DATE: March 15, 2019

TO: All Prospective Proposers

FROM: Karen Kelly
Procurement Coordinator, Office of Procurement
301-546-0008

RE: RFP 19-09 – Employee Assistance Program Benefit Services

The following amends the above referenced RFP documents. Receipt of this addendum is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda Form” and including it in the Technical Proposal. The Solicitation Schedule is subject to further change modification, as required by the College.

1. See Addenda Log for information/upDATES, attached.

End of Addendum 5 dated 03-15-2019
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

RFP NO.: 19-09

TECHNICAL AND FEE PROPOSAL DUE DATE:
Monday, March 25, on or before 10:00 A.M. ET

RFP FOR: Employee Assistance Program Benefit Services

NAME OF PROPOSER: __________________________________________

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. ____1____ dated 03-01-2019
Addendum No. ____2____ dated 03-08-2019
Addendum No. ____3____ dated 03-12-2019
Addendum No. ____4____ dated 03-13-2019
Addendum No. ____5____ dated 03-15-2019

As stated in the RFP documents, this form is included in our Technical Proposal.

____________________________________
Signature

____________________________________
Name Printed

____________________________________
Title

____________________________________
Date

END OF FORM
<table>
<thead>
<tr>
<th>No.</th>
<th>Addendum No.</th>
<th>Solicitation Section/Reference</th>
<th>Question/Reference</th>
<th>PGCC Response/Modification</th>
</tr>
</thead>
</table>
| 1   | 5            |                                | Can you provide recent utilization reports or provide utilization statistics?  
      |               |                                | o Specifically, can you provide total number of initial inquiry/assessment calls to the EAP in the most recent contract year?  
      |               |                                | o Can you provide the total number of in-person EAP counseling sessions provided in the most recent contract year?  
      |               |                                | o Can you provide the total number of in-person EAP counseling sessions provided in the prior contract year?  
      |               |                                | o Can you provide the total number of EAP cases in the most recent contract year?  
      |               |                                | o Can you provide the average number of sessions provided per case in the most recent contract year?  
      |               |                                | Data currently unavailable |
| 2   | 5            |                                | Are Substance Abuse Professional (SAP) services to be provided via the EAP vendor? If yes, how many SAP referrals have been averaged over the last three (3) years?  
      |               |                                | o How many SAP referrals are included in the current per employee per month rate?  
<pre><code>  |               |                                | Substance Abuse Professional (SAP) services should be provided via the EAP vendor, however, historic data currently unavailable. |
</code></pre>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th><strong>Question</strong></th>
<th><strong>Response</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>5</td>
<td>Please provide utilization data for the last two (2) years that includes the number of clinical cases and the number of in-person counseling sessions provided per year.</td>
<td>Data currently unavailable</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>How many hours of Critical Incident Stress Management (CISM) services has PGCC utilized per year over the past two (2) years?</td>
<td>Data currently unavailable</td>
</tr>
<tr>
<td>5</td>
<td>5</td>
<td>What percentage of work is currently being completed by MBEs?</td>
<td>Current data unavailable, however 15% is required for this RFP.</td>
</tr>
<tr>
<td>6</td>
<td>5</td>
<td>In the Excel spreadsheet for the Technical Proposal questions where we are asked to answer the questions in the yellow shaded area, we were not able to enter our answers, is it acceptable to make adjustment to the cell format to insert answers.</td>
<td>Yes</td>
</tr>
<tr>
<td>7</td>
<td>5</td>
<td>On page 10 of the RFP, it states we must paginate the proposal. We are glad to do so, however some of the documents we are including have already been paginated in your RFP. Can we re-paginate those in order to fit into the page flow of our proposal?</td>
<td>Yes, you may use alphanumeric sequence to show inserted pages example, 10, 10a (inserted page), 10b (inserted page) then 11, 11a (inserted page) etc.</td>
</tr>
<tr>
<td>8</td>
<td>5</td>
<td>Are the forms in Appendix C required to be signed and submitted in this proposal?</td>
<td>No, Bidders are only required to acknowledge revision of the Contract Documents in their RFP response.</td>
</tr>
<tr>
<td>9</td>
<td>5</td>
<td>Can you provide the details on the current offering so I can see what we will need to price?</td>
<td>This information will not be shared at this time.</td>
</tr>
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</tr>
<tr>
<td>10</td>
<td>5</td>
<td>Is this RFP only for legal services and not EAP services as well?</td>
<td>Four (4) RFPs were published on 2/15/2019. Please refer to the College’s website.</td>
</tr>
</tbody>
</table>

End of Addendum 2