

Date: 03/17/2021
RFP No: 2021-012
Commodity: Wellness Platform
Purchasing Agent: Mr. Tim Cubos, Purchasing Services, 254-750-6616
Number of pages: 4 pages

Closing Time: 2:00 P.M. CST, Tuesday, March 31, 2020
Opening Time: 2:01 P.M. CST, Wednesday, March 31, 2021

RFP Opening Location: Operations Center, Purchasing Services Office, 1415 N. 4th St.,
Waco, TX 76707

Addendum No: 1

The above-mentioned RFP invitation has been changed in the following manner. **Sign and return addendum to the Purchasing Office by the closing time and date with your RFP response.** Returning this page signed by your authorized agent will serve to acknowledge this change. All other requirements of the invitation remain unchanged. If you have any questions, please call or stop by the Purchasing Office at the above address.

- 1. The following pages has corrections, and clarifications to sections of the proposal package. Please review and note the changes/corrections.**

Firm: _____

Address _____

Signature of Person
Authorized to Sign Bid: _____

Signor's Name and Title
(print or type): _____

E-mail Address: _____

Date: _____ Telephone: _____ Fax: _____

Addendum No: 1

CORRECTIONS TO PROPOSAL PACKAGE

Page 7. Section V. Request for Proposal – Submission and Award Procedures

A. Requirements

~~1. (c) The submission shall include a lists of 4 references with at least 2 of which are currently utilizing services from the proposer and 2 of which customers, and 2 of which obtained services from the proposer in the past, but have not obtained those services in the last 12 months~~

~~(e) The submission shall include a list of 4 references, at least 2 of which have obtained services or materials from the proposer in the last 24 months.~~

e) The submission shall include a list of 4 references with at least 2 of which are currently utilizing services from the proposer and 2 of which have obtained services from the proposer in the past, but have not obtained those services in the last 12 months

Page 12. Appendix A Scope of Services

1) Scope of Work

The City of Waco (“City”) is located in Central Texas between Dallas and Austin. ~~It employs~~ **The City provides health insurance to approximately 1,400** employees along with their dependents and spouses which total up to about 2,700 lives. The City of Waco’s wellness program includes an annual physical exam requirement for employees to earn discounted rates on their health insurance premiums. In addition, the City provides education for all employees on their personal role in making healthy choices, accessing care and provider selection as it relates to the performance of our self- funded health fund.

2) Summary of Deliverables

Health

- ~~• Health & Biometric Screening~~
- ~~• Direct links to our benefit partner sites~~
- ~~• Health/Lifestyle Assessments tied to tailored personal content~~
- ~~• Ability to integrate commonly used fitness tracking devices or apps (Fitbit, Apple Health, Fossil, etc.)~~

Health

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3) Background

- ~~4. Effective date is to be January 1 2022. All participants enrolled in the Health and Wellness Platform plan as of September 30, 2021, are to be covered on a “no loss/no gain” basis.~~
4. Effective date is to be October 1, 2021. All participants enrolled in the Health and Wellness Platform plan as of September 30, 2021, are to be covered on a “no loss/no gain” basis.

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Proposal format: Proposers must provide the following information in their submission to be considered responsive.

~~IV. Each proposer shall include three (3) references for clients or municipalities of similar or greater size and scope, preferably operating under a self-funded health benefit model.~~

The submission shall include a list of 4 references with at least 2 of which are currently utilizing services from the proposer and 2 of which have obtained services from the proposer in the past, but have not obtained those services in the last 12 months.

V. REQUEST FOR PROPOSALS – SUBMISSION AND AWARD PROCEDURES

A. Requirements

(1) Qualified proposers should submit one (1) original and 3 flash drives (PDF electronic copy) of their qualifications and proposal on 8 ½ by 11 paper PDF version. Proposals should be kept to the minimum necessary length to explain the proposer’s attributes and pricing. Typed responses are preferred in Times New Roman, Arial or Calibri font. Responses must be clear and may be subject to disqualification if illegible. Please restate each question prior to your response. Please answer each question with an appropriate response. Do not refer your answers to the response given to a different question. Please repeat your answer even if your responses to the two questions are the same. Additionally, please do not refer your answer to information contained in a brochure or provider directory. Each copy of the proposal should be complete and include the following minimum requirements:

- (a) A brief company history.
- (b) Completed and signed copies of Forms included in Appendix C.
- (c) A short narrative of the proposer’s approach to the project and a statement of understanding targeting the specific nature of this project.
- (d) Information on the proposer’s current workload and ability to complete the project.
- (e) The submission shall include a list of 4 references with at least 2 of which are currently utilizing services from the proposer and 2 of which customers, and 2 of which obtained services from the proposer in the past but have not obtained those services in the last 12 months.

- (f) Certificate showing current insurance coverage.
- (g) The names, titles, addresses, and telephone numbers of the individuals who are authorized to make representations on behalf of the proposer.
- (h) A statement that the person signing the transmittal letter is authorized to legally bind the proposer; and,
- (i) Identification of a single point of contact to respond to any questions regarding the submission.
- (j) A statement regarding protective measures for user data, specifically relating to HIPAA protected or other personally identifiable information.
- (k) A brief highlight of relevant experience and qualifications related to the scope for comparable organizations including quantifiable details of prior projects.
- (l) Include pricing models for services (i.e. hourly, project or other fees) specifically detailing any content or features that would include an additional financial investment.