



CITY OF ATLANTA

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Mayor

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DEPARTMENT OF PROCUREMENT
Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP,
CIPC, CISCC, CIGPM, CPPC
Chief Procurement Officer
asmith@atlantaga.gov

October 27, 2016

Dear Potential Proponents:

Re: FC-9275, City of Atlanta Wellness Center on Behalf of DHR

Attached is one (1) copy of **Addendum Number 3**, which is hereby, made a part of the above-referenced project?

For additional information, please contact Mr. Arthur Smalls, Contracting Officer, at (404) 865-8521 or by email at asmalls@atlantaga.gov.

Sincerely,


Adam L. Smith

ALS/as

ADDENDUM NO. 3

This Addendum No. 3 forms a part of the Request for Proposals and modifies the original solicitation package and any prior Addenda as noted below and is issued to incorporate the following:

- A Total of 132 questions and answers.
- **Modification to Appendix A:**
A copy of the Joint Venture Agreement requirements. Should a Proponent elect to form a Joint Venture team Please refer to Appendix A of this addendum No. 3.
- **Modification to Appendix B:**
Insurance requirements have been modified to include Section E. Please refer to Appendix B of this addendum No. 3.

The Proposal due date has not been modified and Proposals are due on November 2, 2016 and should be time stamped in no later than 2:00 P.M. EST and delivered to the address listed below:

Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP, CIPC, CISCC, CIGPM
Chief Procurement Officer
Department of Procurement
55 Trinity Avenue, S. W.
City Hall South, Suite 1900
Atlanta, Georgia 30303

****All other pertinent information is to remain unchanged****

Acknowledgment of Addendum No. 3

Proponents must sign below and return this form with Proposal response to the Department of Procurement.

Proponents must sign below and return this form with Proposal to the Department of Procurement, 55 Trinity Avenue, City Hall South, Suite 1900, and Atlanta, Georgia 30303 as acknowledgment of receipt of this Addendum.

This is to acknowledge receipt of **FC-9275, Wellness Center on Behalf of DHR** on this the _____ day of _____, 20__.

Legal Company Name of Proponent

Signature of Authorized Representative

Printed Name

Title

Date

1. **Question**

Given the volume of work needed to be completed (including the contact of CBEs) over the next 7 business days is it possible to extend the proposal due date?

Answer

The RFP due date has been extended to November 2 per addendum No. 2.

2. **Question**

What is the approved budget for this project?

Answer

The Employee Wellness Center has three separate budgets. One is a total construction and furnishing cost and the other two are for management of the Health Center and Fitness Center. The City's Office of Enterprise Asset Management and the Department of Human Resources will be responsible for managing the construction budget. The City will be evaluating the cost proposals submitted by proponents to finalize the budgets for the Health and Fitness Centers

3. **Question**

Will you please provide a Word document copy of the proposal and forms to enable formatting of the answers? If the Word document is not available, is the City able to provide a digital copy of the PDF file rather than a scanned copy?

Answer

No.

4. **Question**

Please clarify the procedure to ensure company financials are redacted for all public information requests.

Answer

All financial statements will remain confidential. If an open records request is made the financial statements and information provided related to the financials statement will be redacted.

5. **Question**

Will the City accept digital copy submissions on flash drives rather than CDs?

Answer

Yes. A flash drive is acceptable as opposed to a CD.

6. **Question**

Please confirm that Occupational Health will not be part of Phase One of the Health Center project. There are 4 questions about Occupational Health in the questionnaire and it is listed under the Planned Clinic Services in Section C. Preliminary Onsite Health Services Model. When does the City expect to add occupational services?

Answer

Occupational Health is not a part of the first (Phase I) project for the Wellness Center at City Plaza. We do want your answers to the Occupational Health related questions, as some level of Occupational Health services will likely be added in the future. This process will take place based on emerging utilization and in conjunction and advisement of the chosen vendor.

7. **Question**

When will a decision be made regarding whether or not Kaiser will share the health center space?

Answer

The City will review the decision on Kaiser's role in the proposed Health Center during our review process. The City would like to have that option if it is determined to be a value-add for our employees.

8. **Question**

Would you please provide details on how you envision Kaiser sharing the Health Center? Please confirm that the clinic vendor will not be responsible for staffing Kaiser providers and they will be completely separate from the chosen clinic vendor's staff. Will there be a separate receptionist, entry, and check-in for Kaiser and non-Kaiser members? Is the chosen clinic vendor expected to furnish the entire clinic, including the Kaiser portion? Will Kaiser provide all of their own technology solutions including hardware, software, EMR, etc.?

Answer

If the City elects to include Kaiser as a health partner for the Health Clinic, Kaiser will be solely responsible for staffing their own employees. The Clinic will have one central reception area with Kaiser being responsible for handling patients that have Kaiser coverage. The City will work directly with the chosen Clinic Administrator to complete the furnishing for the clinic. It is expected that Kaiser will have their own EMR system and the selected vendor will have a separate medical records system. Kaiser will furnish their portion of the clinic and provide their own technology solutions, which will not need to interact with the non-Kaiser clinic administrator.

9. Question

In the bidders conference the City requested that we base our proposal on 8,200 employees, but since Kaiser may share the center and covers 50% of the City's population, will a separate price proposal based on serving only 50% of the eligible employees be allowed?

Answer

The proposal should be based on the total 8,200 City employees with the flexibility to change the price proposal during the final contract negotiations.

10. Question

Please confirm that only employees are eligible during Phase One, pre-65 retirees will not be eligible until Phase Two, and dependents age 2 and up will not be eligible until Phase 3.

Answer

The current plan is to only allow active employees and the potential for two other employer's active employees during Phase 1 of the facility opening.

11. Question

Please confirm the ability to add staff and cost considerations to Phase One if the Atlanta Public Schools and Fulton County employees become eligible during Phase One of the Health Center project.

Answer

Confirmed

12. Question

Will the cost proposal form be edited to enable the allocation of cost for various services you request in the body of the proposal such as Health Risk Assessments, Wellness Services, etc.?

Answer

Please make necessary edits to allow for the allocation of cost for various services. It is the City expectation that vendor responses will included the recommended services notated in the RFP.

13. Question

Under the Minimum Qualifications section in Part 1, it is stated that the selected vendor will be responsible for populating all employee benefit information into our system. Can you please provide additional information as to what benefit information the City is requesting be included in the vendor's system?

Answer

The benefits information will be the current plan designs for the contracted medical vendors. Please refer to the City's benefit website: benefits.atlantaga.gov for additional information.

14. Question

Under the Minimum Qualifications section in Part 1, it is stated the selected Proponent will need to pay the City's chosen Consultant \$50,000. Please confirm this will go directly to the Consultant and not to the City. The chosen City Consultant is said to assist with health center design and clinic operations implementation. If it is determined that the successful Proponent has the appropriate corporate support staff to provide these services, will the City Consultant still be required?

