

**STATE OF CONNECTICUT
OFFICE OF HEALTH STRATEGY
REQUEST FOR PROPOSAL (RFP)
FOR
PHARMACY BENEFIT MANAGERS STUDY
SECOND ADDENDUM
RELEASE DATE – 10-31-23**

UPDATE: The submission due date is changed to **Friday, November 17, 2023**. Please **note updated timelines**.

Applicable Dates:

Request for Proposals Release Date **October 4, 2023**

Pre-Bid Conference **November 2, 2023 1pm Eastern**

Link: [Pre-Bid Conference Registration](#)

This conference will be recorded

Deadline for Respondent Questions **November 9, 2023**

Deadline for Answers to Questions **Rolling basis by November 13, 2023**

Application Due Date: **November 17, 2023**

Anticipated Issuance of Notice of Award: **December 15, 2023**

Anticipated Period of Performance: **January 2, 2024 to January 1, 2025**

Pharmacy Benefit Manager Study RFP
Pre- Bid Conference Agenda

- Welcome and Introductions
 - Overview of OHS and Public Act 23-171
 - RFP Overview
 - Key Dates and Next Steps
 - Closing
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The Office of Health Strategy’s official responses to questions submitted as of 5:00 PM, October 31, 2023. Answers in bold below.

Solicitation Reference	Page	Question
<i>I.B.10. RFP Conference</i>	6	<p>Q: Can OHS please provide an approximate date when the RFP conference information will be posted and/or an approximate date when the conference will be held?</p> <p>A: The RFP pre-bid conference will be held November 2 at 1pm at this Teams link. Pre-Bid Conference Registration</p>
<i>II.C.1-2 Scope of Service Description</i>	8	<p>Q: Are the fields provided on the pharmacy claims and provider portions of the All Payer Claims Database (APCD) Data Dictionary mandatory reporting fields for health plans? If not, is there a list of fields on the pharmacy and provider files for which reporting is optional?</p> <p>A: OHS will provide access to an APCD data submission guide after the bid process when agreements are signed between the vendor and OHS.</p>
<i>II.C.1-2 Scope of Service Description</i>	8	<p>Q: Can OHS please clarify whether the field identified as “paid amount” on the pharmacy table (PC-CORE027) of the APCD is the amount paid to the pharmacy by the PBM or the amount paid to the payer by the PBM?</p> <p>A: This field identifies the total dollar amount paid to the provider, including all health plan payments and excluding all member payments and withholds from providers.</p>
<i>II. C.1-2 Scope of Service Description</i>	8	<p>Q: Will access to the State’s APCD be provided to the vendor through data extracts received by the vendor for processing within internal databases, or is access through an interface specific to the APCD environment? If access is through an interface as opposed to data extracts, can OHS please provide additional detail regarding the software utilized within the access environment?</p> <p>A: OHS will provide a data extract to the vendor, via the State’s secure file transfer protocol, after a personal service agreement (PSA or contract) and data use agreement (DUA) is executed between the vendor and OHS. The selected</p>

		vendor will also have to fill out the APCD data application form which will be part of the DUA.
<i>III.A Submission Format Information</i>	8-9	Q: Can OHS please clarify whether the Cover Sheet and the Table of Contents count toward the 8-page total limit? A: The Cover Sheet and the Table of Contents <u>do not count</u> towards the 8 page limit.
<i>III.A.4 Executive Summary</i>	9	Q: The RFP states, “The summary must also include the organization’s eligibility (must be a CT state approved vendor in Core)...” While our firm has active contracts with the state of CT, we are not registered on the CORE platform. It looks like this process must be initiated by a State agency. Can OHS please clarify whether this is something that would occur post-award or something that needs to be completed prior to proposal submission? If prior, can OHS provide instructions for doing so? A: If a Contractor has received payment under an executed contract with the State of Connecticut, they are already an approved vendor in Core. Any vendors that are not currently an approved vendor in Core must register with the Office of the State Comptroller: Vendor Resources - OSC (ct.gov)
<i>III.A.6. Style Requirements</i>	9	Q: Can OHS please clarify whether the font size/spacing requirements apply to tables and charts? A: No, as long as the tables/charts are legible.
<i>IV.D.4.6 Work Plan</i>	15	Q: Given the page limits, would OHS consider allowing bidders to reference the work plan at 4.6 and attach the actual detailed work plan as an appendix? A: The Cover Sheet and Table of Contents are not included in this page limit. If additional space is needed for a work plan, resumes, audited financial statements, etc., please include them as part of an appendix.
<i>IV.E. Attachments, a. Memorandum of Agreement</i>	15	Q: This section references a “Memorandum of Agreement,” but no document with this name was included in any of the documentation. Can OHS please clarify where this document can be accessed? A: The RFP states that a copy of a Memorandum of Agreement is allowed as an attachment if it is relevant to the

		proposal. The resulting agreement to this RFP will be a Personal Services Agreement or Memorandum of Agreement between the vendor and OHS after the bid process.
<i>IV.E. Attachments, c. Audited Financial Statements</i>	15	<p>Q: Would OHS be amenable to bidders submitting internally-prepared financial statements instead of audited financial statements?</p> <p>A: Only audited financial statements will be accepted.</p>
<i>IV.E. Attachments and Appendix C. Proposal Checklist</i>	13, 15, and 24	<p>Q: Attachments are referenced several times – see below. Can OHS clarify whether bidders are permitted to include additional information as attachments?</p> <p>Page 13: “E. Attachments (clearly referenced to summary and main proposal where applicable)”</p> <p>Page 15: “Attachments other than the required attachments identified are not permitted and will not be evaluated.”</p> <p>Page 24: “Main proposal body answering all questions with relevant attachments Proposers should use their discretion to determine whether certain required information is sufficiently captured in the body of their proposal or requires additional attachments for clarification.”</p> <p>A: There is a typo as it should say, “VI Appendix, Section C” on Page 15, and list the documents that OHS allows to be included as attachments on Page 24 (these are examples, all may not apply):</p> <ul style="list-style-type: none"> ○ Staffing plan with FTE status (required) ○ Agency and program organizational chart detailing reporting structure (required) ○ Staff resumes and applicable licensures (required) ○ Work plan describing organization’s efforts, progress, or plans to diversify workforce (included in proposal but can be attached to appendix) ○ Detailed plan on cultural competence and humility in service delivery ○ Memoranda of Agreement/Understanding with service partners (once a vendor is selected) ○ Written financial policies and procedures

<p><i>IV.E. Attachments and Appendix C. Proposal Checklist</i></p>	<p>24</p>	<p>Q: Section IV of the RFP, REQUIRED PROPOSAL SUBMISSION OUTLINE AND REQUIREMENTS, subsection E: Attachments, references a Proposal Checklist in Appendix C. Appendix C is not included in the current version of the RFP. Can you please let us know where to locate this Appendix C so that we can obtain each of the relevant attachments?</p> <p>A: This is a typo as it should say, “VI Appendix, Section C” on Page 15, and list the documents that OHS allows to be included as attachments on Page 24 (these are examples, all may not apply):</p> <ul style="list-style-type: none"> ○ Staffing plan with FTE status (<i>required</i>) ○ Agency and program organizational chart detailing reporting structure (<i>required</i>) ○ Staff resumes and applicable licensures (<i>required</i>) ○ Work plan describing organization’s efforts, progress, or plans to diversify workforce (<i>included in proposal but can be attached to appendix</i>) ○ Detailed plan on cultural competence and humility in service delivery ○ Memoranda of Agreement/Understanding with service partners (<i>once a vendor is selected</i>) ○ Written financial policies and procedures
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