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**Amendment # 2 to Request for Proposals (RFP)
Employee Assistant Program
Solicitation No. F10B600055
July 16, 2020**

This Amendment 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 bold (ex. **new language**) and language deleted has been marked with a strikethrough (ex. ~~language deleted~~).

1. Amend RFP Section 2.3.5.5(f) as follows:

Each Monday by 5:00 p.m., the Contractor Account Executive shall submit a Supervisor-Referred Employee Appointment Report (~~See Section 2.3.10.4~~)(**See Section 2.3.10.3**) to the Contract Manager and State EAP Coordinator for all supervisor-referred employee appointments scheduled during the previous work week

2. Amend Technical RFP Attachment T-6, CC-4 as follows:

This dedicated toll-free EAP benefit line will be staffed with live ~~licensed professionals~~ **master's level EAP specialist** who answer incoming calls within 30 seconds and respond to Participant needs and back-up supported by an automated voice-response system 24 hours a day, seven days a week. Participants (both in-state and out-of-state) can access this system directly to request and receive live intake assessments, referrals and other pertinent information This operation should be in accordance with PG-1 and PG-2 on "**Attachment T-9: Performance Guarantees.**"

3. Amend RFP the Appendices Chart as follows:

4. Appendices			
Applie s?	When to Submit	Label	Attachment Name
Y	n/a	1	Appendix 1: Abbreviations and Definitions (included in this RFP)
Y	With Proposal	2	Appendix 2: Offeror Information Sheet (see link at http://procurement.maryland.gov/wp-content/uploads/sites/04/2020/04/Appendix2-Bidder_OfferorInformationSheet.pdf)
Y N	With Proposal	3	Appendix 3: EAP Supervisory Referral Form
N	<u>With Proposal</u>	4	Appendix 4 – Critical Incident Stress Management (CISM) Counselor Session Attendance Form
Y N	With Proposal	5	Appendix 5 – Account Executive Assessment Form
Y	Prior to Receiving Data	6	Appendix 6 – Non-Disclosure Agreement (Offeror): <u>This information is available here:</u> https://procurement.maryland.gov/rfp/labelled <u>(Appendix 3 – Non Disclosure Agreement)</u>

Issued and authorized by

<signed>

Lola Tiamiyu
Procurement Officer

Acknowledgment

Date

Company Name