



CITY OF HOUSTON

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Mayor

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September 6, 2013

SUBJECT: Letter of Clarification No. **10** 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

This Letter of Clarification is issued in response to proposers' questions posted on the RFP website as of September 6, 2013.

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:** Would you please clarify if the City wants a transparent quote with an administrative fee or a traditional quote with \$0 administration for pharmacy.

Answer: You may submit quotes for those plans which you deem appropriate and responsive to the RFP.

2. **Question:** Could the City of Houston please provide a legend for the retiree census plan codes/row labels?

Answer: This information was provided in Letter of Clarification 6, Question #12, dated September 4, 2013

3. **Question:** Who is the current data warehouse vendor?

Answer: The City does not have an independent data warehouse manager at this time, but will be requesting proposals through a separate RFP soon to be released.

4. **Question:** Who is your current EAP vendor?

Answer: The City has its own in-house EAP program as well as an outside vendor, ComPsych.

5. **Question:** What is your current EAP visit model?

Answer: Members have access to six (6) free visits to an EAP professional. After the six visits, if requested or deemed necessary, the member may be referred to a network physician in the medical plan.

6. **Question:** Is there any interface that takes place between CIGNA and the EAP vendor today? If so, please provide details of the interface.

Answer: There is no data interface between the EAP and healthcare vendors. However, wellness coaches recommend and warm transfer members to the ComPsych triage phone number.

7. **Question:**

Answer:

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12. **Question:**

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13. **Question:**

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14. Question:

Answer:

15. Question:

Answer:

Sincerely,

Gerri R. Walker

Gerri R. Walker
Assistant Director, Human Resources