

SOLICITATION ADDENDUM

Date: **March 12, 2024**
Subject: **Third Party Administrator/Recordkeeper (TPA)**
Solicitation Number: **SERS RFP #23-028**
Due Date/Time: **March 15, 2024 4:00PM**
Addendum Number: **5**

To All Suppliers:

The Commonwealth of Pennsylvania defines a solicitation “Addendum” as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g., Invitation for Bids or Request for Proposals).

Solicitation Addendum No. 5 Clarifications to Questions and Answers 2 and 12, and Cost Matrix.

RFP Number SERS #23-028 is hereby amended as follows:

The answers to question number 2 and 12 of Solicitation Addendum No. 3, dated March 1, 2024, is further clarified as follows:

- 2. Is there a specific number of field education representatives required for this proposal?**
For purposes of the proposal, responses should use an example of 7 representatives and provide an a la cart pricing menu to include an annual cost for a representative.

- 12. How many field representatives currently service the plans?**
Currently 7 representatives, 1 manager, 1 clerical support person service both plans.

Please provide costs for 7 field representatives, 1 manager and 1 clerical support person, and provide an a la cart pricing menu to include an annual cost for an additional field representative, additional manager and an additional clerical support person.

Further clarification to complete Cost Matrix:

With respect to the Cost Proposal, please include prices/fees on the basis of a yearly cost, guaranteed through the initial term of the contract (5 years) regardless of whether you bill monthly, quarterly or yearly.

Except as clarified and amended by this Addendum, the terms, conditions, specifications, and instructions of the solicitation and any previous solicitation addenda, remain as originally written.

Respectfully,

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BOP-1305

Revised 02/03/2020