

REQUEST FOR PROPOSALS FOR

Employee Assistance Program Services

ISSUING OFFICE

Pennsylvania Turnpike Commission

Human Resources Department

RFP NUMBER

15-10380-7029

DATE OF ISSUANCE

June 9, 2015

**REQUEST FOR PROPOSALS FOR
Employee Assistance Program Services**

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A COPY OF THE APPENDIX LISTED BELOW WILL BE PROVIDED BY WRITTEN REQUEST ONLY. SEND REQUESTS FOR APPENDIX TO RFP-Q@paturndpike.com WITH RFP 15-10380-7029 IN THE SUBJECT LINE. REQUEST MUST INCLUDE YOUR COMPANY NAME, CONTACT PERSON, AND EMAIL ADDRESS.

Appendix H – Pennsylvania Turnpike Commission EAP Usage 2014

PART I

GENERAL INFORMATION FOR PROPOSERS

I-1. Purpose. This request for proposals (RFP) provides interested Proposers with sufficient information to enable them to prepare and submit proposals for consideration by the Pennsylvania Turnpike Commission (Commission) to satisfy a need for **Employee Assistance Program (EAP) Services**.

I-2. Issuing Office. This RFP is issued for the Commission by the Human Resources Department.

I-3. Scope. This RFP contains instructions governing the proposals to be submitted and the material to be included therein; a description of the service to be provided; requirements which must be met to be eligible for consideration; general evaluation criteria; and other requirements to be met by each proposal.

I-4. Problem Statement. Provide confidential EAP services for the Commission as defined in **Sections IV-2 and IV-3 of this RFP**.

I-5. Type of Contract. It is proposed that if a contract is entered into as a result of this RFP, it will be a fixed fee contract for a fully-insured program. The Commission may in its sole discretion undertake negotiations with Proposers whose proposals as to price and other factors show them to be qualified, responsible, and capable of performing the work.

I-6. Rejection of Proposals. The Commission reserves the right to reject any and all proposals received as a result of this request, or to negotiate separately with competing Proposers.

I-7. Subcontracting. Any use of subcontractors by a Proposer must be identified in the proposal. During the contract period use of any subcontractors by the selected Proposer, which were not previously identified in the proposal, must be approved in advance in writing by the Commission.

A firm that responds to this solicitation as a prime may not be included as a designated subcontractor to another firm that responds to the same solicitation. **Multiple responses under any of the foregoing situations may cause the rejection of all responses of the firm or firms involved.** This does not preclude a firm from being set forth as a designated subcontractor to more than one prime contractor responding to the project advertisement.

I-8. Incurring Costs. The Commission is not liable for any costs the Proposer incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of contract.

I-9. Questions and Answers. Written questions may be submitted to clarify any points in the RFP which may not have been clearly understood. Written questions should be submitted by email to RFP-Q@paturmpike.com with **RFP 15-10380-7029 Employee Assistance Program Services** in the Subject Line to be received no later than **2:00 PM** local time on **Tuesday, June 30, 2015**. All questions and written answers will be posted to the website as an addendum to and become part of this RFP.

I-10. Addenda to the RFP. If it becomes necessary to revise any part of this RFP before the proposal response date, addenda will be posted to the Commission's website under the original RFP document. It is the responsibility of the Proposer to periodically check the website for any new information or addenda to the RFP.

The Commission may revise a published advertisement. If the Commission revises a published advertisement less than ten days before the RFP due date, the due date will be extended to maintain the minimum ten-day advertisement duration if the revision alters the project scope or selection criteria. Firms are responsible to monitor advertisements/addenda to ensure the submitted proposal complies with any changes in the published advertisement.

I-11. Response. To be considered, proposals must be delivered to the Pennsylvania Turnpike Commission's Contracts Administration Department, Attention: Stephanie Newbury, on or before **2:00 PM** local time on **Tuesday, July 28, 2015**. The Pennsylvania Turnpike Commission is located at 700 South Eisenhower Boulevard, Middletown, PA 17057 (Street address). Our mailing Address is P. O. Box 67676, Harrisburg, PA 17106.

Please note that use of U.S. Mail, FedEx, UPS, or other delivery method, does not guarantee delivery to the Contracts Administration Department by the above listed time for submission. Proposers mailing proposals should allow sufficient delivery time to ensure timely receipt of their proposals. If the Commission office location to which proposals are to be delivered is closed on the proposal response date, due to inclement weather, natural disaster, or any other cause, the deadline for submission shall be automatically extended until the next Commission business day on which the office is open. Unless the Proposers are otherwise notified by the Commission, the time for submission of proposals shall remain the same.

I-12. Proposals. To be considered, Proposers should submit a complete response to this RFP, using the format provided in PART II. Each proposal should be submitted in six (6) hard copies of the Technical Submittal, six (6) hard copies of the Diverse Business (DB) participation submittal, and six (6) hard copies of the Cost Submittal. In addition to the hard copies of the proposal, two complete and exact copies of the entire proposal (Technical, Cost and DB submittals, along with all requested documents) on CD-ROM or Flash Drive in Microsoft Office or Microsoft Office-compatible format. The electronic copy must be a mirror image of the hard copy. Proposer should ensure that there is no costing information in the technical submittal. The CD or Flash drive should clearly identify the Proposer and include the name and version number of the virus scanning software that was used to scan the CD or Flash drive before it was submitted. The Proposer shall present the proposal to the Contracts Administration Department only. No other distribution of proposals will be made by the Proposer. Each proposal page should be numbered for ease of reference.

An official authorized to bind the Proposer to its provisions must sign the proposal. If the official signs the Proposal Cover Sheet (Appendix A to this RFP) and the Proposal Cover Sheet is attached to the proposal, the requirement will be met. For this RFP, the proposal must remain valid for at least **180** days. Moreover, the contents of the proposal of the selected Proposer will become contractual obligations if a contract is entered into.

Each and every Proposer submitting a proposal specifically waives any right to withdraw or modify it, except as hereinafter provided. Proposals may be withdrawn by written or fax notice (fax number (717) 986-8714) received at the Commission's address for proposal delivery prior to the exact hour and date specified for proposal receipt.

Overnight Delivery Address:
Contracts Administration Department
Attn: Stephanie Newbury
PA Turnpike Commission
700 South Eisenhower Blvd.
Middletown, PA 17057

US Mail Delivery Address:
Contracts Administration Department
Attn: Stephanie Newbury
PA Turnpike Commission
P.O. Box 67676
Harrisburg, PA 17106

However, if the Proposer chooses to attempt to provide such written notice by fax transmission, the Commission shall not be responsible or liable for errors in fax transmission. A proposal may also be withdrawn in person by a Proposer or its authorized representative, provided his/her identity is made known and he/she signs a receipt for the proposal, but only if the withdrawal is made prior to the exact hour and date set for proposal receipt. A proposal may only be modified by the submission of a new sealed proposal or submission of a sealed modification which complies with the requirements of this solicitation.

I-13. Economy of Preparation. Proposals should be prepared simply and economically, providing a straightforward, concise description of the Proposer's ability to meet the requirements of the RFP.

I-14. Discussions for Clarification. Proposers who submit proposals may be required to make an oral or written clarification of their proposals to the Issuing Office through the Contract Administration Department to ensure thorough mutual understanding and Proposer responsiveness to the solicitation requirements. The Issuing Office through the Contract Administration Department will initiate requests for clarification.

I-15. Best and Final Offers. The Issuing Office reserves the right to conduct discussions with Proposers for the purpose of obtaining "best and final offers." To obtain best and final offers from Proposers, the Issuing Office may do one or more of the following: a) enter into pre-selection negotiations; b) schedule oral presentations; and c) request revised proposals. The Issuing Office will limit any discussions to responsible Proposers whose proposals the Issuing Office has determined to be reasonably susceptible of being selected for award.

I-16. Prime Proposer Responsibilities. The selected Proposer will be required to assume responsibility for all services offered in its proposal whether or not it produces them. Further, the Commission will consider the selected Proposer to be the sole point of contact with regard to contractual matters.

