

Amendment to the January 2011 Invitation for Bids (IFB SDA 501-WC ARM 2011)

Signature of Respondent's Representative: _____

Representative's Name and Title (Printed): _____

Company Name: _____

Proposal Title and Date: _____

Mailing Address: _____

Telephone: (____) _____ Social Security or Federal Tax Number: _____

Discussion: At the January 10, 2011 Pre-Bid Conference, the current Contract Carrier (Travelers) asked whether multiple complete sets of alternative proposals must be filed if the only differences between the alternatives was the retention level. (For example, Alternative A proposes a retention level of 100% and Alternative B proposes 115%.) This relates to the following language on page 1 of the IFB:

If the respondent is submitting alternative bids, the respondent shall submit five (5) hard copies along with an electronic copy of the entire proposal in a PDF format (either on CD or sent to DIFP via e-mail) of each of the alternatives. The various alternatives and their accompanying signed January 2011 IFB pages should be labeled distinctly so as to avoid any confusion among the alternatives.

With this language, DIFP was contemplating a situation where one alternative was a "Contract Carrier" option and another was a "Servicing Carrier" option; in such a case, there would likely be numerous differences between the alternatives justifying separate documents. In the Travelers example, the differences would be so few that separate copies would not only be largely duplicative, they would actually slow down the review process since DIFP staffers would need to read both alternatives, in their entirety. Therefore, the January 2011 IFB is hereby amended by adding the following caveat to the provision quoted above on page 1:

"Note: In cases where the respondent is filing multiple alternatives which differ only in limited respects from one another, separate, complete hard copies of each alternative will not be required if the respondent follows the following guidelines:

1. The respondent shall place that part of its proposal which is common to multiple alternatives in five three-ring binder notebooks, to be known as "the reference notebooks."
2. At those places in the proposal where the respondent's alternatives will differ from one another, the respondent shall insert in the reference notebooks uniquely colored (i.e., non-white) pages on

which it will indicate that its alternatives differ as to this portion of the bid and which name the alternatives (e.g., “Alternative A” or “Alternative B,” “100% Retention Level Alternative” or “115% Alternative,” etc.) and briefly summarize the alternatives as to the particular element of the bid in question.

3. In addition, the respondent shall file hard (paper) copies of each alternative. While the alternatives may skip providing the bulk of the common elements contained in the reference notebooks in paper form, some portions of the alternative will still be required in paper: These are: a) Page 1 of the IFB and a signed copy of page 2 of the IFB; b) a signed Exhibit A; c) a signed copy of this amendment; d) a list of the places (by page number of the reference notebook) where alternative provisions will need to be inserted into the notebooks, with a brief description of the differences at those locations; and e) a complete set of those pages of text or financial information setting forth the content of each alternative not contained in the reference notebooks. All of these documents will include in their “headers” the label selected by the respondent to distinguish the alternatives from each other. The alternatives need not be placed in notebooks, but that should have holes punched in them which allow insertion in a three-ring binder. They should not be stapled. All pages of an alternative should have page numbers appropriate to the locations they would take if inserted into the reference notebooks.
4. Finally, the respondent shall file a separate CD or CDs or emails in PDF format containing full copies of each alternative (i.e., the reference notebook materials *plus* the individual alternative’s language inserted at the appropriate locations).

With this approach, DIFP reviewers can read the main proposal in the reference notebooks, quickly identify the differences between the alternatives and insert an alternative selected in a bid award in the notebooks at the appropriate places to create a paper copy of the entire selected alternative.

By signing a particular alternative’s IFB page 2, Exhibit A and this amendment, the Director shall be selecting the provisions of that alternative *and* the materials contained in the reference notebooks, which together shall form the basis of the contract between the respondent and the state of Missouri.”

In addition to the amendment language above, please note that regulation 20 CSR 500-6.960 states, at section (2), subsection 3., that the maximum retention level for the ARM Plan is 115% of collected premium for a given contract year. See page 19 of the regulation materials at:

<http://sos.mo.gov/adrules/csr/current/20csr/20c500-6.pdf> .