



City of Cambridge

PURCHASING DEPARTMENT

795 Massachusetts Ave. • Cambridge, Massachusetts 02139-3219

Amy L. Witts
Purchasing Agent

All Bidders

From: City of Cambridge

Date: August 31, 2016

Re: **File No. 7366- Request for Proposal for Employee Assistance Program Services- Addendum No. 1**

Interview

The City may conduct interviews to determine if the proposers are responsive and responsible and if their expertise meets the needs of the City. Proposers should therefore be prepared to travel to Cambridge for this interview and oral presentation, which should include the Team Leader and additional key personnel who will be providing the Employee Assistance Program Services. The City will not assume any travel costs related to these interviews.

Please add the following Composite Rating Evaluation:

7.6 Evaluation of an oral presentation/ interview

A rating of Highly Advantageous: To receive a highly advantageous rating, the proposer's oral presentation was very clear and well organized and clearly demonstrated the proposer's qualifications including professional and clinical strengths and management capabilities. The proposer's response to the interview questions were very clear and clearly demonstrated the proposer's qualifications including professional and clinical strengths and management capabilities.

A rating of Advantageous: To receive an advantageous rating, the proposer's oral presentation was fairly clear and somewhat organized and sufficiently demonstrated the proposer's qualifications including professional and clinical strengths and management capabilities. The proposer's response to the interview questions were fairly clear and sufficiently demonstrated the proposer's qualifications including professional and clinical strengths and management capabilities.

A rating of Not Advantageous: To receive a not advantageous rating, the proposers oral presentation was unclear, disorganized, and did not sufficiently demonstrated the proposer's qualifications including professional and clinical strengths and management capabilities. The proposer's response to the interview questions were not clear and did not clearly demonstrate the proposer's qualifications including professional and clinical strengths and management capabilities.

The following questions were submitted and answered.

Question

Why are you out to bid?

Answer

The City is processing a "Request for Proposal" because the existing contract expires on 9/30/2016.

Question

Is there anything specific that you are specifically unhappy about with your current EAP vendor? If so what are the issues?

Answer

No

Question

Is price a factor?

Answer

Yes, The City will award a contract to the proposer submitting the most advantageous proposal taking into consideration the proposals Quality Requirements, Evaluation Criteria and composite ratings, references and price.

Question

Would you like us to include any other additional services we have besides our proactive EAP?

Answer

Responses shall only include the services specified under Section V (through 5.16) - Scope of Service Specifications.

Question

Could you possibly grant us an extension to the current RFP due date of 9/8/216?

Answer

No. All proposals must be submitted by Thursday, September 8, 2016 by 11:00 AM.

Continued on next page.

Question

In section 4.2 it references page 10 which is a Yes or No answer. Is there anything else you expect us to complete for section 4.2? Please advise so we can provide the necessary information required for the bid.

Answer

Please circle yes or no for each Quality Requirement listed under the Quality Requirements section on page 10.

Please Change the following language referenced on page 5, 4.2 from:

The Quality Requirements can be found on page 10 of this document. Please complete the Quality Requirements form and include in the non-price proposal. **A no response or a failure to Professional qualifications.**

Please change the following language referenced page 5, 4.2 to:

The Quality Requirements can be found on page 10 of this document. Please complete the Quality Requirements form and include in the non-price proposal. **A no response or a failure to respond to the Quality Requirements will result in a rejection of your proposal.**

Question

It appears Section 4.3 is missing. There is a missing piece of information in the RFP from midway 4.2 until 4.4. Could you please provide greater clarity on this part?

Answer

Section 4.3 was removed.

Question

Regarding the Resource Networks 5.7 section of the RFP below found on page 7 of the RFP. Could you please add greater clarity for us on what you're looking for? Are you reference the resource locators on the web?

5.7 Resource Networks

The proposer shall identify, evaluate and publish the treatment resource networks, schedule of planned cyclical updates publications of those networks and convey them to the City at the onset of the program. Such updates and attendant publications that result in the Proposer's attentive management of these networks shall be conveyed to the City promptly but not less than semi- annually.

The City shall return referenced updates and attendant publications if and when the contract between the parties terminates for any reason

Continued on next page.

Answer

The resource networks refer to clinician/therapist service providers. The City would want to know about any major contracting or network shifts, particularly if it impacts services to employees and their family member's mid-contract.

All other details remain the same.



Joan Dillon

Assistant Purchasing Agent for Goods and Services

Addendum No.1