I-17. Proposal Contents. Proposals will be held in confidence and will not be revealed or discussed with competitors, unless disclosure is required to be made (i) under the provisions of any Commonwealth or United States statute or regulation; or (ii) by rule or order of any court of competent jurisdiction. All material submitted with the proposal becomes the property of the Pennsylvania Turnpike Commission and may be returned only at the Commission's option. Proposals submitted to the Commission may be reviewed and evaluated by any person other than competing Proposers at the discretion of the Commission. The Commission has the right to use any or all ideas presented in any proposal. Selection or rejection of the proposal does not affect this right.

In accordance with the Pennsylvania Right-to-Know Law (RTKL), 65 P.S. § 67.707 (Production of Certain Records), Proposers shall identify any and all portions of their Proposal that contains confidential proprietary information or is protected by a trade secret. Proposals shall include a written statement signed by a representative of the company/firm identifying the specific portion(s) of the Proposal that contains the trade secret or confidential proprietary information.

Proposers should note that “trade secrets” and “confidential proprietary information” are exempt from access under Section 708(b)(11) of the RTKL. Section 102 defines both “trade secrets” and “confidential proprietary information” as follows:

Confidential proprietary information: Commercial or financial information received by an agency: (1) which is privileged or confidential; **and** (2) the disclosure of which would cause substantial harm to the competitive position of the person that submitted the information.

Trade secret: Information, including a formula, drawing, pattern, compilation, including a customer list, program, device, method, technique or process that: (1) derives independent economic value, actual or potential, from not being generally known to and not being readily ascertainable by proper means by other persons who can obtain economic value from its disclosure or use; **and** (2) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy. The term includes data processing software by an agency under a licensing agreement prohibiting disclosure.

65 P.S. §67.102 (emphasis added).

The Office of Open Records has determined that a third party must establish a trade secret based upon factors established by the appellate courts, which include the following:

- the extent to which the information is known outside of his business;
- the extent to which the information is known by employees and others in the business;
- the extent of measures taken to guard the secrecy of the information;
- the value of the information to his business and to competitors;
- the amount of effort or money expended in developing the information; and
- the ease of difficulty with which the information could be properly acquired or duplicated by others.

See Crum v. Bridgestone/Firestone North Amer. Tire., 907 A.2d 578, 585 (Pa. Super. 2006).

The Office of Open Records also notes that with regard to “confidential proprietary information the standard is equally high and may only be established when the party asserting protection shows that the information at issue is either ‘commercial’ or ‘financial’ and is privileged or confidential, and the disclosure *would* cause substantial competitive harm.” (emphasis in original).

For more information regarding the RTKL, visit the Office of Open Records’ website at www.openrecords.state.pa.us.

I-18. Debriefing Conferences. Proposers whose proposals are not selected will be notified of the name of the selected Proposer and given the opportunity to be debriefed, at the Proposer’s request. The Issuing Office will schedule the time and location of the debriefing. The Proposer will not be compared with other Proposers.

I-19. News Releases. News releases pertaining to this project will not be made without prior Commission approval, and then only in coordination with the Issuing Office.

I-20. Commission Participation. Unless specifically noted in this section, Proposers must provide all services to complete the identified work.

I-21. Cost Submittal. The cost submittal shall be placed in a separately sealed envelope within the sealed proposal and kept separate from the technical submittal.

I-22. Term of Contract. The term of the contract will commence on January 1, 2016, and will end three (3) years from that date with options for up to two (2) one-year contract extensions. The Commission shall fix the Effective Date after the contract has been fully executed by the Contractor and by the Commission and all approvals required by Commission contracting procedures have been obtained.

I-23. Proposer's Representations and Authorizations. Each Proposer by submitting its proposal understands, represents, and acknowledges that:

- a. All information provided by, and representations made by, the Proposer in the proposal are material and important and will be relied upon by the Issuing Office in awarding the contract(s). Any misstatement, omission or misrepresentation shall be treated as fraudulent concealment from the Issuing Office of the true facts relating to the submission of this proposal. A misrepresentation shall be punishable under 18 Pa. C.S. 4904.
- b. The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other Proposer or potential Proposer.
- c. Neither the price(s) nor the amount of the proposal, and neither the approximate price(s) nor the approximate amount of this proposal, have been disclosed to any other firm or person who is a Proposer or potential Proposer, and they will not be disclosed on or before the proposal submission deadline specified in the response section of this RFP.
- d. No attempt has been made or will be made to induce any firm or person to refrain from submitting a proposal on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
- e. The proposal is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
- f. To the best knowledge of the person signing the proposal for the Proposer, the Proposer, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four (4) years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as disclosed by the Proposer in its proposal.
- g. To the best of the knowledge of the person signing the proposal for the Proposer and except as otherwise disclosed by the Proposer in its proposal, the Proposer has no outstanding, delinquent obligations to the Commonwealth including, but not limited to, any state tax liability not being contested on appeal or other obligation of the Proposer that is owed to the Commonwealth.
- h. The Proposer is not currently under suspension or debarment by the Commonwealth, or any other state, or the federal government, and if the Proposer cannot certify, then it shall submit along with the proposal a written explanation of why such certification cannot be made.

- i. The Proposer has not, under separate contract with the Issuing Office, made any recommendations to the Issuing Office concerning the need for the services described in the proposal or the specifications for the services described in the proposal.
- j. Each Proposer, by submitting its proposal, authorizes all Commonwealth agencies to release to the Commission information related to liabilities to the Commonwealth including, but not limited to, taxes, unemployment compensation, and workers' compensation liabilities.

I-24. Indemnification. The Proposer shall be responsible for, and shall indemnify, defend, and hold harmless the Commission and its Commissioners, officers, employees, and agents from any claim, liability, damages, losses, causes of action, and expenses, including reasonable attorneys' fees, arising from damage to life or bodily injury or real or tangible personal property caused by the negligence or other tortious acts, errors, and omissions of Proposer, its employees, or its subcontractors while engaged in performing the work of the Agreement or while present on the Commission's premises, and for breach of the Agreement regarding the use or nondisclosure of proprietary and confidential information where it is determined that Proposer is responsible for any use of such information not permitted by the Agreement. The indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for Contractor or its subcontractors under Workmen's Compensation Acts, Disability Benefits Acts, or other Employee Benefit Act.

I-25. Insurance. Proposer will comply with the Insurance requirements as described in Appendix B-Insurance Specification.

I-26. Diverse Business (DB) Requirements. Proposer will comply with the DB Requirements as described in Appendix C – Diverse Business (DB) Requirements.

PART II

INFORMATION REQUIRED FROM PROPOSERS

Proposals must be submitted in the format, including heading descriptions, outlined below. To be considered, the proposal must respond to all requirements in this part of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. All cost data relating to this proposal and all Diverse Business cost data should be kept separate from and not included in the Technical Submittal. Each proposal shall consist of three separately sealed submittals:

1. Technical Submittal, which shall be a response to RFP **Part II, Sections II-1A through II-1G**;
2. Diverse Business Participation Submittal, in response to RFP **Part II, Section II-1H**; and
3. Cost Submittal, in response to RFP **Part II, Section II-2**.

The Commission reserves the right to request additional information which, in the Commission's opinion, is necessary to assure that the Proposer's competence, number of qualified employees, business organization, and financial resources are adequate to perform according to the RFP.

The Commission may make such investigations as deemed necessary to determine the ability of the Proposer to perform the work, and the Proposer shall furnish to the Issuing Office all such information and data for this purpose as requested by the Commission. The Commission reserves the right to reject any proposal if the evidence submitted by, or investigation of, such Proposer fails to satisfy the Commission that such Proposer is properly qualified to carry out the obligations of the agreement and to complete the work specified.

II-1 Technical Submittal.

A. Proposal Cover Sheet (See Appendix A)

Show the name of your firm, Federal I.D. number, address, name of contact person, contact person's email and telephone number date and the subject: **Employee Assistance Program Services, RFP 15-10380-7029**. Appendix A must be signed by an individual who is authorized to negotiate terms, render binding decisions and commit your firm's resources. In addition it is required that all information requested in Appendix A be provided including information pertaining to location of office performing the work, contact information, listing of all Pennsylvania offices and total number of Pennsylvania employees, and location of company headquarters.

B. Executive Summary

Summarize your understanding of the work to be done and make a positive commitment to perform the work necessary. This section should summarize the key points of your submittal. (Limit to two pages.)

C. Table of Contents

Include a clear identification of the material by section and by page number.

