



**April 17, 2023**  
**Addendum #1**  
FOR IMMEDIATE ATTENTION

**Addendum No.1 TO ALL OFFERORS:**

REFERENCE: REQUEST FOR PROPOSAL

Wellness Program Management

**RFP#020-0-2023/KG**

For Delivery To:

Newport News Public Schools

Proposal Due:

**May 8, 2023 11:00 AM EST**

**The above is hereby changed to read:**

1. Format of electronic version of proposal: excel, word.... **Please see Section IV. Special Instructions to the Offeror, letter H; 1-3.**
2. Effective date of plan? **Tentative go live date of September 1, 2023.**
3. On the integration with Medical, are you looking for a two-way integration where we receive and share data with your medical carrier? **No data integration with the carrier is required**
4. When it comes to account management, what are your expectations.... monthly, quarterly, annually...in person, virtually? **TBD. Please recommend your best practice.**
5. Please provide clarity regarding the below line item within the RFP? This appears to

be a misprint as no additional information follows this line item. Was this intended to be placed in the RFP?

- Attachment A - Section 9. Technology Details - The following information describes NNPS's requirement of services to be provided: **This question should have been omitted. Please disregard.**
6. Please provide and or confirm the following information if available:
    - Total number of members -**All full-time active employees = approximately 4300 when fully staffed**
    - Total number of biometrics participants and- approximately **1680**
    - Events to be conducted - **make a recommendation/offer**
    - Total coaching participants- **make a recommendation/offer**
    - Number of onsite seminars, etc. mentioned in Attachment B- **make a recommendation/offer**
  7. Regarding the question on Health Assessment timeframe/and retaking it, is there any more detail behind the question or is it just understanding the options? **We would like to understand the options.**

For your question on outcomes-based reporting, are there certain outcomes you are most interested in seeing detail on? **Yes, we would like information that shows changes in the following areas:**

- **Health risk score**
  - **Biometric values**
  - **Risk profile**
  - **Risk migration**
8. Can NNPS share notes or recordings from the Pre-Proposal Conference? **The Pre-Proposal agenda will be posted on eVA and Newport News Public Schools website.**
  9. What is the total number of coaching sessions provided over the course of 2022? What was the average utilization rate across the population? **We have averaged 60%. We do have coaching numbers, we are interested in what the offer would be.**
  10. What were the primary risks/conditions for which engaged participants received coaching sessions (telephone and/or onsite only; excluding digital)? If possible, please provide the number of sessions for each. **N/A**
  11. Do you currently provide onsite coaching services? If yes, please describe the activities provided on site and annual volume of these activities. **No**
  12. Please provide annual onsite biometric employee participation (2022 if possible). **Not available- currently, we only have total participation.**

13. Please provide annual biometric information collected by alternative means (e.g., physician form). **NNPS has not collected data; this is kept with the current vendor. The reporting to NNPS has been extremely limited. This is why we are asking for an employer dashboard so that we can gather this type of aggregated data to inform the resources and supports provided to our employees.**
14. Please provide annual digital engagement for HRA completion. **We don't have this. We only have total participation**
15. Please provide annual participation for digital coaching or other content. **N/A**
16. Please describe any wellness challenges/competitions provided in 2022 and participation rates. **N/A**
17. Can you provide the current wellness incentives for 2023? **Completion of requirements results in a \$50 monthly credit.**
18. Do you have Union groups included in this program? Are there different programs for Union and non-Union employees? There are no unions or other different classes. **All eligible employees are offered the same program.**
19. Who is the incumbent vendor(s) for the wellness program? **Rally**
20. Can you provide a link to the current contract? **Please check eVA and our NNPS website.**
21. Is there a separate disease management program offered to employees? If so, who provides the program and what diseases are covered? **NNPS offers employees disease management through their medical carrier, Optima Health. Disease included are Oncology, COPD, CAD, heart failure, and diabetes.**
22. Are you interested in adding chronic conditions to this wellness program? **We are interested in all recommendations and available programs. Pricing should be ala cart.**
23. Are there any gaps that the NNPS is looking to fill with this RFP? **Yes, this was covered in the pre-proposal meeting. We would like to be able to have customization for employer and employee peer to peer challenges.**
24. Can you share your current performance guarantees? **Please provide the performance guarantees that you think are meaningful.**
25. Can you clarify NNPS' expectations for the Employee Assistance Line? **The Employee Assistance Line is expected to be answer employee questions about NNPS' Wellness Program and also how to access information on the vendor website.**
26. Does item ZZ. Certification Regarding Debarment need to be completed and returned with our proposal? **Yes**
27. Where signatures are required, are DocuSign signatures acceptable? **DocuSign is acceptable but not signature fonts.**
28. IV. Special Instructions to the Offeror, H. Proposal Submittal Requirements, III. Preparation of Proposals, this section states, "To facilitate the NNPS's evaluation of

Offeror's proposal, Offeror is to number all the pages of its proposal and provide tabs listing the evaluation criteria indicated above." The next section (Section1) lists the tabs required, should the bidders also include separate tabs for each of the evaluation criteria, as identified in Section I.2b? Please clarify the tabs/response structure that NNPS expects to see in bidders' submission. **Please reference Section IV Special Instructions to offeror, letter III Preparation of Proposals**

29. IV. Special Instructions to the Offeror, H. Proposal Submittal Requirements, III. Preparation of Proposals, the 5<sup>th</sup> paragraph in this section, 3<sup>rd</sup> bullet indicates a complete proposal includes "submission of the financial exhibit." Please confirm if the "financial exhibits" refers to the information requested under Tab 4- Fee Schedule. **Please see IV Special Instructions to Offeror, Letter H.**

All other provisions of the RFP shall remain unchanged.

Sincerely,

Karlene Greenhow  
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757-591-4525 x10751

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Name of Firm

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Signature/Title

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Date