

PUERTO RICO HEALTH INSURANCE ADMINISTRATION (PRHIA)



ADMINISTRACIÓN DE
SEGUROS DE SALUD

ASES

GOBIERNO DE PUERTO RICO

REQUEST FOR PROPOSALS

RFP #2025-004 (ACTUARIAL SERVICES)

ACTUARIAL PROFESSIONAL SERVICES FOR THE GOVERNMENT HEALTH PLAN

ISSUE DATE: AUGUST 18, 2025

**PROPOSAL DUE DATE: SEPTEMBER 4, 2025, ON OR
BEFORE 11:59 PM (AST)**

AMENDMENT #1 ISSUE DATE: AUGUST 29, 2025

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1 Amendment to the RFP

This document constitutes an amendment to the Request for Proposals (RFP) titled RFP # 2025-004 (Actuarial Services), issued by the Puerto Rico Health Insurance Administration (PRHIA), referred to herein as “Amendment #1”. Amendment #1 is issued on August 29, 2025, and it amends the RFP by modifying Sections 3.2 and 6, specifically Section 6.3 and adding a new Section 6.12, and Appendix H (Model Contract) of the RFP, as explained below. The changes are shown in red line or “track changes” format. Accordingly, deletions to the initial RFP language are noted in strikethrough and additions are noted in underline. The use of ellipsis (“...”) signifies the presence of text that has not been amended and has been omitted to allow a clear identification of the amended portions. Amendment #1 will be available on PRHIA’s webpage. Also, the Procurement Contact will send Amendment #1 via e-mail to all Potential Offerors that have already submitted the Appendix A, Notice of Intent to Participate.

2 Amendment to Section 6 of the RFP

Section 6 of the RFP is amended to clarify the text under Section 6.3 and to add a new Section 6.12, as follows:

...

6.3 Experience and Qualification Requirements

6.3.1 Offeror’s Experience – Provide evidence of the Offeror’s experience, as required under Section ~~3.2.7~~ 3.1.2, of and at least two (2) consecutive years of experience in competitive procurement processes.

~~6.3.2 Provide proof of the following qualifications for the Company:-~~

~~6.3.3~~ 6.3.2 **Key Personnel:** Describe the experience and expertise of the specific individuals within the Offeror’s organizational structure who would perform the services outlined in this RFP and that have been identified as the Key Personnel. Provide a copy of their *curriculum vitae* demonstrating all the required experience and expertise, as stated in Section 3 of this RFP. Include all Certifications per key personnel.

~~6.3.4 Evidence of experience.-~~

~~6.3.5~~ 6.3.3 **Language:** Identify the personnel fluent (written and orally) in both Spanish and English to support operations when required by PRHIA. Include their resumes. Proof of fluency must be submitted as established in Section 7.3.2 of the RFP and Appendix L.

...

6.11 ...

6.12 The Offeror must provide at least three (3) specific business references with at least one (1) for a state Medicaid program or other large similar government or large private industry project within the last (5) years, or similar engagement or project of similar size and scope to those functions and responsibilities that it would be performing under this RFP, within the last two consecutive (2) years. Do not use PRHIA as one of the references to fulfill this requirement. Each reference must include the contact's name, phone number, email address, a brief description of the services provided, and the period of service.

Include with the required information a letter addressed to the Executive Director of PRHIA authorizing PRHIA to contact said business reference.

3 Amendment to Appendix H – Model Contract

Appendix H – Model Contract, Clause 28, of the RFP is amended as follows:

28. The **SECOND PARTY** will perform all the services in accordance with the applicable professional standards. The Parties agree that the **SECOND PARTY**, its officers, directors, agents, and employees will be liable to ASES for negligence, tort, breach of contract, or otherwise, for damages no more than three (3) times the total annual professional fees paid to the **SECOND PARTY** with respect to the work in question. This limitation shall not apply in the event of fraud, willful misconduct, or gross negligence.