

City of Lynchburg  
Procurement Division  
900 Church Street  
Lynchburg, Virginia 24504  
Telephone No.: (434) 455-3970  
Fax No.: (434) 845-0711

**Addendum for Bid**  
**Pharmacy Benefit Plan**  
**2017-007**

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Date: July 22, 2016  
From: Stephanie Suter, CPPO, CPPB  
RE: Addendum No. 1

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This Addendum becomes a part of the bidding documents and modifies the Project Manual and Drawing as noted below. Acknowledge receipt of this Addendum in the space provided on the Bid Form. Failure to do so may subject bidder to disqualification.

1. Page 3 - Definitions - 3. "Bid" or "Offer" makes reference to the Trubid system. Are proposers to submit via Trubid and hard copy? Or is that a misprint? **This is a misprint. Trubid will not be utilized for this RFP.**
2. Is it acceptable to submit the electronic version of the response on USB Flash Drive versus CD? **Yes.**
3. In terms of proposal format, may bidders transfer questions and responses to our proprietary templates?  
**As long as the proposal response follows the format that is requested, that is acceptable.**
4. Is it acceptable to submit final proposals in 3-ring binders and boxes versus envelope? **Yes.**
5. Are electronic copies of all data included in the proposal attachments available to bidders rather than in PDF form? **No, the reports are in PDF format.**
6. Can you please provide member location data in excel or access formats (i.e. Ex: 48101- 16 employees 48102 – 8 48103 – 1 48105 – 259). **See census.**
7. Can you provide the current pharmacy network in excel format for disruption analysis? **A market check has been posted to the website.**
8. What is your expected access standards for pharmacy network? Do you follow the CMS standards for Rural, Urban, Suburban/ Retail, Specialty and Mail? **We have no specific standard requirements, however, we would like to see your access based on your broadest network as well as any other networks you propose.**
9. What is meant by “Client Specific Requirements” and “Client Bill Review” in regards to proposal evaluation and method of award? **These refer to services and procedures requested in the RFP.**
10. Can you please provide the current formulary so we can perform a formulary disruption analysis? **The current provider’s formulary is not currently used. There would be no disruption moving to a formulary plan.**
11. Is the additional Admin Fee exhibit (as stated on Page 14, V., B) Attachment B Financial & Pricing Proposal? If not, please explain what the Admin Fee exhibit is or where it can be found. **Yes, but please provide any other possible charges not listed.**

12. We would also like to request a historical claims file as the RFP does request a re-price. We would need at least a most recent quarter, 6 month, or year claims file in order to complete the claims reprice. **Detailed claims for 2015 are included in the RFP document.**
13. Section VI. 3. references the pricing proposal, however there is no line item in the table to provide a GDR Guarantee. Please advise. **Provide as an attachment to the pricing exhibit.**
14. Will a census file be provided for bidders to complete the requested GeoAccess report? **The census has been posted to the website.**
15. May proposals be submitted in a sealed opaque box instead of an envelope if all of the required information is still provided in the lower left hand corner? **Yes.**
16. What is the total number of employees for the City and Schools? **In addition to those enrolled (see census), the City has 26 declines and the Schools have 141 declines.**
17. Will you be providing a PBM Questionnaire? **No.**
18. Section III. Definitions; is this section for informational purposes or does the proposer need to agree/disagree with each 1-47 items? **Informational for items 1-44, and agree or disagree with items 45-47.**
19. Section IV PBM Services, includes statements and very few questions; in what manner do you want a response to the statements? **Verify ability to provide requested services.**
20. Section V. Plan Data Review, includes statements, in what manner do you want a response to each statement? **Agree or disagree.**
21. Section VI. Adjudication & Guarantees, includes statements, in what manner do you want a response to each statement? **Agree or disagree.**
22. Page 2 of 18, I. Submission of Proposals, A. indicates “An original, so marked, and four (4) copies, so marked for a total of five (5) copies of the Proposal are required. In addition, one (1) copy of the proposal in an electronic format...” Do you want the one original, four copies, shipped via delivery? **All copies of the proposal and the electronic submission should be included in the package and received in the Procurement Office as directed in the RFP.**
23. Can you provide rebate amounts that were received during the last 4 quarters?

**Available Schools Rebate Information:**

Check Date	Rebate Qtr	Rebate Amt
2/19/2014	4Q13	\$20,077.00
5/19/2014	1Q14	\$20,889.97
8/19/2014	2Q14	\$18,694.71
11/19/2014	3Q14	\$18,107.91
2/18/2015	4Q14	\$19,272.56
5/18/2015	1Q15	\$21,284.38
8/12/2015	2Q15	\$21,072.62
11/18/2015	3Q15	\$20,665.32
2/18/2016	4Q15	\$22,637.02
5/19/2016	1Q16	\$22,942.48
Total		\$205,643.97

**Available City Rebate Information:**

Check Date	Rebate Qtr	Rebate Amt
9/1/2015	3Q15	\$20,427.22
2/18/2016	4Q15	\$20,689.56
5/19/2016	1Q16	\$23,645.26

24. Will there be finalist presentations made and if so, when? **To be determined.**
25. When will the decision be made and announced for the new contract winner? **Please see tentative schedule in the Request for Proposal document.**
26. Who is the current health benefit administrator/carrier for the City and Schools? **Piedmont Community Health Plan.**
27. Is the data that has been provided inclusive of the City as well as Schools? **Yes, combined data.**
28. Will a pharmacy NABP/NPI field be added to the claims file to allow bidders to complete the pharmacy disruption requested in question #5.2? Pharmacy information is also necessary to provide an accurate reprice of the claims. **Network has been posted. Please use your average pharmacy distribution for reprising.**
29. Are Performance Guarantees being requested with the initial submission? We see Performance Guarantees are listed as being 10% of the score of the RFP but there are no PG's in the RFP. Should bidders be providing our standard Performance Guarantee offerings as an attachment? **Please provide your own.**
30. Acknowledging page 3 of 18, Section II.1, would the City like to evaluate non-mandatory and mandatory mail pricing scenarios, or just non-mandatory? **Please provide both mandatory and non-mandatory mail-order pricing.**

**READ TERMS AND CONDITIONS AND SIGN**

In compliance with the above BID, and subject to all the conditions hereof, the undersigned offers and agrees to comply with any or all of the terms and conditions contained herein, or as mutually agreed upon by subsequent negotiations. This form shall become part of the final file.

*Company Name:* \_\_\_\_\_ *Address:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Authorized Signature:* \_\_\_\_\_ *Title:* \_\_\_\_\_

*Print Name:* \_\_\_\_\_ *Telephone No.:* \_\_\_\_\_ *Fax No.:* \_\_\_\_\_