D. Firm Overview

Provide a brief history and description of your firm's business organization and its Employee Assistance Program (EAP) service expertise and experience as it relates to the requirements discussed in Part IV of this RFP. Include the location of offices and the number and types of counselors, consultants or other relevant professional staff in each office. Discuss your firm's presence in and commitment to the Commonwealth of Pennsylvania. Include a discussion of the specific expertise and services that distinguish your firm and your experience in working with public sector organizations.

E. Provide answers to all questions in Part V – Questionnaire of this RFP.

F. Personnel

Provide the names, proposed roles, background and experience, current professional licenses, office location and availability of the consulting personnel that would perform Employee Assistance Program services as described in Section IV of this RFP. Specifically identify the primary person(s) who will be responsible for managing the relationship with the Commission during this endeavor. Proposer must submit a current resume for all proposed staff listing relevant experience and applicable professional affiliations.

G. Relevant Experience and Expertise

Provide a narrative statement regarding your Employee Assistance Program services expertise and experience as it relates to Part IV of this RFP. Additionally include a statement regarding your understanding of the requirements as outlined in this RFP and your ability to provide Employee Assistance Program services in accordance with the same.

Describe your firm's experience in providing similar Employee Assistance Program services to other clients, especially other governmental entities and/or similar public/private sector transportation organizations. Describe the business practices that enable you to complete these tasks in an efficient, timely and, at times, expeditious manner.

Provide a list of three references of clients for which your firm has performed similar work, as described in this RFP, within the past three years.

Include a statement regarding any other specialized elements of an Employee Assistance Program your firm may offer.

H. Approach

Describe in narrative form your technical plan for accomplishing the work. Use the requirement descriptions in Part IV-3 of this RFP as your reference point.

Provide a description of all of the deliverables that you will provide including samples and at a minimum, a table of contents for each deliverable.

Provide relevant samples of deliverables from similar projects that your firm was primarily responsible for producing.

- I. **Diverse Business (DB) Requirements (Appendix C).** The Commission’s Diverse Business (DB) Requirements for this procurement and a resulting contract are identified in Appendix C. There is no minimum participation level (MPL) for DBs established for this contract. However, the utilization of DBs are encouraged and will be considered as a criteria in the evaluation of proposals and may be considered as a factor in the Commission’s selection of a firm for this contract.

The Proposer must include in its DB participation submittal that it meets the requirements set forth in the Commission’s DB Requirements - Appendix C. In particular, the Proposer shall address the section of the DB Requirements labeled, “Actions Required by Proposer during the procurement/consultant selection phase”. In addition, the DB participation submittal shall indicate the amount of DB participation incurred in the proposal in terms of dollars committed or percentage of total contract amount.

II-2 Cost Submittal.

The information requested in this section shall constitute your cost submittal. **THE COST SUBMITTAL SHALL BE PLACED IN A SEPARATE SEALED ENVELOPE WITHIN THE SEALED PROPOSAL AND ON A CD-ROM, SEPARATE FROM THE TECHNICAL SUBMITTAL.**

Proposers should **not** include any assumptions in their cost submittals. If the proposer includes assumptions in its cost submittal, the Issuing Office may reject the proposal. Proposers should direct in writing to the Issuing Office pursuant to Part I-9, Questions and Answers of this RFP any questions about whether a cost or other component is included or applies. All Proposers will then have the benefit of the Issuing Office’s written answer so that all proposals are submitted on the same basis.

Cost Breakdown

When determining your cost submittal, you are to use the following factors:

- A fixed fee based on a per-employee-per month (PEPM) count of active Commission employees (including Supplemental employees);
- Cost for the services of a Substance Abuse Professional (SAP) relating to incidents of alcohol or controlled substance usage;
- Cost per hour for any service provided by the Proposer, including Critical Incident Stress Management (CISM), training and any other service not included in the PEPM cost;
- Any other cost not identified above (e.g. communications materials, broker’s fees). Costs not identified in the Proposer’s cost submittal will be assumed as no charge to the Commission.

The selected Proposer shall only perform work on this contract after the Effective Date is affixed and the fully-executed contract sent to the selected Proposer. The Commission shall issue a written Notice to Proceed to the selected Proposer authorizing the work to begin on a date which is on or after the Effective Date. The selected Proposer shall not start the performance of any work prior to the date set forth in the Notice to Proceed and the Commission shall not be liable to pay the selected Proposer for any service or work performed or expenses incurred before the date set forth in the Notice to Proceed. No Commission employee has the authority to verbally direct the commencement of any work under this Contract.

PART III

CRITERIA FOR SELECTION

III-1. Mandatory Responsiveness Requirements. To be eligible for selection, a proposal shall be (a) timely received from a Proposer; and (b) properly signed by the Proposer.

III-2. Technical Nonconforming Proposals. The two (2) Mandatory Responsiveness Requirements set forth in Section III-1 above (a&b) are the only RFP requirements that the Commission will consider to be non-waivable. The Issuing Office reserves the right, in its sole discretion, to (1) waive any other technical or immaterial nonconformities in the proposal, (2) allow the Proposer to cure the nonconformity, or (3) consider the nonconformity in the evaluation of the proposal.

III-3. Proposal Evaluation. Proposals will be reviewed, evaluated, and rated by a Technical Evaluation Team (TET) of qualified personnel based on the evaluation criteria listed below. The TET will present the evaluations to the Professional Services Procurement Committee (PSPC). The PSPC will review the TET's evaluation and provide the Commission with the firm(s) determined to be highly recommended for this assignment.

The Commission will select the most highly qualified firm for the assignment or the firm whose proposal is determined to be most advantageous to the Commission by considering the TET's evaluation and the PSPC's determination as to each firm's rating. In making the PSPC's determination and the Commission's decision, additional selection factors may be considered taking into account the estimated value, scope, complexity and professional nature of the services to be rendered and any other relevant circumstances. Additional selection factors may include, when applicable, the following: geographic location and proximity of the firm, firm's Pennsylvania presence or utilization of Pennsylvania employees for the assignment; equitable distribution of work; diversity inclusion; and any other relevant factors as determined as appropriate by the Commission.

Award will only be made to a Proposer determined to be responsive and responsible in accordance with Commonwealth Management Directive 215.9, Contractor Responsibility Program.

III-4. Evaluation Criteria. The following criteria will be used, in order of relative importance from the highest to the lowest, in evaluating each proposal

1. Proposer and Personnel Qualifications and Experience
 - a. Proposer's relevant experience and expertise in administering Employee Assistance Programs as it relates to the requirements discussed in Part IV of this RFP.
 - b. Qualifications, experience and competency of professional personnel who will be assigned to the contract by the Proposer including tenure with firm, length of time in the industry and type of experience.
 - c. Financial ability of the Proposer to undertake a project of this size.
 - d. Response of references if the Commission elects to solicit them.
2. Approach
 - a. Understanding of the Commission's needs and scope of work.
 - b. Soundness of proposed approach, methodology, and deliverables for administering Employee Assistance Programs as it relates to the requirements discussed in Part IV and Part V of this RFP.

- c. Quality, completeness and applicability of sample deliverables provided.
- d. Responsiveness, organization, and clarity of Proposal.

3. Cost.

Please be aware that while costs may be weighted heavily, it will not normally be the deciding factor in the selection process. The Commission reserves the right to select a proposal based upon all the factors listed above, and will not necessarily choose the firm offering the best price. The Commission will select the firm with the proposal that best meets its needs, at the sole discretion of the Commission

4. Commitment to Diversity and Inclusion.

This refers to the inclusion of DB firms, as described in Part II-H. Participation may be measured in terms of total dollars committed or percentage of total contract amount to certified DB firms.

PART IV

WORK STATEMENT

IV-1. Objectives.

a. General. The Pennsylvania Turnpike Commission (Commission) is soliciting proposals from qualified Proposers to secure an Employee Assistance Program (EAP) for its employees.

b. Specific. The Commission is soliciting competitive proposals to provide counseling services relating to issues such as stress, marital, medical, emotional, financial, family conflict, work related problems, alcohol and substance abuse, and other related topics. In addition the Proposer will also provide Substance Abuse Professional evaluations and treatment for employees in accordance with the language of United States Department of Transportation (USDOT) regulations and the National Master Freight Agreement for individuals in safety sensitive functions.

IV-2. Nature and Scope of the Project.

