COUNTY OF LOS ANGELES
Public Health

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June 20, 2011

Dear Proposer:

ADDENDUM NUMBER 2: REQUEST FOR PROPOSALS FOR RYAN WHITE PROGRAM CLIENT BENEFITS ADMINISTRATION SERVICES, RFP #2011-01

Addendum Number 2 contains 1) attachment that contains responses to Proposer questions; information requested regarding the Proposers that submitted a Mandatory Intent to Apply Form; revisions made to Appendix M (Proposer's Minimum Mandatory Requirements Affidavit); 2) revisions made to specific RFP provisions, and; 3) revisions made to Appendix B (Statement of Work) as it pertains to the Request for Proposals (RFP) for the Ryan White Program Client Benefits Administration Services RFP #2011-01 as follows:

Proposer Questions and Answers

The Proposer written questions received by the required due date/time, specified in Addendum Number 1, and their respective answers are outlined in Attachment 1. Proposers are advised that where applicable, responses provided in Attachment 1 clarify requirements in the RFP. Proposers are to read and incorporate applicable responses, instructions, and or guidelines within their proposal as required.

Proposers are also reminded that questions posed at the June 20, 2011 Proposer's Conference, and their respective answers, will be released by June 30, 2011 and posted on the websites further referenced in this addendum.

Mandatory Intent to Apply (MIA) Form

In response to a request received pertaining to the MIA Form, Attachment 2 contains a listing of the Proposers that submitted the MIA Form by the required due date and time.

Appendix M (Proposer's Minimum Mandatory Requirements Affidavit)

Proposers are advised that Appendix M has been revised in its entirety as outlined in Attachment 3. Proposers must complete and submit a Revised Appendix M with their proposal as specified in RFP Section 3.4.1.3 (Administrative Response Section 2: Proposer's Minimum Mandatory Requirements).

RFP Sections Revised

Proposers are advised that pursuant to Request for Proposals (RFP) Section 6.3 (County Rights & Responsibilities), the County has the right to amend the RFP by written addendum at any time during the process until the release of results. Therefore, under the terms and conditions of RFP Section 6.3, this Addendum Number 2 constitutes a written addendum to the RFP #2011-01 as outlined below. Proposers are to read and incorporate the applicable revisions, instructions, and or guidelines within their proposal as required.

RFP Section 1.1.1, Ryan White Program Client Benefits Administration Services

Proposers are advised that RFP Section 1.1.1 , first sentence only, is hereby revised and replaced in its entirety as follows:

> The intent of the Request for Proposals (RFP) is to identify and select an agency to act on behalf of the Department of Public Health, Office of AIDS Programs and Policy (OAPP) as a Third-Party Administrator (TPA) to provide comprehensive Ryan White Program Client Benefit Administration Services (Ryan White Program) through the implementation of centralized effective and comprehensive client screening, enrollment and linkage services for the Los Angeles County (LAC) HIV/AIDS Care and Treatment Program (HCTP) for eligible people living with HIV/AIDS.

RFP Section 1.1.1, Paragraph 1, HIV/AIDS Program Screening and Enrollment Services

Proposers are advised that RFP Section 1.1.1 , Paragraph 1 entitled "HIV/AIDS Program Screening and Enrollment Services, second sentence only, is hereby revised and replaced in its entirety as follows:

> Clients must be fully-screened for program eligibility using OAPP guidelines at least twice annually, and partially screened for eligibility in the AIDS Drug Assistance Program (ADAP) every six months.

