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Procurement Department

ADDENDUM # 1

**To: File 2012-952-38-5091 Employee Wellness Services
RFP for: Employee Wellness Services**

Please Note the Following Change:

The Proposal Closing Date and Time are changed from:

January 15, 2021 at 2:00 p.m.

To:

January 29, 2021 at 2:00 p.m.

The following questions are asked:

Question 1: What is the general size of current SAHA employee population?

Answer 1: 500 but some growth is projected in the next year.

Question 2: How many eligible employees do you have? Are spouses included in this number? If not, are spouses eligible?

Answer 2: SAHA presently has 500 employees with expected growth in the next year. Spouses are not included in this number and they are not typically eligible for services.

Question 3: Are you looking for onsite screening services (i.e. venipuncture blood draw, biometrics-height, weight, blood pressure, BMI, etc.?)

Answer 3: These services could come into fruition with certain initiatives, but this is not the primary need.

Question 4: Is there a broker/consultant that we would be working with if awarded the job? If yes, who would that be?

Answer 4: McGriff Seibels Williams is our broker and there is a possibility of a project that involves them. However, most of the direction and interface will occur with SAHA Human Resources staff.



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Question 5: How many locations do you have? Would all locations need onsite services (i.e. classes, screenings, health education, etc.)?

Answer 5: In addition to the main office, SAHA has over 90 community properties. Most events are held at the main office, however, it is possible that some of our larger sites might host an event.

Question 6: How many vendors do you expect to submit proposals (or how many receive the RFP)?

Answer 6: This is difficult to project. SAHA has a standard list of Chambers of Commerce and other vendor associations that we notify. We identified 20 potential vendors for direct solicitation plus a few through internet notification and we post on a couple of bid services so projecting a specific number of responses is not possible.

Question 7: Do you currently have an onsite wellness coordinator to help facilitate any of your current programs?

Answer 7: Prior to the pandemic, we worked with a 3rd party to host bi-weekly vitamin shots and a yearly health fair.

Question 8: Do you currently have a web portal employees can access to help them manage wellness partners (i.e. Livongo, smoking cessation program, gym reimbursements, etc.)?

Answer 8: We have a portal for facilitating annual and new hire benefits enrollment. We have a "bookshelf" and "messaging" features that would allow us to highlight Wellness information.

By: Charles R. Bode
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Date: January 7, 2020