



STATE OF TENNESSEE
Benefits Administration

**REQUEST FOR PROPOSALS # 31786-00133
AMENDMENT # One
FOR EAP/BHO Services**

DATE: March 2, 2016

RFP # 31786-00133 IS AMENDED AS FOLLOWS:

- This RFP Schedule of Events updates and confirms scheduled RFP dates. Any event, time, or date containing revised or new text is highlighted.**

EVENT	TIME (central time zone)	DATE
1. RFP Issued		February 22, 2016
2. Disability Accommodation Request Deadline	2:00 p.m.	February 25, 2016
3. Pre-response Conference	1 p.m.	February 26, 2016
4. Notice of Intent to Respond Deadline	2:00 p.m.	February 29, 2016
5. Written "Questions & Comments" Deadline	2:00 p.m.	March 4, 2016
6. State Response to Written "Questions & Comments"		March 17, 2016
7. 2 nd Written "Questions & Comments" Deadline	2:00 p.m.	March 24, 2016
8. Deadline to Submit Network and Claims Information to Aon Hewitt	5:00 p.m.	March 29, 2016
9. State Response to 2 nd round of Written "Questions & Comments"		April 4, 2016
10. Response Deadline	2:00 p.m.	April 12, 2016
11. State Completion of Technical Response Evaluations		April 26, 2016
12. State Opening & Scoring of Cost Proposals	2:00 p.m.	April 27, 2016
13. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection	2:00 p.m.	1 Day after Insurance Committee Award of Contract
14. End of Open File Period		7 CALENDAR DAYS LATER
15. State sends contract to Contractor for signature		1 BUSINESS DAY LATER

16. Contractor Signature Deadline	2:00 p.m.	1 – 5 BUSINESS DAYS LATER
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2. **Delete RFP Appendix 7.1 language highlighted below: (any sentence or paragraph containing revised or new text is highlighted):**

The resulting discounted claims costs will be added to the vendor’s proposed premium rates and administrative fees (update language here?) to determine the projected cost.

3. **Delete RFP section RFP Section 6.3 Table A footnote and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):**

Delete: *This rate includes both members enrolled in the medical plan (approximately 145,000) and employees eligible, yet not enrolled in the medical plan who are covered by the EAP (approximately 7,000) for a total of approximately 152,000.

* There are currently approximately 7,000 State and Higher Education employees that waive medical coverage and therefore would be provided EAP services, which includes both the five (5) visit model and Work-Life Program, on a fully insured basis. Non enrolled dependents of an enrolled Head of Contract (HOC) for Local Education and Local Government are also eligible for five (5) EAP/Work-Life sessions on a fully insured basis.

4. **Add highlighted portion to RFP section Pro Forma Contract Attachment E Section 8.5 (any sentence or paragraph containing revised or new text is highlighted):**

8.5 Notices and Communications. All instructions, notices, consents, demands, or other communications required or contemplated by this Agreement shall be in writing and shall be delivered by hand, by facsimile transmission, by overnight courier service, or by first class mail, postage prepaid, addressed to the respective party at the appropriate facsimile number or address as set forth below, or to such other party, facsimile number, or address as may be hereafter specified by written notice.

COVERED ENTITY:
 State of Tennessee
 Department of Finance and Administration
 Benefits Administration
 ATTN: HIPAA Privacy & Security Officer
 312 Rosa L. Parks Avenue
 1900 W.R.S. Tennessee Towers
 Nashville, TN 37243-1102
 Phone: (615) 770-6949
 Facsimile: (615) 253-8556
 E-Mail: benefits.privacy@tn.gov

BUSINESS ASSOCIATE:

With a copy to:
 ATTN: Seannalyn Brandmeir, Esq., Procurement
 and Contracting Manager
 At the address listed above
 Phone: (615) 532-4598

5. Add RFP Section 3.2.5 language highlighted below: (any sentence or paragraph containing revised or new text is highlighted):

3.2.5. A Respondent must ensure that Aon receives all network and claims information no later than the Deadline time and date detailed in the RFP Section 2, Schedule of Events at the following address:

William Lin
400 Atrium Drive, 5th Floor South
Somerset, NJ 08873

6. Add RFP Attachment 6.2 Section D highlighted below:

RAW SCORE CALCULATION NOTES:

D.1.1 and D.1.2: Each evaluator will use the following whole-number, raw point scale for scoring each item:

0 = little value 1 = poor 2 = fair 3 = satisfactory 4 = good 5 = excellent

The Solicitation Coordinator will multiply the Item Raw Score by the associated Evaluation Factor (indicating the relative emphasis of the item in the overall evaluation). The resulting product will be the item's raw weighted score for purposes of calculating the section score as indicated.

7. Add RFP Appendix 7.13 highlighted below:

Appendix 7.13 EAP Utilization Rate by Year

8. **RFP Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFP not expressly amended herein shall remain in full force and effect.