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County Manager

August 27, 2025

**SANTA FE COUNTY**  
**RFP No. 2026-0033-HR**  
**EMPLOYEE MEDICAL AND PRESCRIPTION DRUG ADMINISTRATIVE SERVICES AND  
STOP LOSS INSURANCE**  
**ADDENDUM NO. 1**

Dear Proponents,

This addendum is issued to reflect the following immediately. It shall be the responsibility of interested Offerors to adhere to any changes or revisions to the RFP as identified in this Addendum No. 1. This documentation shall become permanent and made part of the departmental files.

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***Below is the County's response to questions received***

1. Can you please clarify if final proposals are supposed to be submitted via drop box or via email or both?

*Response: Proposals are to be submitted via drop box. Please **do not** submit via email or in mail any hard-copy proposals*

2. If final proposals are supposed to be submitted via drop box can you please confirm if we are able to upload a test file ahead of time to make sure our firewalls will allow?

*Response: Yes. Offerors may confirm access to the drop box by uploading a test file. Please notify the Procurement Manager once the test file is uploaded so that we may remove the test document.*

3. What percentage of pharmacy rebates are currently being provided back to Santa Fe County?

*Response: 100%*

4. What was the pharmacy rebate amount that was provided back to Santa Fe County last year?

*Response: This information will not be released.*

5. Can you please provide a monthly membership report

*Response: monthly number covered was included in Column J of the Monthly Claims*

6. Can we please receive the current and renewal rates?

*Response: These will not be released.*

7. Can we please receive the medical spd/certificates for both plans?

*Response: These were released on the County's website with the RFP.*

8. It would be beneficial to know if there are specific reasons why the group is out to bid this time (I.e. service issues, rates, etc.)

*Response: The County is exploring any/all avenues to help drive down the cost of health insurance with additional value-added services for our employees while still ensuring a quality offering. We are looking to be responsive and to remain competitive with talent in the Santa Fe area and to support and maintain a dynamic workforce.*

9. Please provide a Pharmacy Utilization file that includes the following: Line-by-Line claim Information by Drug dispensed for a 12-month period (i.e. Calendar Year or Rolling 12)

- Date of Service/Fill Date
- National Drug Code (NDC) = 11-digit number
- NABP (Pharmacy) Number
- Quantity Dispensed
- Days' Supply
- Metric Quantity
- Retail/Mail Indicator
- Brand/Generic Indicator

*Response: This information is included in the pharmacy repricing file, Exhibit 1G*

10. Is a line-by-line repricing required for Medical and Rx or will the client accept a summary report?

*Response: Exhibit 1G is required*

11. If a line-by-line repricing is required, we need to have the attached NDA signed by the client.

*Response: The County cannot enter into the NDA agreement.*

12. In the interest of time is it possible to receive responses and additional data related our questions sooner than the 8/27 date. With this date being so close to the due date we are concerned with the timing.

*Response: The County cannot extend the time for responses or the deadline to submit proposals at this time.*

13. If we cannot receive the information sooner, is it possible to get an extension to the due date? We want to ensure we provide the most accurate and thorough responses to allow for ease of Santa Fe County's evaluation.

*Response: The County cannot extend the time for responses or the deadline to submit proposals at this time.*

14. In addition to uploading to drop box, can you please clarify if we are supposed to also email our proposal to the two people listed on page 13 of the RFP?

*Response: Please use the drop box for uploading proposals. Please **do not** submit proposals via email.*

15. Can we please receive the medical summary of benefits or spd that includes cost sharing and limits for both plans?

*Response: See response to question No. 7.*

16. Can you please confirm who will be reviewing the medical and pharmacy line by line repricing during the evaluation, will it be only the County reviewing?

*Response: The County HR staff with the County's Representative Consultant, Gallagher Benefit Services.*

17. Will the County be providing a pharmacy claims file? The file will allow us to provide the County with a custom, more competitive pharmacy offer (including rates and rebates) tailored to the County's utilization while providing the least disruption from a formulary standpoint.

*Response: Pharmacy claims were provided in Exhibit 1G*

18. For Section IV (Response Format and Organization), Item A (Proposal Format), please clarify exactly which sections of our response are subject to the 15-page limit. Additionally, is this limit applicable to more than one section, is it 15 pages per section or 15 pages in total?

*Response: The 15 page limit is specific to the Offeror's technical written response to the criteria factors listed in Appendix E of the RFP, with the exception to the exhibit questionnaires and exhibits that will not count against the page limit.*

19. In Section IV (Response Format and Organization), Item A (Proposal Format), 1.b is "Response to County Terms and Conditions." Does this refer to Section III.C (Conditions Governing the

Procurement: General Requirements), Appendix D (Sample Professional Services Agreement), or to some other section of the RFP?

*Response: Correct. This is referring to the Conditions Governing the Procurement and General Requirements, as well as Appendix D (Sample Professional Services Agreement).*

20. In Section IV (Response Format and Organization), Item A (Proposal Format), 1.d is “Response to Specifications – Evaluation Factors.” Please confirm that this refers to Appendix E (Proposal Scoring and Evaluation Information) or advise of the correct section for this item.

*Response: Correct. This refers to Appendix E (Proposal Scoring and Evaluation Information).*

21. In Section IV (Response Format and Organization), Item A (Proposal Format), 1 refers to “Section V.B. EVALUATION FACTORS.” However, this section was not included in the RFP. Does this refer to Appendix E (Proposal Scoring and Evaluation Information) or to a different provision in the RFP?

*Response: Yes. This refers to the criteria factors in Appendix E of the RFP.*

22. Could you share an overview of your current employee wellness programs?

*Response: Response: Santa Fe County works with The Solutions Group for our wellness program. This includes a Wellness at Work platform (which is a mobile app), NOOM platform (mobile app), free meditation sessions, chair massages, health check surveys, assistance with our yearly health fair for Santa Fe County employees, monthly cooking shows and health incentives for our health challenges. Internally, Human Resources manages health challenges yearly which include a walking challenge which is approximately a 9-month challenge, and a County Manager’s “Commit to Be Fit” challenge which is approximately an 8-week program. Also, if an employee is enrolled in medical insurance, they are offered a gym membership through primemember.com.*

23. To ensure the proposal aligns with your expectations, could you clarify the preferred pharmacy benefit rebate arrangement you'd like us to include?

*Response: Transparent - Pass-through model with 100% of the rebates returned to Santa Fe County. Flat-fee pricing model that includes direct access to all rebate and claims, which also includes allowing for independent audits*

Please add this Addendum No. 1 to the original proposal documents and refer to proposal documents, as such. This and all subsequent addenda will become part of any resulting contract documents and have effects as if original issued. All other unaffected sections will have their original interpretation and remain in full force and effect. Responders are reminded that any questions or need for clarification must be addressed to Bill Taylor, Procurement Manager at [wtaylor@santafecountynm.gov](mailto:wtaylor@santafecountynm.gov)