

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

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



GOBIERNO DE PUERTO RICO
ADMINISTRACIÓN DE SEGUROS DE SALUD

**Healthcare Public Policy and Federal
Regulations Consultant**

For Plan Vital

REQUEST FOR PROPOSALS

RFP # 2025-002(FR)

ISSUE DATE: DECEMBER 30, 2024

**PROPOSAL DUE DATE: ~~FEBRUARY 27~~ MARCH 19, 2025, ON
OR BEFORE 11:59 PM (AST)**

AMENDMENT #1 ISSUE DATE: MARCH 6, 2025

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1. Amendment to the RFP

This document constitutes an amendment to the request for competitive proposals (RFP) titled Healthcare Public Policy and Federal Regulations Consultant for Plan Vital (RFP # 2025-002 (FR)), 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 March 5, 2025, and it amends the RFP by modifying Sections 2.2, 2.3, 3.2, 4.2, 5.6.5, 6.3, 6.6, 6.8.2, 8.4, 8.5, 8.6 & Appendix F, 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 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 Sections 2.2 and 2.3

Sections 2.2 and 2.3 are amended to adjust the RFP schedule as follows:

2.2 Schedule

The delivery schedule set forth herein represents PRHIA’s best estimate of the schedule that will be followed. Unless stated otherwise, **items will be due at 11:59 p.m. (Atlantic Time) on the dates specified below.** If a component of this schedule —such as *Submission of Proposals*— is delayed, the rest of the schedule will likely be shifted by the same number of days. PRHIA will make every effort to adhere to the following schedule:

Action	Responsible Party	Date
1. Issuance of RFP	PRHIA	December 30, 2024
2. Deadline for questions	Potential Offerors	February 6, 2025
3. Publishing of Responses to Written Questions	PRHIA	February <u>March 6</u> , 2025
4. Submission of Proposals	Offerors	On or before February <u>March 27</u> , 2025
5. Notice of intent to award Contract	PRHIA	No later than May 15, 2025
6. Reconsideration/Request for Administrative and Judicial Review	Offerors	Ten (10) days after the notification of the Notice of Intent to Award
7. Contract Execution	PRHIA and Awarded Offeror	No later than June 30, 2025
8. Go-Live Date	PRHIA	July 1, 2025

NOTE: Dates are subject to change based on number of Proposals to evaluate and final approval from federal partners.

PRHIA reserves the right to request additional/clarification from Offeror at any time during the process.

2.3 Details of the Schedule

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2.3.4 Deadline for the Submission of Proposal

Proposals are due on or before 11:59 PM (AST) on ~~February 27~~ March 19, 2025. Any Proposal received after this deadline **will be rejected and will cause the Proposal to be disqualified**.

Offerors are required to submit only one (1) Proposal in response to this RFP. The entire Proposal must be uploaded onto the secure site with the unique password and username given to the Offeror. The Offeror must place the Proposal in the appropriate folders with the Offeror's name.

The Offeror shall not distribute the Proposal to any entity not specified in this RFP, nor shall the Offeror share its Proposal with other potential Offerors.

The contents of any Proposal shall be maintained in strict confidentiality by PRHIA according to **Section 2.4.7 of this RFP** and shall not be disclosed to competing Offerors or the general public during the procurement process and only may be disclosed after the Contract is awarded.

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3. Amendment to Section 3.2

Section 3.2 is amended to correct a clerical error in subsection 3.2.1.3 (g), as follows:

3.2 Offeror's Qualifications and Experience Requirements:

3.2.1 Staffing and Operational Requirements:

3.2.1.1 The Offeror shall have the operational capacity to provide all services sought in this RFP by July 1, 2025.

3.2.1.2 The Offeror must have available sufficient resources to perform the tasks described in this RFP in a time sensitive manner.

3.2.1.3 The Offeror shall provide, at a minimum, the following Key Personnel, which shall be available and ready to begin performing the scope of work by the Go Live date of July 1, 2025:

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g. Subject Matter Expert in Compliance in federal regulations - have at least three (3) years, within the last five (5) years, of SME combined experience in federal regulation of Managed Care of Medicaid (Managed Care), ~~Medicaid~~ Medicare Advantage, pharmacy benefits, PBM and MDRP.

