



**State of Delaware
Office of Management & Budget
Statewide Benefits Office**

STATE EMPLOYEE BENEFITS COMMITTEE

**Request for Proposal for Centers of Excellence Administration
for the Group Health Insurance Program**

ADDENDUM #3

May 3, 2018

DHR18001-COE_Admin

1. **Clarification**

This addendum does not change any requirements in the RFP, but is a clarifying response to an exception submitted by a vendor of the following minimum requirement:

#75, Page 49 in the RFP – “Please confirm your acceptance that, if awarded the contract, Contractor shall submit monthly invoices to the State in sufficient detail to support the services provided during the previous month. The State will not pre-pay for services.”
(continued . . .)

Exception Taken (in Summary): Account prefunding is a key component of COE services.

State’s Response: In accordance with Title 29 Delaware Code, Sections 6515 and 6518, the State cannot advance monies for services or expenses. Additionally, the State’s self-funded health insurance program is not pre-funded for the vendors. Any costs of a vendor’s business model for pre-funding for COE services should be included in the fee quote.