

RPGL-2012-13

Town of Glastonbury Comprehensive Wellness Program: ADDENDUM NO. 1

REVISED PROPOSAL DUE DATE: APRIL 4, 2012 @ 11:00 A.M.

Responses to questions received by the Town:

- Please confirm the number of employees eligible for the Wellness Program.

There are 250 employees eligible to participate in this program.

- Do you have onsite staffing expectations other than the biometric screening event?

A medical questionnaire to be completed on each employee; interviews/health risk assessments to be conducted regarding medical; information provided regarding the process – report, feedback, follow-up, etc.

Other than the biometric screening event(s), there will be some on-site staffing expectations, but they will mostly be for educational sessions.

- In the first pricing model, is the assumption that the education would be online through the portal?

It is assumed that the education would primarily be on-site (especially in the first year of the program). Some of the education would be prior to the biometric screening event in an effort to maximize employee participation.

- Do you want the pricing structure to be PEPM?

The pricing structure does not need to be in a Per Employee, Per Month (PEPM) format, but if you decide to price in that format, please identify any participation thresholds that may impact your PEPM pricing.

- Please advise on the size of the population that will be eligible for the wellness program.

We have a workforce of approximately 250 eligible to participate in this program.
It is a volunteer program.

- Can you please specify who within the employee's family will be eligible?

All full time and some part-time employees will be eligible. Although this may change in the future, no family members are eligible to participate at this time.

- What is your expectation for engaging the eligible participants? Will this be handled by the vendor, Town, or in collaboration?

This will be a collaborative effort. Based on the Vendor selected knowledge, skills and abilities in such program the Town expects the vendor to provide information, training and feedback that would encourage the employees to desire this wellness program.

- There is mention of a trend analysis on page 5, under program scope. Is there an existing report set that will be made available or will the Town provide raw data?
This is the Town's first approach to a Comprehensive Wellness Program. Therefore, we do not have "trend" information. However, the vendor selected is expected to have trend information based on experience and work done for other programs implemented.
- In the 'questions' section, there is a question regarding coordination with a disease management program. Please confirm if this is for coordination with a disease management program already in place, and if so, with whom?

Other than what the existing medical vendors currently provide, there are no disease management programs in place. However, the vendor selected will have this as part of their portfolio. If the vendor has worked, or is working, in a Comprehensive Holistic Wellness program, it is expected that this would be a part of what they do in an effort to provide the best service to the client.

- Based on the timeline, can all pricing be submitted the week of April 16th?

The Town will request Fee Proposals and Scope of Services only from firms that are selected as Top Respondents. The estimated date in the timeline for this is the week of April 16, 2012.

- Please define the expectations of the informational sessions. i.e. Onsite? Duration? Number per year?

The vendor selected is expected to work with the Town in a cooperative fashion to make these determinations. However, at first glance, the sessions will be onsite and twice yearly at each site for the duration of the contract.

- Is the Town of Glastonbury looking for a local vendor or will you consider a national vendor?

The Town of Glastonbury will consider both local and national vendors. As long as the requested services can be provided at a service level acceptable to the Town of Glastonbury, that vendor will be considered.

- How many locations do you have?

The Town of Glastonbury has 9 locations.

END OF ADDENDUM TEXT