

<u>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</u>			Page of Page(s) 1	
1. Amendment/ <u>Modification</u> No. A00001	2. Effective Date See Block 15c	3. Requisition/Purchase Order No.	4. Project No. (if applicable)	
5. ISSUED BY Housing Authority of the City of El Paso, Texas Procurement Department 5300 E. Paisano Dr. El Paso, TX 79905-2931 Mr. Juan Pulido, Procurement Manager		6. ADMINISTERED BY (if other than Item 5) Housing Authority of the City of El Paso, Texas Public Housing Department 5300 E. Paisano Dr. El Paso, TX 79905-2931		
7. NAME AND ADDRESS OF CONTRACTOR (No., Street Name, County, State & Zip Code)		8a. Amendment of Solicitation No. HR 17-R-0020		
		8b. Dated (see item 10) March 30,2017		
		9a. Modification of Contract No.		
		9b. Dated (see item 12)		
10. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATION				
The above numbered solicitation is amended as set forth in Item 13. The hour and date specified for receipt of Offers is: <input type="checkbox"/> is extended <input type="checkbox"/> is not extended. Offerors must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 7 & 14, and returning _____ copy (ies) of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such a change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.				
11. ACCOUNTING AND APPROPRIATION DATE (if required) PHA				
12. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT IT MODIFIES THE CONTRACT NO. DESCRIBED IN ITEM 13.				
<input type="checkbox"/>	A. This change order is issued pursuant to (Specify Authority) The changes set forth in Item 13 are made in the Contract No. in Item 9a.			
<input type="checkbox"/>	B. The above numbered contract is modified to reflect the administrative changes (such as changes in paying office, appropriation data, etc). Set forth in Item 13 pursuant to the authority of FAR 43.103 (b).			
<input type="checkbox"/>	C. This supplemental agreement is entered into pursuant to the authority of: MUTUAL AGREEMENT OF BOTH PARTIES			
<input type="checkbox"/>	D. Other (Specify type of modification and authority)			
E. IMPORTANT: Contractor <input type="checkbox"/> is not <input type="checkbox"/> is required to sign this document and return <u>ALL</u> copies to the issuing office.				
13. Description of <u>amendment/modification</u> : Amendment No. A00001 . See attachments A, B and Q&A's. <i>Except as provided herein, all terms and conditions of the documents referenced in Item 8a. or 9a., remains unchanged and in full force and effect.</i>				
14a. NAME AND TITLE OF SIGNER (Type or print)		15a. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Gerald Cichon, Chief Executive Officer		
14b. OFFEROR/CONTRACTOR _____ (Signature of Authorized Person)	14c. Date Signed	15b. _____ (Signature of Contracting Officer)	15c. Date Signed	

ATTACHMENT A

**HACEP
 PRE-PROPOSAL CONFERENCE**

SOLICITATION NO: HR 17-R-0020; Third Party Administration of Group Benefit Plans
 DATE: March 29, 2017

NAME OF ATTENDEE	COMPANY NAME OR HACEP DEPARTMENT	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
Jennifer Spencer	HSB	915-231-4247		Jennifer.Spencer@healthtrustbenefits.com
Ralph Epifanio	Merito	480 299 2643		Ralph.Epifanio@merito.com
Laudes Gomez	HACEP	x 3785		lgomez@hacep.org
Juan Pulido	HACEP	x 3695		
Patricia Guerra	HACEP-HR	915-849-3729	915-849-3720	pguerra@hacep.org
Randy McGraw	via phone	conference - HUB International		
Bill Zeigler	HACEP	3713		
REBECCA MARTINEZ	PROCUREMENT	915-849-3809	915-849-3868	rmartinez@hacep.org

HACEP
PRE – PROPOSAL CONFERENCE AGENDA

ATTACHMENT B

Solicitation Number: HR 17-R-0020

Solicitation Name: Third Party Administration of Group Benefit Plans

Date: March 29, 2017

1. INTRODUCTION:

- Taping of the meeting (**Yes** or No)
- Introduction of staff
- Purpose of the meeting – improve understanding of HACEP requirements and allowing potential offerors the opportunity to judge whether or how they can satisfy the requirements
- Nothing said at this conference will change any of the terms of the RFQ unless a subsequent written amendment to the solicitation is issued.

