



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

RFP No. **21-23 Wellness Program Administrator**

DATE: **February 9, 2021**

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) to date and corresponding answers.

ROCKFORD BOARD OF EDUCATION

By: Dane Youngblood
Director of Purchasing

CLARIFICATIONS

1. Language in the RFP states: “The District has over 3,100 benefit eligible employees and covers over 7,900 individuals (employee/spouse/children) on the medical and prescription drug plans.” – which population should we be quoting?
 - a. Please quote for wellness employee benefit eligible only (3,100).
2. The RFP states that submission of our proposal is basically agreeing to your Terms & Conditions – are you willing to negotiate during the next stages of the vendor-selection process?
 - a. Please submit any requests for changes to language in the Terms & Conditions before the proposal due date. The District will review the requests and issue a response via addendum.
3. We noticed there are several clinically focused questions related to HRA and screenings. Are you also interested in exploring wellbeing components that are more social and engaging (daily challenges, competitive contests – both individual and team)?
 - a. Yes, variety and variations of wellbeing components welcomed.
4. Paper and online versions of the HQA are required – should we still submit our responses if we do not offer paper versions of our health assessment?
 - a. Please do not submit a response if your company cannot meet the requirements of the RFP.
5. Executive reporting of HQA results is required in English and Spanish – should we still submit our responses if we do not offer this report in Spanish?
 - a. Please do not submit a response if your company cannot meet the requirements of the RFP.
6. The RFP asks vendors to provide a “description of services related to wellness, occupational, and disability” – can you please clarify what you are looking for in the areas of occupational and disability?
 - a. We are primarily looking for wellness related services for employees to maintain healthy living and lifestyles. If other service opportunities relating specifically to occupational and disability are available options open to include in proposals.
7. We noted the request for hard-copy proposals with original signatures from owners – are you firm with this requirement, or would you accept electronic submissions since we are all dispersed and working remotely from home?
 - a. Hard-copy proposals are required by the RFP due date and can be delivered in person or mailed. Electronic signatures on documents are acceptable.
8. The RFP asks vendors to fill out 10 separate forms about certifications/compliance – there are some that are not applicable to [our company]. Should we sign them anyway and enter “Not Applicable” for any questions asked?
 - a. Yes, all forms must be signed and included for your submission to qualify. If you do not feel certain language does not apply, please note that on the form.