RFP Section 2.1.3, Experience and Qualifications, Paragraph A

Proposers are advised that RFP Section 2.1.3, Paragraph A, is hereby revised and replaced in its entirety as follows:

> Proposer **must** be a Third-Party Administrator and/or Pharmacy Benefits Management Program*, either public or private, **and** must be currently licensed to do business in the State of California;
>
> **Note: For the purpose of this RFP, a "Pharmacy Benefits Management Program" is defined as a third-party administrator of prescription drug programs. They are primarily responsible for processing and paying prescription drug claims.*

RFP Section 2.1.3, Experience and Qualifications, Paragraph C

Proposers are advised that RFP Section 2.1.3, Paragraph C, is hereby revised and replaced in its entirety as follows:

> Proposer **must** have ten (10) consecutive years of experience, within the last twelve (12) years, providing services as a Third-Party Administrator and/or Pharmacy Benefits Manager for a health system*;
>
> **Note: For the purpose of this RFP, a "health system" is defined as a complete network of agencies, facilities, and all providers contributing to health improvement and maintenance.*

RFP Section 2.1.8, Fiscal Viability

Proposers are advised that RFP Section 2.1.8 is hereby revised and replaced in its entirety as follows:

> Proposer agrees that, if necessary, it shall provide two (2) months of services as outlined in this RFP through its own financial resources prior to reimbursement by County. Proposer also agrees that it shall carry these costs prior to any reimbursement by County.

RFP Section 5.2.2, Part 2 – Financial Capability Review

Proposers are advised that RFP Section 5.2.2 is hereby revised and replaced in its entirety as follows:

> A subject matter expert will evaluate and make a Pass/Fail recommendation based on the financial strength and capability of the company in the provision of required services throughout the term of any resultant Contract, as well as evidence of the Company's capability to absorb all costs related to the provision of services for a minimum of sixty (60) days, during any resultant Contract.
>
> Proposals that fail this portion of the evaluation will be deemed non-responsive and disqualified. The Director of DPH, or his designee, at his/her sole discretion, may waive this requirement.

Revisions to Appendix B (Statement of Work)

Proposers are advised that Appendix B (Statement of Work), Section 3.1.1, Contractor's Benefits Specialists, Paragraph #1, Page 8, is hereby revised to include the following criteria:

3.1.1 Contractor's Benefits Specialists

> Clients must be fully-screened for program eligibility using OAPP guidelines at least twice annually, and partially screened for eligibility in the AIDS Drug Assistance Program (ADAP) every six months.

All other terms and conditions pertaining to Appendix B (Statement of Work), Section 3.1.1 remain in effect.

Copies of this addendum are available for download at the following websites:

County of Los Angeles, Doing Business With Us – L.A. County Online website:
http://camisvr.co.la.ca.us/lacobids/BidLookUp/BidOpenStart.asp

County of Los Angeles, Department of Public Health website:
http://publichealth.lacounty.gov/cg/index.htm

County of Los Angeles, Department of Public Health
Office of AIDS Programs and Policy
http://publichealth.lacounty.gov/aids

All other terms and conditions of the RFP, and their applicable appendices/attachments, remain in effect.

If you have any questions regarding this addendum, please contact Amanda Vasquez, Contract Analyst, Contract Administration Division, at (213) 351-1150.

Very truly yours,

Mario J. Pérez, Director
Office of AIDS Programs and Policy

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Attachment: (3)

c: OAPP Senior Management Team

Addendum Number 2
Ryan White Client Program Client Benefits Administration Services RFP #2011-01
Attachment Number 1
Written Questions Received and Answers

