



SAN FRANCISCO HEALTH SERVICE SYSTEM

Affordable, Quality Benefits & Well-Being

ADDENDUM NO. 1

Request for Proposals for Active Dental PPO Plan (ASO-PPO) for Plan Year 2027 (RFPQHSS2025.B2)

December 12, 2025

REQUEST FOR PROPOSALS FOR

Active Self-Funded Dental PPO Plan for Plan Year 2027 (RFPQHSS2025.B2)

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mikeclarke@aon.com

This Addendum is being issued to modify the requirements in the above-referenced Request for Proposals (RFP) and to respond to questions and requests for clarification received by or before **December 19, 2025 at 11:00 AM (PDT)** (the “Deadline for RFP Questions”).

Please review the terms of the RFP and this Addendum carefully. If there are any inconsistencies between the RFP (issued December 9, 2025) and the terms of this Addendum No. 1, then the terms of this Addendum No. 1 shall prevail.

Section references below are to the RFP and are provided for convenience of reference only.

A. Modifications to the RFP

1. The following RFP Section has been amended as follows:

5.3.2 Deadline for Qualitative (Non-Financial) Questions

Respondents shall submit any Qualitative (Non-Financial) questions regarding the RFP in writing by ~~January~~February 22, 2026 at 11:00 AM (PT) (Deadline for Non-Financial Questions). Questions must be delivered by e-mail to william.kudenov@sfgov.org, patrick.chang@sfgov.org, and mike.clarke@aon.com.

2. The following RFP Section has been amended as follows:

7.9.16 Local Business Enterprise.

The requirements of the Local Business Enterprise and Non-Discrimination in Contracting Ordinance set forth in Chapter 14B of the San Francisco Administrative Code as it now exists or as it may be amended in the future (collectively the “LBE Ordinance”) shall apply to this RFP. For more information, please go to the Contract Monitoring Division (CMD) webpage at <http://sfgov.org/cmd/>. The 10% Micro-LBE and Small-LBE rating bonus provisions applies to this project because the anticipated Agreement amount is less than \$10 Million. Micro-LBEs and Small-LBEs that apply for the rating bonus must be certified by the proposal due date. If they are not certified by the bid due date, the rating bonus will not be granted. The 2% SBA-LBE rating bonus provisions applies to this project because the anticipated Agreement amount is less than \$20 Million. However, the 2% rating bonus for SBA-LBEs shall not be applied if it would adversely affect a Micro-LBE or Small-LBE. SBA-LBEs that apply for the rating bonus must be certified by the proposal due date. If they are not certified by the bid due date, the rating bonus will not be granted. LBE firms must submit Form 2A with their proposal to be considered for the ratings bonus. See [https://media.api.sf.gov/documents/CMD Attachment 2 - 11.01.25 Fillable.http://sfgov.org/cmd/file/371](https://media.api.sf.gov/documents/CMD_Attachment_2_-_11.01.25_Fillable.http://sfgov.org/cmd/file/371) (pages ~~10 and 11~~ to 13).

B. Questions and Responses

- 1. Please confirm that the 12/19/2025 deadline for financial questions noted in section 5.3.1 on page 20 of the RFP applies to respondent questions surrounding the financial/quantitative submission due on 1/9/2026 and does not apply to submission of the financial/quantitative questionnaire.**

SFHSS Response:

Confirmed.

- 2. Please confirm that the intent to bid form is due on 1/9/2026 as noted in section 4.2 on page 16 of the RFP, the same date as the financial proposal.**

SFHSS Response:

Confirmed.

- 3. Please confirm that the “The individual to whom all information regarding this RFP should be transmitted is:” section on the Intent to Bid form should reflect the same person noted as the Authorized Representative on page 5 of the MCA.**

SFHSS Response:

Confirmed.

- 4. Please confirm that Appendix A (Standard Agreement) and Appendix B (Business Associate Agreement) will be released upon receipt of the executed MCA as noted in RFP Section 4.4 of the RFP and cannot be downloaded via the link (<https://sfhss.org/RFPs>) noted on pages 32 and 33 of the RFP.**

SFHSS Response:

Confirmed.

- 5. Do respondents also need to include detailed explanations or supporting documents for each Minimum Qualification, or is the proposal content sufficient?**

SFHSS Response:

SFHSS will not discourage any Respondent from furnishing substantiating information which supports the Respondent's responses toward meeting Minimum Qualifications (RFP Section 3.1).

Per RFP Section 3.2 (Confirmation of Minimum Qualifications to Bid), if Respondent's proposal and Questionnaire responses are insufficient to establish the Minimum Qualifications to Bid, SFHSS, in its sole discretion, may contact Respondent and request documents demonstrating how Respondent meets one or more Minimum Qualification to Bid, including any regulatory eligibility requirements necessary to participate in the RFP.

- 6. Do the LBE requirements outlined in Section 7.6.19 of the RFP apply to all respondents (including non-LBE firms via subcontracting), or only to respondents that are themselves certified LBEs?**

SFHSS Response:

Chapter 14B subcontracting requirements have been waived, and do not apply to this procurement. However, rating bonus provisions apply for Micro LBE, Small LBE, and SBA LBE, if such organizations are certified by the City's Contract Monitoring Division (CMD) by the date of proposal submission.

Per the City's CMD guidance to SFHSS, vendors may apply for LBE certification online at <https://www.sf.gov/get-certified-lbe>. CMD's Certification Unit will assist vendors in determining the appropriate certification size and category based on the documentation provided by the vendor.

- 7. If the Authorized Representative noted in the MCA submitting electronically does not have binding authority, how should respondents ensure compliance?**

SFHSS Response:

SFHSS does not require attestation from Proposers on the internal authorizations needed to extend authority to execute in accordance with this requirement. Executing parties should either have the authority, or extension of authority as an agent, to execute the MCA.

- 8. Can you provide a list of the documents required to be submitted for the financial proposal due on January 9th, 2026?**

SFHSS Response:

All responses and supporting materials required of a Respondent's Proposal are detailed within the Questionnaire accessible and available in your organization's designated SecureShare folder for this procurement.

- 9. RFP Section 3.1.18 on page 14 of the RFP requires on-site support for SFHSS. Please clarify the extent to which SFHSS requires on-site support and services.**

SFHSS Response:

Per RFP Section 2.3 (Implementation and Annual Renewal) SFHSS requires on-site support only during the annual Open Enrollment period each October at benefit fairs, enrollment meetings, and trainings.