

**SAN FRANCISCO
HEALTH SERVICE SYSTEM**

Affordable, Quality Benefits & Well-Being

ADDENDUM NO. 1

February 21, 2023

**REQUEST FOR PROPOSAL FOR
Actuarial and Consulting Services for the
San Francisco Health Service System**

RFPQHSS2023.F2

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This Addendum is being issued to modify the above-referenced Request for Proposal RFPQHSS2023.F2 (“RFP”). One or more additional addenda will be issued by or before March 7, 2023 in response to questions received by or before the updated Deadline for RFP Question on Thursday, February 23, 2023 (2:00 PM Pacific Time). Please review the terms of the RFP and this Addendum carefully. If there are any inconsistencies between the RFP and the terms of this Addendum, then the terms of this Addendum will prevail. Section references below are to the RFP and are provided for reference.

A. Modifications to Request for Proposals:

1. RFP Section 3.1.1. (Submission Deadline).

The Deadline for Proposals is confirmed as 2:00 PM (PT) Tuesday, March 28, 2023. All internal references in the RFP webpage (<https://sfhss.org/RFPs>) and in the RFP itself to the Deadline for Proposals have been updated accordingly.

To confirm, all Proposals shall be submitted via email.

2. RFP Sections 3.1.1 (Submission Deadline) and 3.1.2 (Respondent Questions and Deadline).

SFHSS recommends that all emails including attachments be no greater than 25MB in size.

If a Respondent is concerned that its Proposal is close to or may exceed 25MB, recommend (a) breaking up the Proposal into two or more emails and two or more

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attachments and (b) confirming with SFHSS via email, without attachments, that the email(s) with Respondent's Proposal was received.

3. **RFP Section 3.1.2.** The Deadline for RFP Questions is hereby modified to be Thursday, February 23, 2023. All internal references in the RFP to the Deadline for RFP Questions are updated accordingly.
4. **RFP Section 4.1 (Evaluation Team).** RFP Section 4.1 (Evaluation Team) is hereby modified to read as follows:

4.1 Evaluation Team

~~City representatives will serve as t~~The Evaluation Team will be responsible for evaluating Respondents, rating of each and every Proposal, and selecting at least three (3) Respondents to be present before the Evaluation Team at in-person Oral Interviews. **The identity of the members of the Evaluation Team will be disclosed at the Oral Interviews.**

Listed references may be contacted by the SFHSS Contracts Unit. However, listed references will not be contacted by the Evaluation Team.

5. **RFP Section 4.5. (Oral Interviews).** RFP Section 4.5 (Oral Interviews) has been updated to **emphasize** the strict regulation of time limitations for responses during the Oral Interview process.
6. **RFP Section 4.6.2. (Presentation to the Board) and RFP Section 4.6.3. (Contract Negotiation).** RFP Sections 4.6.2. (Presentation to the [Health Service] Board) and 4.6.3. (Contract Negotiation) have been updated to account for the possibility of a second Health Service Board Meeting in May 2023 held on or about Thursday, May 25, 2023, and the issuance of an intent to award following approval by the Health Service Board.
7. **RFP Section 4.6.4. (Approved City Supplier Requirement).** RFP Section 3.6.4. (Approved City Supplier Requirement) is hereby updated as follows:

- 4.6.1. Approved City Supplier Requirement. Respondents agree to become a Certified City Supplier within (30) days of award. Vendors can apply without having a SF City Bidder or Supplier ID (see <https://sf.gov/departments/city-administrator/office-contract->

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[administration, https://sf.gov/step-by-step/qualify-do-business-city](https://sf.gov/step-by-step/qualify-do-business-city)). However, the process for becoming a Certified City Supplier may take longer than thirty (30) days and as such **Respondents** are strongly encouraged to begin the process before the announcement of the results of the RFP. **To begin the process to become a City Approved Supplier, please visit: <https://sfcitypartner.sfgov.org/pages/become-a-supplier.aspx>**

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