



Notes from the Pre-Submittal Conference of

April 17, 2023

Request for Proposal (RFP) for

Pharmacy Benefits Manager

For the City of Chicago (the "City" or the "Lead Agency")

And

Chicago Park District, Chicago Public Schools, Chicago Transit Authority, City Colleges of Chicago, and the Chicago Transit Authority Retiree Healthcare Trust

The Agenda for the Pre-submittal Conference, which occurred on Monday, April 17, 2023, at 9:30 am via Teams, is as follows:

1. Introductions

Representatives from the City of Chicago, Chicago Park District, Chicago Public Schools, Chicago Transit Authority, City Colleges of Chicago, and the Chicago Transit Authority Retiree Health Trust attended.

Representatives from various potential respondents attended, including Blue Cross Blue Shields of Illinois, CVS/Caremark, Cigna Healthcare, and Optum Rx.

2. Overview of RFP

The Lead agency provided an overview of the RFP.

3. Structure of RFP Response

The Lead agency reviewed the RFP response requirements.

4. Important Dates

The Lead agency discussed the tentative timeline.

- a. April 21, 2023, Questions Due by 4:30 pm
- b. May 11, 2023, Proposals Due by 4:30 pm
- c. Tentative Oral Presentation Dates: June 2023
- d. Tentative Award Announcement (pending contract negotiations): August 2023
- e. Tentative Contract Start Date: January 1, 2024

5. Reminders

The Lead Agency reminded agencies of the following requirements:

- a. All communication via email PBM-RFP@cityofchicago.org
- b. Request Confidentiality Statement via email
- c. Sign and Submit Confidentiality Statement via email
- d. Identify SharePoint site leads (Name, Title, Email)

6. General Questions

The Lead Agency responded to general questions.

Question	Response
How many individuals may have access to the SharePoint site?	After the Lead Agency receives the signed Confidentiality Form, the potential respondent may request that more than two individuals have access to the SharePoint site.
Is a template for pricing available?	No, a template is not available. Each respondent should address Section O of the RFP Cost Proposal as outlined.
Would the agencies consider pricing other than AWP?	All pricing proposals will be considered and should be fully documented in the RFP response.
When will census and claim data be available?	The Lead Agency will make the claims and census data available to a potential respondent after that potential respondents submits a signed Confidentiality Form to the Lead Agency.
Where can we locate a copy of the City of Chicago's current vendor contract?	The contract is available at https://webapps1.chicago.gov/vcsearch/city/contracts/136811