Answer

The City's contracted Consultant roles and responsibilities have been mutually agreed upon by the City and the Consultant. The \$50,000 implementation and consultant fee will go directly to the Consultant from the winning Proponent. The City's Consultant will be responsible for assisting with health center design and clinic operations implementation, among other items. Their duties include managing the chosen vendor, and should not overlap with what the winning Proponent's duties will include.

15. Question

In order to provide a detailed and competitive savings and guarantees estimates is the City able to provide at least 12 months of historical claims data with the following fields?

- Member ID (If not unique to the patient, also need a dependent identifier so claims for one person can be tied together)
- Relationship
- Birth Date or Age
- Claim Number
- Beginning Date of Service

FC-9275, City of Atlanta Wellness Center on Behalf of DHR

Addendum No. 3

October 27, 2016

Page 8

- Ending Date of Service
- Paid Date
- Provider ID
- Provider Name (Rendering Provider if possible)
- Provider Specialty
- Place of Service
- Diagnosis Code (at least primary but will take all dx on a given line if they can pull multiple)
- Procedure Code
- Revenue Code (when applicable)
- DRG Code (if applicable and available)
- Billed Amount
- Discount Amount
- Allowed Amount
- Copay Amount
- Coinsurance Amount
- Deductible Amount
- COB Amount (amount paid by primary insurance when applicable)
- Paid Amount

We can accept any format the City has readily available as long it covers these basic items. We'd like to receive data for 24 months (or more) if possible, but require at least 12 months.

We'd also like a drug data file that includes NDC, days' supply, quantity and cost detail which would allow for a much deeper analysis. If this isn't readily available, we could also use the City's PBM reporting for the most recent period (Top 25 drugs by cost and by dispensed, generic dispensing rates and costs, etc.).

Answer

Claims data will be provided based on product funding: Kaiser HMO –fully insured and BCBS – self funded- Vendors will have to request the data from Procurement and sign a confidentiality agreement.

16. Question

Please confirm that the selected vendor will be able to provide input on the final design of the clinic before construction is started.

Answer

The selected vendor will have the ability to provide input on the clinic design based on the construction stage when the selected vendor has been determined. The City is currently in the process of determining construction vendors and engineering.

17. Question

Will the 35% SBE goal only be calculated only on NAICS code 561210 or will it be based on the entire operating cost of the Health Center as stated in the bidder's conference?

Answer

The 35% SBE goal will be calculated on all NAICS codes (not just 561210). These goals will be based on the entire operating cost of the Health center.

18. Question

Will the 35% SBE goal only be calculated only on NAICS code 561210 or will it be based on the entire operating cost of the Health Center as stated in the bidder's conference?

Answer

The 35% SBE goal will be calculated on all NAICS codes (not just 561210). These goals will be based on the entire operating cost of the Health center.

19. Question

Please confirm if Wellness Center Security services be included in the City's current system or if Security Services be eligible for the 35% CBE goal.

Answer

A proponent that utilizes a certified Small Business Enterprise (SBE) that performs a commercially useful function in the category of security services may count said firm as part of their 35% SBE subcontractor participation plan.

20. Question

Will the wellness center include Occupational Medicine – Workers’ Compensation Injury Treatment?

Answer

No.

21. Question

How does the City of Atlanta anticipate triaging patients at Wellness Center check in between Kaiser and non-Kaiser members?

Answer

The City will work with the selected vendor to develop administrative process for triaging patients if the final vendor selection includes both Kaiser and another vendor. Kaiser will be responsible for implementation of their own eligibility review process.

22. Question

Will the pharmacy dispensary be shared between the Kaiser and non-Kaiser providers and will adjudication be required for both BCBS and Kaiser be required?

Answer

The pharmacy dispensary will be shared if Kaiser is included in this project with the selected vendor. Actual pharmacy service operations will be determined during the implementation phase.

23. Question

Please explain the desired timing for implementation of Phase 2 and Phase 3?

Answer

The desired timing for the implementation of Phase 2 and Phase 3 will be determined after a 90 day review of clinic operations and utilization. If other employers are contracted during or immediately after the implementation of Phase 1, the next phases of the projected will be discussed with the City, City’s Consultant and selected vendors as it relates to the facility capacity and operation.

24. Question

Will the chosen vendor for the City of Atlanta Wellness Center be expected to manage both the Kaiser and non-Kaiser clinic staff?

Answer

No, if decided that Kaiser will be included in the Health Center, the selected vendor will only be responsible for managing their clinical staff.

25. A. Question

Can you please provide a breakdown of employees, spouses and dependents on the BCBS plan?

Answer

Subscriber Only as of 10/1/16

BCBS POS Active

- Participant + Child 767
- Participant + Family 1043
- Participant + SP/DP 441
- Participant Only 1917

BCBS POS Retiree

- Beneficiary Child(ren) 6
- Participant + Child(ren) 120
- Participant + Family 156
- Participant + SP/DP 355
- Participant Only 750
- Widow(er) 120
- Widow(er) beneficiary child(ren) 25
- Widow(er)/Medicare 4

B. Question

Can you provide a breakdown of employees, spouses and dependents on the Kaiser plan?

Answer

Subscriber Only as of 10/1/16

Kaiser Retiree HMO and Senior Advantage

- Beneficiary Child(ren) 6
- Participant + Child(ren) 97
- Participant + Family 122

FC-9275, City of Atlanta Wellness Center on Behalf of DHR

Addendum No. 3

October 27, 2016

Page 12

- Participant + Sp/Dp	221	
- Participant Only	497	
- Retiree Medicare	245	
- Retiree + Family 1 Medicare	20	
- Retiree + Child(ren) Medicare	15	
- Retiree + SP/DP 1 Medicare	161	
- Retiree + SP/DP 2 Medicare	145	
- Retiree + Family 2 Medicare	8	
- Widow(er)	72	
- Widow(er) beneficiary child(ren)		18
- Widow(er)/Child Medicare	1	
- Widow(er) Medicare	88	
-		
Kaiser HMO Active		
- Participant + Child(ren)		580
- Participant + Family	598	
- Participant + SP/DP	273	
- Participant Only	1279	

26. Question

The City has requested 4 providers in their RFP. Are all of these providers to service the Blue Cross/Aetna members or is this number inclusive of the Kaiser members as well?

Answer

The 4 providers that is referenced in the RFP includes all contracted medical providers - BCBS, Kaiser, United Health and Aetna.

27. Question

Will the furnishing and set up of the 6 exam rooms be split among onsite vendor and Kaiser, or will the onsite vendor be responsible for set up of all clinic space?

Answer

The final exam room designed will be coordinated with the City and the City Consultant with input from the selected vendor and Kaiser if the decision is made to include them in the Health Center.

28. **Question**

Can the City of Atlanta provide aggregate claims data from BCBS and the Pharmacy Benefit Manager for a previous 2 year time period? Can this data be provided in a raw data format – meaning a direct upload from BCBS and the PBM to vendors? If a raw claims file cannot be sent, can the health plan data be provided by medical service categories?

