

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	PAGE OF PAGES 1 6
2. AMENDMENT/MODIFICATION NO. 0002		3. EFFECTIVE DATE 26-Sep-2001	4. REQUISITION/PURCHASE REQ. NO. W81EWF-1170-5846		5. PROJECT NO.(If applicable) DACW42-01-R-0012
6. ISSUED BY VBURG CONSOLIDATED CONTRACTING VICKSBURG OFFICE 4155 CLAY STREET VICKSBURG MS 39180-3435		CODE DACW42	7. ADMINISTERED BY (If other than item 6) CODE See Item 6		
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)				X	9A. AMENDMENT OF SOLICITATION NO. DACW42-01-R-0012
				X	9B. DATED (SEE ITEM 11) 23-Aug-2001
					10A. MOD. OF CONTRACT/ORDER NO.
					10B. DATED (SEE ITEM 13)
CODE		FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input checked="" type="checkbox"/> is extended, <input type="checkbox"/> is not extended. <p>Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning <u> 1 </u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.</p>					
12. ACCOUNTING AND APPROPRIATION DATA (If required)					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.					
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).					
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
D. OTHER (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Effective with this amendment, the following changes are made: Closing date for the Solicitation is extended until 10 October 2001 at 2:00 p.m. (1400 hours). The attached Questions and Answers (4 pages) are attached FOR INFORMATIONAL PURPOSES ONLY, unless otherwise specifically stated. This information is NOT a part of the solicitation/contract. If there are any discrepancies between the data provided herein and the specifications, the specifications govern.					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)		
15B. CONTRACTOR/OFFEROR _____ (Signature of person authorized to sign)		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY _____ (Signature of Contracting Officer)		16C. DATE SIGNED 28-Sep-2001

SECTION B Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	EAP Services: Furnish all labor and materials necessary to provide Employee Assistance Program (EAP) Services in accordance with the attached scope of work.	12	Months	\$ _____	\$ _____
0002	Option 1 - (Year 2)	12	Months	\$ _____	\$ _____
0003	Option 2 - (Year 3)	12	Months	\$ _____	\$ _____
0004	Option 3 - (Year 4)	12	Months	\$ _____	\$ _____
0005	Option 4 - (Year 5)	12	Months	\$ _____	\$ _____
TOTAL BASE YEAR PLUS 4 OPTION YEARS					\$ _____

FOR INFORMATIONAL PURPOSES ONLY

Questions and Answers from the RFP are provided to interested Offerors for **Informational Purposes Only**.

Some changes have been made to the solicitation as a result of these comments received from Offerors in response to the solicitation issued 23 August 2001. This information is NOT a part of the solicitation/ contract. If there are any discrepancies between the data provided herein and the specifications, then the specifications shall govern.

1. **Question:** It appears from utilization rates described on RFP pgs 9-11 of 41 that someone has been providing formal counseling for ERDC employees. Does the ERDC now have a formal EAP? From what source (government and/or contractor) is the ERDC receiving EAP counseling services for its employees? If contractor-provided, what is the identity of the contractor and how long has this contractor been providing ERDC counseling services?

Answer: The Government is currently fulfilling this requirement through the use of an Interagency Agreement with the Franchise Business Activity (FBA) - St. Louis, Department of the Treasury. A Memorandum of Understanding and Agreement was issued between agencies as authorized by the Government Management Reform Act of 1994, Public law 103-356, and 31 U.S. Code, Section 601 of the Economy Act of 1932. The Contractor that is being utilized under this Agreement is Green Spring Health Services, Inc., P.O. Box 11268, Tacoma, Washington, 98411-0268. This Contractor has been providing services for approximately one year under the Agreement. Our current Agreement with FBA ends 30 September 2001 and is not being renewed.

2. **Question:** RFP Section B requires costing to be calculated as a "UNIT PRICE" and "AMOUNT" for the base and four option years. RFP pg. 4 of 41, Section 8, states "Prices should be based on annual contract cost, which utilizes a set fee per employee per month to arrive at a total price per annum. Unit price should include all costs, including travel and per diem, training costs, overhead, profit, etc." RFP pg. 9 of 41, Section 7 states, "The Contractor's sole reimbursement shall be the agreed upon contract fee with the U.S Army Engineer Research and Development Center (ERDC)."

a. Is the "UNIT PRICE" in Section B computed by dividing our "AMOUNT" in dollars by 12 months divided by 2,246 employees?

b. Will the contractor fee be paid for counseling services as a FFP price award total – as quoted in Section B as "AMOUNT?"

c. If the fee is to be a total FFP price award base on the Section B "AMOUNT" price, how will this funding be distributed to the contractor? For example, will it be paid in monthly or quarterly increments, or one in one lump sum at the beginning of the contract?

