



MARTIN O'MALLEY
Governor

ANTHONY BROWN
Lieutenant Governor

T. ELOISE FOSTER
Secretary

DAVID C. ROMANS
Deputy Secretary

Amendment #2
to
Request for Proposals (RFP)

BEHAVIORAL HEALTH & EMPLOYEE ASSISTANCE PROGRAM (EAP) BENEFIT ADMINISTRATION SERVICES

SOLICITATION NUMBER F10B0400011

June 10, 2010

Ladies and Gentlemen:

This Addendum is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended. The following changes/additions are listed below; new language has been double underlined and marked in red bold (ex. **new language**) and language deleted has been marked with a strikeout (ex. ~~language deleted~~).

1. Revise Section 3.3.2A [Employee Assistance Program (EAP)] on page 18, as follows:

3.3.2 Employee Assistance Program (EAP)

A. The State offers certain EAP benefits to active State employees (whether they have elected medical plan participation or not) who are referred by management to the EAP unit in the Office of Personnel Services and Benefits (OPSB). There are approximately **64,706** ~~70,000~~ State employees who are potentially eligible to be referred for EAP benefits. Currently, EAP counseling services are provided through an EAP Subcontractor to the prime Contractor. EAP benefits are provided only to active State employees and are not provided to Dependents. Current EAP utilization information is provided in **Attachment N-3 EAP Statistics**. An EAP supervisory referral form is provided as **Attachment O: EAP Supervisory Referral Form**.

2. Revise Section 4.4.5 G [Attachment J-7: (a) Access to BH Clinical Psychologists, (b) BH Licensed Clinical Social Workers, (c) BH Family Therapists, (d) BH Psychiatrists and (e) BH Hospitals] on pages 28 and 29, as follows:

~Effective Resource Management~

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The State is interested in the availability of providers in the proposed **Behavioral Health** network to its Member population. To assist the Offeror in completing the standard GeoAccess report by specialty, the State will provide the Offeror with a census file as part of **Attachment N: Confidential Documents**. The file will include the following fields: contract identifier, participant identifier, age, gender, ZIP Code, sub-type and contract type. This file will be sent to only those Offerors who submit a Confidentiality and Non-Disclosure Agreement to the Procurement Officer as described in Section 1.32 of this RFP.

The Respondent shall prepare GeoAccess reports for the Behavioral Health network proposed, using the census data provided by the **State for all employees and retirees currently enrolled in either the PPO or POS medical plans** and the parameters shown below:

Access to Clinical Psychologists, Social Workers, Family Therapists and Psychiatrists¹	
Urban Areas	2 within 5 miles
Suburban Areas	2 within 10 miles
Rural Areas	2 within 20 miles

¹ Definitions of Urban, Suburban, and Rural as defined by standard Geo Access guidelines

Access to Hospitals¹	
Urban Areas	1 within 5 miles
Suburban Areas	1 within 10 miles
Rural Areas	1 within 20 miles

¹ Definitions of Urban, Suburban, and Rural as defined by standard Geo Access guidelines

Attachments J-7(a-e) are to be completed for **all employees and retirees currently enrolled in either the PPO or POS medical plan** included in the census file. The reports should include the average distance to each specialty type, the number of specialists in the ZIP Code, the number of Members that meet the access requirements above and the number of Members that do not meet the access requirements above.

~~In addition to the standard GeoAccess hard copy report, the data must be supplied in electronic format that has read/write capabilities.~~ **The standard GeoAccess report data must be supplied in electronic format (only) that has read/write capabilities.** Do not send the data in a read-only file. Label the complete GeoAccess reports as *Response Attachment J-7a: BH GeoAccess Report for Clinical Psychologists, Attachment J-7b: BH GeoAccess Report for Licensed Clinical Social Workers, Attachment J-7c: BH GeoAccess Report for Family Therapists, Attachment J-7d: BH GeoAccess Report for Psychiatrists, Attachment J-7e: BH GeoAccess Report for Hospitals.*

Part B of **Attachments J-7(a-e)** shows the reporting format for the Offeror’s response attachment.

In addition, the Offeror shall complete the exhibit in Part C of **Attachments J-7(a-e)**, which summarizes the GeoAccess data by specialist and Maryland county, **and submit this information in hard copy and electronic format**. Please note that the Offeror need only to populate the highlighted cells in the exhibit; all other cells will be calculated based on the values entered in the highlighted cells.

3. Revise Section 4.4.5 H [Attachment J-8: (a) EAP Access to Clinical Psychologists, (b) EAP Licensed Clinical Social Workers, (c) EAP Family Therapists, and (d) EAP Psychiatrists] on pages 29 and 30, as follows:

The State is interested in the availability of providers in the proposed **EAP Network** to its Member population. To assist the Offeror in completing the standard GeoAccess report by specialty, the State will provide the Offeror with a census file as part of **Attachment N: Confidential Documents**. The file will include the following fields: contract identifier, participant identifier, age, gender, ZIP Code, sub-type and contract type. This file will be sent to only those Offerors who submit a Confidentiality and Non-Disclosure Agreement to the Procurement Officer as described in Section 1.32 of this RFP.

The Respondent shall prepare GeoAccess reports for the **EAP** network proposed, using the census data provided by the State and the parameters shown below:

Access to Clinical Psychologists, Social Workers, Family Therapists and Psychiatrists¹	
Urban Areas	1 within 3 miles
Suburban Areas	1 within 5 miles
Rural Areas	1 within 10 miles

¹ Definitions of Urban, Suburban, and Rural as defined by standard Geo Access guidelines

Attachments J-8 (a-d) are to be completed for all employees and retirees in the census file. The reports should include the average distance to a hospital the number of hospitals in the ZIP Code, the number of Members that meet the access requirements above and the number of Members that do not meet the access requirements above.

~~In addition to the standard GeoAccess hard copy report, the data must be supplied in electronic format that has read/write capabilities.~~ **The standard GeoAccess report data must be supplied in electronic format (only) that has read/write capabilities.** Do not send the data in a read-only file. Label the complete GeoAccess reports as *Response Attachment J-8a: EAP GeoAccess Report for Clinical Psychologists, Attachment J-8b: EAP*

GeoAccess Report for Licensed Clinical Social Workers, Attachment J-8c: EAP GeoAccess Report for Family Therapists, Attachment J-8d: EAP GeoAccess Report for Psychiatrists.

Part B of **Attachments J-8 (a-d)** shows the reporting format for the Offeror's response attachment.

In addition, the Offeror shall complete the exhibit in Part C of **Attachments J-8(a-d)**, which summarizes the GeoAccess data by specialty by Maryland County, **and submit this information in hard copy and electronic format**. Please note that the Offeror need only to populate the highlighted cells in the exhibit; all other cells will be calculated based on the values entered in the highlighted cells.

4. Revise the heading of Section C (second column) in the below attachments, as follows:

Attachment J-7b: Access to Licensed Clinical Social Workers (Behavioral Health);

Attachment J-7c: Access to Family Therapists (Behavioral Health);

Attachment J-7d: Access to Psychiatrists (Behavioral Health);

Attachment J-7e: Access to Hospitals (Behavioral Health);

Average Distance to **Provider** ~~Pharmacy~~

5. Revise Attachment J-9: Behavioral Health Networks to widen the columns formatting containing allowed charges to display millions.

Date Issued: **June 10, 2010**

By: <signed>
Andrea R. Lockett
Procurement Officer

List of Attachments

1. Attachment J – Technical Proposal

[BH_EAP_Attachment_J_Technical_AMENDMENT #2_6 10 10.xls]