STATE OF MISSISSIPPI
Department of Corrections
BURL CAIN
COMMISSIONER

INVITATION FOR BIDS
Employee Assistance Program
With Mobile Tool

AMENDMENT NO. 1

Amendment No. 1 addresses all questions submitted regarding the solicitation and revises Section 4.1 – Important Dates in the Procurement Process and Appendix D – Certification and Assurances to correct the RFx number in the introductory paragraph. The following revisions have been made in Section 4.1:

- Submission Deadline for Bids;
- Notice of Intent to Award Issued (Anticipated);
- Debrief Request Deadline;
- Intent to Award Reconsideration Deadline;
- PPRB Decision Date; and
- Contract Start Date (Anticipated)

Failure to submit this acknowledgement may result in rejection of your bid.

Acknowledged by (Signature): _____

Printed Name: _____

Company and Title: _____

Date: _____

#	QUESTIONS	ANSWERS	IFB SECTION #, IF APPLICABLE
1	Who is MDOC's current EAP provider?	The Counseling Center	N/A

2	What was the annual EAP contract cost for 2024 and 2025, including the per-employee rate?	Under the current contract, the cost is a flat fee, not a per-employee rate.	N/A
3	Can MDOC provide EAP utilization reports for 2024 and 2025, including the number of employees served, counseling sessions provided, and service delivery methods?	This information is unavailable.	N/A
4	How many counseling sessions per issue are expected for each employee or eligible family member?	Three (3) sessions. Further sessions are billed under the employee's health insurance plan.	N/A
5	Can MDOC provide employee work locations by city and ZIP code to assist with statewide counselor network coverage?	• Walnut Grove, 39189; • South MS Correctional Institution, 39451; • Central MS Correctional Facility, 39201; • MS Correctional Institution for Women, 39208; • Marshall County Correctional Facility, 38634; • Delta Correctional Facility, 38930; • MS State Penitentiary, 38738; • Flowood CWC, 39232; • Forrest County CWC, 39401; • Madison County CWC, 39046; • Noxubee County CWC, 39341; • Pike County CWC, 39652; • Quitman County CWC, 38643; and • Wilkinson County CWC, 39669	

6	How many onsite critical incident responses were provided in 2024 and 2025?	This information is unavailable.	N/A
7	How many onsite (sic) trainings, webinars, and supervisory workshops were conducted in 2025?	There were none conducted. We expect annual orientations and training sessions with MDOC staff. Training dates will be scheduled through the Director of Human Resources.	N/A
8	Are critical incident responses and training services expected to be included in the annual fixed-price rate, or billed separately?	Critical incident responses and training services are to be billed separately.	N/A
9	Will MDOC accept a secure mobile-responsive website instead of a downloadable iOS and Android application?	Yes, MDOC will accept a secure mobile-responsive website instead of a downloadable iOS and Android application.	N/A
10	Appendix B identifies several annual per-employee pricing categories. Will the award be based on the combined total annual cost of all categories?	Yes. The award will be based on a combined total annual cost of all applicable pricing categories listed in Appendix B	Appendix B
11	Under Section 4.6.2, may a technology-enabled behavioral health company serve as the prime contractor while relying on a qualified EAP subcontractor's three years of relevant experience?	The Bidder must demonstrate the ability to meet all minimum qualifications outlined in the solicitation, either independently or through the use of a qualified subcontractor, as applicable. The Bidder's proposed approach must demonstrate compliance with all requirements, including the minimum three (3) years of experience providing Employee Assistance Program services to a public or private organization of the same or similar size.	Section 4.6.2

12	Could the Department clarify which immediate family members qualify for coverage?	Spouse, parent, stepparent, sibling, child, stepchild, grandchild, grandparent, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, or sister-in-law.	N/A
13	Is historical EAP utilization data available, including counseling volumes, service utilization, and geographic distribution of employees?	The current provider does not provide a quarterly utilization report.	N/A
14	Are there estimated annual volumes for supervisory workshops, on-site consultations, or critical incident response services?	This service is not applicable in the current contract.	N/A
15	Does MDOC require independently published native iOS and Android applications, or would a secure, mobile-optimized platform also satisfy the requirement?	MDOC does not have information related to this question. MDOC would like a mobile optimized platform with the new provider.	N/A
16	Are there any specific integration, authentication, or reporting requirements beyond those identified in Section 2.6?	No additional integration, authentication, or reporting requirements apply beyond those expressly identified in the solicitation.	Section 2.6
17	How will the individual pricing categories in Appendix B be evaluated when determining the lowest responsive bid?	This solicitation will only award one contract. The lowest responsive bid will be determined by combining all bid pricing in Appendix B: Bid Form. The Bidder with the overall lowest price will be selected, if all other requirements are met.	Appendix B

