PORT AUTHORITY OF ALLEGHENY COUNTY

TRANSMITTAL MEMORANDUM # 5

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

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

DATE: December 10, 2018

Please find enclosed the following:

Addendum No. 3 dated December 10, 2018

The following signature acknowledges the receipt of this Transmittal Memorandum #5.

_____
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.3

December 10, 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 10, 2018.

PORT AUTHORITY OF ALLEGHENY COUNTY

LIST OF CHANGES TO RFP

December 10, 2018

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

SECTION OF THE RFP TO BE CHANGED	CHANGE TO BE MADE:
Section 1.1	Change the 2nd sentence of the 1st paragraph of Section to read as follows: *The required services include, but are not limited to: (1) a clinical backup service (including 24/7/365 answering service); and (2) Work-Life services (including expert guidance, information and referrals).*
Section 2.6	Change the 4th paragraph, part (1), in Section to read as follows: *(1) Fees* *List the monthly fee and any additional fee per task, activity, etc.*
Section 4.1	Add the following language to Section: *Port Authority of Allegheny County (Authority) is responsible for providing public transportation services in Allegheny County. Authority is in operation twenty-four hours a day, 365 days a year. Authority employs approximately 2,650 employees, with the majority being represented by three (3) labor unions: the Amalgamated Transit Union, Local 85 (ATU); the International Brotherhood of Electrical Workers, Local 29 (IBEW); and the Port Authority Transit Police Association, and a small group of unrepresented employees. EAP services are to be provided in accordance with appropriate union agreements, which are available upon request.*
Section 4.2	Update the language in Section to reflect change change from an after-hours service to a clinical back up services.

Section 4.2(A)(1)(d)	Add the following language to Section: *Secure web-mail services shall be provided by the Contractor to secure submission of reports to the Authority's EAP Manager.*
Section 4.2(3)	Add the following language to Section *Reporting will consist of providing and administering reports and record keeping in accordance with HIPAA, Union Agreements, practices common to the industry, as coordinated with the Authority's EAP Manager.*
Section 4.2(3)(b)	Change the 1st sentence of Section to read as follows: *High risk crisis calls will be reported to the EAP Manager within 30 minutes following the call and a follow up report will be sent via a secure webmail to the EAP Manager within the hour.*
Section 4.2(3)(c)	Add the following language to Section: *Maintain confidential records on persons referred to EAP in accordance with HIPAA, and other applicable statutes and regulations.*
Section 4.3(A)(1)(a)	Change Section to read as follows: *Live and immediate access to work-life consultants via Authority's existing EAP phone number, available 24 hours a day, 7 days a week and 365 days a year.*
Section 4.3(A)(5)(c)	Change Section to read as follows: *Provide legal resources, to include up to one (1) free sixty-minute consultation with an attorney per year.*
Section 4.3(A)(5)(d)	Change Section to read as follows: *Provide up to one (1) free sixty-minute phone consultation with financial counselors per year.*
Section 4.3(A)(6)(a)(6)	Add the following language to Section: *Ability to link to Authority's portal website.*

Section 4.3(A)(6)(d)	Change Section to read as follows: *Website Go Live shall begin within 30 calendar days following Authority's "Notice to Proceed" (NTP).*