Aug 5, 2020

To: All Potential Respondents

From: Kathy Harper, Purchasing Agent

Subject: RFP06217179 Group Errors and Omissions

**Addendum Two Answers to Questions**

**Please amend the subject RFP to include answers to the following timely received questions:**

Q1. RFP, 7 Contract Terms and Conditions, 7.4 Order of Precedence provides:

If there is a conflict or inconsistency between any documents comprising the Terms and Conditions, such conflict or inconsistency shall be resolved according to the following priority, ranked in descending order: (1) any terms and conditions specifically set forth in this Section 6 (Contract Terms and Conditions & Administration) under a subsection with a heading entitled Special Terms & Conditions; (2) the General Terms and Conditions for Services Contracts or Goods Contracts to the extent referenced and linked to on the RFP cover page the Contract; (3) if neither the General Terms and Conditions for Service Contracts or Goods Contracts are linked to on the RFP cover page, any terms and conditions attached to and accompanying this RFP as attachment 5 (Terms and Conditions); and (4) any terms and conditions specifically set forth in this Section 6 (Contract Terms and Conditions & Administration) set forth under a subsection with a title other than Special Terms & Conditions. (Underlined emphasis added.)

a. The underlined references above to Section 6 appear to be typographical errors. Will you please confirm this should be Section 7?

b. This provision refers to any terms and conditions in attachment 5 (Terms and Conditions); however, attachment 5 to the RFP is the cost proposal and there is no other attachment named Terms and Conditions. If there is a Terms and Conditions attachment, will you please provide a copy?

A1. The contract Terms and Conditions for this RFP can be found at the link on the cover page of the RFP, the underlined in the paragraph above is not correct.

 Q2. RFP, Attachment #4 Response Check List includes:

|  |
| --- |
| **RFP REFERENCE SECTION** |
|
| **Technical Proposal** |
| Public Copy |
| 3. Transmittal Letter |
| 3. Executive Summary (Signed) |
| 3. Specifications  |
| 3. Respondent Background Information  |
| 3. Experience  |
| 3. Personnel  |
| 3. Financial Information  |

This list appears to mostly track the RFP, Section 3 Form and Content of Proposals, beginning at 3.2 Technical Proposal. For example, 3.2.1 is Transmittal Letter (Required), 3.2.3 is Executive Summary, 3.2.4 is Mandatory Specifications and Scored Technical Specifications, 3.2.5 is Respondent Background information, 3.2.6 is Experience, and 3.2.7 is Financial Information. However, there is no corresponding Personnel section (appears it should be between 3.2.6 Experience and 3.2.7 Financial Information).

Is there any specific personnel information that should be submitted and, if so, what section of the Proposal should include that information?

A2. This requirement was removed, please disregard.

Q3. The RFP Cover Sheet indicates the number of months or years of the initial term of the contract is 2 years and the number of possible extensions is 4.

 RFP, Section 4 Scope of Work, 4.2 Service Requirements states, “It is intended that the premium charge be the same amount for every licensee for three years, however, given the present insurance climate, a premium locked in for three years may not be realistic or in the best interests of the insured.” (Underlined emphasis added.)

RFP, Section 7 Contract Terms and Conditions, 7.3.1 Term Length, provides in part:

**7.3.1 Term Length**

The Contract shall have an initial term of three (3) years, beginning on the date of contract execution (the **“Effective Date”**). At the end of the Contract’s initial term, the State shall have the option, in its sole discretion, to renew the Contract on the same terms and conditions for up to a total of [three (x), not to exceed a total contract term of six (6) years] additional one-year terms. (Underlined emphasis added.)

The current contract had an initial contract term of two (2) years with three (3) contract extensions of one (1)-year each.

There appears to be some inconsistency between whether the initial contract term will be two (2) or three (3) years and the number of possible renewals. Will you please clarify the initial contract term and the number of possible extensions for the upcoming contract?

A3. The initial contract term will be two (2) years with a possibility of four (4) one (1) year extensions.

Q4. RFP, Section 1 Introduction, 1.3 Overview of the RFP Process, last paragraph states, “Respondents will be required to submit their Proposals in hardcopy and on digital media (USB drive).” However, RFP, Section 2 Administrative Information, 2.8 Submission of Proposals provides, “Respondent must submit Proposal in the State’s Vendor Self Service portal before the ‘Proposals Due’ date and time listed on the RFP cover sheet.” Additionally, RFP, Section 3 Form and Content of Proposals, 3.1.2 states, “Files must be attached to Respondents submission in the State of Iowa – Vendor Self Service (VSS) portal.”

Are Respondents to submit proposals via VSS portal without sending a separate hard copy or USB drive?

A4. All submittals are to be done through VSS, nothing is to be sent in hard copy or through the postal service.

Q5. RFP, Section 3 Form and Content of Proposals, 3.1.3 provides,

If the Respondent designates any information in its Proposal as confidential pursuant to Section 2, the Respondent must also submit public copy Proposal from which confidential information has been excised as provided in Section 2 and which is marked “Public Copy”.

RFP0620217079 – Respondent Name – Public Copy

RFP, Attachment #3 Form 22 – a Request for Confidentiality provides,

Confidential Treatment of Information is Requested

A Respondent requesting confidential treatment of specific information shall: (1) fully complete and sign Part 2 of Form 22, (2) conspicuously mark the outside of its Proposal as containing confidential information, (3) mark each page upon which the Respondent believes confidential information appears and clearly identify each item for which confidential treatment is requested; MARKING A PAGE IN THE PAGE MARGIN IS NOT SUFFICIENT IDENTIFICATION, and (4) submit a “Public Copy” from which the confidential information has been excised.

Form 22 will not be considered fully complete unless, for each confidentiality request, the Respondent: (1) enumerates the specific grounds in Iowa Code Chapter 22 or other applicable law that supports treatment of the information as confidential, (2) justifies why the information should be maintained in confidence, (3) explains why disclosure of the information would not be in the best interest of the public, and (4) sets forth the name, address, telephone, and e-mail for the person authorized by Respondent to respond to inquiries by the Agency concerning the confidential status of such information.

The Public Copy from which confidential information has been excised is in addition to the number of copies requested in Section 3 of this RFP. The confidential information must be excised in such a way as to allow the public to determine the general nature of the information removed and to retain as much of the Proposal as possible.

We would like to ask for clarification in the event proposals are to be submitted by VSS portal. In that case, are there any VSS portal-specific instructions for submitting confidential information? If the confidential information is uploaded as a separate document with a title that clearly indicates it is confidential and a completed Form 22 is uploaded, then is a separate public copy proposal also needed? Any clarification is appreciated.

A5.  Yes, you must provide a public copy and a confidential copy if you are requesting confidentiality.

 **Please acknowledge receipt of this addendum by signing in the space provided below, and return this letter with your offer (do not send back separately).**

I hereby acknowledge receipt of this addendum.

Signature Date

Typed or Printed Name