18	Section 4.1 identifies anticipated contract approval and commencement dates in January 2026. Could the Department confirm the intended dates?	The anticipated dates in Section 4.1 have been corrected as follows: • January 6, 2027 – PPRB Approval Date (Anticipated) • January 15, 2027 – Contract Start Date (Anticipated) Revised documents attached.	Section 4.1
19	Appendix D references RFx #3160008090 rather than #3160008302. Could MDOC confirm the correct solicitation reference?	The correct RFx number is 3160008302. The reference to RFx #3160008090 in Appendix D was an error and should be disregarded. Please use RFx #3160008302 for all submission responses. The amended document is attached.	Appendix D
	I would appreciate clarification regarding the minimum experience requirement in Section 4.6.2(a), which requires at least three years of experience providing Employee Assistance Program services to a public or private organization of similar size. The owner and principal of . . . has professional experience providing Employee Assistance Program services through [an undisclosed organization]. Would MDOC consider this prior professional experience in determining whether a bidder meets the minimum qualification, or must the three years of experience have been performed under the bidding company's own name or contract?	The Bidder must demonstrate how its organization was affiliated with the listed contract to establish that the experience meets the minimum qualification requirements. The agency will evaluate the bidder's documented role and involvement in the contract to determine whether the experience qualifies, including whether the experience must have been performed under the bidding company's own name or contract.	Section 4.6.2(a)

Revised Section 4.1 – Important Dates

4.1 Important Dates in the Procurement Process

Date and Time	
October 9, 2026	IFB Issued
October 14, 2026	IFB Reconsideration Deadline
October 26, 2026	Submission Deadline for Written Questions
October 30, 2026	Response to Questions (Anticipated)
December 3, 2026, 3 PM CST	Submission Deadline for Bids
December 11, 2026	Notice of Intent to Award Issued (Anticipated)
December 16, 2026, 5 PM CST	Debrief Request Deadline
December 16, 2026, 5 PM CST	Intent to Award Reconsideration Deadline
February 3, 2027	PPRB Decision Date (Anticipated)
February 15, 2027	Contract Start Date (Anticipated)

Revised Appendix D

Revised Appendix D: Certifications and Assurances

Bidder makes the following certifications and assurances regarding its bid submitted in response to RFx# 3160008302. Bidder understands that the truthfulness of the assertions herein and continued compliance with such assertions are conditions precedent to any contract award resulting from this IFB and continuation of any such contract throughout the entire life of that contract.

1. The Bidder has thoroughly read and understands the IFB requirements.
2. Bidder meets all requirements and acknowledges all certifications in the IFB.

3. Bidder has the capacity and is willing to provide all services required by the IFB.
4. Bidder is not currently, nor is Bidder acting as an agent for any person or entity who is debarred or excluded from contract award by a federal, state, or local political entity in any jurisdiction.
5. Bidder is registered to do business in the State of Mississippi as prescribed by Mississippi law and the Mississippi Secretary of State or, if not already registered, Bidder will register within seven (7) business days of being notified by MDOC that it has been selected for contract award. Sole proprietors are not required to register with the Mississippi Secretary of State.
6. Bidder certifies that the price submitted in response to this IFB has been arrived at independently and without any consultation, communication, or agreement with any other Bidder or competitor for the purpose of restricting competition.
7. Bidder represents that it has not retained any person or entity on a percentage, commission, or other contingent arrangement to secure this contract, or if the Bidder cannot make such a representation, the Bidder has submitted a full and complete explanation in writing with the Bidder's bid.
8. Bidder represents that: (1) it has not, is not, and will not offer, give, or agree to give any employee or former employee of MDOC a gratuity or offer of employment in connection with any approval, disapproval, recommendation, development, or any other action or decision related to this IFB and the resulting contract; (2) no employee or former employee of MDOC has or is soliciting, demanding, accepting, or agreeing to accept a gratuity or offer of employment for the reasons previously stated; (3) any such action by an employee or former employee in the future, if any, will be rejected by Bidder; and (4) Bidder is in compliance with the *Ethics in Government* laws, codified at Mississippi Code Annotated §§ 25-4-101 through 25-4-121 and has not solicited any employee/former employee to act in violation of said law.

SO CERTIFIED on the date indicated below:

Bidder: _____

Signatory Name:_____

Signatory Title: _____

Signature: _____ Date: _____