NO.	REFERENCE SOURCE	QUESTION	RESPONSE
1.	RFP Document RFP Section 2.1.7 (Mandatory Intent to Apply) ***-and-*** Addendum Number 1	**Question #1**: Can you confirm that if an agency did not submit a Mandatory Letter of Intent (MIA) Form by the required due date and time, that agency would not be eligible to submit an application? **Question #2:** Why was the due date for the MIA Form not extended?	**Response to Question #1:** The submission of the MIA form is a Proposer's Minimum Mandatory Requirement (refer to RFP Section 2.1.7, Mandatory Intent to Apply). Agencies that submitted the MIA Form as specified in RFP Section 2.1.7 **and** meet all other Proposer's Minimum Mandatory Requirements (refer to RFP Section 2.0, Part 2.0 – Proposer's Minimum Mandatory Requirements) will be considered for review as specified under RFP Section 5.2, Phase 1 - Pass/Fail Review. Please note that the County cannot dictate whether an agency/proposer can or cannot submit a proposal - however the guidelines and requirements of the RFP outline the evaluation process (RFP Section 5.1) that will be used in the review of all proposals submitted. **Response to Question #2:** As specified in RFP Section 1.14, the County has the sole discretion and reserves the right to amend the RFP by written addendum at any time during the RFP process.
2.	RFP Document RFP Section 1.1.4 (Services to be Provided/Availability of Funds)	What is the anticipated award for and implementation dates for this program?	The funding award will be based on amounts outlined in Table 1, Service Components – Total Annual Maximum Funding, of RFP Section 1.1.4, Services to be provided/Availability of Funds. Award date is based on date of Board approval, but the goal is to have a fully executed contract by March 1, 2012.

3.	General Questions	**Question #1:** How do you see healthcare reform affecting this RFP? **Question #2:** How will this RFP be affected by Healthy Way LA and the Seniors and People with Disabilities (SPD) LA Care pilot programs?	**Response to Question #1:** Even though health care reform implementation is in flux, it should be considered when responding to this RFP. Depending on the implementation of health care reform, there may be new and variable healthcare options available for people with HIV that are not supported by OAPP funding, and these options must be considered when screening clients for eligibility and referral to other programs. **Response to Question #2:** Neither Healthy Way LA nor SPD pilot programs should influence a Proposer's response to this RFP.
4.	RFP Document RFP Section 1.1.1 (Ryan White Program Client Benefits Administration Services)	Would the Office of AIDS Programs and Policy (OAPP) please clarify what the Los Angeles County (LAC) HIV/AIDS Care and Treatment Program (HCTP) is?	The HIV/AIDS Care and Treatment Program (HCTP) is the combination of services that are contractually supported by OAPP for the delivery of HIV care and ancillary support services.
5.	RFP Document RFP Section 1.1.1 (Ryan White Program Client Benefits Administration Services) Paragraph 1 (HIV/AIDS Program Screening and Enrollment Services)	In regards to the statement: "*...Clients that are determined to be eligible will be entered into the centralized service utilization and tracking database, and program membership cards will be issued to eligible clients yearly.*" Which entity is responsible (OAPP or the successful bidder) for creating the membership card?	The successful Proposer will be responsible for the production and dissemination of any and all materials related to this program, including any benefits membership cards.
6.	RFP Document RFP Section 1.1.1 (Ryan White Program Client Benefits Administration Services) Paragraph 1 (HIV/AIDS Program Screening and Enrollment Services)	In regards to the following statement: "*....Clients must be fully-screened for program eligibility using OAPP guidelines at least once a year, and partially screened for eligibility in the AIDS Drug Assistance Program (ADAP) every six months.*" Can OAPP define what is meant by "partially screened for eligibility in the AIDS Drug Assistance Program (ADAP)"?	Clients must be screened for program eligibility every six months. One of those screening requirements can be met by the semi-annual ADAP eligibility screening process.

