



# Shelby County Tennessee

Mark H. Luttrell, Jr., Mayor

## Questions & Answers

*Issued: April 18, 2013*

### **RFP #13-003-67**

### **Administrative and Brokerage Services to Shelby County Government Group Post 65 Retiree Medical Program (Human Resources – Employee Benefits)**

#### **TO ALL PROSPECTIVE BIDDERS:**

The following questions were submitted by potential vendors. Our answers are listed in *red* below:

1. Can we please have an employee census, showing gender, DOB and zips?  
*Provided on 4/12.*
2. Please confirm there is no MBE/WBE requirement for this for Health Insurance RFP.  
*Confirmed. There are no MBE/WBE requirements.*
3. Do sections 1,2,3,5 & 6 of the eRFP portion need to be printed and included in the binders?  
*Sections 1 & 2 do not need to be included in the binders. All other pertinent sections do need to be included.*
4. Can we send Samples/Brochures in on CD-Rom?  
*Please include hard copy samples in at least one copy submitted to the County and the copy being submitted to Segal.*
5. Do carriers have to complete Appendix C? If so, under which section would it belong in the binder?  
*Yes, please include it as the last page in your response to section 4.4.*

6. Do Addendums need to be signed and included in the eRFP/binders?  
Yes
7. Do the EOC and Vendor number need to be marked on our binders? Shipping packages?  
No, both numbers will be checked and verified by the Purchasing representative of the County when the proposals are received.
8. Please provide monthly claim data with corresponding monthly enrollment for each plan for the most recent 12-24 months. Please also separate claims and enrollment data by medical and Rx.  
Shelby County Claims Summary - 1/1/2011 - 12/31/2012 will be posted on ProposalTech and is the only data available.
9. Confirm that Rx claims experience exclude non-Medicare participants (e.g., under 65 dependents and over 65 active employees).  
That is confirmed.
10. Are the retirees allowed to choose not to have Rx coverage while maintaining their current medical plan and vice versa? If so, please provide a current census of the Medicare eligible Rx retiree population if different than the medical census requested above. We notice that there are 6 members listed on RFP page 30 Appendix A as "Medical Only Retirees or Spouses". Can you please clarify what coverage they receive and are eligible for?  
The retirees are not allowed to choose to have medical or Rx only. During the initial enrollment there were 6 members that were allowed to keep their prescription drug coverage through another plan.
11. Are broker/consultant commissions included?  
Currently there are no consultant commission included.
12. Please indicate if there were any plan changes during the experience provided.  
No plan changes were made for the experience provided.
13. Please provide a detailed Rx claim report with:
  - Paid Claims
  - Unique member I.D
  - Pharmacy I.D.NDC-11
  - Dispense date
  - Retail vs. mail indicator
  - Days supply
  - AWP or units dispensedAll available RX data is contained in Shelby County Claims Summary - 1/1/2011 – 12/31/2012 document.

14. Are Rx rebates included (i.e., claims have already been reduced for value of rebates) OR excluded (i.e., claims provided have not been reduced for value of rebates) from the Rx claims experience?  
**Shelby County Claims Summary - 1/1/2011 - 12/31/2012 will be posted on ProposalTech and is the only data available.**
15. What is the current Rx formulary for each plan?  
**It is the same as Medicare Part D formulary.**
16. Do the current Rx plans have mandatory generics, step-therapy and / or non-Part D drug coverage?  
**No.**
17. Please provide the current medical rates.  
**Shelby County does not provide current rates in RFPs.**
18. Please provide the current Rx rates.  
**Shelby County does not provide current rates in RFPs.**
19. Please provide enrollment by plan, for medical and Rx.  
**Census provided on 4/12.**
20. Is there an out-of-pocket max on the “Option 2, High deductible Plan” and what is the part B co-insurance on this plan?  
**No, there is no Out-of-pocket max on the Option 2 and the part B coinsurance is 80%.**
21. Please confirm that the two Retiree Medical plans found in appendix B (options 1 and 2) are standardized MediGap/Medicare Supplemental plans (A,B, C, D, F, G, K, L, M, N) and which of the standardized plans are they?  
**The two retiree medical options are variants of supplemental plans F.**
22. Are the 33 Milligan retirees billed on a group basis to the City of Milligan or are the retirees billed individually each month?  
**City of Millington retirees are billed on a group basis each month.**
23. On page 11 of the RFP, you outline that this RFP is for 1,205 Post-65 “eligibles” from Shelby County and 33 Milligan retirees “included” in the plan. On page 30 of the RFP in appendix A you summarize 1,148 retirees, 429 spouses for a total of 1,577 total member retirees.
- Are the 33 Milligan retirees the number of eligibles or the number of actual enrollees? Please confirm the number of Milligan retirees who are eligible and enrolled.  
**There are currently 33 actual enrollees in the City of Millington’s plan.**

-Please confirm that the number of retirees (1,148), spouses (429) and total members (1,577) include or exclude the 33 Milligan retiree members?

