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Deputy Secretary

**Amendment #4 to Request for Proposals (RFP)
Employee Assistant Program
Solicitation No. F10B600055
November 12, 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 ~~strikeout~~ (ex. ~~language deleted~~).

1. Amend RFP Section 2.3.10.4 as follows:

2.3.10.4 EAP Contractor Network Report: The Contractor Account Executive shall submit a line listing report, to include: EAP Counselor's name, state of professional license, type of professional license, office address, county, phone number, online contact information, expiration date of professional license (if applicable), and specialty (if applicable) ~~supporting licensure documentation~~ of each network EAP Counselor intended to work on the Contract to the Contract Manager no later than ten (10) business days of the NTP and annually thereafter on the contract anniversary date.

2.The Contractor Account Executive shall provide quarterly reports of any new EAP Counselors added to the network or EAP Counselors that are no longer with the network. For each new EAP Counselor, the report should be updated to reflect, at a minimum, the EAP Counselor's name, type of professional license, office address, county, phone number, expiration date of professional license (if applicable), specialty (if applicable), and effective date of network participation. ~~supporting licensure documentation~~. For each EAP Counselor removed, the report shall reflect, at a minimum, the EAP Counselor's name, type of professional license, office address, county, phone number, expiration date of professional license (if applicable), specialty (if applicable), effective and end dates of network participation, and reason for removal from the network. This report shall be submitted to the Contract Manager by the 15th of the following month after each quarter.

2. Amend RFP Section 3.7.6 as follows:

3.7.6 Security Logs and Reports Access

A. ~~For a SaaS or non-State hosted solution, the Contractor shall provide reports to the State in a mutually agreeable format.~~

B. ~~Reports shall include latency statistics, user access, user access IP address, user access history and security logs for all State files related to the Contract~~

3. Amend RFP Section 3.6. as follows:

3.6.1. The following type(s) of insurance and minimum amount(s) of coverage are required:

D. Cyber Security / Data Breach Insurance – (For any service offering hosted by the Contractor) ~~ten million dollars (\$10,000,000)~~ **two million dollars (\$2,000,000)** per occurrence. The coverage must be valid at all locations where work is performed or data or other information concerning the State’s claimants or employers is processed or stored.

4. Amend RFP Section 5.3.2.P as follows:

<u>Required Submission</u>	<u>Title</u>
Current copy of the Offeror’s Certificate of Authority issued by MIA or evidence of acknowledgement of receipt of application for Certificate of Authority by the Go Live Date (April 1, 2021).	Label as “<u>Current Certificate of Authority or Acknowledgement of Application Receipt</u>”

5. Amend RFP Section 2.3.10 as follows:

2.3.10.3. Employee Appointment Report: The Contractor Account Executive shall provide weekly reports of all employee appointments scheduled for the previous work week by email on Monday by 5:00 p.m. Local Time. This report shall be submitted to the State EAP Coordinator and Contract Manager. **This section is only applicable to supervisory referrals.**

Issued and authorized by

<signed>

Lola Tiamiyu
Procurement Officer

Acknowledgment

Date

Company Name