

**ADMINISTRACIÓN DE
SEGUROS DE SALUD DE PUERTO RICO
(ASES)**

**PUERTO RICO HEALTH INSURANCE
ADMINISTRATION (PRHIA)**



**ACTUARIAL SERVICES
GOVERNMENT HEALTH PLAN
REQUEST FOR PROPOSALS
RFP # 2025-001(ACTUARIAL)**

ISSUE DATE: DECEMBER 30, 2024

**PROPOSAL DUE DATE: FEBRUARY 20, 2025, ON OR
BEFORE 11:59 PM (AST)**

AMENDMENT #1 ISSUE DATE: JANUARY 27, 2025

TABLE OF CONTENTS

1. Amendments to the RFP	3
2. Amendment to Section 2.3.2.....	3
3. Amendment to Section 6.7.2.1	4
4. Amendment to Section 6.7.2.2	5
5. Amendment to Section 7	5

1. Amendment to the RFP

This document constitutes an amendment to the request for competitive proposals (RFP) titled Actuarial Services for the Government Health Plan (RFP # 2025-001 (Actuarial)), issued by the Puerto Rico Health Insurance Administration (Administración de Seguros de Salud - ASES) (referred to herein as “Amendment #1”). Amendment #1 is being issued on January 27, 2025, and it amends the RFP by modifying Sections 2.3.2, 6.7.2.1, 6.7.2.2 and the introductory statement of Section 7 of the RFP, as below explained. 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.

Amendment #1 will be available on ASES’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 2.3.2

Due to a clerical error, the deadline for the submission of questions was incorrectly stated in Section 2.3.2. However, it should be noted that this date was accurately expressed in the Public Notice, invitations, and Section 2.2 of the RFP (Schedule of Events). Section 2.3.2 is amended to correct a clerical error in the date of the deadline to submit questions to the RFP, as follows:

2.3.2 Deadline to submit written questions regarding RFP

Offerors that fail to report a known or suspected problem with the RFP and/or its accompanying materials or fail to seek clarification and/or correction of the RFP and/or its accompanying materials shall submit a Proposal at their own risk. In addition, if awarded the Contract, the Contractor shall not be entitled to additional compensation for any additional work caused by such problem, including any ambiguity, conflict, discrepancy, omission, or error.

Potential Offerors may submit to the Procurement Contact a maximum of twenty (20) written questions as to the intent or clarity of this RFP and its appendices. The Offeror shall submit all questions by a non-encrypted email that must contain the following as the subject line:

RFP 2025-001 Actuarial -Question/Clarifications

Questions shall be clearly labeled and shall cite the Section(s) in this RFP or other document that forms the basis of the question. For example, if the Offeror has a question related to this procurement schedule, the Offeror must cite to Section 2.1 of this RFP.

No compound or multi-part questions are allowed. If submitted, each part of the compound or multi-part question will count as one (1) of the twenty (20) questions allowed. PRHIA will not answer more than twenty (20) questions per Offeror. Questions must be received by the deadline on ~~February 7~~ January 30, 2025. See Appendix I of this RFP.

3. Amendment to Section 6.7.2.1.

Section 6.7.2.1 is amended exclusively to correct the numeration of its subsections as follows:

6.7.2.1. Offerors must submit an annual report for the entity submitting the Proposal which must include:

- a. Audited financial statements for 2021, 2022, and 2023, that include all supplements, management discussion and analysis, and actuarial opinions;
- b. If applicable, for years 2021, 2022, and 2023, consolidated statements for any holding companies or affiliates; and
- c. A full disclosure of any events, liabilities, or contingent liabilities that could affect Offeror's financial ability to perform this Contract. At a minimum, financial statements must include:

- i. Balance sheet;
- ii. Income statement;
- iii. Statement of changes in financial position;
- iv. Statement of cash flows; and
- v. Capital expenditures.

6.7.2.21.1 If the Offeror is a corporation that is required to report to the Securities and Exchange Commission (SEC), Offeror must submit its three (3) most recent SEC Form 10K, Annual Reports, pursuant to Section 13 or 15(d) of the Securities Exchange Act of 1934, Title 15 of the United States Code Chapter 2B, Sections 78m or 78o(d).

6.7.2.21.2 If audited financial statements are not available, Offeror must submit unaudited financial information and any other information of the entity submitting the Proposal that the Offeror believes meets the requirements of this section. Reference Section 6.7.2.2 (Alternate Report). If the submitted documents do not provide adequate assurance of financial stability or solvency, PRHIA reserves the right to request additional information or to disqualify the Offeror.

6.7.2.21.3 If the Offeror is either substantially or wholly owned by another corporate (or legal) entity, the Offeror must include the information required in this section for each such entity, including the most recent detailed financial report for each such entity.

6.7.2.21.4 If PRHIA determines that an entity does not have sufficient financial resources to guarantee the Offeror's performance, PRHIA may

require the Offeror to obtain another acceptable financial instrument or resource from such entity, or to obtain an acceptable guarantee from another entity with sufficient financial resources to guarantee Offeror's performance.

4. Amendment to Section 6.7.2.2

Section 6.7.2.2 is amended to correct a clerical error in the reference made to another section of the RFP, as follows:

6.7.2.2 Alternate Report

If the Proposal does not contain the annual report specified in Section 6.7.2.2 above, the Offeror must provide the following within the Proposal:

- (1) a statement that the Offeror does not have an audited annual report for the specified time frame(s); and
- (2) an alternate which contains the following:
 - a. For years 2021, 2022, 2023, Offeror's unaudited financial statements, including all supplements, management discussion and analysis, and actuarial opinions;
 - b. Respondent's unaudited financial statement of the most recent quarter of operation; and
 - c. A full disclosure of any events, liabilities, or contingent liabilities that could affect Offeror's financial ability to perform this Contract.

At a minimum, such financial statements must include:

- i. Balance sheet;
- ii. Income statement;
- iii. Statement of changes in financial position;
- iv. Statement of cash flows; and
- v. Capital expenditures.

5. Amendment to Section 7

Section 7 is amended to correct a clerical error in the 3rd paragraph of the introductory part related to the letter of the appendix therein mentioned, as follows:

7 TECHNICAL PROPOSAL

The Offeror shall complete all requirements, including the narratives and required appendices, in this section. In responding to each question, the Offeror shall explicitly state whether a subcontractor will be utilized. If the Offeror intends to utilize a subcontractor(s), the Offeror must provide the name of the subcontractor in the response.

Offeror must demonstrate the necessary experience and capacity to assume all applicable functions as demonstrated by providing detailed responses to the following questions. This includes providing a detailed narrative, diagrams, exhibits, examples, sketches, descriptive literature and/or detailed information specifically tailored for the services required under this RFP to demonstrate its ability to meet requirements.

Offerors should understand that all items in the Contract in Appendix [K-H](#) constitute the complete list of Contractor requirements, with the exception of ad hoc requests.

Refer to Section 5.5.1 for total points allotted for each following section.