



**PIMA COUNTY PROCUREMENT DEPARTMENT**

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**SOLICITATION ADDENDUM**

**Solicitation Number:** RFP # 158736  
**Solicitation Title:** Group Prepaid Dental Insurance Benefits  
**Addendum Number:** #1  
**Addendum Date:** November 21, 2014  
**Commodity /Contracts Officer:** Jennifer Moore, CPPB

The following is provided in response to questions submitted by potential respondents and a review of the solicitation documents during the Pre-Proposal Conference that was held November 19, 2014 at 9:00 A.M. MST Local Az Time.

- Q1: Refer to TAB 1: Company Experience, Question 8: Can bidders include large documents (provider listing, disruptions, etc.) on CDROM to save space? In which section should the disruption be placed once completed?  
A1: **Please complete and submit the attached excel form titled Provider Listing RFP 158736 Group Prepaid as a part of your proposal. The completed Provider Listing form should be attached to TAB 1. The County is not requesting a GeoAccess or disruption report.**
- Q2: Can you please advise who the County uses as a broker/consultant?  
A2: **The County is currently contracted with CBIZ Benefits and Insurance Services for the provision of Health Benefits Consulting services.**
- Q3: Refer to Instructions to Offerors, Section 3. General Specifications and Deviations: Bidders must submit any and all deviations 8 days prior to submittal. How would the County prefer these items be submitted, fax, email or postal service?  
A3: **Deviations to Pima County’s Sample Contract, Standard Terms, and Conditions shall be documented and submitted as a part of your proposal.**
- Q4: Refer to Instructions to Offerors, Section 6. Preparation and Submission of Offerors: Can someone with binding authority sign all pertinent documents? .  
A4: **As per Instructions to Offerors, Section 6. Preparation and Submission of Offers, “proposals must be signed by an authorized agent of the offeror.” The intent is that all documents requiring signature be signed by an agent with authority to bind the firm.**
- Q5: Refer to Attachment 2: Minimum Qualifications Verification Form, MQ #4. Should the completed reference form be attached to TAB 6 Reference List Form? How many references is the County requiring the bidder to provide?  
A5: **Complete the information in the space required by Minimum Qualification #4 and as instructed, attaché the applicable reference form to TAB 6: Reference List form. As per TAB: 6 Reference form a minimum of three (3) professional references must be submitted. You may provide additional references if you desire.**
- Q6: Does the County want the bidding Contractor to act as Claim Fiduciary?  
A6: **Yes.**

Please acknowledge receipt of this Addendum on the attached revised Attachment 1.1: Contract/Offer Certification Form. Submit the revised form as a part of your proposal.

All other terms and conditions remain the same.

No further questions will be accepted after the date of this Addendum.

**Attachments:**

***Attachment 1.1: Contractor/Offeror Certification Form – revised  
Provider Listing Form for RFP 158736 Group Prepaid***

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**ATTACHMENT 1.1: CONTRACTOR/OFFER CERTIFICATION FORM**

<b>CONTRACTOR LEGAL NAME:</b>			
<b>BUSINESS ALSO KNOWN AS:</b>			
<b>MAILING ADDRESS (Contract and Delivery Order Documents and Notices):</b>			
<b>CITY/STATE/ZIP:</b>			
<b>REMIT TO ADDRESS (Payments):</b>			
<b>CITY/STATE/ZIP:</b>			
<b>Primary CONTACT PERSON NAME/TITLE During term of the solicitation/RFP process:</b>			
<b>PHONE:</b>		<b>FAX:</b>	
<b>CONTACT EMAIL ADDRESS:</b>			
<b>CORPORATE HEADQUARTERS LOCATION:</b>			
<b>CONTACT PERSON NAME/TITLE:</b>			
<b>ADDRESS:</b>			
<b>E-MAIL ADDRESS:</b>			
<b>CITY, STATE, ZIP:</b>			

**ACKNOWLEDGEMENT of SOLICITATION ADDENDA:**

CONTRACTOR acknowledges that the following solicitation addenda have been incorporated in their offer and this agreement:

Addendum #	Date	Addendum #	Date	Addendum #	Date

By signing and submitting these FORMS AND DOCUMENTS AS REQUIRED BY THIS SOLICITATION, the undersigned certifies that they are legally authorized to represent and bind the "CONTRACTOR" to legal agreements, that all information submitted is accurate and complete, that the firm has reviewed the Procurement website for solicitation addenda and incorporated to their offer, that the firm is qualified and willing to provide the items and services requested, and that the firm will comply with all requirements of the solicitation.

<b>COMPANY'S NAME</b>	
<b>PRINTED NAME &amp; TITLE OF AUTHORIZED OFFEROR REPRESENTATIVE EXECUTING OFFER</b>	
<b>Signature</b> _____	<b>Date</b> _____