Answer

Available data will be provided through Procurement. Vendor will be required to sign confidentiality agreements.

29. **Question**

What has the City of Atlanta's gross claims trend been on the medical and pharmacy benefit program over the past 5 years?

Answer

The gross trend in medical and pharmacy has been below the national average and has been trending at 4 to 5% annually.

30. **Question**

Should the cost proposal be crafted based on 8200 employees or 4100 employees since roughly 50% of the employees are covered by the Kaiser plans?

Answer

Cost proposals should be drafted with both options and allowing the City the opportunity to negotiate with selected vendor.

31. **Question**

Does City of Atlanta perform an annual biometric screening with Health Assessment for adults covered under the BCBS and Kaiser Health Plans? If yes, will the data be shared with the Wellness Center Provider for coordination of care? If yes, which members are screened (employees, spouses, children, retirees)?

Answer

Yes the City program includes both onsite biometric screenings and screenings at the employee's PCP, along with online Health Risk Assessments for both vendors. The data will be shared with the selected vendor for coordination of care. The program only allows active employee participation at this time.

32. **Question**

How involved will the bidder be in finalizing the design and layout of the clinic?

Answer

The selected vendor will have the ability to provide input on the clinic design based on the construction stage when the selected vendor has been determined. The City is currently in the process of determining construction vendors and engineering.

33. **Question**

Regarding Pg. 21- Contractor Disclosure Form--

What sort of reports will be required by the contract compliance office? – please see wording from RFP related to this question:

Answer

Awarded proponents will be responsible for submitting monthly utilization progress reports by the 5th of each month to the Mayor's Office of Contract Compliance.

34. **Question**

Pg. 41- 6.4 Removal of Personnel- under what situations will the City decide to remove a clinic staff member?

Answer

The decision to removal a clinic staff member if necessary will require consultation between the City and contracted vendor. Removal of clinic staff should be outlined in the final agreement between the City and contracted vendor.

35. **Question**

Give us more details around the SBE requirement. Is there a list of certified small businesses that are currently certified? Are there other ways to achieve the 15 points in the RFP?

Answer

Interested proponents may access our register of certified SBE subcontractors by going to www.atlantaga.gov/contractcompliance. Then go to the registry of certified firms link to view the entire listing of SBE firms. Note: There are no other ways to achieve the 15 points allotted by OCC.

36. **Questions**

What type of occupational health services should the Wellness Center manager is expected to provide?

Answers

Occupational Health Services will not be offered during the first phases of the Wellness Center.

37. **Questions**

There is reference to “regular customer service surveys,” are these exit surveys, monthly surveys, etc.?

Answer

Customer Service Surveys will be mutually agreed upon between the City and contracted vendor.

38. **Question**

Does all clinic staff need to be trained on the Environment, Health, Safety, and Security Contractor’s manual?

Answer

No

39. **Question**

Please confirm audited Financial Statement of a privately held vendor will be excluded from Public Records inquiries?

Answer

All financial statements will remain confidential. If an open records request is made the financial statements and information provided related to the financials statement will be redacted.

40. **Question**

If a vendor submits alternate contract terms with its response to the RFP, will that vendor automatically be excluded; or, will the City consider negotiating the alternate terms.

Answer

Yes.

41. **Question**

The Scope of Services Exhibit indicates there will be no hour's service for an Occupational Health Registered Nurse. However, the Questionnaire asks for our minimum credentials of an Occupational Health Registered nurse. Are we to assume the City anticipates inclusion of an Occupational Health Registered nurse in the future? If so, will the agreement be amended for addition of this staff member and the resulting costs?

Answer

Not for this phase of project, agreement will be amended in the future if /when this option is considered.

42. **Question**

Please provide details of the "A Healthier You" Program. Are all employees eligible to participate in this program or just those on the BCBS Plan?

Answer

The "Healthier You Initiative" is a program designed for all City employees regardless of their participation in the medical plan options. The program is the Mayor's intent to address employees and their family needs as it relates to Medical, Financial and Mental Health and Wellness. The primary purpose is to offer programs that improve the overall quality of life for both the employees and their families.

43. **Question**

Does City of Atlanta data exchange with all its vendor mean bi-lateral communication and coordination?

Answer

Yes.

44. **Question**

Does KP need to provide all of the forms, plus bank references, subcontractors list (EOB) and certificates of insurance, since KP is already active with the City?

Answer

Yes.

45. **Question**

Will the City provide the questionnaire in Word?

Answer

No.

46. **Question**

Will the City grant a due date extension?

Answer

RFP due date has been extended to November 2 per addendum No. 2.

47. **Question**

How does the City of Atlanta anticipate triaging patients at Wellness Center check in between Kaiser and non-Kaiser members?

Answer

The City will work with the selected vendor to develop administrative process for triaging patients if the decision is made to include Kaiser. Kaiser will be responsible for implementation of their own eligibility review process.

48. **Question**

Will the pharmacy dispensary be shared between the Kaiser and non-Kaiser providers and will adjudication be required for both BCBS and Kaiser be required?

Answer

The pharmacy dispensary will be shared if Kaiser is included in this project with the selected vendor. Actual pharmacy service operations will be determined during the implementation phase.

49. **Question**

Please explain the desired timing for implementation of Phase 2 and Phase 3?

Answer

The desired timing for the implementation of Phase 2 and Phase 3 will be determined after a 90 day review of clinic operations and utilization. If other employers are contracted during or immediately after the implementation of Phase 1, the next phases of the projected will be discussed with the City, City's Consultant and selected vendors as it relates to the facility capacity and operation.

50. **Question**

Will the chosen vendor for the City of Atlanta Wellness Center be expected to manage both the Kaiser and non-Kaiser clinic staff?

Answer

No, if Kaiser is included in the Health Center, the selected vendor will only be responsible for managing their clinical staff.

51. **Question**

Can you please provide a breakdown of employees, spouses and dependents on the BCBS plan?

Answer

Subscriber Only as of 10/1/16

BCBS POS Active

- Participant + Child 767
- Participant + Family 1043
- Participant + SP/DP 441
- Participant Only 1917

BCBS POS Retiree

- Beneficiary Child(ren) 6

FC-9275, City of Atlanta Wellness Center on Behalf of DHR

Addendum No. 3

October 27, 2016

Page 19

- Participant + Child(ren) 120
- Participant + Family 156
- Participant + SP/DP 355
- Participant Only 750
- Widow(er) 120
- Widow(er) beneficiary child(ren) 25
- Widow(er)/Medicare 4

52. Question

Can you provide a breakdown of employees, spouses and dependents on the Kaiser plan?