7.	RFP Document RFP Section 1.1.3 (Background)	In regards to the following statement: *"That all proper client documentation is collected, verified and updated as necessary, and stored electronically in LAC's HIV services data management system"* Can OAPP please clarify what the data management system will be (if known)?	This is not relevant to this RFP.
8.	RFP Document RFP Section 1.1.3 (Background)	In regards to the following statement: *That fraud detection services are in place and functioning consistently;"* Can OAPP define what is meant by "fraud detection services"?	Fraud detection services are those activities that seek to confirm and verify an individual's identity, HIV diagnosis, place of residence, and income in order to confirm program eligibility.
9.	RFP Document RFP Section 1.1.3 (Background)	In regards to the following statement: ***"HIV/AIDS Program Screening and Enrollment Services:*** *Centralized screening and enrollment into the program will ensure that clients accessing services through LAC HCTP are screened for eligibility, properly enrolled in the program, assessed for eligibility for other insurance, benefits and entitlement programs, and are referred and linked to care and treatment services through a centralized portal. Services must be provided in multiple locations throughout LAC SPAs 2-8, be accessible through the internet, and must possess and ensure the ability to provide culturally and linguistically appropriate services for racial and ethnic minorities, and other historically disenfranchised people. All services must be available in English and in Spanish, and have translation services available for other languages."* Is it OAPP's expectation that clients have access to the centralized web portal to look up their own information?	Yes. The expectation is that clients will have access to the centralized portal to look up their own information, and to change contact information if necessary. It is desirable that clients can provide documentation and partial registration documentation online for services through a web-based eligibility screening process.
10.	RFP Document RFP Section 1.12 (Contact With County Personnel)	In regards to the following statement: *"Proposers are specifically directed not to contact any other County person or agent for any matters related to this RFP."* Given that the RFP covers PLWHA within County and non-county (OAPP contracted) facilities, are bidders allowed to contact County clinics, regarding establishing a collaborative agreement or benefits administration servicing program?	Contact with County Personnel, RFP Section 1.12, refers to any matters related to the RFP process. Proposers' are allowed to contact County clinics, regarding establishing a collaborative agreement or benefits administration servicing program.

11.	RFP Document RFP Section 2.1.3 (Experience and Qualifications) Paragraph "A"	In regards to the following statement: *"Proposer **must** be a Third-Party Administrator and/or Pharmacy Benefits Management Program, either public or private, and must be currently licensed to do business in the State of California;"* We request clarification. Our organization is a Knox-Keene licensed HMO, which, by California law, does not need a third-party administrator license. (Cal. Insurance Code § 1759(m).) Moreover, as far as we understand, a TPA license is not actually required under California law to perform the services under the RFP. That is because the County is not an "insurer" that is regulated under the Insurance Code. Consequently, the County does not need to have a written contract with a TPA, which is only required for "insurers" (Cal. Insurance Code, § 1759.1) For these reasons, we believe that an HMO that can show significant, lengthy experience performing the duties described in the RFP (for example, claims adjudication) should be qualified to apply for the County's grant, even if it does not hold a TPA license. Could you please confirm?	Proposers are advised that RFP Section 2.1.3, Qualifications and Experience, Paragraph A is revised in its entirety as outlined in as follows: "Proposer **must** be a Third-Party Administrator and/or Pharmacy Benefits Management Program,* either public or private, **and** must be currently licensed to do business in the State of California;" **Note: For the purpose of this RFP, a "Pharmacy Benefits Management Program" is defined as a third-party administrator of prescription drug programs. They are primarily responsible for processing and paying prescription drug claims.* To clarify, under the revised requirement, the Proposer must have demonstrated experience functioning as a **contracted third-party** administrator on behalf of another entity (not screening and enrolling their own clients into their own system), and performing claims adjudication on behalf of the contractor. A current California business license is required, but a third-party administrator license is not. The Third-Party Administrator and/or Pharmacy Benefits Management Program must be currently licensed to do "business" in the State of California.
12.	RFP Document RFP Section 3.4.1.4 (Administrative Response Section 3: Experience and Qualifications) and Appendix D (Required Forms)	In regards to the following statement: *"In Section 3, Proposer must provide a title page that bears the words "Administrative Response Section 3: Experience and Qualifications" and name of Proposer. In this section, Proposer is to list all experience relevant to the minimum mandatory requirement specified in RFP Section 2.1.3 (Experience and Qualifications), paragraph "C)." Points will be allocated accordingly for experience listed that demonstrates Proposer meets and/or exceeds the requirement specified in RFP Section 2.1.3 (Experience and Qualifications), paragraph "C)." In this section, Proposer is to provide the period of experience (e.g., dates of experience); name of company; contact person (name, title, telephone number; email address), and; a description of the experience which will assist the County in evaluating the Proposer's experience."* Can OAPP clarify whether or not they are requesting a narrative version of the information contained in Appendix D, Forms 2, 3 and 4?	With respect to RFP Section 3.4.1.4, Administrative Response Section 3: Experience and Qualifications, is a narrative response to the information being requested in **Appendix D, Required Forms, Form #2 – Experience and Qualifications only.** For RFP Section 3.4.1.4, Proposers are to provide the period of experience (e.g., dates of experience); name of company; contact person (name, title, telephone number; email address), and a description of the experience which will assist the County in evaluating the Proposer's experience.

