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**January 30, 2019**

**RFP 4690**

**Addendum #1**

1. This is Addendum # 1 to Request for Application (RFA) 4690, Coordinated Care Organizations (CCOs) 2.0.

2. In accordance with the RFA, OHA provides the following questions and answers:

**Question 1.** Could you please define "officer of the applicant"?

**Answer 1.** The officers of a corporation are generally defined in its articles of incorporation or bylaws.

**Question 2.** Can the state post an updated version of Supplemental Documents Attachments 6-8, 12? The orientation of the PDF has cut off information from files that were pasted from Excel. Is it possible to receive the files as Excel documents?

**Answer 2.** Supplemental Documents have been updated on the CCO Website.

**Question 3.** A question that came up today is in reference to page 33 #8 of the LOI document. It says to provide an organization chart complying with the requirements of Attachment 6. Attachment 6 B 1b is very different from what is requested in C 1a. Which one is expected with the LOI. PrimaryHealth has had an org chart for many years and has shared that with OHA in the past. Please clarify for me.

**Answer 3.** Please provide the Organization chart for the LOI as described in Attachment 6, Section B.1.b.

**Question 4.** I am helping to prepare my organization's LOI form for submission. We have our Board Chair prepared to provide a notarized signature on the form tomorrow, but I am confused by this sentence on page 9 of the RFA:

“A representative authorized to bind the Applicant must sign the LOI electronically and in addition provide a notarized signature.”

How do we both sign the PDF form electronically and provide a notarized signature? Does it need to be signed electronically first? We had planned to scan the notarized copy and email to you as a PDF, but I'm not sure how it is possible to do that and also include an electronic signature.

**Answer 4.** An electronic signature as required in the RFA is a pdf of a signature. The notarization must be scanned as well. Electronic signature for the purpose of this RFA does not have the same meaning as a digital signature. A hard copy is not required to be mailed to the SPC.

**Question 5.** Procurement Requirements – Letter of Intent to Apply; Section 3 (3.2(a)); page 9

The instructions state that an electronically signed version of the LOI must be sent electronically to the SPC and that the Applicant must *concurrently* submit a notarized version of the LOI. Because electronic signatures cannot be notarized:

a. Does this mean that the notarized version must be hand delivered?

- b. Does this mean that there must be two versions submitted electronically to the SPC, one with the electronic signature of the authorized representative and one with the wet signature of the authorized representative and notary?
- c. Do the instructions intend some other combination of signature and delivery processes?

**Answer 5.** The requirement is to email one signed, notarized document that has been scanned to the SPC. There is no requirement to mail a copy. An electronic signature is not a digital signature for this process. An electronic signature is a signature that has been scanned.

**Question 6.** File Naming Convention; Section 3 (3.3(b)); page 12

The sample file name on Page 12 does not follow the naming convention instructions, above. There is no “-19” in the file name. Does the SPC prefer we follow the naming convention instructions or the illustrated sample file name?

**Answer 6.** There is no need to include the “-19”

**Question 7.** Minimum Submission Requirements; Section 3 (3.3(b)); page 12

When submitting multiple Letter of Intent to Apply Forms, the required naming convention in the RFA does not allow for designation of varied service areas. PacificSource Community Solutions is the name of the Applicant, so each LOI will be labeled the same.

- a. Does this mean we need to submit multiple emails to the SPC with the same file name, specifying the proposed service area in the subject or body of the email?
- b. Would the SPC prefer we add a footer designating the proposed service area in each Letter of Intent to Apply Form?
- c. Alternatively, should we submit with a service area designation in each LOI file name?

**Answer 7.** A separate email and LOI file name for each LOI submission is required. Naming example “RFA4690-ABC Organization for XYZ” and “RFA4690-ABC Organization for LMN-LOI.pdf”. Each letter of intent will need a separate email as will Applications need to arrive in separate mailings for each submission.

**3.** All other terms, provisions, and conditions of this RFP remain unchanged.