



STATE OF HAWAII
HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND

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December 20, 2018

ADDENDUM NO. 5

TO

REQUEST FOR PROPOSALS

NO. 19-001

CONSULTING SERVICES TO ASSIST IN THE
DEVELOPMENT OF A REQUEST FOR PROPOSALS
FOR A HEALTH BENEFITS ADMINISTRATION SYSTEM

	Question	Answer
1	Section 1.2, page 5, paragraph 3, statement: "A feasibility study was performed by Public Consulting Group, Inc. (PCG)." Is PCG permitted to bid on this RFP?	No.
2	Section 1.8, page 8, paragraph 2, statement: "Two (2) electronic copies (on two (2) CDs) of the master proposal and a redacted version of the proposal." The EUTF required 2 electronic copies (on two (2) CDs). Would the EUTF allow these electronic copies to be included on 2 USB drives in lieu of CDs?	No. The EUTF is not able to accept USB drives for the submittal of electronic versions of the proposal.
3	Section 1.26.3.a and 1.26.3.b. page 15, paragraphs 4 and 5, statements: "Initially, the insurance policy must have limits of liability in the amount of at least FIVE MILLION AND NO/100 DOLLARS (\$5,000,000.00) per occurrence and in the aggregate." And, "The limits of such bond or policy shall be FIVE MILLION AND NO/100 DOLLARS (\$5,000,000.00) per occurrence and in the aggregate." We have reviewed the insurance	No, the EUTF would not consider the listing of this under "Exceptions" as grounds for immediate disqualification.

EUTF's Mission: We care for the health and well being of our beneficiaries by striving to provide quality benefit plans that are affordable, reliable, and meet their changing needs. We provide informed service that is excellent, courteous, and compassionate.

	Question	Answer
	<p>requirements and have a question about the insurance coverage requirements. We have found within the industry that it is standard practice to require \$2 million of coverage, in particular for this type of work and for the order of magnitude of potential contract value. We would like to list this under the exceptions to the terms and conditions, but certainly would not like to insert this if this would lead to an automatic disqualification. Would the EUTF take this exception into consideration, or will this be seen as grounds for immediate disqualification?</p>	
4	<p>Attachment 6, page 45, paragraph 3, statement: "Maintain consistent Project Manager throughout the contract term unless a change is requested by the EUTF." A stipulation of attachment 6 is that the offeror must "maintain consistent Project Manager throughout the contract term unless a change is requested by the EUTF." In a case where an employee terminates or an incident occurs outside of the offeror's control (e.g., illness, emergency) which requires the original project manager to be replaced, would the EUTF consider allowing the replacement of the original project manager without incurring the 5% contract amount providing the EUTF agrees that the replacement was necessary and out of the control of the offeror?</p>	<p>The following revision is made to Attachment 6, "Performance Guarantees":</p> <p>Guarantee:</p> <p>Maintain consistent Project Manager throughout the contract term unless a change is requested by the EUTF. Measurement of this guarantee will exclude the replacement of the Project Manager 1) due to termination of employment and 2) in cases of promotion or transfer out-of-state if the outgoing Project Manager's tenure overlaps with the incoming Project Manager's tenure for a period of at least one (1) month (the "Transition Period") and the outgoing Project Manager remains directly available to the ETUF and the incoming Project Manager for inquiries and consultation for an additional period after the Transition Period ends.</p>