Answer: The Solicitation is being amended to read, "12 months times the unit price equals the total monthly amount". **This is a change to the specifications. A revised schedule page will be provided with this Amendment 0002.** Reference Note 8 on page 4 of 41. Invoices shall be submitted and paid monthly. The monthly quoted rate shall be a firm fixed price amount paid monthly regardless of the number of counseling sessions provided. Also reference Note 7 on page 3 of 41.

3. **Question:** RFP pg. 40 of 41 (Sub factor 3) seems to indicate that a contractor must have a counselor physically located within 60 miles of each of the following cities: Vicksburg, Champaign, Hanover, and Alexandria. Is this the intended requirement, and if so, does this basically require contractors to bid at least four full-time counselors?

Answer: The Government anticipates that the contractor will associate with qualified local counseling firms in these 4 geographic areas in order to provide the necessary "face-to-face" counseling. This is common practice in the EAP field. The counselors should be within commuting distance of these four listed locations (approximately 60 miles). The Government cannot tell the Contractor how many full-time counselors to provide.

4. **Question:** A related requirement in RFP pg. 6 of 41, Section 2.3, states that “the contractor shall provide (c) individual, face-to-face, counseling during normal business hours through local, qualified, professional counselors within 48 hours of initial contact (Note: individual, face-to-face counseling is required only within the United States)”. Please define “local,” and clarify if this section indicates that face-to-face service might NOT require the counselor to be within 60 miles of the four areas, as long as this counseling service could be provided within 48 hours.

Answer: "Local" means within 60 miles. Face-to-face counseling must meet both the time (48 hours) and distance (approximately 60 miles) constraints. The purpose of requiring face-to-face counseling within 60 miles is to limit our employees' travel distance to within the commuting area.

5. **Question:** As per RFP pg. 8 of 41, Section 4, will the contractor be required to provide counseling or other services on Government installations? If so, what facilities or resources (such as computers, telephones, video equipment etc), will the Government provide for on-site contractor counseling/services?

Answer: No services will be provided on Government installations.

6. **Question:** What are the specific scope, timeline, content, and purpose of the RFP pg. 6 of 41, Section 3, requirements regarding “wellness/lifestyle modification promotions” and “confidential satisfaction and quality assurance feedback”? These requirements need to be amplified to allow the submission of an accurate FFP (firm fixed price) quote.

Answer: Offerors should propose what they deem appropriate, based upon the Government's stated criteria for evaluating proposals.

7. **Question:** Would on-line (via the Internet) counseling be an acceptable tool for counseling EDRC employees at “temporary duty stations, training sites, and other temporary locations” as per RFP pg. 7 of 41, Section 2.4?

Answer: No.

8. **Question:** RFP pg. 6 of 41, Section 2.3, states, “toll free telephone access is required only with the United States.” For calls from employees out of the United States, how will the Government pay for these telephone/communication costs, and would on-line Internet communication be acceptable media tool for counseling in these situations?

Answer: Either the Government or the client (Government Employee) will pay for any telephone calls from overseas. Email would not be acceptable.

9. **Question:** As per pg. 8 of 41, Section 4.2, what is the required content, scope, and media type (posters, flyers, etc.) of hardcopy promotional material? How many copies of this material will be required? Will the material have to be periodically updated and distributed? This requirement needs to be amplified to allow the submission of an accurate FFP (firm fixed price) quote.

Answer: Offerors should propose what they deem appropriate, based upon the Government's stated criteria for evaluating proposals. As far as number of copies, the Contractor should base this on the current number of employees (approximately 2,246).

10. **Question:** Is there an escalation factor (cost of living, inflation, etc.) the Government requires or recommends for contractor pricing of the options 1-4?

Answer: No. There is no "required" Government inflation rate.

11. **Question:** Should the three cited contracts in the Past Performance Reference Sheet also be included in Section 7 of the Offeror Questionnaire?

Answer: It is not specifically required, but the Past Performance References would more than likely be those you would include in the Section 7 of the Offeror Questionnaire (work which best illustrates your firm's qualifications relevant to this project).

12. **Question:** What are the expected dates for contract selection and award? How long will the successful bidder have to implement the contract after contract selection/award?

Answer: Contract selection should be made not later than 31 October 2001. The Contractor should be prepared to start implementation immediately upon contract award.