Background

The Commission is an instrumentality of the Commonwealth of Pennsylvania. As a government agency, the Commission is not governed by the rules, regulations, or legislative requirements of the Employee Retirement Income Security Act (ERISA).

The PA Turnpike is a key transportation route within the state of Pennsylvania and a vital link in the network of the eastern United States. The Turnpike is 532 miles in length with 68 fare collection facilities, 17 service plazas, two traveler information centers, 27 maintenance facilities, 8 State Police barracks and 5 tunnels. (www.paturnpike.com)

The Commission's current EAP program offers 6 fully covered visits per issue, per person, per calendar year for employees and their dependents for counseling services.

In addition to EAP coverage, the Commission's current medical insurance carrier provides for mental health and substance abuse specialized coverage. The Pennsylvania Turnpike Commission Highmark PPO Blue Benefit and PPO Bronze Summary Sheet, Appendix D, and Pennsylvania Turnpike Commission Aetna Benefit Summary Sheet (Western PA), Appendix E outlines the Commission's insurance coverage.

Scope

The Proposer must provide information, evaluation, referral, quality assurance and follow-up services for all Commission employees and their families in areas of drug and alcohol abuse, mental health, interpersonal, and other related problems.

To assist the employee or family member in resolving their problems, the EAP will make available: Confidential evaluations, referrals, case management, crisis management and follow-up.

IV-3. Requirements.

The EAP will assist employees and their family members with access to at least a minimum of six (6) covered visits per issue, per person, per calendar year for employee and dependent with a licensed counselor for assessment and treatment of issues such as stress, marital, medical, emotional, financial, legal, family conflict, work related problems, employment transition due to technical or automation changes, alcohol and substance abuse, and other related topics by providing access to a network of resources to offer consultation services.

The Proposer must provide professional staff coverage and office hours Monday through Friday in accordance with the Commission's calendar of workdays and holidays. The Proposer must provide on-call provisions for emergency coverage and 24-hour coverage on weekends and holidays. The contractor will also maintain a toll-free telephone number and the necessary trained personnel to conduct initial assessment on a 24-hour, 365-day per year basis.

The Proposer must provide the delivery of on-site intervention, critical incident response, and consultation services including Critical Incident Stress Debriefing (CISD) and immediate referrals when necessary.

The Proposer must provide a network of evaluators to provide face-to-face evaluation and referral services within 48-hours of initial contact. The Proposer must establish and maintain a listing of evaluators based on the geographic needs and scope of services for the Commission's EAP.

The Proposer must provide Substance Abuse Professional (SAP) services as defined by the Department of Transportation-Federal Motor Carrier Safety Administration, Part 382, and the Commission's Drug Testing Agreement (Appendix F). The SAP must meet the criteria specified in the USDOT regulations and be certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission. The SAP must meet the criteria specified in the USDOT regulations and be certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission.

The Proposer must provide coordinated services and disseminate information referred as a Condition of Continued Employment (COCE).

The Proposer must maintain ongoing communications with evaluators and treatment providers to provide updated information and to solicit comments/feedback regarding the evaluation, referral treatment and follow-up services.

The Proposer must participate in the development of education and training programs for employees, supervisors and union officials. The Proposer will also promote the awareness of services through the development of related printed materials and/or newsletters, and participate in the development of training and promotional materials as required.

The Proposer must provide online services, including access to services, materials, webcasts and other related content. This service must be available on a 24-hour, 365-day per year basis.

The Proposer must ensure complete client confidentiality for all self-referrals unless the employee has signed a release. The only exception to this is when benefits are requested that require prior Commission approval. All reports and client information are to be retained as required by Federal and State Law.

The Proposer must maintain proper liability coverage, and hold the Commission harmless in any action resulting from services provided under this solicitation. The Proposer must be willing to sign the Commission's Business Associates Agreement, regarding compliance with the Health Insurance Portability and Accountability Act (HIPAA)

IV-4. Reports and Project Control.

a. Task Plan. Indicate the activities, responsibilities (both yours and the Commission's), timetable and services you will provide in implementation. Where appropriate, a PERT or GANTT chart display should be used to show project, task, and time relationship. Provide a list of the information you will need from the Commission for implementation.

b. Status Report. A monthly progress report covering activities, problems, and recommendations regarding implementation and the transition.

c. Problem Identification Report. An "as required" report, identifying problem areas. The report should describe the problem and its impact on the overall project and on each affected task. It should list possible courses of action with advantages and disadvantages of each, and include Proposer recommendations with supporting rationale.

d. Quarterly Reports. The Proposer will be required to submit quarterly reports indicating the usage statistics of Commission employees. The Proposer will also provide year-end reports indicating total usage, open cases, closed cases and other information pertaining to EAP usage by the Commission.

PART V
QUESTIONNAIRE

A. Company Background

Please include specific information regarding your company, such as:

- Years in Employee Assistance Program (EAP) administration.
- Number of total Groups currently contracted with your company.
- Number of total employees your company serves.
- Describe in detail how the credibility of the group's experience is determined.
- Company financial information and ratings.
- Explain your future plans for EAP administration.
- Provide the types of services provided by your company.
- Explain what differentiates you from your competitor.

B. Customer Service

- Include information regarding location, days, and hours of operation.
- Describe ability to provide dedicated toll-free phone line.
- Describe employee experience and training requirements.
- Describe the methods by which an employee can contact your company (telephone, email, Internet, etc.).
- Provide information pertaining to the hours of availability that clinical staff is available and onsite for telephone consultation. Also, provide callback procedures when a clinician is not available.
- Provide the hours that services would not be available to an individual for consultation.
- Describe your provider network that you are affiliated with and can provide EAP services to a member. Also indicate the requirements a company needs to be a member of your network.
- Describe your ability to assist employees affected by employment transition due to technical or automation changes with counseling and career transition services.
- Provide a description of training programs that are available to an employer by your company, including information pertaining to wellness and work/life balance issues.
- Provide a description of your company's online capabilities, including screenshots of your company's website, and a description of materials and services available online.
- Provide your company's Customer Satisfaction Rate.
- Provide Performance Guarantees (Time to Answer Calls, Abandonment Rate, Customer Satisfaction Rate, Timeliness, Accuracy, etc.) Indicate any cost associated with this service in your cost submittal in accordance with section, II-2 Cost Submittal.

C. Procedures/Services

- Describe the procedures to contact EAP in the event of a crisis situation or emergency.
- Provide a description of the intake procedure for an individual beginning with the initial contact. Also include information pertaining to intake for an urgent or critical case.
- Describe your company's procedures for consultation with a supervisor/manager in regards to an intervention with a problem employee, particularly in instances of serious job infractions and/or illegal activity.
- Provide information pertaining to Substance Abuse Professional services as defined by the Department of Transportation-Federal Motor Carrier Safety Administration, Part 382, and the Pennsylvania Turnpike Commission's Drug Testing Agreement (Appendix F).

- Provide your company’s procedures for coordinating services and disseminating information to employees referred to EAP as a condition of continued employment (COCE).
- Provide information pertaining to your procedures when an employee does not attend a scheduled mandatory counseling session.
- Provide your company’s procedures for the delivery of on-site crisis intervention, critical incident response, and consultation services including critical incident/debriefing and immediate referrals where and follow up services necessary.
- Describe how you will handle transition of service in the following situations:
 - i. An eligible member is receiving treatment on the effective date of coverage;
 - ii. Member is receiving ongoing care requiring specialized management, such as outpatient mental health or substance abuse;
 - iii. Member is transitioning from EAP services to mental health/substance abuse services provided under a company’s medical coverage;
 - iv. Member is receiving treatment for any of the above conditions with a non-participating provider (continuity of care), and
 - v. Member is transitioning from EAP coverage to Employer’s health insurance coverage.
- Describe the methods by which you promote EAP services to a company and its employees.

D. Account Management

- Provide background, biographies and location of all individuals on your Account Management Team.
- Will one point of contact be available for the Employer for all account related services?
- Please provide contacts for:
 - Implementation Services;
 - Daily Account (high-level) Management.
- How do you handle “Run-out” for an employee using EAP services at the end of a contract?
- How do you handle “Run-in” for an employee using EAP services at the beginning of a contract?

