



STATE OF WISCONSIN
Department of Employee Trust Funds
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 SECRETARY

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Date: July 28, 2016
 To: All Proposers
 RE: **ADDENDUM No. 1**
Request for Proposal (RFP) ETG0003
Administrative Services for the State of Wisconsin Health Benefit Program

Please note the following updates to the referenced RFP above:

1. **REMOVE** the following events in Table 4 of Section 1.9 of the RFP.

Table 4 Calendar of Events*

Date	Event
Friday, August 19, 2016	ETF Posts Addendum #1 (Responses to Proposer Questions)
Friday, September 2, 2016	ETF Posts Addendum #2 (Additional Responses to Proposer Questions, if necessary)

****All dates are estimated except the submission of Proposer Questions and Proposal Due Dates.***

2. **ADD** the following events in Table 4 of Section 1.9 of the RFP.

Table 4 Calendar of Events*

Date	Event
Friday, August 19, 2016	ETF Posts an Addendum (Responses to Proposer Questions)
Friday, September 2, 2016	ETF Posts an Addendum (Additional Responses to Proposer Questions, if necessary)

****All dates are estimated except the submission of Proposer Questions and Proposal Due Dates.***

3. **ADD** the following bullet to Section 2.4 to the right of TAB 1 directly following "Provide the following in the following order:"
 - ADDENDUM No. 1 Acknowledgement: Remove the back page (Page 5) from Addendum No. 1, complete, and sign.
4. **ADD** the following paragraph to Section 3.7 Contract Award of the RFP directly following the only paragraph.

In addition, as prescribed in Wisconsin State Statute 40.03 (6)(L), the Group Insurance Board is required to notify the legislature's joint committee on finance that it intends to execute a contract to provide self-insured group health plans on a regional or statewide basis to state employees. The Group Insurance Board may not execute the Contract unless authorized as described in that statute.

5. **REMOVE** the following sentence of Section 4 of the RFP.

Conditions of the Proposal that have the word "must" or "shall" describe a Mandatory qualification.

6. **ADD** the following sentence of Section 4 of the RFP.

Conditions of the RFP that have the word "must" or "shall" describe a Mandatory qualification.

7. **REMOVE** the following paragraph of Section 8.3.1 of the RFP directly following the title 8.3.1 Repricing File (Attachments C to G).

Once the Proposer's letter of intent, Non-Disclosure Agreement and Designation of Confidential and Proprietary Information forms are signed and submitted by the Proposer, a repricing file containing participant claims experience for the most recent twelve (12)-month period will be made available through a secure file transfer protocol. No data will be made available prior to these forms being signed and submitted, and no modifications will be accepted.

8. **ADD** the following paragraph of Section 8.3.1 of the RFP directly following the title 8.3.1 Repricing File (Attachments C to G).

Once the Proposer's **FORM F – ETG0003 Non-Disclosure Agreement (NDA)** form is signed and submitted by the Proposer per the "*Submission of Signed Non-Disclosure Agreement Required for Access to Section 8 Attachments and Data Instructions*" instructions listed in Section 8, a repricing file containing participant claims experience for the most recent twelve (12)-month period will be made available through a secure file transfer protocol. No data will be made available to the Proposer prior until the NDA is signed and submitted to ETF. In addition, no modifications will be accepted.

9. **GENERAL INFORMATION** about the RFP.

Please note that Segal is still working to aggregate and standardize the data file for use in repricing claims. This final file is expected to be available for release during the week of August 8, 2016. Upon receipt of a signed **FORM F – ETG0003 Non-Disclosure Agreement (NDA)** from each Proposer, Segal Consulting will release the census file and the claims repricing file, once available. Also, please note that current Attachments D, E, F, G & K, released with the initial posting of the RFP, are illustrative; final revised Attachments D, E, F, G, & K will be provided once data aggregation has been completed."