Answer

Kaiser Retiree HMO and Senior Advantage

- Beneficiary Child(ren) 6
- Participant + Child(ren) 97
- Participant + Family 122
- Participant + Sp/Dp 221
- Participant Only 497
- Retiree Medicare 245
- Retiree + Family 1 Medicare 20
- Retiree + Child(ren) Medicare 15
- Retiree + SP/DP 1 Medicare 161
- Retiree + SP/DP 2 Medicare 145
- Retiree + Family 2 Medicare 8
- Widow(er) 72
- Widow(er) beneficiary child(ren) 18
- Widow(er)/Child Medicare 1
- Widow(er) Medicare 88
-

Kaiser HMO Active

- Participant + Child(ren) 580
- Participant + Family 598
- Participant + SP/DP 273
- Participant Only 1279

53. Question

The City has requested 4 providers in their RFP. Are all of these providers to service the Blue Cross/Aetna members or is this number inclusive of the Kaiser members as well?

Answer

The 4 providers that is referenced in the RFP includes all contracted medical providers- BCBS, Kaiser, United Health and Aetna.

54. **Question**

Will the furnishing and set up of the 6 exam rooms be split among onsite vendor and Kaiser, or will the onsite vendor be responsible for set up of all clinic space?

Answer

The furnishing and final exam room designed will be coordinated with the City and the City Consultant with input from the selected vendor and Kaiser if the decision is made to include them in the Health Center.

55. **Question**

Can the City of Atlanta provide aggregate claims data from BCBS and the Pharmacy Benefit Manager for a previous 2 year time period? Can this data be provided in a raw data format – meaning a direct upload from BCBS and the PBM to vendors? If a raw claims file cannot be sent, can the health plan data be provided by medical service categories?

Answer

Claims data will be provided based on product funding: Kaiser HMO –fully insured and BCBS – self funded- Vendors will have to request the data from Procurement and sign a confidentiality agreement.

56. **Question**

What has the City of Atlanta's gross claims trend been on the medical and pharmacy benefit program over the past 5 years?

Answer

The gross trend in medical and pharmacy has been below the national average and has been trending at 4 to 5% annually.

57. **Question**

Should the cost proposal be crafted based on 8200 employees or 4100 employees since roughly 50% of the employees are covered by the Kaiser plans?

Answer

Cost proposals should be drafted with both options and allowing the City the opportunity to negotiate with selected vendor.

58. Question

Does City of Atlanta perform an annual biometric screening with Health Assessment for adults covered under the BCBS and Kaiser Health Plans? If yes, will the data be shared with the Wellness Center Provider for coordination of care? If yes, which members are screened (employees, spouses, children, retirees)?

Answer

Yes the City program includes both onsite biometric screenings and screenings at the employee's PCP, along with online Health Risk Assessments for both vendors. The data will be shared with the selected vendor for coordination of care. The program only allows active employee participation at this time.

59. Question

How involved will the bidder be in finalizing the design and layout of the clinic?

Answer

The City and City Consultant will work with selected vendor in the finalization of clinic design and layout once the vendor selection has been determined.

60. Question

Regarding Pg. 21- Contractor Disclosure Form--

What sort of reports will be required by the contract compliance office? – please see wording from RFP related to this question:

- d. **The Contractor shall furnish all information and reports required by the contract compliance officer pursuant to the Code of Ordinances, and shall permit access to the books, records, and accounts of the Contractor during normal business hours by the contract compliance officer for the purpose of investigation so as to ascertain compliance with the program.**

Answer

Interested proponents may access our register of certified SBE subcontractors by going to www.atlantaga.gov/contractcompliance. Then go to the registry of certified firms link to view the entire listing of SBE firms. Note: There are no other ways to achieve the 15 points allotted by OCC.

61. **Question**

Pg. 41- 6.4 Removal of Personnel- under what situations will the City decide to remove a clinic staff member?

Answer

The decision to removal a clinic staff member if necessary will require consultation between the City and contracted vendor. Removal of clinic staff should be outlined in the final agreement between the City and contracted vendor.

62. **Question**

Give us more details around the SBE requirement. Is there a list of certified small businesses that are currently certified? Are there other ways to achieve the 15 points in the RFP?

Answer

Interested proponents may access our register of certified SBE subcontractors by going to www.atlantaga.gov/contractcompliance. Then go to the registry of certified firms link to view the entire listing of SBE firms. Note: There are no other ways to achieve the 15 points allotted by OCC.

63. **Question**

What type of occupational health services should the Wellness Center manager is expected to provide?

Answer

Occupational Health Services will not be offered during the initial phases you are proposing on here.

64. **Question**

There is reference to “regular customer service surveys,” are these exit surveys, monthly surveys, etc.?

Answer

The City and Consultant will coordinate the development of customer service surveys with contracted vendor during the implementation process. It is the City expectation that customer service surveys will be a part of the administrative review for contracted vendor.

65. Question

Does all clinic staff need to be trained on the Environment, Health, Safety, and Security Contractor's manual?

Answer

No.

66. Question

Please confirm audited Financial Statement of a privately held vendor will be excluded from Public Records inquiries?

Answer

All financial statements will remain confidential. If an open records request is made the financial statements and information provided related to the financials statement will be redacted.

67. Question

If a vendor submits alternate contract terms with its response to the RFP, will that vendor automatically be excluded; or, will the City consider negotiating the alternate terms.

Answer

The City will review vendor responses on an individual bases. If a vendor fails to meet the minimum requirements outlined in the RFP, the may be deemed non-responsive or non-responsible.

68. Question

The Scope of Services Exhibit indicates there will be no hour's service for an Occupational Health Registered Nurse. However, the Questionnaire asks for our minimum credentials of an Occupational Health Registered nurse. Are we to assume the City anticipates inclusion of an Occupational Health Registered nurse in the future? If so, will the agreement be amended for addition of this staff member and the resulting costs?

Answer

Occupational Health Services will not be offered during these initial phases of the Wellness Center. Should they be added in the future and amendment to the agreement will be negotiated.

69. **Question**

Please provide details of the “A Healthier You” Program. Are all employees eligible to participate in this program or just those on the BCBS Plan?

Answer

The “Healthier You Initiative” is a program designed for all City employees regardless of their participation in the medical plan options. The program is the Mayor’s intent to address employees and their family needs as it relates to Medical, Financial and Mental Health and Wellness. The primary purpose is to offer programs that improve the overall quality of life for both the employees and their families.

70. **Question**

Does City of Atlanta data exchange with all its vendor mean bi-lateral communication and coordination?

Answer

Yes.

71. **Question**

In reference to FC-9275 can the RFP response time be extended beyond October 26th 2016 to November 2nd 2016?

Answer

The RFP due date has been extended to November 2 per addendum No. 2.

72. **Question**

The RFP requests services such as wellness programs, wellness coaching, health risk assessments, and biometric screenings. Should the cost proposal include line items to quote these services as well?

Answer

Yes, Vendors are encourage to submit responses that would be a value add to the City and its efforts to provide a best in class Wellness Center.

73. **Question**

Laboratory services are not listed as a line item on the cost proposal? Does the city want lab services quoted as well?

Answer

Yes, based on the service level that vendors are including in their response.

74. **Question**

What has been the annual medical claims trend over the last three years?

