



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

RFP No. **20-32 Wellness Program Administrator**

DATE: **March 5, 2020**

RE: **ADDENDUM NO. 1**

To All Bidders:

Included are modifications, clarifications and/or corrections for the Project Manual and are hereby made a part of the contract documents. Please attach this addendum to the Project Manual(s) in your possession. Please note the receipt of this addendum on the bid form. 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 Director of Purchasing by email at purchasingdeptstaff@rps205.com.

CLARIFICATIONS

This addendum includes Requests for Information (RFI) received to date and corresponding responses.

ROCKFORD BOARD OF EDUCATION

By: Dane Youngblood
Director of Purchasing

CLARIFICATIONS

Below are Requests for Information (RFI) received to date and corresponding responses.

1. Are you able to provide more detail about the current wellness program offering and incentive structure?
 - a. Currently our provider has a web-based site where our staff have a variety of wellness activities in which employees can participate, earn points and be tracked through the site. The program provides an array of activities, challenges (bike, walk and run events), community activities, preventive exams, a health assessment, and health biometric screening. The program requires an accumulation of 100 points total. Normally the assessment and screening account for 10 and 50 of those point respectively. We do not use any specific validation as we do work on an honors system but require online documentation when the events/activities occur.
2. For question 34, can you clarify these? Is "Direct" different than "On location"?
 - a. Direct is contact and communication coming in directly to the District as opposed to a company having other partners we would have to deal with. For example, for the screening it may not be direct service as they may contract with another screening lab, etc.
 - b. On location pertains to any events and program that would or could reside on-site at any of our locations. For example, we hold an annual Fair and Walk with points available towards the end goal.
3. Are spouses eligible for the portal? Or should we use 3100 for the pricing?
 - a. This wellness program is only for employees and does not include spouses or dependents currently. Pricing should be for the 3,100 approximately.
4. Are all bidder questions and answers available online or are you responding Individually?
 - a. All addenda are posted to the District website, DemandStar, and directly emailed to vendors who were originally notified of the RFP and those who have shown interest since the RFP has been released.