



RFX Addendum Form

RFP Number: 41900-DCH0000136	RFP Title: Pharmacy Benefit Services
Requesting State Entity: Department of Administrative Services (DOAS) on behalf of Department of Community Health (DCH)	
Issuing Officer: Tracey Woods	RFX Initially Posted to Internet: See GPR
eMail Address: PBA.Procurement@dch.ga.gov	Telephone: 470-763-6521
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Addendum being issued for the following:

1. **Post Response to Question relative to all Mandatory Scored Response Worksheets:**

Question: In reference to the submission of this proposal, we would appreciate clarification on the following, to ensure that the State receives uniform proposals from all suppliers. As suppliers may respond to up to four separate SOWs, with each sharing the same administrative forms (J, L, M, N, O, P, Q, CC), there are no explicit instructions on how to submit these forms. The only direction provided is found at the end of Attachment A RFP, Section 9, List of eRFP Attachments:

“*Supplier should return attachment in response to their proposal (placed in bold for emphasis)”.

We have interpreted this as suppliers submitting the administrative forms along with their SOW Response Worksheets in 1 PDF file. If a supplier bids on 1 module, they must provide all administrative forms and the respective SOW Response Worksheet in 1 PDF. If a supplier bids on all 4 SOWs, they must provide 4 separate PDFs, each with its own administrative forms and the respective SOW Response Worksheets, in 1 PDF. This includes Attachment CC, with only 3 references of the 12 rows completed for that specific SOW, and not ALL references across ALL submitted modules. Please confirm this interpretation is correct.

Additionally, the instructions for each SOW Response Worksheet state the following:

“Suppliers must provide responses to all questions in this document as a single PDF attachment bookmarked in sequential order with the title (s) provided in the question.”

We have interpreted this to mean that all responses to the questions, including the required Supporting Material and other attachments, will be part of a single PDF for submission, along with the administrative documents.

Suppliers may also interpret the submission of the administrative forms as a separate stand-alone document and submit only 1 to address all submitted SOWs; however, this instruction does not exist in the RFP.



Response:

Thank you for your inquiry. Regarding the submission of proposals, it is crucial, as part of the technical response, Suppliers provide a response to all Mandatory and Mandatory scored questions within the desired Scope of Work (SOW). Suppliers have the option to respond to up to four (4) separate Scopes of Work (SOWs), while utilizing the same set of administrative forms (Attachments J, L, M, N, O, P, Q, CC). These administrative forms are distinct from the SOWs and must be completed and submitted individually. Regardless of the number of SOWs a supplier responds to, only one (1) copy of the administrative forms is required.

Additionally, each Scope of Work corresponds to a Mandatory Scored Response Worksheet (Attachments R, U, W, Z), which may be submitted as a single PDF including supporting material. For clarity, there will be one PDF response for each Statement of Work responded to (i.e. four (4) responses will have four (4) separate PDF Mandatory Scored Response Worksheets). The instructions for completing the Mandatory Score Response Worksheet are provided at the top of the document and are specific to that worksheet. The State requests the bookmark format for better document organization, however, please note that this is not required.

It's important to note that the Administrative Documents (Attachments J, L, M, N, O, P, Q, CC) should be submitted separately and as individual documents. They do not need to be combined into one (1) document or attached in any way to the single PDF Mandatory Scored Response Worksheets (Attachments R, U, W, Z).

Note: In the event of a conflict between previously released information and the information contained herein, the latter shall control.