

University of New Mexico Hospitals

Request for Proposals

Addendum No. 2

RFP P466-22 Employee Assistant Program (EAP)



Due Date: July 7, 2022, 2:00 p.m. MST The time and date proposals are due shall be strictly observed.

ADDENDUM NUMBER TWO

RFP P466-22 Employee Assistance Program Q & A

1. In Exhibit A, Scope of Work, Administrative Requirements, number 2. Please define self-billed basis. Answer: The client tells the carrier how many eligible participants they have per month rather than the carrier sending an invoice with a given number of participants.
2. Where will we find UNMH's policy and procedures on active shooter situations? Answer: UNMH will make arrangements with awarded vendor for access.
3. On Exhibit K: EAP Questionnaire: Please define dedicated Account Executive. Answer: UNMH is requesting from the awarded vendor to assign an Account Executive or Account Manager to UNMH so they have a single point of contact.
- 4 Can you please give me a breakdown by state for the 7,180 employees that will be covered under EAP? Answer: They are located in NM.

5. I see that this RFP requires a physical mailing for the submission. Can you please clarify how you want us to transfer the excel sheet questionnaire to a physical document? Do you just want us to answer on the excel sheet and then copy the tables over to a word document before printing? Also, where should this go in the overall RFP as I do not see the questionnaire listed in the *Proposal Content and Organization* section of the RFP. Can you please clarify what is needed in our submission and if a physical mailing is required? **Answer:** UNMH is requesting that a hard copy and a Thumb drive are to be sent with the final proposal that must be mailed. Exhibit K must be sent on Excel and copied on the thumb drive. It is not required to provide a hard copy of Exhibit K.