



DEPARTMENT OF  
BUDGET & MANAGEMENT

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AMENDMENT #6  
to  
REQUEST FOR PROPOSALS (RFP)  
DENTAL PLAN ADMINISTRATION AND INSURANCE SERVICES  
SOLICITATION NUMBER F10B3400005  
OCTOBER 2, 2013

Ladies and Gentlemen:

This Addendum is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended. The following changes/additions are listed below; new language has been double underlined and marked in **red bold** (ex. **new language**) and language deleted has been marked with a double strikeout (ex. ~~language deleted~~) or the applicable revised attachment(s) has been identified.

1. Revise Section 1.41.3 to delete the third paragraph on page 28, to read as follows:

1.41.3 VSBE GOALS

A VSBE subcontract participation goal of **0.05 percent (%) of the total premiums paid to the Contractor(s)** pursuant to the Contract has been established for **Functional Area 1: DHMO-FI and Functional Area 2: DPPO-FI.**

A VSBE subcontract participation goal of **0.5 percent (%) of the total administrative fees paid to the Contractor(s)** pursuant to the Contract has been established for **Functional Area 3: DPPO-SF.**

~~By submitting a response to this solicitation, the Bidder or Offeror agrees this percentage of the total dollar amount of the Contract will be performed by verified veteran-owned small business enterprises.~~

NOTE: The remainder of Section 1.41 is unchanged.

~Effective Resource Management~

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2. Revise Section 4.4.4 (**Additional Required Technical Submissions (with original of Technical Proposal only)**) on page 58, to include an introduction that reads as follows:

4.4.4 Additional Required Technical Submissions (with original of Technical Proposal only)

**Offerors which have begun or already completed Attachment T-4 for any of the Functional Areas using the version provided with the original RFP release, ~~or~~ Amendment #2, Amendment #4, or Amendment #6 may continue to use either complete whichever version. However, please ALSO complete Attachment T-4 from Amendment #4 for ALL Functional Areas being proposed and submit both Attachment T-4s as part of the hardcopy and electronic submissions; i.e. submit a hardcopy Attachment T-4 (from Amendment #4) and both electronic Attachment T versions (from the original RFP release, ~~or~~ Amendment #2, Amendment #4, or Amendment #6 and Attachment T-4 from Amendment #4) for ALL Functional Areas being proposed.**

In addition to the information specified above, the Offeror must complete and submit the following attachments:

NOTE: The remainder of the section is unchanged.

3. Revise the email address for Thomas McLamore on the **Prime Contractor Paid/Unpaid MBE Invoice Report (Attachment D-4)** and the **Subcontractor Paid/Unpaid MBE Invoice Report (Attachment D-5)**, to Thomas.McLamore@maryland.gov from dbm.mbeofficer@maryland.gov.

REMINDER: These forms are not required with the proposals submission.

4. Revise the email address for Thomas McLamore on the **Veterans Small Business Enterprise (VSBE) Participation Prime Contractor Paid/Unpaid VSBE Invoice Report (Attachment M-3)** and the **Veterans Small Business Enterprise (VSBE) Participation Subcontractor Paid/Unpaid VSBE Invoice Report (Attachment M-4)**, to Thomas.McLamore@maryland.gov from dbm.mbeofficer@maryland.gov.

REMINDER: These forms are not required with the proposals submission.

5. Revise the Instructions for Attachment T-4: Provider Network Access for Functional Area 1 (DHMO-FI), Functional Area 2 (DPPO-FI) and Functional Area 3 (DPPO-SF), to read as follows:

FA1 Attachment T-4: DHMO Provider Network Access

**Instructions:** Provide the following access information for each type of in-network provider listed in the access request (General/Family dentists, Endodontists, Oral Surgeons, Prosthodontists, Pedodontists, Periodontists, Orthodontists, and Other Specialist Dentists.) **Provide access two ways: 1) all employees and retirees currently enrolled in the DHMO and 2) all employees and retirees (entire census population).** ~~(Please note that the total number of employees/retirees excludes those employees/retirees located in Guam, Puerto Rico, Virgin Islands countries other than the United States and APO addresses.)~~

