



CITY OF HOUSTON

Annise D. Parker

Mayor

P.O. Box 1562
Houston, Texas 77251-1562

Telephone – Dial 311
www.houstontx.gov

September 18, 2013

SUBJECT: Letter of Clarification No. **15** 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: We have asked two questions regarding the disruption report request. Neither response has provided us with the data to move forward to meet your criteria. We have files 15D.i, 15D.ii and the Claims file (which is still missing its own data elements submitted through another question). Your question in 8.2.1 asks us to show provider disruption for the number of members, claims and claim dollars that would be outside of our network. Although we have the claims and claim dollar information, we are still missing the number of members that would be affected by provider disruption. In order to give you this number, we would need the specific number of members who used each of the providers on the claim file. The response you gave on September 11th told us to use the line item eligibility files to determine the number of members in each plan. This does not work as we would still not know how many members used a specific doctor. If you are unable to provide the number of members who used each provider, we will not be able to tell you the specific number of members who will see a provider disruption. Please advise, thank you.

Answer: This data can be gathered by cross-referencing the eligibility files (for member zip codes) and the provider files (for provider zips) with the member IDs and the provider TINs on the claims file, respectively. Segal has received an updated file that includes member / provider zip codes together; however, it will not be ready for posting to the secure website until later this week. If you have executed the non-disclosure agreement (NDA), you will be able to access this information on Segal's secure website when it becomes available. In addition, we have posted instructions for opening a csv file in Microsoft Access on the RFP website. You can also copy the file into SAS or SQL, as well as Access and Excel 64 bit.

Sincerely,

Gerri R. Walker

Gerri R. Walker
Assistant Director, Human Resources

END OF LETTER OF CLARIFICATION 15