10. **ADD** the following answers to questions submitted by Proposers:

No.	RFP Section	RFP Page	Question / Answer
Q1	1.9, 8 & 8.3.1	Multiple	We would assume the Designation of Confidentiality and Proprietary Information form would need to be submitted with the final bid submission and will indicate what the Proposer designates as confidential in our response. Please confirm as soon as possible if the Confidentiality Agreements should be submitted with the Letter of Intent (LOI) and FORM F – ETG0003 Non-Disclosure Agreement (NDA).
A1			<p>FORM E – ETG0003 Designation of Confidential and Proprietary Information will be submitted with the final bid submission.</p> <p>FORM E – ETG0003 Designation of Confidential and Proprietary Information should not be submitted with the LOI and NDA.</p>
Q2	1.9, 8 & 8.3.1	Multiple	<p>When does the “Designation of Confidential and Proprietary Information” form need to be completed?</p> <p>Section 1.9 of the RFP indicates a due date of 8/5/2016 for questions, Letter of Intent (LOI) and FORM F – ETG0003 Non-Disclosure Agreement (NDA). But then Section 8.3.1 indicates DHP needs to submit its LOI, NDA and Designation form to receive the re-pricing file from DETF.</p> <p>--- is the 8/5/2016 date related to release of re-pricing files?</p> <p>--- is a completed re-pricing file due when the Proposer’s overall RFP response is due?</p> <p>--- if the Proposer submits a Designation form before its RFP response, does that preclude use of another Designation form when the Proposer’s RFP response is submitted? In other words, can the Proposer submit two Designation forms?</p>
A2			<p>Table 4 in Section 1.9 of the RFP indicates Friday, August 5, 2016 is the date the Proposer Questions, Letter of Intent and FORM F – ETG0003 Non-Disclosure Agreement (NDA) are due to ETF.</p> <p>Section 8 of the RFP under <i>Submission of Section 8 Attachments and Proposer Verification Submission Form Instructions</i> states: Each Proposer must submit all Section 8.8 Attachments through Segal’s Secure File Transfer system up to and by the due date and time listed in Section 1.9 Calendar of Events as “Proposals Due Date and Time.”</p>

No.	RFP Section	RFP Page	Question / Answer
			See answer A1 of Addendum No. 1.
Q3	8	29	Will we receive the claims repricing file as soon as we submit the Letter of Intent, NDA, Confidentiality, etc)?
A3			Refer to the instructions <i>Submission of Signed Non-Disclosure Agreement Required for Access to Section 8 Attachments and Data Instructions</i> located in Section 8. In addition, see answer A1 of Addendum No. 1.
Q4	8	29	Can we submit our Letter of Intent (LOI) and additional forms prior to the RFP release on July 22?
A4			Table 4 in Section 1.9 of the RFP indicates Friday, August 5, 2016 is the date the Proposer Questions, Letter of Intent and FORM F – ETG0003 Non-Disclosure Agreement (NDA) are due to ETF. In addition, refer to the instructions under Section 8's <i>Submission of Section 8 Attachments and Proposer Verification Submission Form Instructions</i> .
Q5	8	29	Will we use the same SFTP site to submit section 8.0? Or, will section 8.0 need to be included on the USB drive along with the proposal response to 6.0 and 7.0?
A5			All Section 8.8 files will be submitted to Segal through their secure FTP site. None of the Section 8.8 files are to be included in the Proposer's USB flash drive submitted to ETF.

This Addendum is available on ETF's Extranet at <https://etfonline.wi.gov/etf/internet/RFP/HealthBeneAdminRFP1/index.html>.

ADDENDUM No. 1
Request for Proposal (RFP) ETG0003
Administrative Services for the State of Wisconsin Health Benefit Program
Wisconsin Department of Employee Trust Funds

Proposer must acknowledge receipt of the Addendum referenced above by providing the required information below. This form must be signed by an official that is authorized to legally bind the Proposer.

Proposer's Company Name

Authorized Printed Name

Authorized Signature

Date