FA2 Attachment T-4: DPPO Provider Network Access

**Instructions:** Provide the following access information for each type of in-network provider listed in the access request (General/Family dentists, Endodontists, Oral Surgeons, Prosthodontists, Pedodontists, Periodontists, Orthodontists, and Other Specialist Dentists.) **Provide access two ways: 1) all employees and retirees currently enrolled in the DPPO and 2) all employees and retirees (entire census population).** ~~(Please note that the total number of employees/retirees excludes those employees/retirees located in Guam, Puerto Rico, Virgin Islands countries other than the United States and APO addresses.)~~

FA3 Attachment T-4: DPPO Provider Network Access

**Instructions:** Provide the following access information for each type of in-network provider listed in the access request (General/Family dentists, Endodontists, Oral Surgeons, Prosthodontists, Pedodontists, Periodontists, Orthodontists, and Other Specialist Dentists.) **Provide access two ways: 1) all employees and retirees currently enrolled in the DPPO and 2) all employees and retirees (entire census population).** ~~(Please note that the total number of employees/retirees excludes those employees/retirees located in Guam, Puerto Rico, Virgin Islands countries other than the United States and APO addresses.)~~

6. Revise Attachment T-6: Compliance Checklist Line CC-69 for Functional Area 2 (DPPO-FI) and Functional Area 3 (DPPO-SF), to read as follows:

FA2 Attachment T-6: DPPO Fully-Insured Compliance Checklist – Line CC-69:

Offeror agrees to provide claims adjudication ~~at 90<sup>th</sup> R&C percentile~~ **based on a Maximum Allowable Charges schedule** for non-network DPPO services.

FA3 Attachment T-6: DPPO Self-Funded Compliance Checklist – Line CC-69:

Offeror agrees to provide claims adjudication ~~at 90<sup>th</sup> R&C percentile~~ **based on a Maximum Allowable Charges schedule** for non-network DPPO services.

7. Revise Attachment T-6: Compliance Checklist to delete Line CC-77 for Functional Area 2 (DPPO-FI), as follows:

FA2 Attachment T-6: DPPO Fully-Insured Compliance Checklist – Line CC-77:

~~Offeror shall supply, on a monthly basis, a full file of all claim activity to the State's data warehouse vendor. This file shall include unique identification number and member Social Security Number. This file shall be transmitted electronically to a designated VPN connection.~~

8. Revise Attachment T-7: Questionnaire, Line Q-43 to replace the text for Functional Area 2 (DPPO-FI) and Functional Area 3 (DPPO-SF), to read as follows:

FA2 Attachment T-7: Questionnaire – Line Q-43:

~~Please note the source of your R&C information (e.g. HIAA, MDR, internally developed, other).~~

**Please describe how you develop and maintain the Maximum Allowable Charge schedule for out-of-network claims. What is the relationship between this schedule and contracted reimbursement schedules for participating in-network providers? How often is your MAC schedule updated?**

FA3 Attachment T-7: Questionnaire – Line Q-43:

~~Please note the source of your R&C information (e.g. HIAA, MDR, internally developed, other).~~

**Please describe how you develop and maintain the Maximum Allowable Charge schedule for out-of-network claims. What is the relationship between this schedule and contracted reimbursement schedules for participating in-network providers? How often is your MAC schedule updated?**

Date Issued: **October 2, 2013**

Authorized By:

<signed>  
Andrea R. Lockett  
Procurement Officer

Attachments:

1. Functional Area 1: FA1 T – DHMO-FI Technical Proposal.docx (AMENDMENT 6)
2. Functional Area 2: FA2 T – DPPO-FI Technical Proposal.docx (AMENDMENT 6)
3. Functional Area 3: FA3 T – DPPO-SF Technical Proposal.docx (AMENDMENT 6)