this RFP pursuant to the requirements of Sections 1.9 Proposal Response Format and 1.10 Number of Copies of Proposals. The Proposal must be received in hard copy (printed) version by the OGB RFP Coordinator/Blackout Period Contact on or before 4:00 PM Central Time (“CT”) on the date specified in the Schedule of Events. Facsimile and electronic mail (“e-mail”) submissions shall not be acceptable. Proposers mailing their Proposals should allow sufficient mail delivery time to ensure receipt of their Proposal by the time specified.

The Proposer should label Proposal submissions as follows:

Pharmacy Benefit Manager Services for Self-Funded Health Plans

Proposer’s Name

The Proposal package must be delivered at the Proposer’s expense to:

OGB RFP Coordinator/Blackout Period Contact  
Office of Group Benefits  
1201 N. 3<sup>rd</sup> Street  
Claiborne Building, Suite G-159  
Baton Rouge, LA 70802

It is solely the responsibility of each Proposer to ensure that its Proposal is delivered at the specified place and prior to the deadline for submission. Proposals received after the deadline will not be considered.

**Proposers are hereby advised that the U.S. Postal Service does not make deliveries to OGB’s physical location.**

**Revised Text:**

### ***1.7 Proposal Submittal through Electronic Means Only***

Firms/individuals who are interested in providing services requested under this RFP must submit a Proposal containing the mandatory information specified in this RFP pursuant to the requirements of Section 1.9 Proposal Response Format and Section 1.10 Number of Copies of Proposals. **Due to the COVID-19 Public Health Emergency declared by Governor John Bel Edwards in Proclamations 2020-30, 2020-27, and 2020-25, electronic proposal delivery is being utilized for this RFP.** The Technical Proposal must be received via email in electronic format, to [OGB.Proposals@la.gov](mailto:OGB.Proposals@la.gov), by 4:00 PM CT on the date specified in Section 1.6, Schedule of Events. To submit Attachment X Formulary Disruption, Attachment XI: Network Disruption, Attachment XII: Cost Proposal Questionnaire, Attachment XIII: Cost Proposal Template, Attachment XVI: Credits & Allowances, Attachment XVII: Commercial and EGWP Utilization Management and XVIII: Recommended Clinical Management Programs responses the Proposer must submit files through a Secure Large File Transfer.

**Proposers must provide the responses to the following via email to a Buck Global LLC email address, by the date specified in Section 1.6 Schedule of Events. Attachment X Formulary Disruption, Attachment XI: Network Disruption, Attachment XII: Cost Proposal Questionnaire, Attachment XIII: Cost Proposal Template, Attachment XVI: Credits & Allowances, Attachment XVII: Commercial and EGWP Utilization Management and XVIII: Recommended Clinical Management Programs. The Buck Global, LLC email will be submitted on March 25, 2020, by 4:00 PM CT, to Proposers who previously provided a signed Attachment IV: Data Use Agreement for Limited Data Set by the date specified in Section 1.6 Schedule of Events. Facsimile and hard copy submissions shall not be acceptable.**

It is solely the responsibility of each Proposer to ensure that its Proposal is delivered at the specified email address and prior to the deadline for submission. Proposals received after the deadline will not be considered.

#### **AMENDMENTS TO RFP**

Amendment to RFP, 1.9 (I) Certification Statement

##### **Original Text:**

The Proposer must sign and submit Attachment VI, Certification Statement.

##### **Revised Text:**

The Proposer must sign electronically or submit a scanned signature on Attachment VI, Certification Statement.

#### **AMENDMENTS TO RFP**

Amendment to RFP, 1.10 Number of Copies of Proposals

##### **Original Text:**

##### ***1.10 Number of Copies of Proposals***

OGB requests the number of Proposal copies specified below be submitted to the OGB RFP Coordinator/Blackout Period Contact.

- One (1) Original (clearly marked “Original”) and ten (10) numbered copies of the Technical Proposal. **All should be clearly marked “Technical Proposal.”**
- Four (4) portable drives of the entire Technical Proposal in both PDF and Word formats. **All should be clearly marked “Technical Proposal.”**
- One (1) Original (clearly marked “Original”) and two (2) numbered copies of the Cost Proposal. **All should be clearly marked “Cost Proposal.”**
- Four (4) portable drives of the entire Cost Proposal in both Word and Excel formats. **All should be clearly marked “Cost Proposal.”**
- If applicable (see Section 1.14), Proposer should also submit two (2) electronic redacted versions of the Proposal. **All should be clearly marked “Redacted.”**

At least one (1) copy of the Proposal shall contain original signatures of those individuals, firm officials, or agents duly authorized to sign Proposals or contracts on behalf of the individual/firm. A certified copy of a board resolution granting such authority should be submitted if Proposer is a corporation. The copy of the Proposal with original signatures will be retained for incorporation in any Contract resulting from this RFP.

**Revised Text:**

***1.10 Number of Copies of Proposals***

OGB requests the number of Proposal copies specified below be submitted to the OGB RFP Coordinator/Blackout Period Contact.

