

STATE OF ALASKA

Department of Administration
Division of Retirement and Benefits



Health Benefit Consulting, Actuarial, and Audit Services

RFP **2022-0200-5117**

Amendment Three

ISSUE DATE April 26, 2022

Amendment Three is being issued to:

- 1) Remove and Replace**
- 2) All other terms and conditions remain the same**

This amendment is hereby made part of the RFP and is a total of three pages.

Important Note to Offerors: You must sign and return this page of the amendment document with your proposal. Failure to do so may result in the rejection of your proposal. Only the RFP terms and conditions referenced in this amendment are being changed. All other terms and conditions of the RFP remain the same.

Lisa Trombi
Procurement Officer
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COMPANY SUBMITTING PROPOSAL

AUTHORIZED SIGNATURE

DATE

Remove and Replace:

REMOVE: **SECTION 5. EVALUATION CRITERIA AND CONTRACTOR SELECTION;
SEC. 5.01 SUMMARY OF EVALUATION PROCESS** (page 22):

The state will use the following steps to evaluate and prioritize proposals:

- 1) Proposals will be assessed for overall responsiveness. Proposals deemed non-responsive will be eliminated from further consideration.
- 2) A proposal evaluation committee (PEC), made up of at least three state employees or public officials, will evaluate specific parts of the responsive proposals.
- 3) The Submittal Forms, from each responsive proposal, will be sent to the PEC. No cost information will be shared or provided to the PEC prior to proposal evaluation and scoring.
- 4) The PEC will independently evaluate and score the documents based on the degree to which they meet the stated evaluation criteria.
- 5) After independent scoring, the PEC will have a meeting, chaired by the procurement officer, where the PEC may have a group discussion and identify the top three highest ranking offerors. The State may increase or decrease the number of highest ranked offerors based on the competitiveness of the proposals and/or from feedback from the PEC.
- 6) The State will conduct interviews, as outlined in Section 4.07.
- 7) After the interviews, the PEC will have a meeting, chaired by the procurement officer, where the PEC may have a group discussion prior to finalizing their scores. The evaluators will submit their final individual scores to the procurement officer, who will then compile the scores and calculate awarded points as set out in Section 5.03.
- 8) The procurement officer will calculate scores for cost proposals as set out in Section 5.08 and add those scores to the awarded points along with factoring in any Alaska preferences.
- 9) The procurement officer may ask for best and final offers from offerors susceptible for award and revise the cost scores accordingly.
- 10) The state will then conduct any necessary negotiations with the highest scoring offeror and award a contract if the negotiations are successful.

REPLACE: **SECTION 5. EVALUATION CRITERIA AND CONTRACTOR SELECTION;
SEC. 5.01 SUMMARY OF EVALUATION PROCESS**

The state will use the following steps to evaluate and prioritize proposals:

- 1) Proposals will be assessed for overall responsiveness by the procurement officer. Proposals deemed non-responsive will be eliminated from further consideration.
- 2) A proposal evaluation committee (PEC), made up of at least three state employees or public officials, will evaluate specific parts of the responsive proposals.
- 3) The Submittal Forms, from each responsive proposal, will be sent to the PEC members. No cost information will be shared or provided to the PEC members prior to proposal evaluation and scoring.

- 4) The PEC will independently evaluate and score the documents based on the degree to which they meet the stated evaluation criteria.
- 5) After independent scoring, the PEC will have a meeting chaired by the procurement officer, where the PEC may have a group discussion.
- 6) After the initial PEC meeting, the procurement officer will calculate scores for cost proposals as set out in Section 5.08 and add those scores to the awarded points along with factoring in any Alaska preferences. Then the procurement officer will identify the top three highest ranking offerors. The State may increase or decrease the number of highest ranked offerors based on the competitiveness of the proposals and/or from feedback from the PEC.
- 7) The State will conduct interviews, as outlined in Section 4.07.
- 8) After the interviews, the PEC will have a second PEC meeting chaired by the procurement officer, where the PEC may have a group discussion prior to finalizing their scores. The evaluators will submit their final individual scores to the procurement officer, who will then compile the scores and calculate the awarded points as set out in Section 5.03.
- 9) The procurement officer may ask for best and final offers from offerors susceptible for award and revise the cost scores accordingly.
- 10) The state will then conduct any necessary negotiations with the highest scoring offeror and award a contract if the negotiations are successful.

End of Amendment Three