



HO-CHUNK NATION

DEPARTMENT OF TREASURY

PROCUREMENT DIVISION

September 22, 2021

ADDENDUM #2

ITB # 2021DWS02 – Employee Assistance Program

Answers to submitted Questions

Addendum Items: Answers to Submitted Questions

(Q1) Was there any particular reason you're looking for an EAP at this time?

Standard procedure to bid out services after a certain period of time.

(Q2) Has the Ho-Chunk Nation ever had an EAP provider before? If so, do you know what the utilization rate was?

See question 19.

(Q3) How many locations or divisions would be covered?

We are spread out throughout the State of Wisconsin and have a few employees in Chicago and St. Paul also. The bulk of our employees are at the Ho-Chunk Gaming facilities located in Black River Falls, Madison, Nekoosa, Wisconsin Dells, and Wittenberg.

(Q4) Telephonic vs. in-person sessions?

Either is fine.

(Q5) Full-time, part-time employees covered?

All employees regardless of status.

(Q6) Start Date?

January 1

(Q7) Can you tell me what the total number of Covered Persons that would be eligible for the EAP for the Nation?

All of the Ho-Chunk Nation employees (approximately 2,000) and those residing in their households.

(Q8) Could you confirm the number of covered lives for this RFP?

See Question 7.

(Q9) Could you confirm the # of covered lives the bid is to include?

See Question 7.

(Q10) Could you confirm the number employees/covered persons for this ITB?

See Question 7.

(Q11) How many employees does the Nation have?

See Question 7.

(Q12) What are your utilization rates?

See Question 19.

(Q13) What is the Ho-Chunk Nation currently paying for their EAP services? Based on how many employees?

We cannot disclose this information and see question 7.

(Q14) How many employees are to be covered under a new agreement?

See question 7.

(Q15) What was the total dollar spend for the EAP in the most recent contract year?

We cannot disclose this information.

(Q16) Is the Ho-Chunk Nation currently receiving Work-Life Services, i.e. telephonic consultation and referral for Child Care, Elder Care, etc.? Should Work-Life Services be included in the quote to be submitted?

Yes.

(Q17) Is the Ho-Chunk Nation currently receiving Legal Consultation Services, i.e. 30-minute consultation with an attorney; beyond the consultation, attorney services offered at a 25% discount? Should Legal Consultation Services be included in the quote to be submitted?

No.

(Q18) Is the Ho-Chunk Nation currently receiving Financial Consultation Services, i.e. telephone-based financial advisory services provided by qualified financial planners? Should Financial Consultation Services be included in the quote to be submitted?

Referral.

(Q19) Can you provide recent utilization reports or provide utilization statistics?

- **Specifically, can you provide total number of initial inquiry/assessment calls to the EAP in the most recent contract year?**

A: Approximately 30

- **Can you provide the total number EAP Counseling sessions provided in the most recent contract year?**

A: Answers will be disclosed with awarded vendor

- **Can you provide the total number of EAP Counseling sessions provided in the prior contract year?**

A: Approximately 180

- **Can you provide the total number of EAP Counseling cases in the most recent contract year?**

A: Answers will be disclosed with awarded vendor

- **Can you provide the average number of EAP Counseling sessions provided per EAP Counseling case in the most recent contract year?**

A: Answers will be disclosed with awarded vendor

(Q20) In an effort to be a “green” company, we generally provide promotional materials electronically. If printed materials are desired, how many printed brochures and how many printed posters are requested annually? We like to hang these up throughout our various locations.

(Q21) Can you provide the number of topical training hours provided in the most recent contract year? How many of those hours were provided in-person?

- **How many hours are included annually in the current contract?**

A: Answers will be disclosed with awarded vendor

(Q22) Can you provide the number of EAP orientation hours provided in the most recent contract year? How many of those were provided in-person?

- **How many hours are included annually in the current contract?**

A: Answers will be disclosed with awarded vendor

(Q23) How many Critical Incident events were responded to in the most recent contract year?

A: Answers will be disclosed with awarded vendor

(Q24) How many Critical Incident events were responded to in the prior contract year?

A: Answers will be disclosed with awarded vendor

(Q25) How many hours of Critical Incident support were provided in the most recent contract year?

