



**Washington Health Benefit Exchange**  
**RFQQ HBE 19-001 Addendum No. 1**  
April 10, 2019

**TO:** Potential Bidders for RFQQ HBE 19-001 and Other Interested Parties  
**FROM:** Regan Givens, RFQQ Coordinator  
**SUBJECT:** Addendum No. 1 to RFQQ HBE 19-001 for “*Enrollment Projections and Standardized Benefit Plan Design Services*”

**PURPOSE:** The purpose of this addendum is to provide responses to questions submitted by Vendors by the March 29, 2019 deadline.

**ATTACHMENTS:** Exhibit A – Vendor Questions and WAHBE Responses

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- 1) WAHBE responses to Vendor questions submitted by the March 29, 2019 deadline are provided as Exhibit A to this Addendum.

Please contact the RFQQ Coordinator at [contracts@WAHBExchange.org](mailto:contracts@WAHBExchange.org) if there are any questions concerning this Addendum.

Respectfully,

A handwritten signature in blue ink that reads "Regan Givens".

Regan Givens  
RFQQ Coordinator  
[contracts@WAHBExchange.org](mailto:contracts@WAHBExchange.org)

## Exhibit A Vendor Questions and WAHBE Responses

Question #	Document Name	Section # & Title	Page or Paragraph #	Question	WAHBE RESPONSE
1	RFQQ HBE 19-001	Section 2. Statement of Work and Deliverables  Sub-Section 2.3.f.	Page 7	Will WAHBE identify the stakeholders that we would be getting feedback from?	Given that the current bill language requires WAHBE to open up the standard plans to public comment, we anticipate there could be many stakeholders providing feedback. WAHBE will identify those stakeholders when passing along feedback to the Vendor.
2	RFQQ HBE 19-001	Section 2. Statement of Work and Deliverables  Sub-Section 2.4.	Page 7	Please confirm that the not-to-exceed amount for any ad hoc market analysis would be identified at the time of the request for ad hoc analysis, and the amount does not need to be included in this proposal submission?	Yes. A not-to-exceed amount for any ad hoc market analysis work will be identified at the time WAHBE requests such work.  An hourly rate proposal <u>MUST</u> be included in Vendor proposals, but it is not scored. Per RFQQ HBE 19-001, Section 4.2.5.8. "Hourly Rates Proposal - Ad Hoc Market Analysis (Mandatory, Pass/Fail)", Vendor shall provide the title and hourly rates for each position that may perform ad hoc market analysis work throughout the term of a resulting Contract.
3	RFQQ HBE 19-001	Section 4.2.5.6. Cost Proposal (Mandatory, Scored)	Page 14	Will WAHBE require an in person visit or any travel in connection with this work?	For the first year of the resulting Contract, WAHBE anticipates the ASV will be required to attend the initial standardized benefit plan design presentation to stakeholders. WAHBE anticipates no in-person meetings to be held for enrollment projection services.  In addition, see WAHBE's response to question #11 below.
4	RFQQ HBE 19-001	N/A	N/A	How many standard plan designs are currently in place?	None.

Question #	Document Name	Section # & Title	Page or Paragraph #	Question	WAHBE RESPONSE
5	RFQQ HBE 19-001	N/A	N/A	May we ask the reason behind re-procuring this contract?	In accordance with funding source regulations and internal policy, WAHBE is required to competitively re-procure services approximately every 5 years, or whenever the contract expires (whichever comes first). The final end date of the current Contract is June 30, 2019.  In addition, WAHBE has determined the need to formally procure the ongoing standardized benefit plan design services that are performed under the current Contract as an ad-hoc service.
6	RFQQ HBE 19-001	N/A	N/A	Can you share the name of the current vendor?	The incumbent for enrollment projections is Wakely Consulting Group, Incorporated.
7	RFQQ HBE 19-001	N/A	N/A	How long has the current vendor been under contract?	05/20/2015 to 06/30/2019
8	RFQQ HBE 19-001	N/A	N/A	1) Does the engagement include presentations and if so how many are expected?  2) Is there a preference for the contractor to be in person for any presentations?	1) Yes, presentations will be required for standardized benefit plan design services. WAHBE anticipates the need for one in-person presentation to stakeholder groups as well as additional teleconference presentations.  2) WAHBE would require in-person presence for the first presentation. However, WAHBE may request the ASV to be present for additional presentations.
9	RFQQ HBE 19-001	N/A	N/A	Please provide a breakdown of historical expenses charged by and paid to the incumbent by year under the current contract for this task.	05/20/2015 - 05/19/2016: \$61,196.25 05/20/2016 - 05/19/2017: \$28,260.00 05/20/2017 - 05/19/2018: \$24,390.00 05/20/2018 - 04/01/2019: \$103,132.50

