

**July 21, 2021**

**ADDENDUM 2**

To: All Prospective Offerors  
From: Scott Bachtell, Supervisor of Purchasing  
Reference: Bid 2022-01 Employee Assistance Program (EAP) Administration

**Proposal Due Date & Time: July 29, 2021 by 1:00 PM EST**

This addendum is being issued to provide additions, corrections, clarifications and answers to certain questions raised referencing the original RFP packages and any resultant contracts for the above bid.

The following questions were submitted by the deadline, however they were missed by WCPS in the first addendum.

**Questions:**

1. Question: The RFP document requests separate Technical and Price proposals but the rest of the documents are not delineated to show if they should be included in the Technical or Price proposals. Please clarify which documents should be included with the Technical proposal and which should be included with the Price proposal.

**Answer: Attachment A should be included in the Price Proposal. All other documents should be included in the Technical Proposal.**

2. Question: The RFP document requests 1 original printed copy of the proposals and 1 copy, plus electronic copy on USB, with original signatures on all forms. Would WCPS accept electronic only submission, with electronic signatures, as COVID restrictions are still in place in our offices which causes extreme difficulty in providing printed proposals and original signatures.

**Answer: No, printed copies must be submitted.**

3. Question: The RFP notes the current rate as \$15.60/PEPY. Please confirm if this is Per Employee Per Year and whether the current rate is fully insured (FI) or self-funded (ASO).

**Answer: The cost is per year and contract is fully insured.**

4. Question: Please provide a detailed summary for the current EAP benefits.

**Answer: Attached**

5. Question: Please clarify if there is a requested format for the Price proposal or if it may be returned in the format of our choosing.

**Answer: Attachment A has a section for rates on the carrier information tab; however, vendors my include full proposal to supplement**

6. Question: Section VI – Specifications Overview, Proposal Format states: Proposals must be submitted on 8-1/2” x 11” paper. The Underwriting Analysis Exhibit(s), Rate Quotation Exhibit(s), Charge/Fee Exhibit(s), Deviation Exhibit(s), and Renewal Methodology Exhibit(s) must be submitted for consideration. Please provide the requested forms for these exhibits or clarify what information is requested for each.

**Answer: Attachment A is the overview that that needs to be completed in its entirety.**

7. Question: Attachment A, Carrier Information tab, #8 – Please clarify what is requested by ‘Technology Funding’.

**Answer: please see question 15 on addendum 1**

8. Question: Attachment A, Questionnaire tab, # 29 asks ‘How many providers do you have locally and nationally?’ Please clarify what constitutes ‘locally’ for a provider?

**Answer: please see question 17 on addendum 1**

Sincerely,

*Scott Bachtell*

Scott Bachtell  
Supervisor of Purchasing

cc: Tricia S Riley, Supervisor of Employee Benefits  
Cheri J. Herschman, Area Senior Vice President - Gallagher Benefit Services, Inc

**This Addendum is two (2) pages and the attached overview of the current EAP benefits**