E. Implementation

- Describe your implementation process and include a timeline of action items for both your company and the employer.
- Indicate each team member’s role in the implementation process.
- Will your staff attend onsite meetings?

F. Billing

- Confirm electronic billing is available.
- Describe billing process.
- Describe how bills would be sent to the Commission ,including turnaround time, as well as when late fees are assessed.

G. Reporting

- Explain what standard reports are available.
- Describe online reporting capability for the employer.
- Describe custom report capabilities and turnaround.

H. Miscellaneous

- Advise how you handle new legislative changes.
- Explain your audit process in detail.
- Explain your HIPAA compliance procedures and the impact of the regulation on communications with the Commission.
- Describe your cancellation policy.
- Describe any additional resources offered.
- Do you offer direct reimbursement for out of network claims? If so, give details.
- Explain any processes used to coordinate services with the employee's medical insurance.
- Provide a geo-access report of counseling service providers listed in the Employee Census (Appendix G) for each of the following:
 - Percent of members with 2 providers within 10 miles
 - Percent of members with 2 providers within 15 miles
 - Percent of members with 2 providers within 20 miles
 - Percent of members that do not have 2 providers within 20 miles

I. References

- Provide three references of current employer groups of similar size and scope.
- Provide three references of former employer groups of similar size and scope.

J. Sample Documents

- Initial contact Log Information.
- Employee Intake Documentation.
- Referral Documentation.
- Employer Recommendation Documentation.
- Provider Network Directory.
- Contracts.
- Employer and employee communication samples.
- Copies of EAP promotional materials.
- Medical release forms.
- Most recent annual report.
- Flow chart of your procedure for processing, from initial contact by employee, through closing.

Appendix A

PROPOSAL COVER SHEET
Pennsylvania Turnpike Commission
Employee Assistance Program Services

RFP# 15-10380-7029

Enclosed in three separately sealed submittals is the proposal of the Proposer identified below for the above referenced RFP:

Proposer Information:	
Proposer Name	
Proposer Mailing Address	
Proposer Website	
Proposer Contact Person/Title	
Contact Person's Phone Number	
Contact Person's Fax Number	
Contact Person's Email Address	
Proposer Federal ID Number	
Location of Headquarters	
Location of Office(s) Performing the Work	
Listing of all Pennsylvania Offices and Total Number of Pennsylvania Employees	

Submittals Enclosed and Separately Sealed:

<input type="checkbox"/> Technical Submittal <input type="checkbox"/> Diverse Business Participation Submittal <input type="checkbox"/> Cost Submittal
Signature
Signature of an official authorized to bind the Proposer to the provisions contained in the Proposer's proposal: _____
Print Name
Title

FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM WITH THE PROPOSAL MAY RESULT IN THE REJECTION OF THE PROPOSAL.

Appendix B
Insurance Specifications
RFP 15-10380-7029
MINIMUM INSURANCE REQUIREMENTS
The Pennsylvania Turnpike Commission

Insurance Requirements

Prior to the commencement of any work and until completion and final payment is made for the work / final acceptance of the work, the Professional Service Contractor will provide and maintain the following minimum levels of insurance at Professional Service Contractor's own expense. The cost of the required insurance shall be included in the Professional Service Contractor's cost proposal and no adjustment shall be made to the contract price on account of such costs. The term Professional Service Contractor shall include Subcontractors and Sub-Subcontractors of every tier. Professional Service Contractor shall furnish Certificates of Insurance evidencing and reflecting the effective date of coverage as outlined below. In no event shall Work be performed until the required evidence of Insurance is provided in accordance with the terms of the contract. If found to be non-compliant, the Pennsylvania Turnpike Commission (the "Commission") may purchase the required insurance coverage(s) and the cost will be borne by the Professional Service Contractor through direct payment/reimbursement to the Commission or the Commission may withhold payment to the Professional Service Contractor for amounts owed to them.

- a) All insurance shall be procured from insurers permitted to do business in the State in which the project is taking place and having an A.M. Best Rating of at least "A-, Class VIII".
- b) Professional Service Contractor shall not have a Self Insured Retention (SIR) on any policy greater than \$25,000, which is the responsibility of the Professional Service Contractor. If Professional Service Contractor's policy(ies) has a Self Insured Retention exceeding this amount, approval must be received from the Commission prior to starting work. In the event any policy includes an SIR, the Professional Service Contractor is responsible for payment within the SIR of their policy(ies) and the Additional Insured requirements specified herein shall be offered within the SIR amount(s).
- c) All insurance required herein, with the exception of the Professional Liability Insurance, shall be written on an "occurrence" basis. Claims-Made coverage must include:
 - i. The retroactive date must be on or prior to the start of work under this contract; and
 - ii. The Professional Service Contractor must purchase "tail coverage/an extended reporting period" or maintain coverage for a period of three years, subsequent to the completion of their work / final payment.
- d) The Professional Service Contractor's insurance carrier (s) shall agree to provide at least thirty (30) days prior written notice to the Commission in the event coverage is canceled or non-renewed. In the event of cancellation or non-renewal of coverage(s), it is the Professional Service Contractor's responsibility to replace coverage to comply with the Contract requirements so there is no lapse of coverage for any time period.

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Insurance Specifications
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In the event the insurance carriers will not issue or endorse their policy(s) to comply with the above it is the responsibility of the Professional Service Contractor to report any notice of cancellation or non-renewal at least thirty (30) days prior to the effective date of this notice.

- e) Professional Service Contractor shall provide the Commission with Certificates of Insurance, evidencing the insurance coverages listed below, ten days prior to the start of work of this Project and thereafter upon renewal or replacement of each coverage. The Professional Service Contractor shall not begin any work until the Commission has reviewed and approved the Certificate of Insurance. The required insurance shall not contain any exclusions or endorsements, which are not acceptable to the Commission.

Failure of the Commission to demand such certificate or other evidence of full compliance with these insurance requirements or failure of the Commission to identify a deficiency from evidence that is provided shall not be construed as a waiver of Professional Service Contractor's obligation to maintain such insurance.

With respect to insurance maintained after final payment in compliance with a requirement below, an additional certificate(s) evidencing such coverage shall be provided to the Commission with final application for payment and thereafter upon renewal or replacement of such insurance until the expiration of the time period for which such insurance must be maintained.

- f) The Commission, (including the Commission's Parent, Subsidiaries, and Affiliates) shall be added as ADDITIONAL INSURED(S) on all liability policies (except Workers' Compensation and Professional Liability Policy, where applicable), for ongoing operations and completed operations on a primary noncontributory basis. Coverage to include ongoing and completed operations using ISO Endorsements CG 2010 and CG 2037, or their equivalents. Each of the Additional Insured's respective members, employees, agents and representatives shall also be afforded coverage as an Additional Insured.

If you are operating in a state that has implemented the "Anti-Indemnity" Additional Insured Endorsements, you are required to provide the state specific additional insured endorsements for ongoing and completed operations. These states include but are not limited to: Montana, New Mexico, Oregon, Colorado, Kansas, California, Louisiana, and Texas.

The Commission reserves the right to require Professional Service Contractor to name other parties as additional insureds as required by the Commission.

There shall be no "Insured versus Insured Exclusion" on any policies; all policies will provide for "cross liability coverage".

Appendix B
Insurance Specifications
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MINIMUM INSURANCE REQUIREMENTS
The Pennsylvania Turnpike Commission

- g) Waiver of Rights of Subrogation: Professional Service Contractor shall waive all rights of recovery against the Commission and all the additional insureds for loss or damage covered by any of the insurance maintained by the Professional Service Contractor.
- h) The amount of insurance provided in the aforementioned insurance coverages, shall not be construed to be a limitation of the liability on the part of the Professional Service Contractor.
- i) The carrying of insurance described shall in no way be interpreted as relieving the Professional Service Contractor of any responsibility or liability under the contract.
- j) Any type of insurance or any increase in limits of liability not described above which the Professional Service Contractor requires for its own protection or on account of statute shall be its own responsibility and at its own expense.
- k) Professional Service Contractor shall promptly notify the Commission and the appropriate insurance company(ies) in writing of any accident(s) as well as any claim, suit or process received by the insured Professional Service Contractor arising in the course of operations under the contract. The Professional Service Contractor shall forward such documents received to his insurance company(ies), as soon as practicable, or as required by its insurance policy(ies).

