



**ROCKFORD BOARD OF EDUCATION
REQUEST FOR PROPOSAL ON SUPPLIES, MATERIALS, EQUIPMENT OR
SERVICES FOR SCHOOL DISTRICT NO. 205
ROCKFORD, ILLINOIS**

IFB No. **18-15 Wellness Program Administrator**

DATE: **January 19, 2018**

RE: **ADDENDUM NO. 2**

To All Bidders:

Below are modifications, clarifications and/or corrections for the Wellness Program Administrator bid and are hereby made a part of the contract documents. Please attach this addendum to the bid document (s) in your possession. Please note the receipt of this addendum in your proposal. Bidders shall review changes to all portions of this work as changes to one portion may affect the work of another.

If you plan to hand deliver your RFP submission on the due date, please note you must check in on the 2nd floor prior to coming to the bid opening. Please allow time for this as late submission will not be accepted.

Refer all questions relative to the business aspect, Instructions to Bidders, Special Conditions, and questions concerning the technical aspect of the documents to the Purchasing Department by email to PurchasingDeptStaff@rps205.com.

Clarifications:

A Certified Cleared Employee List was not included in the original documents. It is attached to this addendum and is to be filled out if the selected provider will have employees on District property.

Several questions have been submitted to date, and those questions are answered on the following page.

ROCKFORD BOARD OF EDUCATION
By: Dane Youngblood
Director of Purchasing

Questions submitted as of 1/19/2018:

Would you like our quote to include dependents? If so can you give us a breakout of dependents, employees and spouses? **Employees' dependents are not eligible to participate in the Wellness Program, and therefore should not be included in a quote.**

Is the effective date for the Wellness Program truly 6/1? **Yes.**

Regarding the Required Forms, we are not seeing the Certified Cleared Employee List; please provide this form if it is required with our RFP submission. **Form is attached to this document.**

Please confirm if you require a Certificate of Liability Insurance and completion of the W-9 with our RFP submission. **A COI will need to be provided if the implementation of your program requires you to perform work on District property. The W-9 should be completed and included in your submission.**

It does not appear that we are required to sign off on the General Terms & Conditions and Supplemental Terms & Conditions at this time. If we have comments or conflicts with any of these terms, would you like us to submit a red-lined document containing our edits/comments. **Proposals are not binding. A contract will be drafted once a provider is selected and Board approved.**

Please confirm the number of employees for the Wellness Program is 3,100. Please also confirm if spouses are eligible for the Wellness Program. **Number of employees who participate in the program is 3,100; spouses are not eligible to participate.**

Regarding question 26, please clarify what is meant by "Hot Links". **The intent of this provision was to ask if links could be created on the vendor website allowing the employee quick access to other documents specific to RPS 205. An example would be to have an RPS 205 logo that links to a page exclusive to District employees.**

Who is the incumbent/current Wellness Program partner? **Interactive Health.**

What key wellness services are required on pages 36 and 38? **We highly favor the biometric screening and health risk assessment. None of the services listed are required, however, we will be evaluating the perceived effectiveness of your overall program. We will be open to new and innovative approaches provided they bring clear value.**

Is this RFP for flu shots as well? If not, is there opportunity to provide onsite flu shots for RPS. **Flu shots are not within the scope of this RFP. The District does not have plans to obtain a new provider for flu shots in the near future.**

What type of biometric screening has been used in the past as part of your Wellness Program – finger stick or venipuncture? Which type do you prefer? **The answer to both questions is the Venipuncture 36 panel.**

Is the HRA required to be in Spanish and English? Is the HRA required to be made available online and via paper? **Yes, the HRA is required to be in both English and Spanish and made available online and via paper.**

ROCKFORD PUBLIC SCHOOL DISTRICT NO. 205

CERTIFIED CLEARED EMPLOYEE LIST*

The undersigned _____, a vendor, supplier, professional services firm or contractor, hereby certifies under oath as follows:

- 1- a criminal history records check, a Statewide Sex Offender Database check and a Statewide Child Murderer and Violent Offender Against Youth Database check has been conducted for all employees as indicated by a check mark in the appropriate box in accordance with 105 ILCS 5/10-21.9 (the Act); and
- 2- that such employees have not been convicted of any of the enumerated criminal or drug offenses listed in the Act and their name does not appear on the noted Databases; and
- 3-the undersigned is an owner (if sole proprietor) or officer, member or partner of the undersigned authorized to execute this document binding the undersigned.

NO.	LAST NAME	M.I.	FIRST NAME	CRIMINAL HISTORY	DATABASES

By: _____

This certificate Subscribed and Sworn to before me this ___ day of _____, 20__.

Notary Public
Commission Expires: _____

Vendor Cert. Employee List No. _____

* check if not applicable. See Supplemental Terms and Conditions section 36.