The 33 City of Millington retirees are included in the 1,577

-Please confirm that the difference between the 1,205 retirees from RFP page 11 and 1,148 retirees in Appendix A is that the 1,205 are eligible and the 1,148 actually enrolled members.

The number of 1,250 Post 65 eligibles on page 11 does not include City of Millington retirees or spouses.

24. Please confirm that the 61 “Retirees with CMS Subsidy” are actually receiving the CMS Medicare Part D drug premium subsidy.

Yes, the 61 retirees with the CMS Subsidy are receiving the CMS Medicare Part D drug premium subsidy.

25. Please indicate if the retirees are covered under coordination with Medicare or through an SRMP plan. If they are using coordination; what is the coordination method?

The two retiree medical options are variants of supplemental plans F.

26. Are the 2 plans on pages 31 & 32 of the RFP, the most recent plans offered by the County?

Yes

27. Can someone who can legally bind a contract, sufficient to sign the required documents?

Yes

Or is an Officer required?

No

28. On page 5 of the RFP, section II, numbers 6 and 7; are these two talking about the Living Wage Ordinance #328? Or is Title VI a different document?

No, Title VI is a different document. It refers to the Title VI of the 1964 Civil Rights Act.

29. Please confirm there is no LOSB requirement for health insurance RFP # 13-003-67, since it is not a construction bid.

Confirmed. Although there are no LOSB requirements in this RFP, Shelby County Government encourages utilization of certified LOSBs and may use utilization efforts in the final determination of the most responsive proposal.

30. Letter H, on page 20 of the RFP, do you mean Title VII, not Title VI?

Letter A.1. on page 20 of the County’s RFP refers to Title VII.

31. Please indicate how the plan names from the census “Shelby UA Post 65 FL Medical Plan” and “Shelby UA Post 65 CW Medical Plan” coordinate with the plan names in the RFP. Which one is considered option 1?  
**All Medical plans are the same unless the states they live in stipulate a difference such as Florida. Option 1 would be considered the Shelby UA Post 65 CW Medical Plan.**
32. In the census there is an Rx plan labeled “Shelby UA Enhanced 4T Rx Plan \$150 Ded.” The four tier plan in the RFP has no deductible. Are these the same plans? Is there a deductible on the 4-tier Rx plan.  
**These are the same plans with a \$150 Deductible.**
33. In addition to responding with the requested products, would the county be interested in other plan options that would maintain the same benefit richness while providing additional savings to the County?  
**No. The County would like to keep the responses to the requested products.**
34. Please confirm that the on page 34 of Appendix B of Prescription Drug Summary, within the first paragraph under the heading 4-Tier Rx Plan, that the last sentence reference to the “\$21.65 co-payment for generic drugs” should actually be “\$2.65 co-payment for generic drugs” as is the 2013 standard for the Medicare Part D Catastrophic Coverage level?  
**That is confirmed. The co-payment for generic drugs should be \$2.65.**
35. On page 34 of Appendix B of the Prescription Drug Summary, under the heading “4-Tier Rx Plan” and within the chart marked “Medicare Generation Rx Medicare Part D Plan”, the Mail Order (90 Days) benefit for Non Preferred Brand Tier and Specialty Tier are shown as \$120 and “Only Available in Retail” respectively. But at the bottom of the page under the heading “Prescription Drug Coverage”, the last two bullets provide different benefit levels for Mail Order (90 Days) for Non Preferred Brand Tier and Specialty Tier. Please confirm which of the two differing benefits are currently being provided to the retirees and which of the two benefit levels are expected for us to match for 2014?

**The Prescription Drug Coverage should read as follows:**

**Prescription Drug Coverage**

**The plan has an approved Medicare Part D formulary list and the co-pays apply accordingly:**

- **\$10 for a one-month (31 day) supply of Formulary Preferred Generic Drugs and Non Preferred Generic Drugs retiree gets at an in-network preferred pharmacy.**
  - **\$35 for a one-month (31 day) supply of Formulary Preferred Brand Drugs retiree gets at an in-network preferred pharmacy.**
  - **\$55 for a one-month (31 day) supply of Specialty Drugs retiree gets an in-network preferred pharmacy.**
  - **\$50 for a three-month (31 day) supply of Specialty Drugs retiree gets an in-network preferred pharmacy.**
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- \$20 for a three-month (90 day) supply of Formulary Preferred Generic Drugs and Non Preferred Generic Drugs retiree gets through Mail-order.
- \$70 for a three-month (90 day) supply of Formulary Preferred Brand Drugs retiree gets through Mail-order.
- \$110 for a three-month (90 day) supply of Formulary Non-Preferred Brand Drugs retiree gets through Mail-order.
- Three-month (90 day) supply of Specialty Drugs only available in Retail.

