



Acknowledgment of Amendments
Request for Information (Q&A)
Invitation for Bids
RFX #3160007493
Employment Assistance Program (EAP)

Amendment Number Two
October 10, 2025

The Office of Human Resources, through this **Amendment Number Two**, modifies Invitation for Bids (IFB) issued, September 18, 2025. The following has been modified:

Question #	Section #	Page #	Question (as submitted)	MDE Response
1	N/A	N/A	<p>We are considering your RFP for EAP and the request for “unlimited CISD”</p> <p>Can you please share the number of CISD hours you used over the past two years?</p> <p>Thank you,</p>	<p>Due to HIPPA, that information was not shared with the agency. We only received a utilization report showing the number of employees referred per month.</p>

2	N/A	N/A	Who is the current EAP vendor and how long have they been providing services to the Department?	There is no current EAP vendor.
3	2	20	Please confirm that pricing should be based on 400 employees.	Pricing should be based on approximately 400 to 450 employees.
4	2	20	Please explain the 6 sessions per issue, not to exceed 12 sessions per member in a contract period. Most EAPs establish a session model on a per issue basis i.e., 6 sessions/issue or 12 sessions/issue.	Each employee, and/or covered family member, is entitled to up to 12 counseling sessions within the contract period. However, there is a limit of six sessions per issue. If an employee has a new issue that needs to be addressed, they may receive additional sessions up to the overall limit for that separate issue.
5	N/A	N/A	Please provide the current rate (PEPM) and a rate history throughout the contract term for the EAP.	N/A
6	N/A	N/A	How many hours of the following services are included within the current EAP contract per year? <ul style="list-style-type: none"> Onsite training/orientation/educational seminars Onsite health fair/event participation Onsite critical incident support events (# events/# hours) Webinar training 	See previous response in Question #2.
7	N/A	N/A	How many total hours of the following services were utilized in each of the last two (2) years? <ul style="list-style-type: none"> Onsite training/orientation/educational seminars Onsite health fair/event participation Onsite critical incident support events (# events/# hours) 	The services below were not utilized over the last two years.

			<ul style="list-style-type: none"> Webinar training 	
8	N/A	N/A	Please provide copies of 2023 and 2024 EAP utilization reports.	To request this information, please submit a public records request to reporting@mdek12.org .
9	N/A	N/A	<p>If reports are not available, please provide the following for each of the last 2 years.</p> <ul style="list-style-type: none"> Number of employees on which the report is based Total number of clinical cases Total number of work-life cases Total number of clinical sessions 	N/A
10	1 and 2	7 and 22	Performance Bond requirement: Performance Bonds are not usually required for services contracts and are typically used in construction contracts. This is highly unusual for this type and size of contract. Are you able to remove this requirement or provide further explanation why it is included in this services contract?	No. This requirement will not be removed. It is included to comply with the Agency requirements.
11	N/A	N/A	What are the three components that are most important to the Department in an EAP?	<p>The three most important components in an EAP for MDE are the following:</p> <ol style="list-style-type: none"> Confidential Counseling Services Work-Life Support and Referral Services Emotional, Psychological, and Financial needs of employees

12	N/A	N/A	Who is the current EAP provider, and how long have they been providing services?	See previous response in Question #2.
13	N/A	N/A	Please provide the previous PEPM (Per Employee Per Month) rate for the following years: <ul style="list-style-type: none"> • 2024 • 2023 	See previous response in Question #5.
14	N/A	N/A	What was your annual 2024 EAP cost?	The annual 2024 EAP cost was \$9,500.00.
15	N/A	N/A	Can you provide a utilization report for the following years: <ul style="list-style-type: none"> • 2024 • 2023 The report should provide a breakdown of EAP services.	See previous response in Question #8.
16	N/A	N/A	How many onsite critical responses did you have in the following years: <ul style="list-style-type: none"> • 2024 • 2023 	There was no training for the following services.
17	N/A	N/A	How many training hours of the following services were supported last year? <ul style="list-style-type: none"> • Onsite? • Health fair? • Webinar Training? 	There was no On-site, Health fair and Webinar training last year

18	N/A	N/A	Can you provide eligible employees' city, state, and zip code? We will provide a coverage map of service providers in your area.	Our employees are located statewide.
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NOTE: This amendment one is hereby made a part of the Mississippi Department of Education's Request for Proposals/Applications/Qualifications/Invitation for Bid. The Vendor acknowledges receipt of said amendment and is made aware of the changes contained therein. By signing this form, the Offeror accepts the changes as part of the contract requirement.

Authorized Signature

Date

Printed Name