**Actuarial Consultant Services**

**RFP No. 2020HCA4**

**Amendment No. 1**

**Date Issued:** 8/18/2020

**To:** RFP 2020HCA4 Bidders

**From:** Mayra Ledesma, RFP Coordinator

**Purpose:** This document contains the answers to questions submitted by bidders on August 7, 2020, per Section 2.2. Estimated Schedule of Procurement Activities.

This amendment hereby modifies and is attached to RFP No. 2020HCA4. All other terms, conditions, and specifications remain unchanged.

The above referenced solicitation is amended as follows:

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| **RFP 2020HCA4 - Actuarial Consultant Services** |
| **Number** | **RFP Section** | **Question** | **Answer** |
| 1 | Exhibit E | Will the State consider negotiating mutually acceptable limitation of liability language with the successful offeror? | No. |
| 2 | Section 1.3 | Is it possible to propose on a portion of the scope of services? We provide actuarial, compliance, strategic and general consulting services to more than 20 state-level plans and the scope of services for SEPP and PEBB are comparable to those other engagements. Would it be possible to propose on the services other than those listed for Apple Health (listed on pages 7-8 of the RFP)? | This RFP is open to all Contractors who meet the minimum requirements. Contractors are welcome to submit their proposals at their discretion. HCA will evaluate each proposal based on the stated proposal contents in section 3 and the cost proposal in 3.6 of this RFP.  |
| 3 | Section 1.4 | Regarding the Minimum Qualification 1.4.4 to have a minimum of three (3) years’ experience providing CMS certified actuarial rates to state Medicaid managed care programs, is it sufficient for individual actuaries at the firm to have this experience?  | Yes. |
| 4 | Section 1.4 | My firm has experience providing actuarial services for self-insured plans and meets all the minimum requirements for this RFP except for “1.4.4. Have a minimum of three (3) years’ experience providing CMS certified actuarial rates to state Medicaid managed care programs.” Will the HCA consider bidders that meet all minimum requirements except 1.4.4.? | Per the RFP 2020HCA4's coverpage, Bidder Eligibility: This Procurement is open to those Bidders that satisfy the minimum qualifications stated herein and that are available for work in Washington State. To clarify - Bidders must meet ALL minimum requirements. |
| 5 | Section 2.6 | Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com/free? | No. |
| 6 | Section 2.6 | Other than your own website, where was this bid posted? | RFP 2020HCA4 was posted on www.hca.wa.gov and pr-webs-vendor.des.wa.gov. |
| 7 | Section 3.4 | RFP Section 3.4.7 requests "Medicaid consulting contracts where the Bidder has provided services other than managed care capitation rates." If a Contract has a contract with a State that includes capitation rate development but also other projects, will such reference be acceptable if the Contractor specifies only the projects that are not capitation rate development? | Yes. See answer to question 12. |
| 8 | Section 3.4 | RFP Sesction 3.4.1 appears to indicate that different Lead Actuaries may be proposed, for example SEBB/PEBB and Apple Health. Given that, and considering that RFP Section 3.4.3 calls for the Lead's expereince, pleae confirm it is acceptable to cite expereince for different Lead Actuaries in 3.4.3.1, 3.4.3.2. 3.4.3.3 and 3.4.3.4. | Yes. However, the response should be clear regarding which set of experience goes with which lead actuary. |
| 9 | Section 3.4 | Is it acceptable for the bidder to propose/identify a team or or multiple Lead Actuaries? | Yes. |
| 10 | Section 3.4 | If a team of or multiple Lead Actuaries cannot be proposed, will the submission of additional Medicaid clients satisfy this requirement? | The bidder may submit numerous teams and numerous lead actuaries. Additionally, the bidder may submit a single lead over multiple teams. However, each Lead must have the required professional experience stated in Section 3.4 of this RFP. |
| 11 | Section 3.4 | Given that, and considering that RFP Section 3.4.3 calls for the Lead’s experience, please confirm it is acceptable to cite experience for different individual Lead Actuaries in 3.4.3.1, 3.4.3.2, 3.4.3.3 and 3.4.3.4 | Yes. Different lead actuaries may be proposed. But each proposed lead must have the required professional experience in the mentioned subsections. |
| 12 | Section 3.4.7 | If a Contractor has a contract with a State that includes capitation rate development but also other projects, will such reference be acceptable if the Contractor specifies only the projects that are not capitation rate development? | Yes. Bidder can reference only parts of a multi-part engagement. The purpose of requirements in sections 3.4.6 and 3.4.7 is to gain insight into Bidder's work both for capitated rate development and other actuarial work/services. |
| 13 | Section 3.6 | Can the hourly rate proposed vary by PEBB/SEBB and Apple Health? | No. Bidders are to provide only one hourly rate for each of the four Key Professional Staff Categories described in Section 3.6 of this RFP. |
| 14 | Section 4 | Does the submission of exceptions have any impact on the scoring of the vendor's proposal? | No. Bidders will only be scored on items as described in sections 3 & 4 of this RFP. |
| 15 | Section 4.5 | Would HCA consider conducting the interviews remotely/by video? | Should oral presentations become necessary per Section 4.5 of this RFP, HCA will conduct interviews remotely due to COVID-19. Details will be provided by the RFP Coordinator to each bidder who is selected for an oral interview, after the written proposals have undergone the evaluation per Section 4.1 of this RFP. The HCA evaluation panel will decide and select each bidder that will require an oral interview.  |
| 16 | Section 4.5 | Can preparation and participation in meetings be virtual? Are there any in-person requirements? | Due to the current circumstances, HCA is teleworking and meeting remotely until we get further directions from the Governor and HCA director. HCA staff is not scheduled to return back to the office until January/2021, and at this time there is no in-person requirement. All of our Solicitations are being done remotely via Skype for Business.  |
| 17 | Section 4.5 | Would HCA consider conducting the interviews remotely/by video? | See responses to questions 15 & 16. |
| 18 | Section 4.7 | What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid? | Per Section 4.7 of this RFP, HCA will notify the ASB of their selection in writing upon completion of the evaluation process. Bidders whose proposals were not selected for further negotiation or award will be notified separately. |
| 19 | Sections 2.2 & 2.6 | Do you anticipate extending the bid due date? | HCA does not anticipate any changes to the procurement activities schedule at this time. However, if any schedule conflicts should arise, Section 2.2 of this RFP gives HCA the right to amend the RFP procurement activities schedule. All amendments to the RFP will be posted on WEBS located at https://pr-webs-customer.des.wa.gov.  |
| 20 | Sections 2.2 & 2.6 | Should the Q/A for this RFP be delayed for any reason, would HCA consider extending the deadline to allow for at least five business days between receipt of answers to questions and the proposal submission date? | See response to question 19.  |