36. Is there census and claim information available? Census file should contain age of participant, gender, and zip code. Claim file should contain number of scripts, brand/generic splits and monthly claim dollars. We were unable to find within the submission. Thanks.  
 Provided on 4/12

37. When do we anticipate any attachments to be posted on this RFP to the website such as census file, plan documents, current rates and any claims experience?  
 The census was posted on 4/12, the plan documents for medical supplement plan and what claims experience the County has available were posted 4/18. The County does not release current rates.

38. We have done some further review and have a few questions with regards to the data provided at this time via the Proposal Tech and Shelby County websites as follows:

-Can the # of active employees that are over age 65 be provided?  
 That information is not available.

-Please provide the # of active employees who are age 64? age 63? age 62 so we can have a sense of the average age in population.  
 That information is not available.

39. We have a few additional questions on the Shelby County Group Post 65 Retiree Medical Programs as follows:

-Based on the data received, there is no reference to any type of Geo Access reporting needed. Can you confirm whether this is correct or if data is forthcoming and the request will include the parameters needed.  
 Provided on 4/12

-Based on the RFP review, we are not seeing any type of scoring criteria. Is this available for this RFP?  
 Selection criteria is given in Section 2.4.1

40. We just wanted to confirm whether the terms and conditions mentioned in the section pasted below are in reference to another document we should have or the contract requirements section.

Incorporation Of Other Documents. (a) Provider shall provide services pursuant to this Contract in accordance with the terms and conditions set forth within the Shelby County Request for Proposals/Bids as well as the response of the Provider, thereto, all of which are maintained on file within the Shelby County Purchasing Department and incorporated herein by reference. Is there a separate terms and conditions document or could this be the contract requirements section?

This is part of the contract requirements section.

41. In addition to the Medicare Supplement responses, will Shelby County also consider a Medicare Advantage response?

The County is not looking for a Medicare Advantage response.

42. We will require claims experience in order to provide rates for the Medicare Supplement and Rx plans. When will that experience be provided?

Shelby County Claims Summary - 1/1/2011 - 12/31/2012 will be posted on ProposalTech and is the only data available.

43. What level of commission should be quoted?

The County cannot specify any amount of commission to be quoted.

44. The census has retirees and spouses listed separately with different member ID's. Are these all individual coverage or can we get an updated census with the spouse attached to the correct retiree?

The current census is the only available census.

45. Can an extension be granted on the RFP due date? We will have less than one week to prepare our proposal after answers to submitted questions are posted.

There will not be an extension granted for this RFP at this time.

46. Please confirm there are no required responses by respondent to paragraph H of RFP#13-003-67. Confirm this section is there for informational purposes.

Confirmed. Although there are no LOSB requirements in this RFP, Shelby County Government encourages utilization of certified LOSBs and may use utilization efforts in the final determination of the most responsive proposal.

47. Is this RFP one that is required to be "set aside" as set forth in subset (i) of paragraph H?

No

48. Please provide the list or the location of the list of Certified LOSBs as referred to in subset (ii) of paragraph H.  
*This information is provided through Shelby County's EOC Office, 901-222-1100.*
49. Will Shelby County only consider subcontracts with certified LOSBs or will they consider all subcontracts with LOSBs, regardless of certification status.  
*Shelby County Government recognizes LOSBs certified through the Shelby County EOC Office ONLY.*
50. Please confirm that subsections (iii), (iv),(viii),(ix),and (x) of paragraph H do not apply to this RFP.  
*Same as question 29 and 47.a.*
51. Please confirm that subsections (iv), (xi), (xii), (xiii), and (xiv) apply to the County or the Administrator of Purchasing and are not requirements for respondents.  
*Same as question 29 and 47.a.*
52. Please confirm that there is no required documentation to complete in regards to paragraph H.  
*Same as question 29 and 47.a.*
53. In regards to subset (vi) of paragraph H: (a) what is considered a failure to include LOSBs in a respondent's bid? (b) Will Shelby County will consider a respondent's employee demographics when considering the LOSB paragraph? If yes, how will such be considered? (c) Is there a preferred method through which the respondent should show documented evidence of good cause why no LOSBs were included? (d) Can they provide examples of good cause and things that will not be considered "good cause"?  
*Same as question 29 and 47.a.*