Answer

The gross trend in medical and pharmacy has been below the national average and has been trending at 4 to 5% annually.

75. **Question**

Can you provide categorized medical spend for the most current 12 month period? The cost categories consist of primary care, specialty care, laboratory services, outpatient, preventative, physician services, pharmaceutical, and emergency room.

Answer

Claims data will be provided based on product funding: Kaiser HMO –fully insured and BCBS – self funded- Vendors will have to request the data from Procurement and sign a confidentiality agreement.

76. **Question**

Should the cost proposal be based on employees only (phase 1) or based on employees (phase 1), pre-65 retirees (phase 2) and dependents (phase 3) for year one?

Answer

Cost proposals should be drafted with all phases and allowing the City the opportunity to negotiate with selected vendor based on a maximum level capacity for 8,200 active employees with the potential to add additional patients from other employers.

77. **Question**

It was stated that currently approximately 50% of the 8,200 employees are on the Kaiser plan. Should the cost proposal be based on 8,200 employees or 4,100 (50% of the population)? The same questions go for retirees as well.

Answer

Cost proposals should be drafted with all phases and allowing the City the opportunity to negotiate with selected vendor based on a maximum level capacity for 8,200 active employees with the potential to add additional patients from other employers.

78. Question

· The financial proposal requests a staffing model of:

- o Collaborative Physician (MD) - 1 FTE
- o Mid-Level Providers (NP or PA) – 3 FTEs
- o Medical Assistant (MA) – 4 FTEs
- o Occupational RN (Optional) – 1 FTE

Is the City open to different staffing models? If so, do we quote the cost associated with our recommended staffing model, or quote on the requested staffing above? Can we quote our recommended model as a 2nd option?

Answer

Both options with the City having the ability to negotiate staffing requirement with selected vendor.

79. Question

Are potential SBE partners, that are not currently certified with the City of Atlanta, eligible as long as they submit their application to the City prior to the October 26 RFP due date, and in compliance with all SBE requirements of the RFP?

Answer

Yes

80. Question

Does the City of Atlanta envision any type of collaboration between Kaiser and the selected health center vendor, other than sharing the space? If so, to what extent?

Answer

The Wellness Center programs will be designed for all City employees regardless of their participation in the medical plan options. The selected vendor and Kaiser if included will be expected to offer programs that improve the overall quality of life for both the employees and their families.

81. Question

Please confirm whether or not it is the City's intension to require a bond with this RFP.

Answer

Yes. After reconsideration, A Payment and Performance Bond for 100% of the contract value will be a requirement for the winning proponent. Please refer to Appendix B of this addendum No. 3.

82. **Question**

Are you looking for a cost proposal based on a phased approach or would you like all costs presented up front?

Answer

Cost proposals should be drafted with all phases and allowing the City the opportunity to negotiate with selected vendor based on a maximum level capacity for 8,200 active employees with the potential to add additional patients from other employers. For your pricing proposal please assume Phase II after 4 months of clinic opening, and Phase III after 8 months; but these targets will be modified based on actual utilization patterns.

83. **Question**

Please define who will be eligible.

Answer

Cost proposals should be drafted with all phases and allowing the City the opportunity to negotiate with selected vendor based on a maximum level capacity for 8,200 active employees, 5500 retirees with the potential to add additional patients from other employers.

84. **Question**

Are we providing a cost proposal for 8,200 employees or does the city want a comprehensive proposal for all 23,700 eligible?

Answer

Cost proposals should be drafted with the potential to implement all phases and allowing the City the opportunity to negotiate with selected vendor based on a maximum level capacity for 8,200 active employees with the potential to add additional patients from other employers.

85. **Question**

Since there is a phased approach, should Occupational health be included in the initial quote or added later? If yes, please define what the scope you want. Should a Certified Occupational Health Nurse be included in the staffing mix?

Answer

Occupational Health Services will not be offered during these initial phases.

86. **Question**

In regards to the phased approach, will there be any issues gathering appropriations if scope, staffing, etc. is added down the line? Should our initial quotes include everything?

Answer

Cost proposals should be drafted with the potential to implement all phases and allowing the City the opportunity to negotiate with selected vendor based on a maximum level capacity for 8,200 active employees with the potential to add additional patients from other employers.

87. **Question**

Please confirm if the City wants a pharmacy dispensing cart or an onsite pharmacy quoted. Please confirm if an onsite pharmacy is being requested the staffing mix can change to include a pharmacist and pharmacy tech based on a 40 hour work week.

Answer

Please quote assuming inclusion of a Dispensary, but not a full onsite pharmacy.

88. **Question**

Will the city agree to strike the term for convenience and maintain the terms for cause and loss of appropriations. Having the same termination requirements as the SBEs will be important for continuity purposes of the overall master. For example a sub mishandles information and it triggers a term with prime for convenience.

Answer

No.

89. **Question**

There are significant cost differences between dispensing medication on site via cart vs. on site pharmacy. Which method for prescription dispensing does the city prefer?

Answer

Please quote assuming inclusion of a Dispensary, but not a full onsite pharmacy.

90. **Question**

Can you provide us with detailed claims information including all data relative to pharmacy? This is for purposes of quoting accuracy and to thoroughly answer question 17 on page 131.

Answer

Claims data will be provided based on product funding: Kaiser HMO –fully insured and BCBS – self funded- Vendors will have to request the data from Procurement and sign a confidentiality agreement.

91. **Question**

Please provide an eligibility census with zip codes.

Answer

Since the health clinic is more specifically targeting all active employees who work for the City, the zip code list should include all Atlanta proper zip codes.

92. **Question**

Please confirm the timeline for go live, it will be difficult to have a go live date if your construction begins in December/January as planned. It appears an April to June timeframe is more in-line.

Answer

The goal is to have the clinic open during the first quarter of 2017 or as soon as construction has been done and management vendors selected for both the Fitness and Health Centers.

93. **Question**

Are you interested in health coaching services to help with the disease management strategy in coordination with the clinical team?

Answer

Yes

94. **Question**

Is the \$50,000 consultant fee negotiable?

Answer

The fee is non-negotiable; however, if the decision is made to include Kaiser in the health clinic, the selected vendor cost share will be determined by the City and City Consultant.

95. **Question**

Can you provide a breakdown of members in each health plan?

Answer

Census data is not available at this time.

96. **Question**

Can you provide census information in regards to physical location?

Answer

The health clinic will be available to all active City employees regardless to their work or home address.

97. **Question**

What is the initial term of the contract?

Answer

The initial term is a one year contract with two (2) renewal options

98. **Question**

What is the plan to provide on-site parking or easier clinic access?

Answer

The City is currently review parking options for the wellness clinic in order to provide easier clinic access. Details will be determined during the implementation process.

99. **Question**

Is the city willing to put incentives in place to encourage wellness participation?

Answer

The City currently has incentives in place to encourage wellness participation and will be willing to discuss other programs with selected vendor that would increase participation.

100. **Question**

Do you need billing for your HDHP members?