13.	RFP Document RFP Section 3.4.1.5 (Administrative Response Section 4: Required Support Documents)	In regards to the following statement: *"Corporations or Limited Liability Company (LLC): The Proposer must submit the following documentation with the Proposal: 1. A copy of a "Certificate of Good Standing" with the state of incorporation/organization."* Will the Certificate of Good Standing be accepted if it is dated in 2011 (any month)?	A Certificate of Good Standing is generally valid for 60 – 90 days. For purposes of this RFP, the Certificate of Good Standing must still be valid by the proposal due date [July 14, 2011].
14.	RFP Document RFP Section 3.7 (Part 5: Program Budget Response Section) Subsection 3.7.1	In regards to the following statement: *"Proposers may only submit one (1) proposal that must include all services being solicited under this RFP. Multiple proposals will be disqualified."* Can the OAPP confirm that applicants should submit only one proposal narrative per offer and that we are to combine all four program components within our answers to each question?	Proposers must submit one (1) proposal that includes all services. Multiple proposals will be disqualified. However RFP Section, Part 5: Program Budget Response Section, pertains the program budget section of a Proposer's single proposal. As specified in RFP Subsection 3.7.1, 3rd paragraph, Proposers must provide a separate Part 5: Program Budget Response Section, for each service being solicited under this RFP. Meaning, Proposers must submit a separate program budget, in addition to the other items outlined in RFP Section 3.7, for each service component in its Proposal Part 5.
15.	RFP Document RFP Section 4.1.4.2 (Programmatic Subsection 4b: Program Plan for Ryan White Program Client Benefits Administration Services) Question #2	In regards to the following statement: *"Clearly describe your service delivery model for the provision of all the services being solicited in this RFP, and in the description of the model, delineate all sub-contracted or MOU agencies involved in delivering Ryan White Program Client Benefits Administration Services including HIV/AIDS Screening and Enrollment Services, HIV/AIDS Transportation Administration Services, HIV/AIDS Health Insurance Payment Program, and HIV/AIDS Benefits Specialty Services as described in this RFP. "* If we are proposing to provide benefit administration services at other ASO (AIDS service organization) sites, will and MOU from the ASO sites suffice for the application?	An MOU from an ASO to be involved in the service delivery model and any additional documentation that outlines the ASO's specific history, expertise and ability to provide specific services are required – as specified in RFP Section 4.1.4.2 – Question #2.

