

## Questions & Answers - 1

**Solicitation** 19-69N-001 - Employee Wellness Portal  
**Buying Organization** Poudre School District

No	Question/Answer	Question Date
Q1	<p><b>Question: Eligible Population</b>            1. Please clarify the number of employees who will be eligible for the portal services (web portal, HRA, incentive management). What is the number of eligible spouses (web portal, HRA)?</p> <p><b>Answer:</b> Appendix A Fees Proposal lists the eligibility numbers. Web portal and incentive eligibility is 3,900 employees. Spouses are not eligible for web portal and incentives. Employee HRA eligibility is 3,100. We currently have about a 70% participation rate which is why the 70% is noted with 2,170 participants. Spouse HRA eligibility is 500. Total employee/spouse eligibility is 3,600.</p>	04/12/2019
Q2	<p><b>Question: Who is eligible to earn premium reduction</b>            2. Please confirm that only employees are eligible to receive the premium reduction.</p> <p><b>Answer:</b> Please Refer to the Background section. Only employees are eligible to receive the premium reduction.</p>	04/12/2019
Q3	<p><b>Question: Definition of requirement</b>            Please describe what you mean when you use the phrase "Activity-based programs."</p> <p><b>Answer:</b> A program where participants have access to various activities to obtain credit toward the incentives. (For example, fitness classes, walking challenges, educational seminars.)</p>	04/12/2019
Q4	<p><b>Question: Exceptions/Variations to Terms</b>            How would you like us to indicate exceptions/variations to the contractual terms and/or conditions?</p> <p><b>Answer:</b> Exceptions/variations should be indicated when responding to the items in Section 2.0 Scope of Work as these items essentially make up the contractual requirements.</p>	04/12/2019
Q5	<p><b>Question: Contract Term</b>            The initial contract term appears to be for more than one year – from implementation date in June 2019 – July 31, 2020. Will service fees be pro-rated through this additional term?</p> <p><b>Answer:</b> The initial contract period allows for a 60-day implementation period, June 1 – July 31, 2019. The actual contract term will be August 1, 2019 – July 31, 2020. Service fees should not be assessed during the implementation period.</p>	04/12/2019
Q6	<p><b>Question: Contract Term</b>            Will the second and successive terms, should the District choose to renew, be August 1-July 31?</p> <p><b>Answer:</b> That is correct.</p>	04/12/2019
Q7	<p><b>Question: Supplemental Coaching</b>            To supplement onsite coaching resources, is the District interested in our telephonic coaching capabilities?</p> <p><b>Answer:</b> Please refer to section 8.7</p>	04/12/2019

No	Question/Answer	Question Date
Q8	<p><b>Question: Biometric Screening</b> Many of our clients find that contracting biometric services through us can be advantageous. Are you interested in hearing about our biometric screening capabilities and fees via fingerstick or venipuncture?</p> <p><b>Answer:</b> This is not part of this RFP.</p>	04/12/2019
Q9	<p><b>Question: Appendix A - Fees Proposal</b> Is the District willing to provide a Word version of the RFP, or, at least, Appendix A, Fees Proposal?</p> <p><b>Answer:</b> We will post Appendix A along with this Q&amp;A document.</p>	04/12/2019
Q10	<p><b>Question: Appendix A - Fees Proposal</b> Our pricing model varies from the District's Fees Proposal outline. We propose offering pricing in a different format, including all of the individual components outlined in Appendix A.</p> <p><b>Answer:</b> Provide pricing in the format you deem applicable provided all components of Appendix A are also filled in for our comparison.</p>	04/12/2019
Q11	<p><b>Question: Implementation Timeline</b> To ensure a successful program launch, including time for testing, communications and working with wellness champions (if they exist), we require 90 days from the time the contract is finalized. Does the District agree to this timeline?</p> <p><b>Answer:</b> That is an acceptable timeline.</p>	04/12/2019
Q12	<p><b>Question: Data Privacy &amp; Security</b> Before award of a contract, will a separate IT/Security review/questionnaire be required?</p> <p><b>Answer:</b> This will not be required.</p>	04/12/2019
Q13	<p><b>Question: Award Decision</b> When will the award decision be made?</p> <p><b>Answer:</b> Award is planned to be made no later May 24th, 2019.</p>	04/15/2019

No	Question/Answer	Question Date
Q14	<p><b>Question: Pricing Assumptions</b></p> <p>1) We are confused with the assumptions table on page 23 and have the following questions:</p> <ol style="list-style-type: none"> <li>a. Please can you clarify what is the difference between an eligible and a participant?</li> <li>b. According to the assumptions 3,900 employees are eligible to access the web portal, and 3,600 employees and spouses are eligible to access the health assessment. When we deliver the program how will we know which employees (300 in total) will only get access to the web portal and are not required to complete the health assessment and participate in a screening?</li> <li>c. Please can you clarify how many employees and spouses have access to the following: <ol style="list-style-type: none"> <li>i. Health assessment</li> <li>ii. Biometric screening</li> <li>iii. Wellness portal</li> <li>iv. Incentives</li> </ol> </li> </ol> <p><b>Answer:</b> a. An eligible is an employee who qualifies to participate in the program and a participant is an employee that is currently participating in the program.</p> <p>b. Essentially all employees get access to the portal. Poudre School District determines whether or not employees are required to complete the health risk assessment and screening. The portal vendor needs to input all received health risk assessment and screening data into the portal and provide us a report of all employees who completed the two requirements so we can track.</p> <p>c. Appendix A Fees Proposal lists the access numbers.</p> <p>Health assessment – 3100 employees only and 3600 including spouses – currently spouses cannot participate in the health risk assessment. However, we want pricing in the event we were to decide to offer it to spouses.</p> <p>Biometric screening – 3100 employees only (spouses cannot access)</p> <p>Wellness portal – 3900 employees only (spouses cannot access)</p> <p>Incentives – 3900 employees only (spouses cannot access)</p>	04/15/2019
Q15	<p><b>Question: Reporting Services</b></p> <p>Question 2.2.8. (Reporting Services) asks how would you handle receiving or transferring data from your current vendor. Please, can you clarify which data sources will you require to be transferred over to the new portal solution? Also, are the fees to be added for this service to be added under the line item "Total data Transfer Fees in the Health Risk Assessment section of the components costs?"</p> <p><b>Answer:</b> Member profile data and health risk assessment summary reports by member. Please use the section of the Appendix A tables titled "Other" for inputting fees that you do not see another line describing the fee.</p>	04/15/2019
Q16	<p><b>Question: Clarification</b></p> <p>There is a number of references throughout the RFP to Biometric Screenings including engagement numbers. Can you advise if you are seeking quotes for biometric screenings as I do not see line item for it in the pricing table?</p> <p>Thank you!</p> <p><b>Answer:</b> This is not part of this RFP.</p>	04/16/2019