



City of Tacoma

Questions and Answers

Medical, Pharmacy, and Stop Loss Coverage Administrative Services RFP Specification No. HR26-0032F

All interested parties had the opportunity to submit questions in writing by email to Sara Bird, Senior Buyer by March 3, 2026. The answers to the questions received are provided below and posted to the City's website at www.TacomaPurchasing.org. Navigate to [Current Contracting Opportunities / Services Solicitations](#), and then click *Questions and Answers* for this Specification. This information IS NOT considered an addendum. Respondents should consider this information when submitting their proposals.

- 1. Question: Is there a broker/consultant that will work with you on this RFP process and proposal review? If so, who is it? We need to know in order to appropriately assign.**

Answer: The City's broker is Mercer.

- 2. Question: 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.)**

Answer: It has been a number of years since the City has put out a bid, and we are doing our due diligence to ensure we are getting the best options for our employees at the best prices.

- 3. Question: Does the City of Tacoma currently offer healthcare benefits to your retirees.**

Answer: Yes, to retirees under 65, through TERS. LEOFF 1 and LEOFF II pre- 65 retirees are also covered.

- 4. Question: Please confirm that the City of Tacoma is NOT accepting responses for stand-alone chronic disease management services.**

Answer: Correct.

- 5. Question: What is the current and requested commission rate?**

Answer: Net of commissions

- 6. Question: Is this group ERISA or Non-ERISA?**

Answer: Non-ERISA

- 7. Question: Due to the complexity and level of detail of the RFP, we respectfully request an extension of the due to March 20th. We want to ensure we provide the most accurate and thorough responses to allow for ease of City of Tacoma evaluation**

Answer: We cannot allow an extension. All proposals are due by March 17.



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8. Question: missing the TRDS workbook mentioned in the medical Questionnaire. Can you please provide?

- Attachments Tab in the Medical Questionnaire:

D	Completed Total Revenue Disclosure Statement (TRDS). This is a separate workbook
F	Total Revenue Disclosure Statement (TRDS) - Please complete separate workbook

Answer: The TRD is the Variable Revenue File

9. Question: Can you confirm if the experience report includes Kaiser? If not, Can you please provide an explanation of the experience report parameters?

Answer: The Kaiser plan is fully insured. It is not included in the experience report. The experience report is for the plan year 1/1/25 – 12/31/25 for paid claims and enrollment.

10. Question: Regarding the Retirees that have dental and Vision. The RFP specifies this applies to just a few individuals, but the experience shows conflicting data and that there are a few hundred covered under this plan. Can you please confirm the total number of individuals that are included in these plans? Are you looking for the dental and Vision to remain baked into the medical for these individuals or may we present separate dental and vision quotes?

- Dental and vision coverage are not included in these services, except for the following:
- Vision is provided for the following groups: LEOFF 1 Retirees, LEOFF 1 RetireeDependents (exam only), LEOFF 2 Retirees, which includes Fire, Police Local 6 and Local 26 (exam only), TERS Retirees (exam only), and Railroad Retirees (exam only)
- Dental is provided for the following group: LEOFF 1 Retirees

Answer: Here is a breakout based on the experience:

Actives (Includes Police Local 6 LEOFF II, Police Local 26 LEOFF II, Local Fire 31 LEOFF II)
 Retirees (TERS Early Retirees, Police Local 6 LEOFF II, Police Local 26 LEOFF II, Local Fire 31 LEOFF II)
 Retirees Subscribers Only (Local Fire 31 LEOFF I, Police Local 26 LEOFF 1)
 Retirees Dependents Only (Local Fire 31 LEOFF I, Police Local 26 LEOFF 1)

11. Question: With the character limits in the questionnaires, it is permissible to add a column to the right or add a white page to allow for additional comments or more thorough responses? If so, which is your preference?

Answer: Please add an additional column to the right on the spreadsheet.



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12. Question: Does this group currently self-bill?

Answer: No

13. Question: In column A of the census, so those listed as “Inactive” reflect Retirees? If not, can you provide an updated census with retirees indicated.

Answer: These are the counts for our current retirees. The original census did not include retirees.

Plan	Coverage Level	Count of Subscribers
Regence HDHP		75
	EE Only	12
	Family	63
Regence PPO		383
	EE Only	311
	Family	72
Grand Total		458

Retiree Plan	Class Type	Coverage Level	Count of Subscribers
Regence HDHP	LEOFF 2 RETIREES		52
		EE Only	6
		Family	46
	TERS RETIREES		23
		EE Only	6
		Family	17



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Regence PPO	LEOFF 1 RETIREES		295
		EE Only	295
	LEOFF 2 RETIREES		46
		EE Only	7
		Family	39
	TERS RETIREES		42
		EE Only	9
		Family	33
Grand Total			458

14. Question: Please provide Pharmacy Utilization Data: The fields needed on the report are 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
-

Answer: The report is the City of Tacoma Exhibit D – MercerRx Claim File

15. Question: Confirming we extract the Equity in Contracting section of the RFP and complete it to include in our proposal? Equity in Contracting is not included in the submittal check list.

10.18 Equity in Contracting – 5 points

Is your firm, or the firm you are partnering with, certified with Washington State for any of the below categories. Confirmation of any of the below certifications will result in all points for this category.

Answer: This is a standard, stand-alone question in all City of Tacoma RFP's and is required for all City contracts.



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16. Question: Confirm the Personal Inventory Form is a template we create, and this is for the information we need to include that is confidential must be clearly marked and provide an index identifying the affected page number(s) and locations(s) of such identified materials.

Answer: Yes, this is a list of the project manager and key personnel that will have direct involvement with the project, including their relevant experience and expertise.

17. Question: Confirming the incumbent carrier does not complete a disruption analysis report.

Answer: The disruption report was an attachment

18. Question: Confirming we received the A3 Variable Revenue questionnaire file and will include that in our proposal. This document is not listed in the submittal check list.

Answer: Correct. Please include in your proposal.

19. Question: Confirming we received the A2 City of Tacoma Exhibit B (Pharmacy) Financial Proposal COT and will include in our proposal. This document is not listed in the submittal check list.

Answer: As stated in the RFP, you will need to contact purchasing to let them know that you are bidding, and they will send you this document.

21. Question: In the RFP document it states the contract will be for a six-year period with the option to renew the contract for one additional six-year term. However, in the medical questionnaire fees and variable program's tab in section 1 it only provides three years 2027, 2028 and 2029. Confirming we complete 2027, 2028 and 2029 in the questionnaire file.

Answer: Yes

22. Question: Will the City provide an alternative health network?

Answer: No

23. Question: Do the following instructions included in the pharmacy questionnaire document also apply to the medical questionnaire/proposal?

- Limit attachments and exhibits to those requested specifically by City of Tacoma in this RFP. Any additional attachments will be ignored and may not be referenced during final contract negotiations.
- Do not submit pricing information, caveats, assumptions, or any responses using other attachments or exhibits. Information submitted in alternative formats to RFP



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requirements will be deemed immaterial to the bid and will not be referenced during final contract negotiations.

Answer: Yes