**OHB 14-01, OHB 14-02, OHB 14-03**

**December 23, 2014 Addendum #4**

This addendum addresses questions and concerns identified after the issuance of Addendum #3. The submission date remains unchanged. Please sign this addendum and include as a part of your submission package. We have noted that a number of questions asked have already been answered in the previous addenda. Please review all addenda before asking additional questions. We will not answer questions that have already been addressed.

X

1. Regarding OHB 14-01, Please provide the following for the Commonwealth for the most recent calendar year:

- Total Prior Authorizations

- Total Clinical Prior Authorizations

- Total Coverage determinations

- Total Member Communication Letters

- Percent of utilizing members per month

- Percentage of members utilizing Medication Therapy Management (MTM)

- Total Direct Member Reimbursements (DMR)

Answer: Please work with the information you have been provided. We are interested in your solutions.

2. Regarding OHB 14-01, Item b. requests additional information to be added to the Account Team Breakdown worksheet and then saved as Attachment C18. However, due to the worksheet’s restrictions, no additional information can be added. Please advise regarding how this requirement is to be completed.

Are bidders to re-create the Account Team Breakdown worksheet in a separate Excel sheet, include the requested additional information, and include in “Tab 6” as Attachment C18?

Answer: Yes.

3. Regarding OHB 14-02, Is a disruption being requested for the Vision and if so, can the files be forward to us for completion? We have not received an email from the NAPD Team with a file for the vision disruption.

Answer: no Geo Access Report required for OHB14-02 at this time.

4. Regarding OHB 14-03, Confirmation that the Enrollment and Claims tab within the RFP is ‘Appendix 3’

Answer: Confirmed

5. Regarding OHB 14-03, We could not identify a specific document labeled ‘Dental Wrap Document Attachment 2’. Can you please forward this document or confirm if this document is comprised of other documents already contained in the RFP attachments?

Answer: Confirmed. “Wrap Document” as referenced in the Technical and Cost Questionnaires is the main body RFP document issued for this procurement.

6. Is a Virginia contractor license number required upon proposal submission? Or, is the license to be secured by the selected offeror upon notification of contract award?

Answer: Upon the submission date.

7. Please confirm that all documents must be in Word or Excel and that documents in PDF format are not acceptable.

Answer: Confirmed, except for redacted version which can be in PDF format.

8. Please confirm that all tabs of the Technical and Cost Proposal Questionnaires should be provided in hard copy, including Formulary Disruption – Rx, Network Disruption – Rx, Self Insured, Specialty Drugs, and Slf InsSpecialty Drug Worksheet.

Answer: The RFP requests both hard copy and electronic versions.

9. We would like to confirm the list of required attachments. Since some numbers seem to be skipped, please advise if there are any missing attachments required for this RFP that are not included in the list below:

- C1

- C2

- C3

- C4

- C8

- C9

- C10

- C11 (refers to format for paid claims test tape and is not an attachment required to be submitted by the Offeror at this time)

- C12

- C13

- C14

- C15

- C16

- C18 (an additional attachment is also required that includes account management plan information, but it doesn’t seem to have been given a separate number)

- C19

Answer: The numbering sequence does include some un-used numbers. Complete the attachments as listed in the questionnaire.

10. Regarding OHB 14-01, 02 and 03, based on the information below provided on the Virginia Department of Professional and Occupational Regulation’s website, it appears that a Virginia Contractor License number might not apply to PBM services.

Can the Commonwealth please clarify whether the contractor license number is applicable to this RFP? If so, please confirm whether the website below is the appropriate one to use for registration. If not, please indicate the appropriate website for the registration requirements and process.

http://www.dpor.virginia.gov/Boards/Contractors/

The Board for Contractors licenses businesses engaged in the construction, removal, repair, or improvement of facilities on property owned by others. Contractor licenses consist of two parts: the class of license (A, B, or C), which determines the monetary value of contracts/projects that may be performed, and the classification/specialty, which determines what type of work is allowed.

The Board also licenses individuals and firms engaged in residential building energy analysis, which involves evaluation of energy consumption and recommendations to improve energy efficiency.

And the Board regulates individual tradesmen.

Answer: While a contractor license is not required, item 7.25 of the General Terms and Conditions specifies that contractors shall be authorized to transact business in the Commonwealth.

11. Regarding OHB 14-02, and the following language, “can you affirm that you have received, completed, and submitted required Network Access Report to/from our NAPD Team ([hnapdmbx@aon.com](mailto:hnapdmbx@aon.com))”

Answer: No Vision disruption report is required for OHB 14 – 02 at this time.