



MISSISSIPPI DIVISION OF
MEDICAID

Amendment #2
Employee Assistance Program
IFB #20250613 / RFX 3160007134
Date: July 21, 2025

This Amendment includes changes and clarifications and must be signed and submitted as a part of any bid to be considered for this procurement. The following sections of IFB #20250613 have been amended for the following:

1.10 Minimum Qualification Criteria

1.10.2(1.b) Minimum Qualifications (Attachment B: Addendum 1)

1. a) **Bidder Experience Requirement:** Bidder must have a minimum of three (3) – five (5) years of experience in a structured Employee Assistance Program environment within the last five (5) years. Bidder must provide ~~a list~~ **the total number** of **business** clients/projects from whom EAP services have been provided within the last **three (3) - five (5)** years, including **a projects list that includes** the **name**, years serviced, and a summary of services provided **for 6-8 business clients**.

b) **References:** From the list provided at IFB Section 1.10.2 (1.a.), Bidder shall provide reference contacts of business clients from Bidder's project list, using **Attachment G, References**. The Bidder must submit as many additional copies of **Attachment G** as necessary to list contact information for business clients specified in **IFB Section 1.10.2 (1.a.)** who received EAP services within the past **three (3) - five (5)** years. Reference contacts shall be contacted at random until two (2) references identified as meeting the minimum qualifications have been contacted and Reference Survey Score Sheets are completed. No further references shall be contacted. DOM staff shall be able to contact two references within three (3) business days of bid opening, or the Bidder may be rejected.

1.10.2(2) Minimum Qualifications (Attachment B: Addendum 1)

2. **Bidder Licenses/Certifications:** Bidder must have the necessary licenses and certificates required to perform the services and maintain current and valid licenses or certifications throughout completion of the required services. At least one of the following recommended licenses are required for professional counselors:

- Licensed Clinical Social Worker (LCSW)

- Licensed Clinical Social Worker – Supervisor (LCSW-S)
- Licensed Professional Counselor (LPC)
- Licensed Professional Counselor – Supervisor (LPC-S)
- Licensed Marriage and Family Counselor (LMFT)
- Licensed Marriage and Family Counselor – Supervisor (LMFT-S)
- Independently Licensed Clinical Psychologist (PsyD, PhD)

Bidders must provide a list of all professional counselors proposed to support DOM, including their titles and relevant certifications **omitting personal names and addresses**. The number of counselors proposed should be sufficient to effectively meet the agency's needs. At a minimum, each professional counselor must possess a bachelor's degree and 3-4 years of relevant experience. Failure to provide this information will result in bid disqualification.

2.1.1 General Requirements

2.1.1.3 ~~Unlimited~~ **Up to 12** confidential counseling **sessions per issue** to include face-to-face, telehealth, and telephone sessions for all employees, dependents up to age 26, and spouses. Must schedule appointments within twenty-four (24) hours of initial contact.

2.1.1.7 Up to four (4) on-site or virtual training sessions, **per year**, for managers and supervisors in the orientation of identifying personal and emotional problems which may affect workplace performance. Include training in procedures related to documentation and appropriate referral of employees to the EAP.

2.1.1.8 Up to four (4) quarterly educational seminars/workshops, **per year**, covering agreed upon topics (e.g. mental health issues, alcohol and drug abuse, and healthy lifestyle solutions), offered to groups of employees, either virtually or at a DOM location yet to be determined.

2.1.1.10 EAP utilization reports are due to the DOM HR representative via email by the ~~15th~~ **20th** of the month following completed month. Report to include but not limited to:

- 1) **Number of training sessions/quarterly seminars conducted,**
- 2) Number of EAP calls received,
- 3) Statistics of scheduling appointments within 24 hours of initial contact,
- 4) Types of referrals (e.g., mental health, substance abuse, etc.),
- 5) Number of outpatient therapy admissions, and
- 6) Total number of counseling sessions.

These reports shall not contain the identity of employees nor covered family members but shall simply be statistical summaries.

4.2.1 Liquidated Damages

Changes made to the following liquidated damages.

IFB Section Reference Number	IFB Requirements	Liquidated Damages
2.1.1.3	Unlimited Up to 12 confidential counseling sessions to include face-to-face, telehealth, and telephone sessions for all employees, dependents up to age 26, and spouses. Must schedule appointments within twenty-four (24) hours of initial contact.	Liquidated damages up to \$25 for each failure to schedule appointments within initial twenty-four (24) hours of initial contact, per incident until non-compliance is remedied to DOM's satisfaction.
2.1.1.4+10	EAP utilization reports are due to the DOM HR representative via email by the 15th 20th of the month following each completed month. Report to include: <ol style="list-style-type: none"> 1) Number of training sessions/quarterly seminars conducted, 2) Number of EAP calls received, 3) Statistics of scheduling appointments within 24 hours of initial contact, 4) Types of referrals (e.g., mental health, substance abuse, etc.), 5) Number of outpatient therapy admissions, and 6) Total number of counseling sessions. <p>(These reports shall not contain the identity of employees nor covered family members but shall simply be statistical summaries).</p>	Liquidated damages up to \$1,500 per day for the failure to provide a completed EAP utilization report on or before the 15th 20th of the following month.
4.19.3 4.39.3 1.10.2 (3)	Failure for the Contractor to meet the requirements of the Business Associate Agreement (BAA) or Data Use Agreement (DUA). An occurrence means each failure to comply with the BAA or DUA requirements.	Liquidated damages up to \$2,500 per occurrence. An occurrence means each failure to comply with the BAA or DUA requirements.

Receipt of Amendment #2 Acknowledged:

Signature

Printed Name

Title

Entity Name