



CITY OF HOUSTON

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Mayor

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September 20, 2013

SUBJECT: Letter of Clarification No. 17 Third Party Administrator for Self-Funded Medical and/or Pharmacy Benefits Plans for the City of Houston

REFERENCE: Request for Proposal No. S37-T24702

TO: All Prospective Proposers

When issued, Letter(s) of Clarification shall automatically become a part of the proposal documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Purchasing Division and the applicable City Department(s). It is the responsibility of the proposers to ensure that it has obtained all such letter(s). By submitting a proposal on this project, proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this proposal.

1. **Question:** Will the City provide service and clinical encounter data along with monthly capitation claim expenses?

Answer: Capitation claim expenses and clinical encounter data are not available for release.

2. **Question:** Are you able to elaborate what services of your current contract are through MWBEs? Provide the dollar amount and percentages.

Answer: The MWBE goal in the current contract is 15% of administrative fees. It is the vendor's responsibility to meet these goals or to prove that a good faith effort has been made in an attempt to do so. Dollar amounts and percentages for the current vendor will not be provided at this time, as the contract is ongoing and the final numbers have not been determined.

The following services are being provided through MWBE vendors as part of the current contract:

Surveys,

- Focus groups,
- Research related to health improvement,
- Health assessment kiosks,
- Wellness events,
- Other wellness services, and
- Printing / mailing of enrollment materials and member communications.

3. Question: Will the city accept aggregate claim repricing results and therefore specific results shared only with their consultant, Segal under a non-disclosure agreement?

Answer: As a public entity, the City of Houston is subject to the terms and conditions of the Texas Public Information Act (TPIA), which requires the release of non-proprietary information upon request. This RFP indicates that all proposers should provide a redacted copy of their proposal, deleting any proprietary or trade secret information. The City will not execute non-disclosure agreements (NDAs) with each individual proposer.

4. Question: In the Management Document option, Section 14-Required City Forms the EXHIBIT A - OFFER AND SUBMITTAL SOLICITATION NO.: S37-T24702 it indicates that this document must be notarized and at the end of the space for the Notary address information it indicates "County, Texas". If the proposer is located outside of Texas can it be done by a Notary of the City where the Proposer is located?

Answer: The Offer and Submittal form may be notarized by a Notary located in the state in which the document is being executed. Please make note of the change of venue on the form.

5. Question: Regarding the claims files, which claims report is more accurate to the total paid claims? Exhibit 15Eiv 24-Month Look back or the COH Medical Claims Output4 report?

Answer: Use the information provided in the Output4 report as it contains the detailed claims / provider information necessary to run the repricing exercise.

6. Question: I was notified that The Segal Company has added or updated a notice to RFP "City of Houston TPA Services RFP". This appears as 15.155 in the RFP. I've looked for it but I haven't been able to locate the document. Can you help?

Answer: 15.155 is simply a notification that two additional Letters of Clarification were posted to the website, Letters of Clarification 12 and 13.

Sincerely,

Gerri R. Walker

Gerri R. Walker
Assistant Director, Human Resources

END OF LETTER OF CLARIFICATION 17