2. INTENT OF THE ACQUISITION:

- Description of the acquisition – methodology - Competitive Proposals Process that will use several criteria to evaluate the proposals.
- Evaluation criteria
- Contract type
- Terms and Conditions
- Proposal Closing Date and Time is **April 18, 2017 at 2:00 p.m.** The proposal must be received by Contract Compliance at that time.
- Attachments to be submitted (bank letter, etc.)
- Electronic Signatures; new method of signing contracts; opportunity to opt out

3. STATEMENT OF WORK – Overview of the intent of the acquisition

4. NOTICE OF INTENT TO DISTRIBUTE QUESTIONS AND ANSWERS TO POTENTIAL OFFERORS

5. **Be advised that during the solicitation process, the Contract Specialist is the only point of contact. Any form of contact by a offeror or potential offeror with Commissioners of the Housing Authority of the City of El Paso, Texas, any person employed by HACEP or HACEP contracted consultant will constitute grounds for rejection of their proposal.**

6. REMINDER – Proposers must submit (1) original proposal and (5) copies of the proposal

7. ALL QUESTIONS – Must be submitted in writing no later than **April 5, 2017 at 5:00 p.m.**

Questions and Answers:

1. I wanted to confirm with you that your RFP includes reviewing proposals for self-funded PBM carve-out opportunities.
A: Yes.
2. Whether companies from Outside USA can apply for this? (like, from India or Canada)
A: Any company can respond regardless of their domicile.
3. Whether we need to come over there for meetings?
A: Proposers are expected to show up in person to the required meetings scheduled on quarterly basis.
4. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)
A: Yes.
5. Can we submit the proposals via email?
A: No. Submittal instructions and submission of required forms must be followed.
6. Reviewing the RFP I see no section for Care Management Services. Are those services being solicited at this time?
A: Proposers are encouraged to respond with innovative concepts to manage costs.
7. The Attachments provided with the RFP shows 2 plans (base and buy-up). We request the enrollment split by plan listed on the census?
A: Please refer to the information below for document Division Code named “HOUSING AUTHORITY DIVISIONS” that contains the explanation of codes to determine plan elections in the census file provided.

Billing Divisions:	PLAN
1: Q01 HACEP EXECUTIVE	BASE PLAN
2: QA1 HACEP EXECUTIVE	BUY-UP PLAN
3: D01 HACEP EXECUTIVE	DENTAL ONLY
4: Q02 HACEP FINANCE	BASE PLAN
5: QA2 HACEP FINANCE	BUY-UP PLAN
6: D02 HACEP	DENTAL ONLY
7: Q03 HACEP IT	BASE PLAN
8: QA3 HACEP IT	BUY-UP PLAN
9: D03 HACEP IT	DENTAL ONLY
10: Q04 HACEP PROCUREMENT	BASE PLAN
11: QA4 HACEP PROCUREMENT	BUY-UP PLAN
12: D04 HACEP PROCUREMENT	DENTAL ONLY
13: Q05 HACEP HR	BASE PLAN
14: QA5 HACEP HR	BUY-UP PLAN
15: D05 HACEP HR	DENTAL ONLY
16: Q06 HACEP PROPERTY MGMT	BASE PLAN
17: QA6 HACEP PROPERTY MGMT	BUY-UP PLAN
18: D06 HACEP PROPERTY MGMT	DENTAL ONLY
19: Q07 HACEP WAREHOUSE	BASE PLAN
20: QA7 HACEP WAREHOUSE	BUY-UP PLAN
21: D07 HACEP WAREHOUSE	DENTAL ONLY
22: Q08 HACEP PRINT SHOP	BASE PLAN
23: QA8 HACEP PRINT SHOP	BUY-UP PLAN
24: D08 HACEP PRINT SHOP	DENTAL ONLY
25: Q09 HACEP WORK ORDERS	BASE PLAN
26: QA9 HACEP WORK ORDERS	BUY-UP PLAN
27: D09 HACEP WORK ORDERS	DENTAL ONLY
28: Q11 HACEP AUTOSHOP	BASE PLAN
29: Q1A HACEP AUTOSHOP	BUY-UP PLAN
30: D11 HACEP AUTOSHOP	DENTAL ONLY

