



**ADDENDUM #001
ITN 506-2023
Group Health Insurance**

Date: February 28, 2023

Solicitation: ITN 506-2023 Group Health Insurance

Replies Due: March 16, 2023, at 2:00 P.M. EST

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

Please be advised that the changes below are applicable to the original specifications of the above-referenced solicitation. Added or new language to the ITN is highlighted in yellow, while deleted language has been stricken.

This Addendum includes the following revisions:

Change # 1:

A revision to the ITN Timeline

| | | |
|-------------------------------|--|---|
| Sealed Replies Due and Opened | March 9 16 , 2023 at 2:00 p.m. | Submit to: Leon County Schools Purchasing Department Attn: June Kail, Procurement Officer ITN 506-2023, Group Health Insurance 3397 W. Tharpe Street Tallahassee, FL 32303* *Also the location for the Reply Opening |
| Evaluation Team Meeting | March 13 21 , 2023 at 2:00 p.m. | Leon County Schools Purchasing Department 3397 W. Tharpe Street Tallahassee, FL 32303 |

Change # 2:

A revision to Section 3.1(a)

- a. TAB A Overview (limit ~~15~~ **20** pages)**

This Addendum also includes the Board's written answers to the timely written questions received.

All referenced attachments are posted at: <https://www.leonschools.net/Page/4411>

| Question | Answer |
|---|--|
| <p>1. Could you please provide the following information at your earliest convenience so we may provide a competitive and complete proposal?</p> <ul style="list-style-type: none"> • Updated Census with zip codes • Updated claims file with names, TIN's, etc. | <p>Updated Census reports have been posted on the District's website as Exhibit B at https://www.leonschools.net/Page/4411</p> <p>The claims files provided as part of Exhibit A are the most current and comprehensive available.</p> |
| <p>2. In order to provide the Leon County School District with a complete and competitive proposal, my team has asked for an extension on the due date. This is due to the pending receipt of the missing census data requested yesterday.</p> | <p>Please see change #1 in this Addendum.</p> |
| <p>3. The current census provided is missing zip codes. Please include an updated census that includes at a minimum the employee's Date of Birth, Gender, Zip Code, Medical Tier, and Product.</p> | <p>Please see the answer to question #1.</p> |
| <p>4. Would you consider providing an extension if you are unable to release the revised census until the February 28th anticipated question response posting date, since it is critical for developing final rates?</p> | <p>Please see the answer to question #2.</p> |
| <p>5. Per section 2.6, the two plans currently offered to employees are 3 tiered rates. In Attachment 1-Rate Information Sheet page 40, it lists 5 tiers-Single, Two-Person, Family, Family-2 District Employees, and Overage Dependent. How should the Overage Dependents be treated and identified?</p> | <p>Currently, dependents covered by Capital Health Plan can be covered on CHP plans until December 31st of the year they turn 26. Overage dependent coverage is offered from age 26 until 30.</p> |
| <p>6. How should the retiree population be handled?</p> | <p>The District is unclear on what this question is asking.</p> |
| <p>7. Can you confirm electronic signatures on the RFP forms are acceptable?</p> | <p>The District will accept all forms of legally binding signatures. Please note that some forms require notarization.</p> |
| <p>8. Can you confirm no disruption is required on Exhibit A - LCS Providers 2023 for the RFP submission?</p> | <p>The least disruption caused to our Members the more valuable the proposal; while considering all factors in the selection criteria.</p> |
| <p>9. Can the District consider expanding the page limit of Tab A, so bidders can provide a more extensive Executive Summary?</p> | <p>Please see change #2 in this Addendum.</p> |
| <p>10. In Tab D, item 2 you ask us to provide a complete list of network providers in the identified counties. We have a very broad network in this area and this list will be close to 100 pages. Would it be acceptable to provide this file outside of the requested page limit?</p> | <p>Yes, the District will not include this file in the page limitation.</p> |

| Question | Answer |
|---|--|
| <p>11. After reviewing the ITN 506-2023, for Group Health Insurance we have a couple of questions below:</p> <ul style="list-style-type: none"> a. Submit one (1) signed, original Technical Reply, five (5) electronic copies of the Technical Reply (1) signed, and five (5) electronic copies of the Technical Reply in searchable PDF format on an electronic storage device (CD, DVD, or flash drive (not password protected)). Will you accept a password protected FILE? b. Provide a complete list, in alphabetical order, of its network providers located in the following Florida counties: Leon, Gadsden, Jefferson, and Wakulla. All providers on these lists should be available to provide services to Members. Are you looking for an Excel listing or a provider directory to meet this requirement due to page number limitations? c. Respondents are responsible for ensuring that all addendums have been read and incorporated, as applicable, in their Reply. Are all addendums to be printed/included in the proposal response or on an Addendum Acknowledgment form? d. The references shall be completed and signed by the individual offering the reference and certified by a notary public. Are electronic signatures acceptable or are original/wet signatures required? | <ul style="list-style-type: none"> a. No, the District requires unrestricted access. b. An Excel file is acceptable. Please see the answer to question #10. c. Respondents are responsible for being knowledgeable of all addendums, and incorporating any information provided in an addendum; however, there is no need to include the addendums with your Reply. d. Please see the answer to question #7. |

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