



HOWARD COUNTY PUBLIC SCHOOLS
PURCHASING DEPARTMENT
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Ellicott City, MD 21042
(410) 313-6644

ADDENDUM NO. 1
(Total Pages - 4)

February 11, 2020
Request for Proposal No. 029.20.B1
Employee Assistance Program Services
Opening Date: February 28, 2020 Time: 3:00 P.M.

The following shall be incorporated into the captioned solicitation as though included in the original documents issued.

The Board of Education authorizes the following changes, clarifications and or attachments to the solicitation documents; however, such changes shall not relieve the firm of their responsibilities as otherwise required by the solicitation documents.

A pre-submission meeting was held on February 10, 2020 at 3:00 PM. Please see attached sign-in sheet.

Please see the attached list of questions and associated responses.

There are no other changes.

Note: It is the firm's sole responsibility to monitor the HCPSS Purchasing website to ensure that they download any additional addendums or clarifications prior to submitting their proposal and duly acknowledge receipt of and full understanding of said addendums on the proper proposal submittal form. Failure to do so may result in non-receipt of important information prior to the closing date and may render the proposal non responsive and ineligible for award. It is highly recommended that the submitting proposer/bidder ascertain if they have received all the addendums posted prior to submitting their proposal. Failure of any proposer/bidder to obtain any such addendum or interpretation shall not relieve the proposer/bidders company from any obligation under his/her proposal as submitted.

Employee Assistance Program
Request for Proposals
029.20.B1

Questions and Responses,

1. Who is the current EAP provider and how long have they been providing services to the District?

Response: ComPsych Corporation from July 2015 to June 30, 2020.

2. Please confirm that pricing should be based on 8,800 employees.

Response: 8500 - 8800

3. Please confirm that a six (6) session counseling model is currently in place.

Response: Yes

4. Please provide the current rate and a rate history throughout the contract term for the EAP.

Response: The current rate is \$0.73 PEPM. The FY21 budget is not to exceed \$80,000 for these services.

5. How many hours of the following services are included within the current EAP contract per year?
 - Onsite training/orientation/educational seminars
 - Onsite health fair/event participation
 - Onsite critical incident response
 - Webinar training

Response: 40 hours reserving the right to allocate to any of the above areas.

6. Please confirm that the 40 hour bank referenced in Part I, page 2 includes onsite training, orientation, and critical incident support response. Are health fair hours also included within this bank?

Response: Yes

7. Are the 40 hours of onsite training/wellness seminars referenced in Part I, page 3 the same as the above 40-hour bank or in addition to?

Response: Yes

8. How many total hours of the following services were utilized in each of the last two (2) years?
 - Onsite training/orientation/educational seminars
 - Onsite health fair/event participation
 - Onsite critical incident response
 - Webinar training

Response: A majority of the hours were used in training with a small amount (approximately 20%) for health fair/events. For FY18 – 25.5 hours for training and for FY19 - 23.5 hours.

9. Please provide copies of 2018 and 2019 EAP utilization reports. If reports are not available, please provide the following for each of the last 2 years:

- Number of employees on which the report is based
- Total number of clinical cases
- Total number of work-life cases
- Total number of clinical sessions

Response: This information is provided to assist in the preparation of responses. Please do not utilize this information for any other purpose.

	2018	2019
Clinical Cases	332	237
Work-life Cases	133	80
Avg. # of Clinical Sessions	4	3.3

10. Please provide insight into the condition of the workforce. Are there specific issues facing your workforce (i.e. stress, morale, etc.) and HR? Have there been any major events in the last year (i.e. reductions in force, critical incidents, etc.)?

Response: As a suburban community located between Baltimore and Washington D.C., we are a diverse community with typical environmental conditions. We encourage bidders to visit our web page, www.hcpss.org and the county government web page for more information.

