



# MEMORANDUM

## Business & Finance Services

William V. Husfelt III, Superintendent | Jim Loyed, Chief Financial Officer

**TO:** Prospective Proposers

**FROM:** Dan Fuller, GM of Purchasing, Contracting & Materials Mgmt

**DATE:** June 27, 2018

**RE:** RFP #18-20 – Self-Insured Healthcare Claims Auditing Services  
**ADDENDUM NO. 1**

Addendum for RFP #18-20 – Self-Insured Healthcare Claims Auditing Services, is amended in the following particulars and in these particulars only. All provisions of the original documents shall remain in force, except as specifically modified or changed herein or by other Addendum issued by Bay District Schools. This Addendum is hereby made part of the proposal documents.

This Addendum addresses questions from Proposers and clarification. All proposers are responsible for receiving and reading Addendums. All Addendums will be posted at <http://www.bay.k12.fl.us/bids>.

### Q&A's:

Q 1. Bay District Schools accepted proposals for this project on March 27, 2018. Why did BDS choose to re-bid this project?

**Answer Due to time constraints within the District, the committee would not have been able to make a recommendation to the Board in a timely manner that would allow the awardee time to complete the scope in the time designated in the RFP.**

Q 2. On page 13 in Section 5 it has Appendix F as "Admin Contract" for us to include with our proposal. When we look at Appendix F included in the RFP it just says to "provide a copy of your admin contract with submission." What exactly is the "admin contract" that you are wanting us to include with our submission? Would this be an example of an engagement letter that we would send our clients?

**Answer An admin contract is an Awardee's basic contract that the awardee and the District would start with to begin any negotiations.**

Q 3. Has Florida Blue already been notified about this upcoming audit, in order to have their data available for a September 1 audit commencement?

**Answer Yes, they are aware of the upcoming audit. They will need template of the information needed to create reports and/or provide data needed.**

Q 4. How many months of 2018 claims are expected to be audited, if the final report is due December 1?

**Answer Nine months ending 9/30/2018.**

Q 5. Under "Timeliness," the RFP states a 3-month audit period between beginning the audit planning and issuing the final report. As our audit process is a 4-6 month timeframe, if this longer timeframe is proposed, will the bid be still be considered?

**Answer Yes, a longer timeframe would be considered. If the awardee is not able to complete the audit in the RFP timeframe, a negotiated timeframe is acceptable based on the basic contract provided by the awardee.**

Q 6. Is the December 1st deadline for release of the Final Report a firm date?

**Answer No. The deadline is flexible and will be negotiated with the awardee.**

**No other changes.**

Proposers are asked to acknowledge receipt of this Addendum by signing in the space provided and return either separately or with their proposal response, no later than the opening date of July 24, 2018.

\_\_\_\_\_  
Firm/Signature of Proposer

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
e-mail address