Answer

The City and City Consultant will determine administrative guidelines for employees enrolled in the HDHP based on IRS guidelines.

101 **Question**

Will there be any copays?

Answer

The City desire is to have minimum copay for medical and pharmacy services. The final determination will be made during the implementation phase with the City and the City Consultant as it relates to fees and copays for City employees and other potential employers.

102 **Question**

Please confirm what Kaiser will be implementing in regards to mobilization of care suites and other spaces.

Answer

If Kaiser is included in the health clinic operations, the City and its Consultant will coordinate final clinic design.

103 **Question**

Will Kaiser be required to contribute to the \$50K consulting fee?

Answer

If Kaiser is included in the health clinic operations, the City and City Consultant will determine Kaiser's contribution level for the \$50K consulting fee.

104 **Question**

Who is providing the network for Kaiser?

Answer

If Kaiser is included in the health clinic operations, it will be their responsibility to provide their own technology solution(s).

105 **Question**

Do we provide the hardware for Kaiser to work from?

Answer

If Kaiser is included in the health clinic operations, it will be their responsibility to provide their own hardware.

106 **Question**

Will there be a shadow network as to prevent mixing of technology?

Answer

Yes- the technology layout and design will be determined during the final construction design consultation.

107 **Question**

What would be shared with Kaiser vs. dual inventory?

Answer

If Kaiser is included in the health clinic operations, it will be their responsibility to provide their inventory.

108 **Question**

In order, what type of results is most important to your organization?

Answer

Improve health and wellness outcomes-individually and in aggregate.

Reduce lost time and absence, improve productivity.

Improved quality of life; support wellness programs for employees and their families.

Cost savings- moderate trend, lower overall spend.

109 **Question**

Please confirm if you will be doing OSHA logs or case management?

Answer

Yes.

110 **Question**

Will you require any case management for work related injuries/illnesses?

Answer

No.

111 **Question**

Please confirm if you will be doing OSHA logs.

Answer

Yes.

112 **Question**

For questions 9 and 10 are these in reference to the entire organization (encompassing all specialties across all clinics and hospitals) or strictly comparable programs such as employer and/or municipality sites?

Answer

The focus should be on comparable programs such as employer and/or municipality sites.

113 **Question**

Will the wellness center include Occupational Medicine – Workers' Compensation Injury Treatment?

Answer

Occupational Health Services will not be offered during these initial phases.

114 Question

Please provide health insurance claims data* for the last 12-18 months including:

- PCP visits/1000 and average visit cost
- Specialist visits/1000 and average visit cost
- ER visits/1000 and average visit cost
- Pharmacy utilization/1000 employees and average retail prescription cost (to employer)
- Laboratory visits/1000 and average lab visit cost
- Urgent care visits/1000 and average visit cost
- Physical therapy visits/1000 and average visit cost

Answer

Claims data will be provided based on product funding: Kaiser HMO –fully insured and BCBS – self funded- Vendors will have to request the data from Procurement and sign a confidentiality agreement.

115 Question

Please provide the number of HSA/High Deductible Plan members* (if applicable).

Answer

BCBS - 182

Kaiser – 126.

116 Question

Please provide a zip code list of all eligible members* so we can present an estimated capture rate for the clinic?

Answer

Since the health clinic is more specifically targeting all active employees who work for the City, the zip code list would include all Atlanta proper zip codes.

117 **Question**

We would like to include many of our fully integrated health and wellness service options within our proposal; however, some of these services appear to already be offered through your current “Healthier You Initiatives” program.

Please clarify:

- Who operates the “Healthier You Initiatives” program and what wellness offerings does it offer?
- Is the City requesting a proposal to replace its current wellness offerings, or
- Is the City requesting a proposal to integrate its current wellness offerings with the successful bidder, please elaborate on what supplemental services the City would like to have included in the cost proposal (e.g. health coaching, chronic disease management, etc.)?
- Would the City like the wellness services (identified above) extended to all eligible covered lives over 18, or only non-Kaiser plan participants?

Answer

The “Healthier You Initiative” is a program designed for all City employees regardless of their participation in the medical plan options. The program is the Mayor’s intent to address employees and their family needs as it relates to Medical, Financial and Mental Health and Wellness. The primary purpose is to offer programs that improve the overall quality of life for both the employees and their families. The City is will be working with the selected health clinic vendor to partner in our efforts to increase the services offered through the “Healthier You Initiative “as a value added benefit. The primary focus will be and extension of current programs as it relates to health coaching and chronic disease management. The City wants to offer wellness services to all active employees.

118 **Question**

Please provide a list of occupational health care services and associated volumes for the last 12 months-18 months (i.e. drug screens by type, pre-employment testing, and physical examinations by type & components, surveillance testing, and the like).

Answer

Occupational health services will not be included in the first 3 phases of this health center.

19 Question

Please provide occupational injury claims data for past 12-18 months:

WC Claim Type (med only or indemnity)

Claim Incurred - Expense

Claim Incurred - Indemnity/Loss

Claim Incurred – Medical

Claim Total Paid

Claim Total Incurred

Lost Time Days

Restricted Days

Injury type/diagnosis

Part of body

Department

Time of Injury

Answer

Data currently not available.

120 Question

Please provide occupational injury physical therapy claims data for last 12-18 months.

Answer

Data currently not available. Occupational Health Services will not be offered during the three phases you are bidding on here.

120 Question

Due to the complexity, scope and requirements of this RFP, would the City consider allowing vendors an extension of time beyond 10/26/16 to provide responses?

Answer

The RFP due date has been extended to November 2.

121 Question

Please confirm that the proposal bond requirement is not applicable for this RFP (RFP PDF page 34-35).

Answer

Yes. After reconsideration, A Payment and Performance Bond for 100% of the contract value will be a requirement for the winning proponent. Please refer to Appendix B of this addendum No. 3.

122 Question

Please clarify the desired staffing model as there is a variance between what is outlined in the scope of services (RFP PDF page 61) the cost proposal (RFP PDF page 67) and the revised cost proposal (Addendum 1, page 4).

Answer

The RFP provides information regarding desired staffing options for the health clinic based on the targeted population. The City encourages vendors to submit staffing recommendations that would allow for full operation at the time of initial opening. The expectation is that the selected vendor will meet the minimum requirements for staffing.

123 Question

Is the City's staffing model asking for 1.0 FTE MD to be staffed at the clinic or pricing for medical oversight to provide clinical oversight of the program and mid-level practitioners/support staff (RFP PDF pages 61, 64 and Addendum 1 page 4)?

Answer

The MD FTE is expected to be staffed at the clinic.

124 Question

Does the City have an expectation around staffing for clinic operations management as there was not a position specified in the staffing model for these responsibilities?

Answer

The RFP provides information regarding recommended staffing options for the health clinic based on the targeted population. The City encourages vendors to submit staffing recommendations that would allow for full operation at the time of initial opening. The expectation is that the selected vendor will meet the minimum requirements for staffing.

