

ADDENDUM

**STATE OF LOUISIANA
DIVISION OF ADMINISTRATION**

THE OFFICE OF GROUP BENEFITS (OGB)

NOTICE OF INTENT TO CONTRACT (NIC)

FOR

**PHARMACEUTICAL BUSINESS
MANAGER (PBM)**

January 8, 2004

SECTION VI - Schedule of Events

A.	Schedule of Events
NIC Issued	January 5, 2004
Deadline To Receive Written Questions on the NIC	January 13, 2004
Proposers' Conference <u>(MANDATORY)</u>	January 21, 2004
Proposals Due	February 4, 2004
Interviews/Discussions	February 25, 2004
Contract Award [Tentative]	TBA
Effective Date of Contract [Tentative]	TBA

B. **Written Questions on the NIC**

Written questions regarding the NIC are to be submitted and received in the Office of the Chief Executive Officer for the Office of Group Benefits on or before 4:30 p.m. on the date noted above. This will allow OGB staff and consultants the opportunity to provide the appropriate responses to your questions and hopefully have them completed prior to the Proposers' Conference. Questions, also, may be faxed to:

Office of Group Benefits
Attention: A. Kip Wall, Chief Executive Officer
225-925-4721

C. **Mandatory Proposers' Conference**

The Proposers' Conference will be held in the Board Room of the Office of Group Benefits at 5825 Florida Boulevard in Baton Rouge, Louisiana at 10:00 a.m. on the date set forth in the Schedule of Events above.

A representative of your organization must be present, in person, for the Proposers' Conference. OGB staff and consultants will be available to discuss the proposal specifications with you and answer any questions you may have. The Proposers' Conference is considered an integral part of the NIC process. **Any PBM and/or Company which does not have a representative attending the Proposers' Conference shall 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 organization.

D. Proposal Due Date

One (1) original and five (5) copies of your response to the NIC must be delivered to the Office of Chief Executive Officer, Office of Group Benefits on or before 4:30 p.m. on the date noted in the "Schedule of Events." All proposals should be clearly marked: "Pharmacy Services for OGB."