PORT AUTHORITY OF ALLEGHENY COUNTY

TRANSMITTAL MEMORANDUM #4

TO: All Holders of Request for Proposal No. 18-04

SUBJECT: Supplemental EAP Provider Support Services
Request for Proposal No. 18-04

DATE: December 4, 2018

Please find enclosed the following:

Addendum No. 2 dated December 4, 2018

The following signature acknowledges the receipt of this Transmittal Memorandum #4.

_____
Signature

_____
Name of Company

_____
Date

Sign above and return signature page only promptly upon receipt to:

Port Authority of Allegheny County
Purchasing and Materials Management Department
345 Sixth Avenue, Third Floor
Pittsburgh, PA 15222-2527

Attention: Catherine Terrill

PORT AUTHORITY OF ALLEGHENY COUNTY

ADDENDUM NO.2

December 4, 2018

to

REQUEST FOR PROPOSAL NO. 18-04

SUPPLEMENTAL EAP PROVIDER SUPPORT SERVICES

The following Amendments to the above Request for Proposal are hereby made a part thereof and the Proposer shall acknowledge receipt and inclusion of said change in its Proposal Letter of Transmittal (Section 2.1.1 of the RFP).

Changes are as follows:

Revised Section

List of Changes to RFP dated December 4, 2018.

PORT AUTHORITY OF ALLEGHENY COUNTY

LIST OF CHANGES TO RFP

December 4, 2018

Request for Proposal No. 18-04
Supplemental EAP Provider Support Services

SECTION OF THE RFP TO BE CHANGED	CHANGE TO BE MADE:
Legal Advertisement	Line 1 of the fourth paragraph is changed to extend the Proposal due date from November 29, 2018 to **January 8, 2019**. The time for the receipt of Proposals remains **2:00 p.m.**
	See attached revision to the affected page.

LEGAL ADVERTISEMENT
Port Authority of Allegheny County
REQUEST FOR PROPOSAL NO. 18-04

Port Authority of Allegheny County is requesting proposals for the performance of the following service:

SUPPLEMENTAL EAP SUPPORT PROVIDER SERVICES

The work under the proposed Agreement consists of providing Supplemental EAP Support Provider Services to Authority's Employee Assistance Program. The required services include, but are not limited to: (1) an after-hours clinical backup service, including a 24/7/365 answering service; and (2) Work-Life services, including expert guidance, information and referrals, as further defined in the Scope of Services. The Agreement will be for a three-year period, with the option to extend the term of the Agreement up to two additional years at the sole discretion of Authority.

A copy of the RFP will be available on or after October 29, 2018, and can be obtained by registering at the Port Authority ebusiness website: **http://ebusiness.portauthority.org** and following the directions listed on the website. Please note that Proposers must register under the ebusiness category(s) of *PSMC – Pro Workers Comp/Medical Mgmt* and *PSMCM – Pro Med/Vocational Case Mgmt* for this RFP. Proposers may also register in other categories for any future RFPs issued by Port Authority. If you have specific questions regarding this RFP, please contact Catherine Terrill at (412) 566-5188 or email cterrill@portauthority.org.

An Information Meeting for interested parties will be held at 1:30 p.m., prevailing time, November 13, 2018 in the Fifth Floor Board Room of Port Authority of Allegheny County's downtown offices, 345 Sixth Avenue to answer any questions regarding this RFP.

Hard copy proposals must be both delivered to, and time stamped by a representative of the Purchasing and Materials Management Department at or before 2:00 p.m., prevailing time, **January 8, 2019**, at the Purchasing and Materials Management Department, Port Authority of Allegheny County, 345 Sixth Avenue, Third Floor, Pittsburgh, Pennsylvania, 15222-2527. Proposals received or time stamped in the Purchasing and Materials Management Department after the advertised time for the submission of proposals shall be non-responsive and therefore ineligible for award. Each Proposer shall be solely responsible for assuring that its proposal is timely received and time stamped in accordance with the requirements herein.

This Contract Services may be funded, in part, by, and subject to certain requirements of, the County of Allegheny and the Commonwealth of Pennsylvania. The proposal process and the performance of the requested services will be in accordance with all applicable federal, state, and local laws and regulations.

Port Authority of Allegheny County, in compliance with 74 Pa.C.S. § 303, as may be amended, require that certified Diverse Businesses ("DBs") have the maximum opportunity to participate in the performance of contracts and subcontracts for these Contract Services. In this regard, all Proposers shall make good faith efforts in accordance with 74 Pa.C.S. § 303, to ensure that DBs have the maximum opportunity to compete for and perform contracts. Proposers shall also not discriminate on the basis of race, color, religion, creed, age, disability, national origin, sexual origin, gender identity or status as a parent in the award and performance of contracts for these Contract Services.

Port Authority of Allegheny County reserves the right to reject any or all proposals.