REQUIRED COVERAGES - the following may be provided through a combination of primary and excess policies in order to meet the minimum limits set forth below:

1. **Workers' Compensation and Employer's Liability:**

Provided in the State in which the work is to be performed and elsewhere as may be required and shall include:

- a) Workers' Compensation Coverage: Statutory Requirements
- b) Employers Liability Limits not less than:

Bodily Injury by Accident:	\$500,000 Each Accident
Bodily Injury by Disease:	\$500,000 Each Employee
Bodily Injury by Disease:	\$500,000 Policy Limit
- c) USL&H, and FELA Coverage, if applicable.
- d) Includes sole proprietorships and officers of corporation who will be performing the work.
- e) Where applicable, if the Professional Service Contractor is lending or leasing its employees to the Commission for the work under this contract (e.g. crane rental with operator), it is the Professional Service Contractor's responsibility to provide the Workers Compensation and Employer's Liability coverage and to have their policy endorsed with the proper Alternate Employer Endorsement.

Appendix B
Insurance Specifications
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MINIMUM INSURANCE REQUIREMENTS
The Pennsylvania Turnpike Commission

2. **Commercial General Liability:**

Provided on ISO form CG 00 01 12 07 or an equivalent form including Premises - Operations, Independent Contractors, Products/Completed Operations, Broad Form Property Damage, Contractual Liability, and Personal Injury and Advertising Injury.

- a) Occurrence Form with the following limits:
 - (1) General Aggregate: \$2,000,000
 - (2) Products/Completed Operations Aggregate: \$2,000,000
 - (3) Each Occurrence: \$1,000,000
 - (4) Personal and Advertising Injury: \$1,000,000

b) No sexual abuse or molestation exclusion.

c) No amendment to the definition of an "Insured Contract" except as noted below.

3. **Automobile Liability:**

a) Coverage to include All Owned, Hired and Non-Owned Vehicles (or "Any Auto"), if you do not have any Owned Vehicles you are still required to maintain coverage for Hired and Non-Owned Vehicles as either a stand alone policy or endorsed onto the Commercial General Liability policy above

b) Per Accident Combined Single Limit \$1,000,000

c) For Professional Service Contractor(s) involved in the transportation of hazardous material, include the following endorsements: MCS-90 and ISO-9948.

4. **Commercial Umbrella Liability:**

a) Policy(ies) to apply on a Following Form Basis of the following:

- (1) Commercial General Liability,
- (2) Automobile Liability, and
- (3) Employers Liability Coverage.

b) Minimum Limits of Liability
Occurrence Limit: \$ 1,000,000
Aggregate Limit (where applicable): \$ 2,000,000

5. **Professional Liability Insurance:**

a) Minimum Limits of Liability
Per Claim Limit: \$ 1,000,000
Aggregate Limit: \$ 2,000,000

b) The Definition of "Covered Services" shall include the services required in the scope of this contract.

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6. **Privacy Liability:**

- a) Professional Service Contractor shall maintain coverage for third party liability arising out of breach of privacy, inclusive of confidential and proprietary business information, HIPAA violations and other breaches of personally identifiable information and/or protected health information that may arise from their work with this contract.

- b) Minimum Limits of Liability:
 - Per Claim: \$1,000,000
 - Aggregate: \$1,000,000

- c) Privacy Breach Notification and Credit Monitoring: \$250,000 Per Occurrence

Appendix C

Pennsylvania Turnpike Commission DIVERSE BUSINESS (DB) REQUIREMENTS

Diverse Business Participation. The Commission is committed to Diverse Business (DB) participation on competitive contracting opportunities. Firms or entities that have not previously performed work or provided services to the Commission are encouraged to respond to the solicitations. RFPs may include DB participation as part of the criteria for the evaluation of proposals, and the Commission may consider DB participation as a selection factor.

Minimum Participation Level (MPL). The minimum participation level (MPL) for the inclusion of DBs will be established in the RFP/advertisement as a percentage.

(a) General Requirements. Section 303 of Title 74 of the Pennsylvania Consolidated Statutes, 74 Pa.C.S. § 303, requires proposer on contracts funded pursuant to the provisions of Title 74 (Transportation) and 75 (Vehicle Code) administered and issued by the Commission to make Good Faith Efforts to solicit subconsultants that are Diverse Businesses (DBs) as defined in Section 303. The DB requirements of Section 303 apply to this contract.

Section 303 requires proposers to make Good Faith Efforts, as described below, to solicit subconsultants that are DBs during the proposal process to maximize participation of DBs in competitive contracting opportunities.

The Commission is committed to participation by DBs and will enforce the requirements of Section 303 and this section. Failure to make Good Faith Efforts and demonstrate such Good Faith Efforts in the solicitation of subconsultants may result in the proposer being declared ineligible for the contract.

Proposers shall document and submit to the Commission all Good Faith Efforts, as described in this section, to solicit subconsultants that are DBs during the solicitation process.

Proposers are encouraged to utilize and give consideration to consultants offering to utilize DBs in the selection and award of contracts.

Proposers shall not discriminate on the basis of gender, race, creed or color in the award and performance of contracts in accordance with 62 Pa.C.S. §3701.

Failure to comply with the requirements of Section 303 or this specification may result in the imposition of sanctions as appropriate under section 531 of the Procurement Code, 62 Pa.C.S. § 531 relating to debarment and suspension.

The Commission's Director of the Office of Diversity and Inclusion, or designee, is designated the Responsible Official who shall supervise the DB program and ensure that the Commission complies with the DB program.

(b) Definitions. The following definitions apply to terms used in this specification:

1. Disadvantaged Business – A business that is owned or controlled by a majority of persons, not limited to members of minority groups, who are subject to racial, social, ethnic prejudice or cultural bias.

2. Diverse Business – A disadvantaged business, minority-owned or women-owned business or service-disabled veteran-owned or veteran-owned small business that has been certified by a third-party certifying organization.

3. Minority-owned Business – A business owned and controlled by a majority of individuals who are African Americans, Hispanic Americans, Native Americans, Asian Americans, Alaskans or Pacific Islanders.

4. Professional Services – An industry of infrequent, technical or unique functions performed by independent contractors or consultants whose occupation is the rendering of the services, including: (1) design professional services as defined in 62 Pa.C.S. § 901 (relating to definitions); (2) legal services; (3) advertising or public relations services; (4) accounting, auditing or actuarial services; (5) security consultant services; (6) computer and information technology services; and (7) insurance underwriting services.

5. Pro Forma Effort-The act of completing a form or document identifying efforts to solicit DBs for a project in order to satisfy criteria with little or no expectation that the DBs contacted or identified will perform any of the work.

6. Service-Disabled Veteran-Owned Small Business – A business in the United States which is independently owned and controlled by a service-disabled veteran(s), not dominant in its field of operation, and employs 100 or fewer employees.

7. Subconsultant- Any individual, partnership, firm, or corporation entering into a contract with the prime consultant for work under the contract, including those providing professional and other services.

8. Third-party Certifying Organization – An organization that certifies a small business, minority-owned business, women-owned business or veteran-owned small business as a diverse business. The term includes: (1) the National Minority Supplier Development Council; (2) the Women’s Business Development Enterprise National Council; (3) the Small Business Administration; (4) The Department of Veteran Affairs; (5) the Pennsylvania Unified Certification Program.

9. Veteran-owned Small Business –A small business owned and controlled by a veteran or veterans.

10. Women-Owned Business – A business owned and controlled by a majority of individuals who are women.

(c) Actions Required by Proposer during the procurement/consultant selection phase

1. Submission Requirements – Consultant Responsiveness.

- a. **Minimum Participation Level (MPL) Documentation** - If the documentation submitted with the proposal demonstrates that the proposer has identified DBs sufficient to meet the MPL established for this contract, the proposer will be deemed to have satisfied the DB requirement during this phase. The proposer is required to provide the business name and business address of each DB and supporting documentation that includes proof of certification.

If the consultant’s proposal demonstrates the consultant’s inability to meet the MPL established for this contract, the proposer shall demonstrate Good Faith Efforts with its proposal. Failure to submit the required documentation demonstrating Good Faith Efforts as further described below with the proposal may result in a rejection of the proposal.

- b. If no MPL has been established for this contract, the proposer is required to either provide a statement of intent that it will self-perform 100% of the work for the agreement, or demonstrate Good Faith Efforts to solicit subconsultants that are DBs. In either case documentation shall be provided with the proposal.

