## Request for Proposals – Amendment 1

**Solicitation Number:** TCTC-13-EAPSAP  
**Date Issued:** 8/07/2012  
**Procurement Officer:** Kristal Doherty  
**Phone:** (864) 646-1795  
**E-Mail Address:** kdoherty@tctc.edu

### DESCRIPTION

Provide Comprehensive Employee Assistance Program and Student Counseling Program for Tri-County Technical College

The Term “Offer” Means Your “Bid” or “Proposal”.

### SUBMIT OFFER BY (Opening Date/Time):

8/15/2012 3:00 PM EST

### QUESTIONS MUST BE RECEIVED BY:

8/03/2012 11:00 AM  
See “Questions From Offerors” provision

### NUMBER OF COPIES TO BE SUBMITTED:

One Original and three Copies

Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

### SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

**MAILING ADDRESS:**
Tri-County Technical College  
PO Box 587  
Pendleton, SC  29670

**PHYSICAL ADDRESS:**
7900 Highway 76  
Ruby Hicks Library/Administration Bldg., Room 114  
Pendleton, SC  29670

**See "Submitting Your Offer" provision**

<table>
<thead>
<tr>
<th>CONFERENCE TYPE</th>
<th>DATE &amp; TIME</th>
<th>LOCATION</th>
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<tbody>
<tr>
<td>N/A</td>
<td>As appropriate, see “Conferences - Pre-Bid/Proposal” &amp; “Site Visit” provisions</td>
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**AWARD & AMENDMENTS**

Award notification will be posted at the Physical Address stated above on or about 8/20/2012. The award, this solicitation, and any amendments will be posted at the following web address:

http://www.tctc.edu/Content/About_TCTC/PurchasingSolicitation.xml

You must submit a signed copy of this form with Your Offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation.  
You agree to hold Your Offer open for a minimum of thirty (30) calendar days after the Opening Date.

<table>
<thead>
<tr>
<th>NAME OF OFFEROR</th>
<th>(Full legal name of business submitting the offer)</th>
<th>OFFEROR'S TYPE OF ENTITY:</th>
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</table>

- [ ] Sole Proprietorship  
- [ ] Partnership  
- [ ] Corporation (tax-exempt)  
- [ ] Corporate entity (not tax-exempt)  
- [ ] Government entity (federal, state, or local)  
- [ ] Other _________________________

(See “Signing Your Offer” provision.)

<table>
<thead>
<tr>
<th>AUTHORIZED SIGNATURE</th>
<th>(Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)</th>
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<table>
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<tr>
<th>TITLE</th>
<th>(Business title of person signing above)</th>
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<table>
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<tr>
<th>PRINTED NAME</th>
<th>(Printed name of person signing above)</th>
<th>DATE SIGNED</th>
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Instructions regarding Offeror’s name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the offeror above. An offer may be submitted by only one legal entity. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.

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<tr>
<th>STATE OF INCORPORATION</th>
<th>(If offeror is a corporation, identify the state of Incorporation.)</th>
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<th>TAXPAYER IDENTIFICATION NO.</th>
<th>STATE VENDOR NO.</th>
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(See “Taxpayer Identification Number” provision)  
(Register to Obtain S.C. Vendor No. at www.procgurement.sc.gov)

**COVER PAGE CIO (JAN. 2006)**
**HOME OFFICE ADDRESS** (Address for offeror's home office / principal place of business)

**NOTICE ADDRESS** (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)

<table>
<thead>
<tr>
<th>Area Code-Number</th>
<th>Extension</th>
<th>Facsimile</th>
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E-mail Address

**PAYMENT ADDRESS** (Address to which payments will be sent.) (See "Payment" clause)

**ORDER ADDRESS** (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)

- Payment Address same as Home Office Address
- Payment Address same as Notice Address (check only one)
- Order Address same as Home Office Address
- Order Address same as Notice Address (check only one)

**ACKNOWLEDGMENT OF AMENDMENTS**
Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)

<table>
<thead>
<tr>
<th>Amendment No.</th>
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**DISCOUNT FOR PROMPT PAYMENT** (See "Discount for Prompt Payment" clause)

<table>
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<tr>
<th>10 Calendar Days (%)</th>
<th>20 Calendar Days (%)</th>
<th>30 Calendar Days (%)</th>
<th>____ Calendar Days (%)</th>
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**PREFERENCES**

- A NOTICE TO VENDORS (SEP. 2009): On June 16, 2009, the South Carolina General Assembly rewrote the law governing preferences available to in-state vendors, vendors using in-state subcontractors, and vendors selling in-state or US end products. This law appears in Section 11-35-1524 of the South Carolina Code of Laws. A summary of the new preferences is available at [www.procurement.sc.gov/preferences](http://www.procurement.sc.gov/preferences). **ALL THE PREFERENCES MUST BE CLAIMED AND ARE APPLIED BY LINE ITEM, REGARDLESS OF WHETHER AWARD IS MADE BY ITEM OR LOT. VENDORS ARE CAUTIIONED TO CAREFULLY REVIEW THE STATUTE BEFORE CLAIMING ANY PREFERENCES. THE REQUIREMENTS TO QUALIFY HAVE CHANGED. IF YOU REQUEST A PREFERENCE, YOU ARE CERTIFYING THAT YOUR OFFER QUALIFIES FOR THE PREFERENCE YOU'VE CLAIMED. IMPROPERLY REQUESTING A PREFERENCE CAN HAVE SERIOUS CONSEQUENCES. [11-35-1524(E)(4)&(6)]**

PREFERENCES - ADDRESS AND PHONE OF IN-STATE OFFICE: Please provide the address and phone number for your in-state office in the space provided below. An in-state office is necessary to claim either the Resident Vendor Preference (11-35-1524(C)(1)(i)&(ii)) or the Resident Contractor Preference (11-35-1524(C)(1)(iii)). Accordingly, you must provide this information to qualify for the preference. An in-state office is not required, but can be beneficial, if you are claiming the Resident Subcontractor Preference (11-35-1524(D)).