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4. Amendment to Section 4.2

Section 4.2 is amended to clarify the page limitation of the Technical Proposal, as follows:

4.2 The Proposals must comply with the following format rules:

4.2.1 Be typewritten on standard 8 ½” x 11” paper. The pages should have one-inch margins, and the font shall be 12-point Arial. The Proposal must be set at a one and one-half (1.5) line spacing. Larger paper (up to 11” x 17”) and smaller fonts are permissible for charts, diagrams, spreadsheets, etc.

4.2.2 All pages of the proposal shall include the RFP title “RFP#2025-002 (FR)” consistently in either the footer or header on each page.

4.2.3 Proposals must use consecutively numbered pages, using consistent numbering format.

4.2.4 The proposal (including appendixes) must be drafted in the English language, excluding certifications and/or documents issued by the Government of Puerto Rico.

4.2.5 The proposal (including appendixes) shall not be password protected or locked.

4.2.6 The Proposals must be in Microsoft Word or a searchable PDF format.

4.2.7 Limit responses to Technical Proposal to no more than 30 one-sided pages, excluding the curriculum vitae/resumes required under Sections 7.2.2 & 7.2.3 and the matrix required under Section 7.3.2. Other exhibits needed to properly supplement a narrative answer shall be exempted from the page limitation. Nonetheless, such exhibits shall be limited to graphs, images, diagrams, applicable sections of policies, forms or other similar representations and documents. Exhibits are not a substitute for a comprehensive narrative response nor a subterfuge to circumvent the page limit. A policy, brochure, manual, or reference to such documents or website does not constitute an adequate response and will not be considered.

4.2.8 The Cost Proposal must be submitted in a separate file from the rest of the proposal and its content must not be mentioned in the rest of the proposal

5. Amendment to Section 5.6.5

Section 5.6.5 is amended to reflect amendments to Sections 8.4, 8.5, 8.6 & Appendix F of the RFP (Cost Proposal), as follows:

5.6.5 The Sum of the Total Annual Costs must be based on the ~~blended rate proposed by the Offeror for the provision of all services included in Section 3 of this RFP on an estimated annual hour basis to be provided by PRHIA in the Cost Proposal Template, plus any applicable travel cost~~ sum of the Total Annual Cost for SOW and the Total Annual Maximum Travel Cost for each contract year (including the years 5 & 6 which are optional extensions), which will be understood by PRHIA as the Offeror's Cost Proposal submission under this procurement process.

6. Amendment to Section 6.3

Section 6.3 is amended to clarify in subsection 6.3.4 that former PRHIA employees can be used as business references only if such reference is unrelated to the employee's work in PRHIA. The amendment is as follows:

6.3 References:

6.3.1 Provide a list of three (3) business references for contracts performed within the last two (2) years, that can discuss Offeror's qualifications, experience, and performance in comparable tasks to those sought in this RFP. At least one (1) of the references must be from a contract of a similar scope as required by this request. Properly identify it.

6.3.2 Each reference must include the contact's name, phone number, email address, a brief description of the services provided, the period of service and number of years of business relationship.

6.3.3 Include a letter addressed to the Executive Director of PRHIA authorizing the Director to contact the reference.

6.3.4 It is preferable that references are provided for services that were procured in a competitive environment. The Offeror shall not use PRHIA as a reference to fulfill this requirement. **Persons who are currently employed or contracted as consultants by PRHIA are not eligible to be references. Former PRHIA employees can be used as references, in as much as the business reference is not related to such employee's work in PRHIA.**

6.3.5 The Offeror must make sure that the contact information provided is current and that the references provided will answer PRHIA's request for information.

7. Amendment to Section 6.6

Section 6.6 is amended to correct a clerical error in the numeration of the fifth subsection so that where it says 6.7.5 it shall read 6.6.5. This Section is also amended to add the requirement to include with the Proposal Appendix G.

6.6 Financial and Legal Documentation

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6.76.5 Provide a certification of whether there is any pending or recent (within the past five (5) years) litigation against the Offeror. The Offeror does not need to report workers' compensation cases. If there is a pending or recent litigation against the Offeror, the Offeror shall:

A. Describe the damages being sought or awarded or the extent to which the adverse judgment is/would be covered by insurance or reserves set aside for this purpose. Include an opinion of counsel as to the degree of risk presented by any pending litigation and whether the pending or recent litigation will impair the Offeror's performance in a Contract under this RFP.

