



STATE OF WISCONSIN
Department of Employee Trust Funds
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Date: August 28, 2015
 To: All Vendors
 RE: **ADDENDUM No. 1**
Request for Information (RFI) ETF0005
Wellness Program

Please note the following updates to the referenced RFI above:

1. **ADD** the following answers by ETF to questions submitted by Vendors.

No.	Question
Q1	Page 2, Section 1.1, Intro – The RFI mentions that the ETF is looking to offer a pilot program in the short term. Can you confirm the number of locations and employees this will apply to? And will this also include dependents?
A1	The pilot will not include dependents. ETF has identified approximately 8 pilot locations, but the final number of locations and employee slots will be determined based on final cost proposal from a future bidding process.
Q2	How long will the pilot program last and what are the measurements for success? Any additional details and future plans once the pilot is complete would be helpful in our response.
A2	The initial pilot is anticipated to last one year with the possibility of continuation based on program success and utilization. For the purposes of responding to the RFI, Vendors should propose their approach to measuring success. Vendors should provide measuring success examples used with large clients.
Q3	RFI pages 2-3: The (current) Health Insurance Programs cover over 250,000 lives; in 2014, 190,000 adults were incentive-eligible. Can the Department of Employee Trust Funds (ETF) clarify the total expected number of lives for the Wellness and disease management (DM) Program(s)?
A3	A specified target population for future wellness and DM program is not known at this time.
Q4	RFI page 5: “Responses should be no longer than 30 pages.” Does the 30 page submission limit include required attachments such as the sample contract, Appendix A and any other attachments?

A4	Sample materials, such as reports, invoices, fee schedules, general program promotion or additional information on services are not considered part of the 30 page limit.
Q5	How critical is it that the selected vendor offers disease management (DM) services?
A5	This is a Request for Information. If the Vendor does not provide DM services, that is an acceptable response for the purposes of this RFI.
Q6	What if we offer all of the requested services except disease management (DM)?
A6	This is a Request for Information. If the Vendor does not provide DM services, that is an acceptable response for the purposes of this RFI.
Q7	Do each of the 18 health plans made available to members offer DM services that the ETF could leverage?
A7	Yes, many of the health plans offer DM services. This RFI is requesting information from Vendors who may provide DM services. At this time it is not known if a future bid would include DM.
Q8	Do you (know) have an estimated number of locations for the coaching pilot and the eligibles at each location?
A8	See A1
Q9	Our program is a more comprehensive wellness offering than what is being requested for the short term, and we are exploring the opportunity of a more limited offering to align with the pilot program needs. To fully understand your intent, though, is it the case that the vendor who runs a successful pilot (onsite health coach at a limited number of locations) would receive a commitment to provide their full wellness program to all employees? Or would there be a subsequent RFP/RFI for the full wellness program, regardless of the pilot coaching program's success?
A9	Contract activity that exceeds the scope of the pilot program will require a separate solicitation for bids and contract award. For purposes of this RFI, it is an acceptable response for the Vendor to provide detail on comprehensive wellness programs and indicate they do not offer services as specified in the RFI for stand-alone health coaching.
Q10	How many locations would the onsite health coach serve? How close are the locations to each other? How many employees are at those locations?
A10	In addition to response A1, the locations are anticipated to be in the following areas: Madison, the Milwaukee area, Appleton and Green Bay. A final list of locations would be included in a future bid opportunity.
Q11	Please clarify the number of employees that would ultimately benefit from the "robust and innovative comprehensive wellness program" you're seeking – is it the 63,000 state employees? 13,000 local employees? 28,000 retirees? All of the above? How many spouses would be eligible to participate?
A11	See A3

Q12	The RFI states that approximately 190,000 adults were eligible for the \$150 incentive for biometric/HRA completion, and that 13% actually received it. How does that total break down between employees (state, local), retirees, spouses, others?
A12	Based on the current administration of the incentive, that breakdown is not available.
Q13	The RFI states that responses should be no longer than 30 pages, but that additional information regarding our services is welcome. Is the 30-page maximum for the responses to Section 3, or is that maximum to include any attachments as well?
A13	See A4
Q14	The only price structure question is in the Stand-alone Onsite Health Coaching section – is pricing desired for other aspects of a comprehensive program?
A14	This RFI does not detail a comprehensive wellness program. Vendors may submit a standard/sample fee schedules for comprehensive programs, if they choose, but it is not a requirement of the RFI.

This Addendum is available on ETF's Extranet at <http://etfextranet.it.state.wi.us/etf/internet/RFP/rfp.html>.