11. Are legal, financial and daily living work/life services currently a part of your EAP program?
Response: Yes
12. Please provide an employee zip code census so we may run a GeoAccess provider coverage report.
Response: Please utilize MD State zip codes associated with Howard County, Carrol County, Baltimore County, Frederick County, Montgomery County and Baltimore City.
13. Who is your health plan provider and is the plan self-funded?
Response: Aetna & CareFirst – Self Funded
14. Are good faith effort documents related to Certified Minority Owned Business Participation required with our proposal submission?
Response: Related documentation is not required to be included with the submission, just Attachment D. However, we ask that you be prepared to submit upon request.
15. Are the certified minority owned businesses required to be located within Maryland to participate? Are there specific certifying agencies that are accepted or any?
Response: Firms do not need to be located in Maryland, but it would be ideal. We have no specific agencies pre-approved.
16. Should Appendix E, Student Data Sharing Agreement, be completed and returned with our proposal submission or upon contract award?
Response: It is preferred that it be included with your response.
17. Why is the district currently going out to bid for EAP?
Response: We have exhausted the current contract extensions.
18. What is your current pricing and what does that PEPM pricing entail in terms of services, onsite time, etc.?
 - Response: Current PEPM includes 40 hours for;
 - Onsite training/orientation/educational seminars
 - Onsite health fair/event participation
 - Onsite critical incident response
 - Webinar training
19. Is the district looking to expand upon your current EAP services offered to employees and their families?
Response: Our current EAP program is available to employees and their immediate family members and that is what we are expecting.
20. How and when will these questions be answered? (Amendment, Pre-Bid Conference)?
Response: By addenda.
21. If Certified Minority Business Enterprises are not to be used in the completion of this contract, is the Appendix C Form still required? Should we complete sections 1-6 and then state N/A?
Response: Yes, please include Appendix C in your response and complete sections 1-6 noting “No participation”. See question #14 above for more information.
22. Regarding training:
 - 1.5: 40 Hour training: Are Crisis Response Services Requirements bundled into the 40 hours onsite.
Response: Yes.
Essentially does HCPSS have anticipated # hours for each type of training?
Response: No
 - 1.5: Pamphlets will HCPSS provide the topics/subject matter of these or does contactor have discretion to decide or does HCPSS want contractor to coordinate on this?
Response: We will have some of both, but welcome creativity.
 - 1.5: Posters: Are there any specific requirements for posters? Size etc Posters: 2/each school and satellite office. Additional may be requested—assume these
Response: Standard size posters
 - 1.5: Quarterly—How many or is this included in the other distribution requirements?
Response: Refer to Pages 1 & 2 of the RFP.

- 2.6.1 Subcontractor Info: provide statements signed by their legally authorized representative saying they will provide services—this can be a challenge obtaining from large organizations like WPO—are there any other means to satisfy this requirement?
Response: We would like to know what subcontractors will be involved in delivery of services. Please include as much information as possible at the time of submission.
 - 3.1.B.2—copies of internal policies and handbooks? As those from HR?
Response: These are documents that the firm would have regarding the delivery of services to clients.
 - Are there any programs, services or resources HCPSS are not receiving that you are looking to add?
Response: We are open to looking at services that bidders may present outside of the traditional EAP services. For example OPIOD Management
 - Are you satisfied with your current vendor?
Response: This is not a relevant question for this RFP.
23. After registering to view the RFP on the website, there appeared to be a zip file to download. However, nothing was found inside the zip file. Please confirm if I am missing documents, and if so, can they be provided. At present I have the RFP.
Response: There is only a single pdf file, here is the link:
<https://purchasing.hcpss.org/sites/default/files/2020-02/029.20.B1-Employee.Assistance.Program-RFP.pdf>
24. How many Critical Incident events were responded to in the most recent contract year?
Response: None
25. How many Critical Incident events were responded to in the prior contract year?
Response: None
26. Based upon today’s discussion, it was indicated hours related to on-site critical incident response come out of the 40 available training hours. If, after further review this is not accurate, can HCPSS share how many hours of Critical Incident support are included within the current contract?
Response: Current critical incident is part of the 40 hours.
27. Regarding the RFP and Identified Services Delivery Priorities – can HCPSS confirm what the expected “pamphlets” contain? I am assuming a general brochure but do want to confirm.
Response: That is correct. We are looking for pamphlets that describe the services the EAP has to offer/ website tools etc.
- a. Also, would HCPSS consider removing requirement for provision of printed materials as indicated? We do provide electronic materials and feel from a “green” standpoint it is better for printing to be done onsite as seen fit.
Response: We are requiring the print of pamphlets and posters to be distributed at our schools / satellite offices.
28. Regarding the RFP – page 9 – G. Financial Capability – “2. Provide most recent audit or certified financial statements within 48 hours of request.” Does this mean that the statement does not need to be submitted with the Proposal?
Response: Correct, only provide if requested, but submit within 48 hours.
- a. Similarly, does this mean an Operating Statement is only needed within 48 hours of request?
Response: Yes.