Failure to submit the required information identified above with the proposal may result in a rejection of the proposal.

2. Good Faith Effort Requirements: The documentation of Good Faith Efforts must include the business name and business address of each DB considered. Supporting documentation must also include proof of certification and any explanation of Good Faith Efforts the proposer would like the Commission to consider. Any services to be performed by a DB are required to be readily identifiable to the agreement. Good Faith efforts are demonstrated by seeking out DB participation in the project given all relevant circumstances. The Commission requires the proposer to demonstrate more than Pro Forma Efforts. Evidence of Good Faith Efforts includes, but is not limited to:

- a. Consultant solicits through all reasonable and available means the interest of all certified DBs with the capacity to perform the scope of work set forth in the agreement.
- b. The proposer must provide written notification at least 5 business days before proposals are due to allow the DBs to respond to the solicitation.
- c. The proposer must determine with certainty if DBs are interested by taking appropriate steps to follow up initial solicitations.
- d. The proposer must make efforts to select portions of the work to be performed by DBs to include, where appropriate, breaking out contract work into economically feasible units to facilitate DB participation;
- e. It is the proposer's responsibility to make a portion of the work available to DBs and, to select those portions of the work, so as to facilitate DB participation.
- f. The proposer shall provide evidence of such negotiations that include the names, addresses, and telephone numbers of DBs considered; A description of the information provided regarding the required work and services for the work selected for subconsultants; and evidence as to why additional agreements could not be reached for DBs to perform the work.
- g. Proposers cannot reject or withhold solicitation of DBs as being unqualified without sound reasons based on a thorough investigation of their capabilities.
- h. The DB's standing within its industry, membership in specific groups, organizations or associations and political or social affiliations (for example union v. non-union employee status) are not legitimate causes for the rejection or non-solicitation of proposals in the proposer's efforts to meet the Good Faith Efforts requirement.
- i. Efforts to assist interested DBs in obtaining bonding, lines of credit or insurance.

3. Actions Taken by the Commission. As part of the proposal review process, the Commission will review the submissions to determine whether the proposer has complied with Section 303 and this requirement in the selection of DB subconsultants. The Commission will determine whether the proposer has either met the MPL or provided acceptable documentation as noted above. The Commission reserves the right to contact proposers for clarification during the review and negotiation process.

If the Commission determines that the proposer has failed to either meet the MPL or provide acceptable documentation as noted above, the proposal may be rejected.

(d) Consultant Requirements During Performance of Services.

1. Replacement of a DB Subconsultant. Consultant must continue good faith efforts through completion of the contract. The obligation to make Good Faith Efforts to solicit subconsultants for any type of service extends to additional work required for any service which is identified to be performed by a DB. If at any time during the performance of the work, it becomes necessary to replace or add a subconsultant that is a DB, the consultant, as appropriate, shall immediately notify the Commission and seek approval in writing in accordance with the Agreement of the need to replace the DB, which notice shall include the reasons for the replacement. If a prime consultant who originally indicated that it would self-perform all work subsequently decides to use a subconsultant for any work under the contract, the consultant must submit documentation of all Good Faith Efforts as to the work for which a subconsultant is obtained.

2. Records. Maintain project records as are necessary to evaluate DB compliance and as necessary to perform the reporting function addressed below. Maintain all records for a period of 3 years following acceptance of final payment. Make these records available for inspection by the Commission, its designees or agents. These records should indicate:

2.a. The number of DB and non-DB subconsultants and the type of services performed on or incorporated in this project.

2.b. The progress and efforts made in seeking out DB subconsultant organizations and individual DB consultants for work on this project to increase the amount of DB participation and/or to maintain the commitments made at the time of the proposal to DBs.

2.c. Documentation of all correspondence, contacts, telephone calls, and other contacts made to obtain the service of DBs on this project.

3. Reports. Maintain monthly reports and submit reports as required by the Commission concerning those contracts and other business executed with DBs with respect to the records referred to in subsection (e)2. above in such form and manner as prescribed by the Commission. At a minimum, the Reports shall contain the following:

3.a The number of Contracts with DBs noting the type of services provided, including the execution date of each contract.

3.b The amounts paid to each DB during the month, the dates of payment, and the overall amounts paid to date. If no payments are made to a DB during the month, enter a zero (\$0) payment.

3.c Upon request and upon completion of individual DB firm's work, submit paid invoices or a certification attesting to the actual amount paid. In the event the actual amount paid is less than the award amount, a complete explanation of difference is required.

4. Subconsultant Contracts

4.a. Subcontracts with DB firms will not contain provisions waiving legal rights or remedies provided by laws or regulations of the Federal Government or the Commonwealth of Pennsylvania or the Commission through contract provisions or regulations.

4.b. Prime consultant will not impose provisions on DB subconsultants that are more onerous or restrictive than the terms of the prime's contract with non-DBs.

4.c. Executed copies of subcontracts/purchase orders are to be received by the Commission before the commencement of work by the DB.

5. Payments to DB Subconsultants. Payments to DBs are to be made in accordance with the prompt payment requirements of Chapter 39, Subchapter D of the Procurement Code, 62 Pa.C.S. §3931 et seq. Performance of services by a DB subconsultant in accordance with the terms of the contract entitles the subconsultant to payment.

(e) Actions to be Taken by Commission After Performance of Services. Following completion of the Consultant's services, the Director of the Commission's Office of Diversity and Inclusion or his/her designee will review the overall DB participation to assess the Consultant's compliance with Section 303 and this contract. Appropriate sanctions may be imposed under 62 Pa.C.S. § 531 (relating to debarment or suspension) for a Consultant's failure to comply with Section 303 and the requirements of the contract.

**Appendix D - Pennsylvania Turnpike Commission Highmark PPO Blue
And PPO Bronze Summary Sheet**

***Pennsylvania Turnpike Commission
PPOBlue Benefit Summary
Effective January 1, 2015***



PAYMENT LEVEL	IN-NETWORK DEDUCTIBLE	OFFICE VISITS	EMERGENCY ROOM SERVICES
100%/70%	\$0	\$15/\$25 COPAY	\$50 COPAY

If you receive services in the Plan Service Area from a Network Provider or in the Highmark Managed Care Network Service Area from a Preferred Professional Provider, Participating Facility Provider or Contracting Supplier, you will receive the highest level of benefits. If you choose to obtain medical care through another provider or a provider outside of the Plan Service Area or outside the Highmark Managed Care Network Service Area, you will receive the lower level of benefits. There is no need to select a Primary Care Physician (PCP). No referrals are needed for specialty care. The benefit levels are set forth below.

BENEFITS	IN-NETWORK	OUT-OF-NETWORK
Benefit Period	<i>Calendar Year</i>	
Deductible Per Benefit Period	None	\$400 Individual \$800 Family Aggregate
Payment Level <i>Based on Provider's Reasonable Charge (PRC)</i>	100% PRC	70% PRC after deductible until out-of-pocket limit is met; then 100% PRC
Out-of-Pocket Limit <i>Includes Coinsurance, certain exclusions may apply</i>	Not Applicable	\$1,500 Individual \$3,000 Family Aggregate
Lifetime Maximum	Unlimited	
Ambulance	100% PRC	70% PRC after deductible
Assisted Fertilization Procedures	Not Covered	Not Covered
Dental Services Related to an Accidental Injury	100% PRC	70% PRC after deductible
Diabetes Treatment	100% PRC	70% PRC after deductible
Diagnostic Services Lab, X-ray, and Medical Tests	100% PRC	70% PRC after deductible
Durable Medical Equipment, Orthotics and Prosthetics	100% PRC	70% PRC after deductible
Emergency Room Services	100% PRC after \$50 Copay – waived if admitted	
Enteral Formulae	100% PRC	70% PRC no deductible
Hearing Care Services	100% PRC \$350 allowance per 36 month period	
Home Health Care <i>Excludes Respite Care</i>	100% PRC	70% PRC after deductible
Hospice <i>Includes Respite Care</i>	90 visits/benefit period	
Hospital Expenses <i>Inpatient and Outpatient</i>	100% PRC	70% PRC after deductible
Infertility Counseling, Testing and Treatment <i>Treatment includes coverage for the correction of a physical or medical problem associated with infertility.</i>	100% PRC	70% PRC after deductible
Maternity Includes Dependent Daughters	100% PRC	70% PRC after deductible
Medical Care <i>Includes Inpatient Visits and Consultations</i>	100% PRC	70% PRC after deductible
Mental Health Inpatient	100% PRC	70% PRC after deductible
Mental Health Outpatient	100% PRC after \$25 Copay	70% PRC after deductible
Office Visits <i>Primary Care Physician</i> <i>Specialty Care Physician</i> <i>Urgent Care Visit</i>	100% PRC after \$15 Copay 100% PRC after \$25 Copay 100% PRC after \$25 Copay	70% PRC after deductible 70% PRC after deductible 70% PRC after deductible
Oral Surgery	100% PRC	70% PRC after deductible
Physical Medicine <i>Outpatient</i>	100% PRC after \$25 Copay	70% PRC after deductible
	20 visits/benefit period	