31: Q12 HACEP DEVELOPMENT	BASE PLAN
32: Q2A HACEP DEVELOPMENT	BUY-UP PLAN
33: D12 HACEP DEVELOPMENT	DENTAL ONLY
34: Q13 HACEP COMMUNITY SERVICE	BASE PLAN
35: Q3A HACEP COMMUNITY SERVICES	BUY-UP PLAN
36: D13 HACEP COMMUNITY SERVICES	DENTAL ONLY
37: Q15 HACEP FORCE ACCOUNT	BASE PLAN
38: Q4A HACEP FORCE ACCOUNT	BUY-UP PLAN
39: D14 HACEP FORCE ACCOUNT	DENTAL ONLY
40: Q16 HACEP HOUSING CHOICE VOUCHERS/S8	BASE PLAN
41: Q6A HACEP HOUSING CHOICE VOUCHERS/S8	BUY-UP PLAN
42: D16 HACEP HOUSING CHOICE VOUCHERS/S8	DENTAL ONLY
43: Q17 HACEP MAINTENANCE	BASE PLAN
44: Q7A HACEP MAINTENANCE	BUY-UP PLAN
45: D17 HACEP MAINTENANCE	DENTAL ONLY
46: Q18 HACEP RENTAL ASSISTANCE DEMONSTRATION	BASE PLAN
47: Q8A HACEP RENTAL ASSISTANCE DEMONSTRATION	BUY-UP PLAN
48: D18 HACEP RENTAL ASSISTANCE DEMONSTRATION	DENTAL ONLY
49: Q19 HACEP SECURITY/PROTECTIVE SERVICES	BASE PLAN
50: Q9A HACEP SECURITY/PROTECTIVE SERVICES	BUY-UP PLAN
51: D19 HACEP SECURITY/PROTECTIVE SERVICES	DENTAL ONLY
52: Q23 HACEP COMPLIANCE	BASE PLAN
53: QB1 HACEP COMPLIANCE	BUY-UP PLAN
54: QD1 HACEP COMPLIANCE	DENTAL
55: E01 EP HOME MAINTENANCE	BASE PLAN
56: EA1 EP HOME MAINTENANCE	BUY-UP PLAN
57: D20 EP HOME MAINTENANCE	DENTAL ONLY
58: E02 EP HOME EXECUTIVES	BASE PLAN
59: EA2 EP HOME EXECUTIVES	BUY-UP PLAN
60: D21 EP HOME EXECUTIVES	DENTAL ONLY
61: E03 EP HOME PROPERTY MANAGEMENT	BASE PLAN
62: EA3 EP HOME PROPERTY MANAGEMENT	BUY-UP PLAN
63: D22 EP HOME PROPERTY MANAGEMENT	DENTAL ONLY
64: E05 EP HOME COMPLIANCE	BASE PLAN
65: EA5 EP HOME COMPLIANCE	BUY-UP PLAN
66: D23 EP HOME COMPLIANCE	DENTAL ONLY
67: QC1 HACEP COBRA	BASE PLAN
68: QC2 HACEP COBRA	BUY-UP PLAN
69: QC3 HACEP COBRA	DENTAL ONLY
70: EC1 EP HOME COBRA	BASE PLAN
71: EC2 EP HOME COBRA	BUY-UP PLAN
72: EC3 EP HOME COBRA	DENTAL ONLY

8. Please explain the reason for declining enrollment from over 400 employees in 2013 to 230

A: HACEP has undergone organizational changes that resulted on a lower amount of employees.

9. **Question:** [REDACTED]; The RFP includes TPA and Stop Loss, does that mean that when the award happens it is going to be for a package offer of TPA and Stop Loss together or could it be just TPA without Stop Loss?

Response: The company may respond to one portion or both we'll definitely look at what is the best solution for our needs.

10. **Question:** So it could be a package or could not?

Response: At this point it could be anything, it is not going to be contingent.

11. *Question:* On the submission requirements regarding the questionnaire, if you can confirm, it states “the EXCEL document does not need to be print submitted hard copy but is electronic only”.
Response: Rather we have both print and electronic.
12. *Question:* For the electronic submission is a flash drive okay?
Response: Yes.
13. *Question:* In the RFP there are two different numbers for hard copies, one says 3 and the other says 5?
Response: We are going to confirm that it is 1 original, 5 copies, and 1 digital.
14. *Question:* Regarding the public housing authority requires submittals Section 3 Certification Action Plan, on page 48, in the question above it doesn’t include that, it needs to be filled out but then it is an attachment, so we just want to be sure that it is needed?
Response: We have to include the Section 3 Clause in our template, however for this service it does not apply.
15. *Question:* On page 58, agreement to contract electronically, it is included in the attachments?
Response: This is a new procurement so please include it in your response.
16. *Question:* As far as signatures; are electronic signatures okay or do you need actual wet ink?
Response: Will confirm if electronic signature is acceptable.
17. *Question:* On pages 83-84 it starts off as a technical evaluation sheet but then there’s some other forms that discusses vendor information, so that section seems like we should be filling out our part of it?
Response: Page 84 needs to be filled out by you.
18. *Question:* Since it is a public RFP are we allowed to know so far who has submitted (that they are going to participate in this RFP)?
Response: At this point that is not subject to public information.