- One (1) electronic copy of the Technical Proposal in both PDF and Word formats. **The electronic copy should be clearly marked “Technical Proposal.” Electronic or scanned copies of signatures will be accepted; no original signatures are required for the Proposal submission.**
- One (1) electronic copy of the Attachment X: Formulary Disruption, Attachment XI: Network Disruption, Attachment XII: Cost Proposal Questionnaire, Attachment XIII: Cost Proposal Template, Attachment XVI: Credits & Allowances, Attachment XVII: Commercial and EGWP Utilization Management and XVIII: Recommended Clinical Management Programs in Excel format. **The electronic copy should be clearly marked “Cost Proposal.” Electronic or scanned copies of signatures will be accepted; no original signatures are required for the Proposal submission.**
- If applicable (see Section 1.14), Proposer should also submit one (1) electronic copy of the electronic redacted versions of the Proposal. **The electronic copy should be clearly marked “Redacted.”**

**AMENDMENTS TO RFP**

Amendment to RFP, 1.14 Trade Secrets and Proprietary Information

**Original Text:**

### ***1.14 Trade Secrets and Proprietary Information***

The designation of certain information as trade secrets and/or privileged or confidential proprietary information shall apply to the technical and cost portion of the Proposal. Any Proposal copyrighted or marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

For the purposes of this procurement, the provisions of the Louisiana Public Records Act (La. R.S. 44.1 *et. seq.*) shall be in effect. Pursuant to this Act, all proceedings, records, contracts, and other documents relating to this procurement shall be open to public inspection. Proposers are reminded that while trade secrets and other proprietary information they submit in conjunction with this procurement may not be subject to public disclosure, protections shall be claimed by the Proposer at the time of submission of its technical proposal. Proposers should refer to the Louisiana Public Records Act for further clarification.

The Proposer shall clearly designate the part of the Proposal that contains a trade secret and/or privileged or confidential proprietary information as “confidential” in order to claim protection, if any, from disclosure. The Proposer shall mark the cover sheet of the Proposal with the following legend, specifying the specific section(s) of the Proposal sought to be restricted in accordance with the conditions of the legend:

*“The data contained in pages \_\_\_\_\_ of the proposal have been submitted in confidence and contain trade secrets and/or privileged or confidential information and such data shall only be disclosed for evaluation purposes, provided that if a contract is awarded to this proposer as a result of or in connection with the submission of this proposal, the State of Louisiana shall have the right to use or disclose the data therein to the extent provided in the contract. This restriction does not limit the State of Louisiana’s right to use or disclose data obtained from any source, including the proposer, without restrictions.”*

Further, to protect such data, each page containing such data shall be specifically identified and marked “CONFIDENTIAL”.

If the Proposer’s response contains confidential information, the Proposer shall also submit a redacted copy of its Proposal along with the original Proposal. When submitting the redacted copy, the Proposer should clearly mark the cover as such - “REDACTED COPY” - to avoid having this copy reviewed by an evaluation committee member. The redacted copy should also state which section(s) or information has/have been removed. The Proposer should submit **one (1)** electronic redacted copy of the Proposal in PDF format **to the OGB RFP Coordinator/Blackout Period Contact at [OGB.Proposals@la.gov](mailto:OGB.Proposals@la.gov)** as stated in Section 1.10. Provided the Proposer has fully complied with all requirements of this Section, the redacted copy of the Proposal will be the copy produced by the State if a competing proposer or other person seeks review or copies of the Proposer’s confidential data.

**If the Proposer does not submit the redacted copy, it will be assumed that any claim to keep information confidential is waived.**

Proposers shall be prepared to defend the reasons why the material should be held confidential. By submitting a Proposal with data, information, or material designated as containing trade secrets and/or privileged or confidential proprietary information, or otherwise designated as

“confidential,” the Proposer agrees to indemnify (including attorneys’ fees) and defend the State and hold the State harmless against all actions, fees, expenses, or court proceedings that may ensue seeking to order the State to disclose the information.

The State reserves the right to make any Proposal, including proprietary information contained therein, available to OSP personnel, the Office of the Governor, the Legislative Auditor, and other State agencies or organizations for the sole purpose of assisting the State in its evaluation of the Proposal. The State shall require said individuals to protect the confidentiality of any specifically identified proprietary information or privileged business information obtained as a result of their participation in these evaluations.

Additionally, any Proposal that fails to follow this section and/or La. R.S. 44:3.2(D)(1) shall have failed to properly assert the designation of trade secrets and/or privileged or confidential proprietary information and the information may be considered public record.

Proposer’s signature on the Certification Statement, Attachment VI, signifies its understanding of and compliance with this Section and the requirements herein for claiming any type of confidentiality of information submitted as part of its Proposal.

#### **AMENDMENTS TO RFP**

Additional Information to Clarify RFP, Attachment X: Formulary Disruption

##### **Additional Text:**

- Attachment X Part 1: Current Tier Status information is not being provided, as it is available online. Since the online information is not by NDC, proposers may leave this column blank.
- Attachment X Part 2: Cannot be completed without current tier information. Proposers no longer required to complete.

#### **AMENDMENTS TO RFP**

Additional Information to Clarify RFP, Attachment XIV: Current Clinical Program

##### **Additional Text:**

- Attachment XIV: NDC information is not available. Please complete to the best of your ability.

#### **AMENDMENTS TO RFP**

Additional Information to clarify RFP, Section 1.9 (H): Cost Proposal as it relates to the electronic record containing redacted historical claims detail broken out by Commercial and EGWP.

##### **Additional Text:**

- As a clarification on what is included in the claims file:
  - Claim Status Code- Actual: Actual Adjudication Status Code. Will contain the value:
    - APPROVED = A transaction that has passed the adjudication process.

- RLA (REVERSAL) = Offsetting transaction for an unpaid transaction that has been reversed within the same EOB cycle.
- RDA (REVERSED) = An approved unpaid transaction which has been reversed within the same EOB cycle.
- RLP (REVERSAL) = Offsetting transaction for a paid transaction that has been reversed after the EOB cycle of the originating transaction was closed.
- RDP (REVERSED) = An approved transaction which has been reversed after the EOB cycle of the originating transaction was closed.
- DENIED (REJECTED) = A transaction that was rejected at the point of sale. The following field (Reject Reason Description) contains details of the rejection reason and code.
- DUP CLM (DENIED) = A transaction that is denied as the transaction has already been billed.