125 Question

Can vendors propose alternative staffing models? If so, does the City desire a bid for its outlined staffing model and the proposed alternative model or just the later.

Answer

Vendors are encouraged to submit responses that would be a value add to the City and its efforts to provide a best in class Wellness Center. You are welcomed to offer an alternative staffing model and related cost, but you should also include the staffing model suggested in the RFP.

126 **Question**

Please confirm that the NAICS number cited 561210 Facilities Support Services is the accurate code for this RFP rather than 6214 Outpatient Care Centers (RFP PDF page 110). If the NAICS code is changed, does that effect the SBE goals for this RFP?

Answer

In addition to the NAICS code 561210 known as Facilities Support Services, the City of Atlanta will also recognize NAICS code 621498 known as All Other Outpatient Care Centers for the purposes of this RFP. However, this additional NAICS code will not affect the 35% SBE goals set for this RFP.

127 **Question**

Please confirm that the SBE requirement is 35% of the operating expenses (RFP PDF page 110 & Addendum 1 page 4).

Please detail what expenses the vendor is to include in the “operating expenses” in order to determine the baseline number to calculate the required 35%-dollar value target?

Specifically, does this requirement exclude implementation costs, \$50K consultant fee, and personnel costs?

Will the proposed vendor be disqualified if they are not able to meet the 35% SBE goal?

Answer

The operating expenses should include all items that are required to run and health clinic excluding the consultant fee and personnel cost. The City will be responsible for the purchasing of office equipment and furniture that will be determined during the implementation phase with the City, City Consultant and selected vendor.

As stated in the RFP, the SBE subcontractor goal is 35% and must be achieved through the calculation of project operating expenses. Examples of operating expenses may include but not limited to: Labs, janitorial services, medical supplies, and staffing agencies. Note: Implementation costs totaling \$50,000 may only be credited if the bidder subcontracts that phase of work to a certified SBE (the bidders personnel costs will not be credited towards the 35% SBE goal). A proponent who fails to meet the 35% SBE subcontractor participation requirements must submit documentary evidence of good faith outreach efforts (identified on pages SBO 2 of Appendix A). Proponents who fail to provide the documentary evidence of good faith outreach efforts run the risk of being deemed non-responsive.

128 **Question**

Please provide clarification around the City's expectation of shared clinic space with Kaiser, including the following:

- Does the City anticipate Kaiser and the selected vendor to operate separate staffing, EMR's, scheduling, supplies, equipment, laboratory, janitorial services, reporting and the like? (e.g. lab for each vendor will need to operate under separate CLIA licenses and would require separate (duplicative) lab equipment for each vendor)
- Specifically, how does the City anticipate separation of physical space?
- Does the City desire the vendor to include all necessary furniture, fixtures, equipment and supplies to equip the entire clinic, or should the vendor only include costs for half of shared spaces and half of exam rooms, etc....?

Answer

The furnishing , final exam room designed and Health Center operations structure will be coordinated with the City and the City Consultant with input from the selected vendor and Kaiser if the decision is made to include them in the Health Center.

The final decision regarding furniture, fixtures, equipment and supplies will be determined by the City, City Consultant and the selected vendor along with input from Kaiser if the decision is made to include Kaiser in the facility.

129 **Question**

Does the City have a desire to offer physical therapy services on-site for employee health and/or occupational health? If yes,

- would the fits center be able to accommodate the physical therapy program?
- would the City like the vendor to include pricing for physical therapy equipment?

Answer

No, physical therapy is not being required by this project, since it is typically handled through Occupational Medicine or through the employee medical plans.

130 **Question**

Are City of Atlanta employees working under union contracts? If so, what Stipulations/agreements do we need to be aware of in regard to the provision of occupational and/or personal health care services?

Answer

The City has labor union; however there are no contract stipulations/agreement that should impact the services that will be offered in the Health Clinic.

131 **Question**

Please provide the average hourly wage for City of Atlanta employees

Answer

Average hourly wage for exempt employees: \$71, 698, 38

Average hourly wage for non-exempt employees: \$42,349.87.

132 **Question**

Please provide the City of Atlanta annual holiday schedule.

Answer

City Holidays

Holidays falling on a Saturday or the first day of an employee's normal two-days off is taken (observed) on the preceding workday.

Holidays falling on a Sunday or the second day of an employee's normal two-days off is taken (observed) on the following workday. Employees required to work on a holiday will receive another day off in observance of the designated holiday.

Non-exempt employees will receive overtime for the holiday only if they have already worked the maximum number of required hours during the relevant work period.

New Year's Day

MLK Day – 3rd Monday in January

Memorial Day – Last Monday in May

Independence Day (4th of July)

Labor Day – 1st Monday in September

Veteran's Day – November 11th

Thanksgiving Day – 4th Thursday in November

Day after Thanksgiving – 4th Friday in November

Christmas Day

Appendix A
OCC Requirements

Components of a Joint Venture Agreement

The Joint Venture agreement should include at a minimum:

- The name of the Joint Venture
- Contact information of designated primary JV contact person
- Identification of all firms participating in the JV
- The initial capital investment of each venture partner
- Terms and conditions under which future contributions may be necessary
- The proportional allocation of profits and losses to each venture partner
- Description of proportion of work controlled by and management of the joint venture team members
- The method of, and responsibility for, accounting
- Frequency of JV meetings and method for minutes taking and storage
- The methods by which disputes are resolved.
- Provide the specific citation/section of your JV that speaks to the Contract's non-discrimination and assurance requirements
- All other pertinent factors of the joint venture.

Appendix B

Insurance and Bonding Requirements

APPENDIX B
INSURANCE & BONDING REQUIREMENTS
FC-9275 City of Atlanta Wellness Center on Behalf of DHR

A. Preamble

The following requirements apply to all work under the agreement. Compliance is required by all Contractors/Consultants. **To the extent permitted by applicable law, the City of Atlanta (“City”) reserves the right to adjust or waive any insurance or bonding requirements contained in this Appendix B and applicable to the agreement.**

1. Evidence of Insurance Required Before Work Begins

No work under the agreement may be commenced until all insurance and bonding requirements contained in this Appendix B, or required by applicable law, have been complied with and evidence of such compliance satisfactory to City as to form and content has been filed with City. Contractor/Consultant must provide City with a Certificate of Insurance that clearly and unconditionally indicates that Contractor/Consultant has complied with all insurance and bonding requirements set forth in this Appendix B and applicable to the agreement. If the Contractor/Consultant is a joint venture, the insurance certificate should name the joint venture, rather than the joint venture partners individually, as the primary insured. In accordance with the solicitation documents applicable to the agreement at the time Contractor/Consultant submits to City its executed agreement, Contractor/Consultant must satisfy all insurance and bonding requirements required by this Appendix B and applicable by law, and provide the required written documentation to City evidencing such compliance. In the event that Contractor/Consultant does not comply with such submittal requirements within the time period established by the solicitation documents applicable to the agreement, City may, in addition to any other rights City may have under the solicitation documents applicable to the agreement or under applicable law, make a claim against any bid security provided by Contractor/Consultant.