- In-State Office Address same as Home Office Address
- In-State Office Address same as Notice Address (check only one)
This amendment contains answers to all questions received for this RFP. The submission deadline has also been changed. **All proposals are due no later than August 15, 2012 at 3:00 PM.** Utilization reports are posted as a separate document.

1) Who is the current EAP/Student Counseling provider(s) and how long have they been providing services?

   Answer: Diamond Consulting, REACH EAP

2) What is the current rate(s) (PEPM, PEPY, fee-for-service, etc) being paid for the EAP/Student Counseling benefit? Has there been a rate guarantee? For how long? Please indicate any rate increases throughout the contract term.

   Answer: $18.67 per employee is the contract rate, we currently do not have a Student program. This rate has been in effect for the contract term which began in January 2008.

3) Please provide the following information regarding the current EAP/Student Counseling scope of services:

   - Visit Model (# of counseling sessions available per employee per year)
   - # of On-site Training hours included in contract
   - # of DOT Substance Abuse Evaluations included in contract
   - # of hours for Critical Incident Stress Debriefings (CISDs) included in contract

   Answer: While we do have an existing contract for EAP, we want vendors to indicate what services they can provide to us and do not want proposals based on the existing contract. In addition, we do not have a current SAP provider.

4) Please provide copies of the 2011 and 2010 utilization reports for EAP and Student Counseling Programs, to include the following information:

   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
   f. Total number of hours provided of employee orientations
   g. Total number of hours provided of health fair participation
   h. Total number of hours provided of on-site management consultations
   i. Total number of DOT/SAP referrals
   j. Total number of mandatory referrals
k. Total number of workplace consultations
l. Total number of fitness for duty evaluations
m. Total number of risk assessment screenings

Answer: A utilization report with all available information is posted as a separate document.

5) What types of training are currently provided (wellness, personal, professional training seminars, employee orientations, supervisory training, drug & alcohol education, etc.)? If these are charged at an additional rate, please disclose the hourly or yearly rate for trainings.

Answer: While we do have an existing contract for EAP, we want vendors to indicate what services they can provide to us and do not want proposals based on the existing contract. In addition, we do not have a current SAP provider.

6) What types of promotional materials are received, in what form (hard copy, electronic), and what amount of each is included within the contract?

Answer: While we do have an existing contract for EAP, we want vendors to indicate what services they can provide to us and do not want proposals based on the existing contract. In addition, we do not have a current SAP provider.

7) How many hours are included in the contract for participation at health and wellness or benefits fairs per year? How many health fairs are held each year? How many hours would the EAP vendor be expected to attend during each fair?

Answer: Employee Health Fair is currently held annually each March for one day.

8) What are the major issues currently facing the College and its employees?

Answer: The EAP and SAP is a confidential service, therefore, we are unaware of what is considered major issues of the students and College employees.

9) Is there a mandatory minority participation goal?

Answer: No, there is no mandatory goal.

10) Question #9 on page 13 of the RFP implies that Substance Abuse Professional (SAP) services to meet DOT mandates be made available to the College as a component of the employee assistance program. What are your expectations in question #9 on page 14 for Drug-Free Workplace services for students under the Student Counseling program?

Answer: This is our mistake. It should have read Drug Free Schools and Campus Act 34 CFR Part 86. Here is the link to the policy: http://tctc.catalog.acalog.com/content.php?catoid=1&navoid=547#appendix_1

11) The RFP does not specify your expectations for the number of client sessions for either program. Are you leaving that determination up to the bidders?

Answer: Yes
12) Does the College have expectations for a set number of hours for onsite services that would include the training requested in questions #4 and #5 for both EAP and SAP programs? Are these hours to include critical incident interventions as cited in questions #1?

Answer: Bidder to provide hours

13) If RFP questions are due by Friday, August 3rd, we would not anticipate receiving answers until at least Monday, August 6th while the deadline for submitting proposals is just a few days later on August 9th. Depending on the answers to the questions, the content of proposals may need to be changed, and an amendment may need to be signed and included with our responses, followed by getting the proposals to you on time. Could the submission date be moved forward to allow for these contingencies?

Answer: Extend to 8/15/2012

14) Please confirm the employee count for the EAP; the count for which vendors should base their pem fee. The count is given as 700 on page 12 of the RFP but 325 on page 17.

Answer: 325 is our ongoing FTE. 700 includes seasonal and work-study employees who will not be utilizing the EAP service.

15) Can I view utilization reports for the EAP from the last 3 years?

Answer: A utilization report for the existing contract is posted as a separate document. It includes information from 1/1/08 – 8/2/12.

16) Please clarify whether dependents of students are to be covered under the SAP contract and if so, please clarify the expectation of which dependents are to be covered.

Answer: Primarily students will be covered. Dependents would not be covered unless there was a need for family counseling which would include the student.

17) Is it possible that the deadline may be extended? Vendors have only 10 days to write proposals from date of issue to due date.

Answer: Yes, the deadline has been extended to 8/15/2012 at 3:00 PM.