

**ADDENDUM**

**STATE OF LOUISIANA  
DIVISION OF ADMINISTRATION**

**THE OFFICE OF GROUP BENEFITS (OGB)**

**REQUEST FOR PROPOSALS (RFP)**

**FOR**

**PHARMACEUTICAL BUSINESS  
MANAGER (PBM) AUDIT SERVICES**

December 22, 2003

## SECTION II

### SCHEDULE OF EVENTS

#### A. Time Line

Public notice by advertising in the official journal of the State	December 10, 2003
RFP mailed or available to prospective Proposers	December 10, 2003
Deadline to receive written questions	December 22, 2003
Mandatory Proposers Conference <b><u>In person or by conference call</u></b>	January 7, 2004
Issue answers to written questions	January 7, 2004
Proposals due	January 21, 2004
Finalist's interviews/site visits	TBD
Probable selection and notification of award	TBD
Contract initiation	TBD

**NOTE: The OGB reserves the right to deviate from this schedule.**

#### B. Written Questions on the RFP

Written question regarding the RFP are to be submitted to and received in the office of the Chief Executive Officer of the OGB on or before 4:30 p.m. on the date listed in the Schedule of Events. Written questions should be directed to:

A. Kip Wall  
Chief Executive Officer  
Office of Group Benefits  
P.O. Box 44036  
Baton Rouge, LA 70804  
Fax Number (225) 925-4721  
or  
5825 Florida Blvd., (2nd floor)  
Baton Rouge, LA 70806

### C. Mandatory Proposers Conference

The Proposers Conference will be held in the boardroom of the Office of Group Benefits at 5825 Florida Boulevard, Second Floor, in Baton Rouge, LA.

A representative of your organization must attend, **either in person or by conference call** the Proposers Conference scheduled for 10:00 a.m. on the date listed in the Schedule of Events. OGB staff will be available to discuss the proposal specifications with you and answer any questions you may have in regards to submitted questions. The Proposers Conference is considered an integral part of the RFP process. **Any Proposer which does not have a representative attend the Proposers Conference either in person or by conference call will not be eligible to submit a proposal.** Attendance by a subcontractor is welcome, but will not be an acceptable substitute for a representative of the primary proposing firm/organization.

**Please notify Donna Brownleader at 225/925-4207 by Monday January 5, 2004 at 4:00 PM if you plan to participate by conference call.**

### D. Proposal Due Date

The original proposal must be signed by an authorized representative of your firm/organization and delivered, together with five (5) numbered copies, between the hours of 8:00 a.m. and 4:30 p.m. on the date listed in the schedule of events to:

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Chief Executive Officer  
Office of Group Benefits  
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Baton Rouge, Louisiana 70804  
Fax Number (225) 925-4721  
or  
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Baton Rouge, LA 70806