16.	RFP Document RFP Section 4.1.4.4 (Programmatic Subsection 4d: Data Reporting Plan)	In regards to the following statement: *"Describe how client-level data will be collected and reported. Proposer must include a description of: 1) the tracking systems in place or planned to be in place to collect and report data; 2) if the data system is other than the system provided by OAPP, and; 3) how that system will interface in real-time with the OAPP system."* **Question #1:** Can OAPP please define what is meant by "real time"? **Question #2:** What OAPP system will the successful bidder need to have data exchange with (i.e., Careware)?	**Response to Question #1:** Real-time operating systems are systems that respond to input immediately. They are used for such tasks as navigation, in which the computer must react to a steady flow of new information without interruption, and in this case, will update data fields in linked systems almost immediately. Response to Question #2: This question is not relevant to this RFP.
17.	Appendix B Statement of Work (SOW) SOW Section 1.0 (Introduction and Purpose)	In regards to the following statement: *"The HCTP provides public services to eligible people living with HIV disease, and provides information, screening and referral for public and private benefits and entitlement programs for which clients may be eligible, through a centralized screening, referral and enrollment process."* **Question #1:** Can you please define what LAC (HCTP) "public service" are comprised of? **Question #2:** Does the LAC HCTP include only Ryan White or also other health care options that may come available through health care reform?	Response to Question #1: See Response to Question #4. **Response to Question #2:** While the HCTP includes only those services that are supported with OAPP funding, clients must be screened for any services for which they may be eligible, based on their HIV diagnosis, income, and residency.
18.	Appendix B Statement of Work (SOW) SOW Section 3.1.1 (Contractor's Benefits Specialists)	In regards to the following statement: *"Benefits Specialist Location of Services: "In addition to Contractor's primary locations of business, contractor's Benefits Specialist shall be required to travel to other OAPP contracted medical and support services sites to provide BSS as needed and based on a mutually agreed upon schedule with the other County-funded providers."* Can OAPP clarify whether "other OAPP contracted medical and support services sites" means both county-run and non-county OAPP contracted providers?	OAPP-contracted medical and support services sites include County and non-County entities.

ADDENDUM NUMBER 2
RYAN WHITE PROGRAM CLIENT BENEFITS ADMINISTRATION SERVICES RFP #2011-01

ATTACHMENT NUMBER 2
AGENCIES THAT SUBMITTED A MANDATORY LETTER OF INTENT TO APPLY BY THE REQUIRED DUE DATE AND TIME

1. AIDS Healthcare Foundation
2. Alliance for Housing and Healing
3. Benefit & Risk Management Services
4. Bienestar Human Services, Inc.
5. NextGen Practice Solutions dba HSI
6. Tarzana Treatment Centers, Inc.

RYAN WHITE PROGRAM CLIENT BENEFITS ADMINISTRATION SERVICES
RFP: #2011-01
ATTACHMENT 3 TO ADDENDUM 2
REVISED APPENDIX M – PROPOSER'S MINIMUM MANDATORY REQUIREMENTS AFFIDAVIT

PROPOSER:	

1. PROPOSER'S MINIMUM MANDATORY REQUIREMENTS

Proposers **must** meet all of the minimum mandatory requirements detailed in this RFP Section 2.1 **on the proposal submission date.** Failure to meet **each** of the minimum mandatory requirements will result in elimination from further consideration as specified in RFP Section 5.2 (Phase I – Pass/Fail Review).

RFP Ref	RFP Requirement • Service Deliver Model
2.1.1A	Proposing agency must propose to provide Ryan White Program Client Benefits Administration Services, including screening, intake, enrollment, benefits specialty services, transportation administration, and health insurance payment programs, in multiple locations throughout Los Angeles County SPAs 2-8 ☐ Yes, Proposer agrees to provide Ryan White Program Client Benefits Administration services in multiple locations throughout Los Angeles County SPAs 2-8. ☐ No, Proposer **does not agree** to provide Ryan White Program Client Benefits Administration services in multiple locations throughout Los Angeles County SPAs 2-8.
2.1.1B	The Proposer **must** specify the addresses/locations of **each** service site, including hours of operation. In cases where services are to be provided in the facility of an entity other than the Proposer, letter(s) of agreements for the use of the location(s) during the proposed hours of operation, including the proposed contract term and any applicable extension option(s), **must** be included with the proposal. ☐ Yes, Proposer has complied with the RFP requirement as stated above. Please complete Section 2.1.1B-1 below. ☐ No, Proposer has **not** complied with the RFP requirement.
Section 2.1.1B-1 Instructions: Please attach a supplement sheet to this Appendix that includes: - SPA location (SPA number and address) for each service site proposed and hours of operations. - In cases where services are to be provided in the facility of an entity other than the Proposer, include letter(s) of agreements for the use of the location(s) during the proposed hours of operation, including the proposed contract term and any applicable extension option(s).	
2.1.1C	Proposer **must** propose to deliver services via the internet and through videoconferencing to increase access. ☐ Yes, Proposer has complied with the RFP requirement as stated above. ☐ No, Proposer has **not** complied with RFP requirement as stated.
2.1.1D	Proposal **must** be a single proposal for all services **and** for all sites. **Multiple proposals will be disqualified**. ☐ Yes, Proposal complies with the RFP requirement as stated above. ☐ No, Proposal **did not** comply with RFP requirement as stated.

