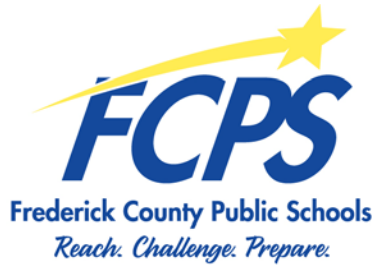


Purchasing Office
191 South East Street
Frederick, Maryland 21701
301-644-5209 phone
301-644-5213 fax



Leslie R. Pellegrino, CPA,
Chief Financial Officer
Kim Miskell, CSBO,
Assistant Purchasing Manager
Bill Meekins CPPB, CPPO, CSBO, CPCP,
Purchasing Agent
Shane Ryberg, Purchasing Agent

ADDENDUM

April 19, 2021

ADDENDUM #2

Due Date & Time: 4:00 P.M., local time, on April 22, 2021 via Skype Business: (240) 236-6172 (FCPS)
Conference ID: 7907906 Meeting URL: <https://meet.fcps.org/kimberly.miskell/D21WC0P9?sl=1>

This addendum is being issued to provide additions, corrections, clarifications and answers to certain questions raised referencing the original proposal packages and any resultant contracts for the above bid.

The following is a list of questions received with responses from the respective entities:

1. I noticed the current and prior Medical/RX large claim reports do not have a way for us to match up each claimant together. Do you have any current/prior Medical/RX large claims reporting where there is the claimant name or a way for us to match up each claimant properly?

All the claimants have been matched and assigned a unique claimant number. To avoid having any PHI on the procurement site, the claimants have been matched for each claim file. If a claimant appears on multiple reports, they will have the same claimant number on each report. So, if you see Claimant 1 on two reports, that is the same claimant. If any claim updates are provided, the same claimant number will be used so the claimant number on any report posted will always represent the same claimant.

2. Bid is being submitted electronically, please confirm that original signatures are not requested and bids do not have to be sealed as explained in 3b below.

3. PREPARATION OF BID

- a. Bidder must submit one original proposal, with original signatures, unless otherwise specified. Bids must be prepared on the proposal form(s) provided. FCPS proposal forms format shall not be altered.
- b. Each bid will be sealed, show the full business address and contact information of the bidder and designed by the person(s) legally authorized to sign contracts. All correspondence concerning the bid and contract, including notice of award, copy of contract, and purchase order, will be emailed, or mailed, to the address shown on the bid in the absence of written instructions from the bidder to the contrary.

Original signatures are not required and bid does not have to be sealed with the bid being submitted electronically.

3. Please confirm that the labeling information as specified is not requested since this bid is only being submitted electronically.

7. RECEIPT OF BIDS

- a. All inner and outer envelopes and packaging, used by Fed Ex, UPS and etc., are to be labeled with the following:
- Bidder Name
 - Bid Number and Name
 - Due Date and Time

Confirmed. This labeling information is not required with the bid being submitted electronically.

4. Please confirm that bids can be signed by a person legally authorized to sign the company into a contract and not only an officer of the company as indicated on various forms in Excel Workbook, 03 Frederick County Schools MMA SL COE RFP 03312021.

8. OPENING OF BIDS

- a. Sealed bids will be publicly opened at the location, date, and time indicated on the solicitation coversheet.
- b. All bids received must be signed by a person legally authorized to sign the company into a contract. Bids will be submitted on-line via ProcureNow (<https://secure.procurenow.com/portal/fcps>).

Confirmed. A person legally authorized to sign the company into a contract may sign the bid.

5. Please note that CareFirst is not in receipt of a "Section IV. Cost Proposal" document. Please advise if such document will be forthcoming. Please confirm that the Cost and Technical Proposal documents are to be submitted separately as well via ProcureNow.

10. PREPARATION OF PROPOSAL

Cost Proposal:

- i. Cost proposals shall be submitted electronically on-line via ProcureNow (<https://secure.procurenow.com/portal/fcps>) in Excel Format.
- ii. The Cost Proposal will include the following form(s) completed:
- Section IV. Cost Proposal
 - Lasered Claimant Detail
 - Bind Proposal Acknowledgement

This section is changed to read as follows:

Cost Proposal:

- i. *Your cost proposal shall be submitted electronically on-line via ProcureNow separate from your Technical/Questionnaire Proposal at <https://secure.procurenow.com/portal/fcps> in your company's standard quote format.*
- ii. *The Cost Proposal will include the following form(s) completed:*
- *Cost Proposal*
 - *Lasered Claimant Detail*
 - *Binder Proposal Acknowledgement*

Thank you for your interest in bidding with Frederick County Public Schools and we apologize for any inconvenience this may have caused.

Sincerely,

Kim Miskell

Kim Miskell, CSBO,
Assistant Purchasing Manager
kim.miskell@fcps.org