A: Answers will be disclosed with awarded vendor

(Q26) How many hours of Critical Incident support were provided in the prior contract year?

A: Answers will be disclosed with awarded vendor

(Q27) How many hours of Critical Incident support are currently provided in the contracted rate?

A: Answers will be disclosed with awarded vendor

(Q28) How many hours of Critical Incident support would you like included in a new agreement?

A: Answers will be disclosed with awarded vendor

(Q29) On the EAP Capability Questionnaire, is it allowable to add content/remarks beyond just Y/N on the Service chart?

Yes, please provide any additional information available.

(Q30) How many total employees would we be covering?

- a. **Can you provide each location with the employee count? I know you have other Ho-Chunk locations around the Antigo/Shawano area so looking to see if those are included?**

See question 3 and 7.

(Q31) Are you open to virtual visits?

Yes

(Q32) Can you clarify 4.12 Purchase Extension? Our pricing/contract can be offered to other Nations without us doing a specific proposal for that Nation's specific needs and requirements?

In the event the Nation wanted to procure a certain good or service that could be used by similar entities, or other branches, we would talk with the bidder to establish a "Master Contract" that those entities/branches could use as a way to fulfill their lawful requirements to use the contract and pricing negotiated. It will not apply to this bid but is something we keep as standard in our terms and conditions.

(Q33) -3.0 Scope of Work: How many employees do you have that will have access to EAP services?

See question 7.

(Q34) -1.0 Background Information: What is your current EAP PEPM rate and what services are included in this rate (# of sessions, work/life, onsite hours, etc.)?

We cannot disclose this information for rate. We want to have the scope and questionnaire be used as a starting point and are looking forward to see what you can provide that is included if we choose you as our EAP provider.

(Q35) -1.0 Background Information: Who is your current EAP provider and how long have you been with this provider?

We cannot disclose this information but have been with our current vendor for () years.

(Q36) -3.0 Scope of Work: "Provide posters, mailers, and related promotional materials to assure that employees are aware of the EAP and the services that are provided":

Our standard is to provide printed brochures at the start of contract for 150% of the employee count. In an effort to be a green-company we do not print and provide posters, mailers, and other promotional materials. Instead, we offer the Nation an online portal for templates, newsletters, posters, etc. to be sent out electronically, or printed by the Nation. Is this this acceptable and considered meeting the needs of the RFP request?

A: Answers will be disclosed with awarded vendor

(Q37) -3.0 Scope of Work: Topical seminar hours (Trainings) are always available on a fee for service basis, or we can embed a certain number of hours into the PEPM rate. How many training/topical seminar hours per year, if any, would you like embedded in the quote?

A: Answers will be disclosed with awarded vendor

(Q38) 3.0 Scope of Work: Critical Incident Response (CIR) hours are always available on a fee for service basis, or we can embed a certain number of hours into the PEPM rate. How many CIR hours per year, if any, would you like embedded in the quote?

A: Answers will be disclosed with awarded vendor

(Q39) -1.0 Background Information: Please provide utilization reports for 2020, 2019, and 2018. If utilization reports are not available:

- **How many EAP cases were there in 2020? 2019? 2018?**
- **How many counseling sessions were completed in 2020? 2019? 2018?**
- **How many work/life cases were there in 2020? 2019? 2018?**
- **How many training/topical seminar hours were used in 2020? 2019? 2018?**
- **How many critical incident response/CIR/CISD hours were used in 2020? 2019? 2018?**
- **How many on-site orientation hours were used in 2020? 2019? 2018?**
- **How many health fair hours were used in 2020? 2019? 2018? Please provide the length, frequency and location of the health fairs.**
- **Were any other onsite hours were used in 2020? 2019? 2018? If so please provide # of hours and breakdown of services.**
- **A: Answers to all bulleted questions above will be disclosed with awarded vendor**

(Q40) - 2021DWS02 EAP Capability Questionnaire, Staffing list: Our network of EAP providers does not include Psychiatrists and Medical Doctors. Please confirm this is not a requirement to bid on the Nation's EAP services.

A: No

(Q41) - The section for your question is 2021DWS02 EAP Capability Questionnaire, item Wellness Programs/Health Education: are you interested in a holistic well-being program that would be an additional cost or are you looking for embedded well-being programs in the EAP

A: Answers will be disclosed with awarded vendor

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