RYAN WHITE PROGRAM CLIENT BENEFITS ADMINISTRATION SERVICES
RFP: #2011-01
ATTACHMENT 3 TO ADDENDUM 2
REVISED APPENDIX M – PROPOSER'S MINIMUM MANDATORY REQUIREMENTS AFFIDAVIT

RFP Ref.	RFP Requirement - Staff Training Requirements
2.1.2	Proposer agrees that its benefits managers shall be trained and certified by OAPP's Benefits Specialty Services training program and agrees that all other staff will be trained ADAP enrollers prior to providing services under any resultant agreement. ☐ Yes, Proposer has complied with the RFP requirement as stated above. ☐ No, Proposer has **not** complied with RFP requirement as stated.

RFP Ref.	RFP Requirement - Experience and Qualifications
2.1.3A	Proposer **must** be a Third-Party Administrator and/or Pharmacy Benefits Management Program (as defined in Addendum Number 2), either public or private, **and** must be currently licensed to do business in the State of California. ☐ Yes, Proposer meets the RFP requirement as stated above. Please complete Section 2.1.3A-1 below. ☐ No, Proposer does **not** meet the RFP requirement as stated above.
Section 2.1.3A-1 Instructions: Please attach a supplement sheet to this Appendix that includes: - A copy of Proposer's California business license.	
2.1.3B	Proposer must have a Federal Tax Identification Number. ☐ Yes, Proposer meets the RFP requirement as stated above. Please complete Section 2.1.3B-1 below. ☐ No, Proposer does **not** meet the RFP requirement as stated above.
Section 2.1.3B-1 Instructions: Please attach a supplement sheet to this Appendix that includes: - A copy of Proposer's Federal Tax Identification Number.	
2.1.3C	Proposer **must** have ten (10) consecutive years of experience, within the last twelve (12) years, providing services as a Third-Party Administrator and/or Pharmacy Benefits Manager for a health system (as defined in Addendum Number 2). ☐ Yes, Proposer meets the RFP requirement as stated above. Please complete Section 2.1.3C-1 below. ☐ No, Proposer does **not** meet the RFP requirement as stated above.

Section 2.1.3C-1 Instructions: Please attach a supplement sheet to this Appendix that includes:
 	
- A description of Proposer's experience which is to include:
  - Period of experience (i.e., beginning and ending dates)
  - Type of experience
  - Monthly Amount Paid
  - Verification Contact (name of person/title, contact number, email address, and agency name)	

