

QUESTIONS AND ANSWERS

Employee Assistance Program Services

Project No. 08-15

Date: February 8, 2008

To: All Prospective Respondents

From: Houston Community College, Procurement Operations

Subject: Informational Letter #1 – Request for Proposals (RFP) for Employment Assistance Program Services (Project No. 08-15)

The following written questions regarding subject RFP was received in Procurement Operations prior to the deadline for submitting written inquiries:

Question #1:

Who is HCC's current EAP provider and how long have they been providing services:

HCC Answer:

The current EAP provider for HCC is The University of Texas Health Science Center at Houston. EAP services have been provided to Houston Community College by the University of Texas Health Science Center since approximately 1997.

Question #2:

What is the current Per Employee, Per Month (PEPM) cost or annual contract dollar amount?

HCC Answer:

The monthly cost per employee & family is \$2.69. The estimated annual contract cost is \$60,848.00.

Question #3:

How many face-to-face counseling sessions and hours of training are currently included within the PEMP?

HCC Answer:

Assessment, referral sessions and short-term counseling (1-5 sessions per employee per problem). Training: 42 Seminar hours with hand-out material.

Question #4:

How many face-to-face counseling sessions and hours of training is HCC requesting for this RFP?

HCC Answer:

Assessment, referral sessions and short-term counseling (1 – 5 sessions per employee per problem). Please refer to Amendment No.001.

Question #5:

Please provide the following information per the most recent fiscal year's UR report:

- a. total number of face-to-face visits
- b. total number/hours of telephonic counseling
- c. the average number of counseling visits utilized per participant
- d. total number of hours of employee seminars and training
- e. total number of hours provided of supervisory/management training and management consultations
- f. total number of DOT/SAP referrals
- g. total number of mandatory referrals
- h. total number of workplace consultations

HCC Answer:

The current UR report does not provide answers to all of the questions contained in Question #5. However, the following answers are provided:

- a. 90
- b. 30 (legal and financial)
- c. 2.5 contacts per participant
- d. 26 hours
- e. 16 hours supervisory/management training, 2 management consultations
- f. 0
- g. 9
- h. 0

Question #6:

Will you please also forward a copy of the most recent fiscal year's utilization report for our review?

HCC Answer:

A copy of the report will be sent (via email or fax) to the firm's representative who attended the pre-proposal meeting on January 31, 2008. Others may obtain a copy of the report by submitting a written request to: prudie.lendon @ hccs.edu.

Question #7:

In regards to the Small Business Development Program, does only Small Business Enterprises (SBE) qualify for this component or may we also contract with:

- Minority Business Enterprises (MBE)
- Minority/Disadvantaged Business Enterprises (M/DBE)
- Women Business Enterprises (WBE)
- Women/Disadvantaged Business Enterprises (W/DBE); and
- Disadvantaged Business Enterprise (DBE)?

HCC Answer:

HCC has adopted a “Small Business” program. Please refer to the Instructions to Proposers area of the RFP, particularly **Paragraph 9b on Page #5** of the RFP.

Question #8:

When is the Question and Answer deadline for this RFP and when will be able to view the Questions and Answers?

HCC Answer:

The deadline for questions regarding this solicitation is 4:00 p.m. on February 20, 2008.

Question #9:

Which EAP companies were represented at the pre-proposal meeting on 31 January 2008?

HCC Answer:

Companies represented at the pre-proposal meeting were:

- Geo Central Systems, Inc.
- The University of Texas Health Science Center at Houston
- Deer Oaks

Question #10:

Do all bidders have to hire an intern from Houston CC, our network of mental health providers are in Houston however the corporate locations are in Lewisville TX, Orlando, FL, San Diego CA and Denver CO.

HCC Answer:

Yes, if requested by HCC.

Question #11:

Please clarify in what capacity student interns are eligible to participate in providing EAP services?

HCC Answer:

This must be a business decision of your company.

Question #12:

Who is your current vendor?

HCC Answer:

See answer to Question #1.

Question #13

What is your current price for EAP services?

HCC Answer:

See answer to Question # 2.

Question #14

Are we permitted to submit proposal for additional services outside the scope of bid requirements?

HCC Answer:

First, it should be clearly understood that this is not a **bidding** method of procurement. As stated in Paragraph 1 of the Instructions to Proposers, HCC is seeking proposals under the **negotiated** method of procurement from qualified firms interested in administering an Employee Assistance Program for Houston Community College, etc. Second, HCC will consider related EAP additional services.