B. If there has been a judgment against the Offeror, please provide the details of the judgment and an opinion of counsel as to the degree of risk presented by the judgment and whether the judgment will affect the Offeror's solvency and/or impair the Offeror's ability to perform under the Contract. If applicable, include any Securities Exchange Commission (SEC) filings discussing any pending or recent litigation. The Offeror shall include its parent organization, affiliates, and subsidiaries.

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6.6.14 Include a signed Lobbying Certification (Appendix G). See Section 2.4.22 of this RFP.

8. Amendment to Section 6.8.2

Section 6.8.2 is amended to adjust the time period for business references of subcontractors to the same time period established in Section 6.4.1 and to add the requirement to include the Proposal Appendix G. The amendment is as follows:

6.8 Subcontractor

6.8.1 Identify each subcontractor, specify the tasks in which each subcontractor will intervene and disclose the remuneration that the subcontractor will receive for the work to be carried out, and the profit margin, if any, that the Offeror will have in relation to the subcontractor's paid fees.

6.8.2 If the Offeror will be using a major subcontractor(s) for functions and responsibilities under the Scope of Work of this RFP, it must provide the following documents, signed and submitted by the Major Subcontractor:

a) Attestation of Independence and Freedom from Conflict of Interests and Conflict of Interest Affidavit (Appendices C and C-1).

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i) 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 two (25) 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 five-two (25) 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 above required information a letter addressed to the Executive Director of PRHIA authorizing PRHIA to contact said business references.

j) Include a signed Lobbying Certification (Appendix G). See Section 2.4.223 of this RFP.

9. Amendment to Sections 8.4, 8.5, 8.6 & Appendix F

After evaluation of multiple questions received from Potential Offerors regarding the annual hours set in the cost proposal template for evaluation purposes, ASES has determined to amend Sections 8.4, 8.5, 8.6 & Appendix F of the RFP, as follows, to provide further clarity:

8.4 The Cost proposal shall include the all-inclusive hourly rate per staff title or job position for each staff category to be used in the provision of services under this RFP (Billing Rates-Table 1). Key Personnel must be included in ~~the~~ Table 1. These rates will be used for invoicing ~~are for informational~~ purposes only.

8.5 In Table 2, the Offeror must provide the Total Annual Cost for Scope of Work, which shall reflect the Offeror's best estimate of the total annual hours it deems that fulfillment of responsibilities under the scope of work will require, the applicable FTE's per staff position and the applicable hourly rate per staff position. Accordingly, the Offeror must provide detailed information on Total Annual Cost of Scope of Work including, but not limited to the amount of FTE's being used per staff position title, estimated number of annual hours and any other relevant information that will allow PRHIA to understand Offeror's Annual SOW Cost Offer. See Section 8.8 of this RFP. If the Offeror needs additional space, it may attach additional pages for this purpose.

NOTE: For evaluation and scoring purposes, the Total Annual Cost of the SOW provided under Table 2 must be equal to the applicable Blended Hourly Rate included in Table 3, multiplied by 20,000 annual hours.

For evaluation and scoring purposes, the Offeror must include in Table 3 of the Amended Cost Proposal, an all-inclusive blended hourly rate proposed for the provision of all the services requested under this RFP. This will be the rate to be used to calculate total cost for each contract year and corresponding for evaluation for and scoring points purposes.

8.6 The number of annual hours established for the calculation of total annual cost for SOW for each contract year is just for evaluation purposes. Optional Extension term costs (Optional Years #5 & #6) are included in the cost proposal for evaluation purposes only. PRHIA makes no guarantee of volume, number of hours, usage, or total compensation to be paid to any Offeror under any award contract, if any, resulting from this RFP. Nonetheless, the amounts submitted by the Offeror as the Total Annual Cost for SOW and the Total Annual Maximum Travel Cost for each contract year (including the years 5 & 6 which are optional extensions), will be understood by PRHIA as the Offeror's Cost Proposal submission under this procurement process.

Amended Appendix F – Cost Proposal Template

The Amended Cost Proposal Template is attached to this Amendment.