13. **Question:** There is one reference to the prime's "management plan" in Section M, but the required content of this plan is not described in Section C or L. Is the management plan to be part of the Technical Proposal, and what specific information does the Government want in this plan?

Answer: Page 39 of 41 (paragraph 4), where it says "(b) management plan", should be changed to read "(b) technical proposal". There is no required "management plan". **This is a change to the specifications. The Offeror should make a pen and ink change on their copy of the RFP.**

14. **Question:** Is the Technical Proposal to be submitted as part of the Offeror Questionnaire or in a separate section formatted by the bidder?

Answer: The technical proposal may be submitted in any way that is convenient for the Offeror.

15. **Question:** On pg. 37 of 41, the RFP states "Offerors or quoters are urged and expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of the contract performance, to the extent that the information is reasonably obtainable." Does the Government expect to play host to a site visit for the prospective bidders, and if so when and where?

Answer: There are no site visits planned for this procurement. No on-site services are required under this solicitation. This clause is deleted from the Solicitation. **This is a change to the specifications. The Offeror should make a pen and ink change and delete this clause on their copy of the RFP.**

16. **Question:** Will the Government release a copy of the RFP in a Word file to prospective bidders to facilitate proposal production? **Answer:** No.

17. **Question:** Will the Government accept an electronic submittal (Word file) of the bidder's proposal in lieu of a paper copy? **Answer:** No.

18. **Question:** Starting on RFP pg. 6 of 41, the Section C requirements are mis-numbered (there are two Sections 2.3 and 2.4).

Answer: This will be corrected (renumbered) in the specifications on the final contract award. **This is a change to the specifications. The Offeror should make a pen and ink change on their copy of the RFP renumbering the two paragraphs.**

19. **Question:** Please expand on the scope of the items listed on pg 31 of 41, paragraph 2.b. (7), and the concomitant support from the government relating to any requirements of this section.

Answer: Offerors should propose what they deem appropriate, based upon the Government's stated criteria for evaluating proposals.

20. **Question:** With regard to the latest or current contract price, please provide the rate that is being paid by ERDC for the current EAP services and the rate paid during each of the past three years?

Answer: We are currently paying \$16.68 per employee, per month. Prior to the current year, we had no contract in place.

21. **Question:** Please indicate if the contract price covers the same EAP scope of work requested in this requisition, including the approximately 2,246 employees?

Answer: It is essentially the same scope of work with approximately the same number of employees.

22. **Question:** If not, please indicate what additional or lesser services are included in the current requisition?

Answer: Question not applicable.

23. **Question:** Please provide the name and address of the existing EAP contractor, if one exists?

Answer: Green Spring Health Services, Inc., PO Box 11268, Tacoma, Washington, 98411-0268

24. **Question:** After the EAP sessions are completed, if the employee wishes to continue treatment with the contractor's EAP counselor or an associate of the contractor's counselor, would this be an acceptable community referral for long-term problems?

Answer: We would probably not know if this happened, and we would expect it to occur occasionally, but not frequently. The employee may, however, continue counseling at their own expense if they choose.

25. **Question:** Other than contractor produced program announcement materials, do the employee or supervisors receive EAP services orientation or other EAP training? It does not appear to be part of this contract program.

Answer: The specifications state that, "The Government will distribute (but not reproduce) hardcopy material furnished by the Contractor promoting the EAP program and familiarizing the workforce with the program. The Government will also distribute to the workforce any such material furnished by the Contractor in acceptable electronic format." EAP services orientation and/or EAP training is not specifically required under the specifications.

26. **Question:** What percentage of the employees covered by this EAP plan are covered by other mental health service plans or union plans, which may pay for referred psychological services? We have no information on this. Please indicate insurance programs utilized by the majority of the employees covered by this program?

Answer: Reference paragraph 5.2 of the specifications (page 8 of 41). Most employees have medical insurance coverage under the various Federal Employee Health Benefit Plans. Information is not available on the specific coverage available on each Health Benefit Plan nor is information available on which employees are covered under which plan, if any (i.e., they may be covered under a spouse's insurance or choose no coverage at all).

27. **Question:** Please confirm the proposal due date and advise of any amendments to the solicitation?

Answer: The proposal has been extended to 10 October 2001 at 2:00 p.m. (1400 hours). Amendment 0001 was issued extending the closing date to 2 October. This Amendment (0002) extends the closing date to 10 October 2001 in addition to making changes to the specifications and issuing these questions and answers for Informational Purposes Only.