2. Minimum Financial Security Requirements

All companies providing insurance required by this Appendix B must meet certain minimum financial security requirements. These requirements must conform to the ratings published by A.M. Best & Co. in the current Best's Key Rating Guide - Property-Casualty. The ratings for each company must be indicated on the documentation provided by Contractor/Consultant to City certifying that all insurance and bonding requirements set forth in this Appendix B and applicable to the agreement have been unconditionally satisfied.

For all agreements, regardless of size, companies providing insurance or bonds under the agreement must meet the following requirements:

- i) Best's rating not less than A-,
- ii) Best's Financial Size Category not less than Class VII, and

- iii) Companies must be authorized to conduct and transact insurance contracts by the Insurance Commissioner, State of Georgia.
- iv) All bid, performance and payment bonds must be underwritten by a U.S. Treasury Circular 570 listed company.

If the issuing company does not meet these minimum requirements, or for any other reason is or becomes unsatisfactory to City, City will notify Contractor/Consultant in writing. Contractor/Consultant must promptly obtain a new policy or bond issued by an insurer acceptable to City and submits to City evidence of its compliance with these conditions.

Contractor/Consultant's failure to comply with all insurance and bonding requirements set forth in this Appendix B and applicable to the agreement will not relieve Contractor/Consultant from any liability under the agreement. Contractor/Consultant's obligations to comply with all insurance and bonding requirements set forth in Appendix B and applicable to the agreement will not be construed to conflict with or limit Contractor/Consultant's/Consultant's indemnification obligations under the agreement.

3. Insurance Required for Duration of Contract

All insurance and bonds required by this Appendix B must be maintained during the entire term of the agreement, including any renewal or extension terms, and until all work has been completed to the satisfaction of City.

4. Notices of Cancellation & Renewal

Contractor/Consultant must, notify the City of Atlanta in writing at the address listed below by mail, hand-delivery or facsimile transmission, within 2 days of any notices received from any insurance carriers providing insurance coverage under this Agreement and Appendix B that concern the proposed cancellation, or termination of coverage.

Enterprise Risk Management
68 Mitchell St. Suite 9100
Atlanta, GA 30303
Facsimile No. (404) 658-7450

Confirmation of any mailed notices must be evidenced by return receipts of registered or certified mail.

Contractor/Consultant shall provide the City with evidence of required insurance prior to the commencement of this agreement, and, thereafter, with a certificate evidencing renewals or changes to required policies of insurance at least fifteen (15) days prior to the expiration of previously provided certificates.

5. Agent Acting as Authorized Representative

Each and every agent acting as Authorized Representative on behalf of a company affording coverage under this contract shall warrant when signing the Accord Certificate of Insurance that specific authorization has been granted by

the Companies for the Agent to bind coverage as required and to execute the Acord Certificates of Insurance as evidence of such coverage. City of Atlanta coverage requirements may be broader than the original policies; these requirements have been conveyed to the Companies for these terms and conditions.

In addition, each and every agent shall warrant when signing the Acord Certificate of Insurance that the Agent is licensed to do business in the State of Georgia and that the Company or Companies are currently in good standing in the State of Georgia.

6. Certificate Holder

The **City of Atlanta** must be named as certificate holder. All notices must be mailed to the attention of **Enterprise Risk Management at 68 Mitchell Street, Suite, 9100, Atlanta, Georgia 30303.**

7. Project Number & Name

The project number and name must be referenced in the description section of the insurance certificate.

8. Additional Insured Endorsements Form CG 20 26 07 04 or equivalent

The City must be covered as Additional Insured under all insurance (except worker's compensation and professional liability) required by this Appendix B and such insurance must be primary with respect to the Additional Insured. **Contractor/Consultant must submit to City an Additional Insured Endorsement evidencing City's rights as an Additional Insured for each policy of insurance under which it is required to be an additional insured pursuant to this Appendix B. Endorsement must not exclude the Additional Insured from Products - Completed Operations coverage. The City shall not have liability for any premiums charged for such coverage.**

9. Mandatory Sub-Contractor/Consultant Compliance

Contractor/Consultant must require and ensure that all subContractor/Consultants/subconsultants at all tiers to be sufficiently insured/bonded based on the scope of work performed under this agreement.

10. Self Insured Retentions, Deductibles or Similar Obligations

Any self insured retention, deductible or similar obligation will be the sole responsibility of the contractor.

A. Workers' Compensation and Employer's Liability Insurance

Contractor/Consultant must procure and maintain Workers' Compensation and Employer's Liability Insurance in the following limits to cover each employee who is or may be engaged in work under the agreement. :

Workers' Compensation. **Statutory**

Employer's Liability:

Bodily Injury by Accident/Disease **\$1,000,000 each accident**
Bodily Injury by Accident/Disease **\$1,000,000 each employee**
Bodily Injury by Accident/Disease **\$1,000,000 policy limit**

B. Commercial General Liability Insurance

Contractor/Consultant must procure and maintain Commercial General Liability Insurance on form (CG 00 00 01 or equivalent) in an amount not less than **\$1,000,000 per occurrence subject to a \$2,000,000 aggregate.** The following indicated extensions of coverage must be provided:

- Contractual Liability
- Broad Form Property Damage
- Premises Operations
- Personal Injury
- Advertising Injury
- Fire Legal Liability
- Medical Expense
- Independent Contractor/Consultants/SubContractor/Consultants
- Additional Insured Endorsement* (primary & non-contributing in favor of the City of Atlanta)
- Waiver of Subrogation in favor of the City of Atlanta

C. Commercial Automobile Liability Insurance

Contractor/Consultant must procure and maintain Automobile Liability Insurance in an amount not less than **\$1,000,000** Bodily Injury and Property Damage combined single limit. The following indicated extensions of coverage must be provided:

- Owned, Non-owned & Hired Vehicles
- Waiver of Subrogation in favor of the City of Atlanta

If Contractor/Consultant does not own any automobiles in the corporate name, non-owned vehicle coverage will apply and must be endorsed on either Contractor/Consultant's personal automobile policy or the Commercial General Liability coverage required under this Appendix B.

D. Professional Liability Insurance

Contractor/Consultant shall procure and maintain during the life of this contract Professional Liability Insurance in an amount of **\$1,000,000** per occurrence and annual aggregate. The policy will fully address the Contractor/Consultant's professional services associated with the scope of work contained in this document. The policy will include at least a three year Extended Reporting Provision.

E. Performance Bond and Payment Bond

Contractor/Consultant shall furnish a Payment Bond and a Performance Bond to the City in an amount equal to **100 percent of the total contract value** and for the duration of the entire term.

The person executing the Bonds on behalf of the surety shall file with the Bonds a general power of attorney unlimited as to amount and type of bonds covered by such power of attorney, and certified by an official of said surety. **Be a U.S. Treasury Circular 570 listed company.**