2.1.3D	Proposer can be either a non-profit or for-profit agency. Non-profit agencies must possess 501(c)(3) status under the U.S. Internal Revenue Code and must provide a copy of its 501(c)(3) exempt status letter to demonstrate compliance with this requirement. ☐ Proposer is a non-profit agency (attach copy of Proposer's 501 (c) (3) exempt status letter). ☐ Proposer is a for-profit agency.
2.1.4	**HIPAA Certification:** Proposer must agree to and submit a completed Appendix N (HIPAA Certification Form - Acknowledgement of Statement of Compliance) in order to demonstrate its compliance with this requirement. ☐ Yes, Proposer agrees to the RFP requirement (attach Proposer's completed Appendix N). ☐ No, Proposer did not include the required document as specified within the RFP requirement.
2.1.5	**ADAP Screening and Enrollment:** Until such time as the California State Office of AIDS must agree to expand training for new AIDS Drug Assistance Program (ADAP) enrollment sites, Proposers must demonstrate linkages with existing ADAP counselors and enrollment sites throughout Los Angeles County, or must describe how such linkages will be established and formalized, and must demonstrate a working knowledge of ADAP benefits that will be available to clients once they have been successfully enrolled in ADAP by an authorized site. Following the end of the State's moratorium on new ADAP enrollment sites, the successful proposing agency's locations must agree to become certified ADAP enrollment sites. ☐ Yes, Proposer agrees to the RFP requirement. ☐ No, Proposer does **not** agree to the RFP requirement.
2.1.6	**Mandatory Intent to Apply:** Proposer must have filed a Mandatory Intent to Apply (Appendix L) as outlined in RFP Subsection 1.4 (Mandatory Intent to Apply). ☐ Yes, Proposer filed its Mandatory Intent to Apply form as required. ☐ No, Proposer did not file a Mandatory Intent to Apply form. ☐ Yes, Proposer did file a Mandatory Intent to Apply however it was not submitted by the due date.
2.1.7	**Fiscal Viability:** Proposer agrees that, if necessary, it shall provide two (2) months of services as outlined in this RFP through its own financial resources prior to reimbursement by County. Proposer also agrees that it shall carry these costs prior to any reimbursement by County. ☐ Yes, Proposer agrees to the RFP requirement as stated. ☐ No, Proposer does **not** agree to the RFP requirement as stated.
2.1.8	**Proof of Insurance Requirements:** Proposer must provide a "letter of Intent" from a licensed insurance broker that Proposer is able to obtain all insurance coverage requirements, as specified in Appendix A (Sample Agreement), Paragraphs 11 (indemnification), 12 (General Provisions for all Insurance Coverages) and 13 (Insurance Coverage Requirements), and will provide proof of required insurance prior to contract award. ☐ Yes, Proposer has complied with the RFP requirement as stated (letter of intent is attached). ☐ No, Proposer has not complied with RFP requirement as stated.

RYAN WHITE PROGRAM CLIENT BENEFITS ADMINISTRATION SERVICES
RFP: #2011-01
ATTACHMENT 3 TO ADDENDUM 2
REVISED APPENDIX M – PROPOSER'S MINIMUM MANDATORY REQUIREMENTS AFFIDAVIT

2.1.9	**Proposal Submission:** Did Proposer submit its proposal by the due date pursuant to RFP Section 3.1 (Proposal Submission Compliance? ☐ Yes, Proposer has complied with the RFP requirement as stated. ☐ No, Proposer has **not** complied with the RFP requirement as stated
2.1.10	**Data Reporting Requirements:** Proposer must agree to comply with all necessary data reporting requirements, in addition to those changes made due to funding requirements by State and federal governments. Proposer must also agree to use OAPP's data system. ☐ Yes, Proposer agrees to the RFP requirement as stated. ☐ No, Proposer does **not** agree to the RFP requirement as stated.
2.1.11	**Debarment Status:** Is Proposer currently debarred from doing business with the County of Los Angeles? ☐ Yes ☐ No

Proposer fully acknowledges and certifies that its agency meets and will comply with all of the minimum requirements listed herein as a condition of beginning and continuing to perform services under any resultant Agreement.

Proposer further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this RFP process are made, the proposal can be rejected. The evaluation and determination in this area shall be at the County's sole judgment and the County's judgment shall be final.

PROPOSER'S AUTHORIZED PERSON AND SIGNATURE		
Name:		Title:
Email:		Phone:
Address:		City, State, Zip:
Signature:		