Question #	Document Name	Section # & Title	Page or Paragraph #	Question	WAHBE RESPONSE
10	RFQQ HBE 19-001	Section 2. Statement of Work and Deliverables Sub-Section 2.3.	Page 7	We don't see any mention of testing the standard plan designs for compliance with federal Mental Health Parity and Addiction Equity Act (MHPAEA) requirements. Is WAHBE expecting the Contractor to perform MHPAEA testing for each standard plan?	Yes, as part of the standardized benefit plans design, WAHBE will require the Vendor to address compliance with these requirements.
11	RFQQ HBE 19-001	Section 2. Statement of Work and Deliverables Sub-Section 2.3.f.	Page 7	How does WAHBE anticipate stakeholder feedback on the standard plan designs will be obtained? For example, do you anticipate it will be done through questionnaires that the Contractor will develop? Through a series of stakeholder meetings that coincide with development of the standard plan designs?	WAHBE will solicit feedback through a series of stakeholder meetings that coincide with development of the standardized benefit plan designs. It is WAHBE's expectation that the Vendor will participate in these meetings. In addition, see WAHBE's response to question #3 above.
12	RFQQ HBE 19-001	Section 4.2.5.1. Experience of the Enrollment Projections Team	Page 12	The last bullet in this section requests a list of relevant projects the key personnel have performed in that past three (3) years and asks for a brief description of two (2) of them, indicating that they be "preferably in Washington State." Section 4.2.5.3 includes similar reference to preference for Washington State experience. Please indicate what portion of the 15 points assigned to Sections 4.2.5.1 and 4.2.5.3 (as outlined in the table in Section 5.2.2) are related to having prior experience performing these same services specifically in Washington. In otherwords, if a bidder had significant experience performing these services would their score differ depending upon whether this experience was in Washington State or not?	Although WAHBE prefers the Vendor to identify its projects and experience that took place in Washington State, this is not a requirement. Points will be awarded based on the overall experience and qualifications of the Vendor and not the location.

Question #	Document Name	Section # & Title	Page or Paragraph #	Question	WAHBE RESPONSE
13	RFQQ HBE 19-001	N/A	N/A	<p>Based on the reports at the links below, it appears that the RFQQ may represent a procurement for renewal of work that has historically been provided by Wakley related to enrollment estimates, and that they may have also performed some initial work related to standard benefit designs.  <a href="https://www.wahbexchange.org/wpcontent/uploads/2018/02/HBE_PC_180213_WAHBE-Estimated-Enrollment-Report.pdf">https://www.wahbexchange.org/wpcontent/uploads/2018/02/HBE_PC_180213_WAHBE-Estimated-Enrollment-Report.pdf</a>  <a href="https://stateofreform.com/wp-content/uploads/2018/11/wakely-standardplan.pdf">https://stateofreform.com/wp-content/uploads/2018/11/wakely-standardplan.pdf</a></p> <p>1. Please confirm whether the work being requested in relation to enrollment projections in RFQQ 19-001 (Statement of Work and Deliverables Section 2.1 on page 6) is consistent with the work that was requested in relation to the report at the first link above.</p> <p>2. Is the RFQQ is being issued for reasons other than expiration of the current contract with Wakely which could not otherwise be extended? If so for what other reasons is the RFQQ being issued at this time?</p>	<p>1) Yes, the link identified is an appropriate reflection of WAHBE's expectations of enrollment projections work and outputs.</p> <p>2) See WAHBE's response to question #5 above.</p>