PAYMENT LEVEL	IN-NETWORK DEDUCTIBLE	OFFICE VISITS	EMERGENCY ROOM SERVICES
100%/70%	\$0	\$15/\$25 COPAY	\$50 COPAY

BENEFITS	IN-NETWORK	OUT-OF-NETWORK
Preventive Care <i>Adult Preventive Care Schedule includes:</i> Routine Physical Exam Immunizations Routine Diagnostic Screening Screening, Mammography Routine Gynecological Exam & Pap Test	100% PRC after \$15 Copay 100% PRC 100% PRC 100% PRC 100% PRC after \$25 Copay	70% PRC after deductible 70% PRC after deductible 70% PRC after deductible 70% PRC after deductible 70% PRC no deductible/lifetime maximum
<i>Pediatric Preventive Care Schedule includes:</i> Routine Physical Exams Pediatric Immunizations Routine Diagnostic Screening	100% PRC after \$15 Copay 100% PRC 100% PRC	70% PRC after deductible 70% PRC no deductible/lifetime maximum 70% PRC after deductible
<i>Highmark's preventive care schedule is updated periodically based on changes in clinical practice guidelines.</i>		
Private Duty Nursing	100% PRC	70% PRC after deductible
240 hours/benefit period		
Skilled Nursing Facility Care	100% PRC	70% PRC after deductible
100 days/benefit period		
Speech & Occupational Therapy <i>Outpatient</i>	100% PRC after \$25 Copay	70% PRC after deductible
12 visits/benefit period per type of therapy		
Spinal Manipulations	100% PRC after \$25 Copay	70% PRC after deductible
20 visits/benefit period		
Substance Abuse <i>Detoxification</i>	100% PRC	70% PRC after deductible
Substance Abuse <i>Inpatient Rehabilitation</i>	100% PRC	70% PRC after deductible
Substance Abuse <i>Outpatient</i>	100% PRC after \$25 Copay	70% PRC after deductible
Surgical Expenses <i>Includes Assistant Surgery, Anesthesia, Sterilization and Reversal Procedures, Excludes Neonatal Circumcision</i>	100% PRC	70% PRC after deductible
Therapy and Rehabilitation Services <i>Chemotherapy, Radiation Therapy, Dialysis, Infusion Therapy, Respiratory Therapy</i>	100% PRC	70% PRC after deductible
Transplant Services	100% PRC	70% PRC after deductible
Precertification Requirements for Inpatient Admissions <i>No Penalty for Non-compliance. If Highmark Blue Shield is not contacted prior to a non-emergency out-of-network inpatient admission and it is later determined that all or part of the inpatient stay was not medically necessary or appropriate, the member will be responsible for any costs not covered.</i>	Performed by Network Provider	Performed by Member
Condition Management	Case Management, Blues on Call, and Disease State Management	

200301/Customized

Highmark PPO Bronze Benefit Summary

On the chart below, you'll see what your plan pays for specific services. You may be responsible for a facility fee, clinic charge or similar fee or charge (in addition to any professional fees) if your office visit or service is provided at a location that qualifies as a hospital department or a satellite building of a hospital.

Benefit	Network	Out-of-Network
General Provisions		
Benefit Period(1)	Calendar Year	
Deductible (per benefit period)		
Individual	\$6,600	\$7,000
Family	\$13,200	\$14,000
Plan Pays – payment based on the plan allowance	100% after deductible	70% after deductible
Out-of-Pocket Limit (Once met, plan pays 100% coinsurance for the rest of the benefit period)		
Individual	None	\$9,600
Family		\$19,200
Total Maximum Out-of-Pocket (Includes deductible, coinsurance, copays, prescription drug cost sharing and other qualified medical expenses, Network only)(2) Once met, the plan pays 100% of covered services for the rest of the benefit period.		
Individual	\$6,600	None
Family	\$13,200	None
Office/Clinic/Urgent Care Visits		
Retail Clinic Visits	100% after deductible	70% after deductible
Primary Care Provider Office Visits	100% after deductible	70% after deductible
Specialist Office & Virtual Visits	100% after deductible	70% after deductible
Virtual Visit Originating Site Fee	100% after deductible	70% after deductible
Urgent Care Center Visits	100% after deductible	70% after deductible
Preventive Care(3)		
Routine Adult		
Physical exams	100% no deductible	70% after deductible
Adult immunizations	100% no deductible	70% after deductible
Colorectal cancer screening	100% no deductible	70% after deductible
Routine gynecological exams, including a Pap Test	100% no deductible	70% no deductible
Mammograms, annual routine and medically necessary	100% no deductible	70% after deductible
Diagnostic services and procedures	100% no deductible	70% after deductible
Routine Pediatric		
Physical exams	100% no deductible	70% after deductible
Pediatric immunizations	100% no deductible	70% no deductible
Diagnostic services and procedures	100% no deductible	70% after deductible
Emergency Services		
Emergency Room Services	100% after deductible	
Ambulance	100% after deductible	70% after deductible
Hospital and Medical/Surgical Expenses (including Maternity)		
Hospital Inpatient	100% after deductible	70% after deductible Limit: 70 days/calendar year
Hospital Outpatient	100% after deductible	70% after deductible
Maternity (non-preventive facility & professional services) Includes Dependent Daughter	100% after deductible	70% after deductible
Medical Care (except office visits) Includes Inpatient Visits and Consultations	100% after deductible	70% after deductible
Surgical Expenses (except office visits) Includes Assistant Surgery, Anesthesia, Sterilization, Reversal Procedures and Neonatal Circumcision	100% after deductible	70% after deductible

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Benefit	Network	Out-of-Network
Mental Health/Substance Abuse		
Inpatient Mental Health	100% after deductible	70% after deductible
Inpatient Detoxification/Rehabilitation	100% after deductible	70% after deductible
Outpatient Mental Health	100% after deductible	70% after deductible
Outpatient Substance Abuse	100% after deductible	70% after deductible
Therapy and Rehabilitation Services		
Physical Medicine Outpatient	100% after deductible	70% after deductible
Unlimited visits/benefit period		
Respiratory Therapy	100% after deductible	70% after deductible
Spinal Manipulations	100% after deductible	70% after deductible
Unlimited visits/benefit period		
Speech & Occupational Therapy Outpatient	100% after deductible	70% after deductible
Unlimited visits/benefit period		
Other Therapy Services - Cardiac Rehabilitation, Chemotherapy, Radiation Therapy, Dialysis and Infusion Therapy	100% after deductible	70% after deductible
Other Services		
Allergy Extracts and Injections	100% after deductible	70% after deductible
Assisted Fertilization Procedures	Not Covered	Not Covered
Dental Services Related to Accidental Injury	Not Covered	Not Covered
Diabetes Treatment	100% after deductible	70% after deductible
Diagnostic Services		
Advanced Imaging (MRI, CAT, PET scan, etc.)	100% after deductible	70% after deductible
Basic Diagnostic Services (standard imaging, diagnostic medical, lab/pathology, allergy testing)	100% after deductible	70% after deductible
Durable Medical Equipment, Orthotics and Prosthetics	100% after deductible	70% after deductible
Hearing Care Services	Not Covered	Not Covered
Home Health Care (Excludes Respite Care)	100% after deductible	70% after deductible
90 visits/benefit period		
Hospice (Includes Respite Care)	100% after deductible	70% after deductible
Infertility Counseling, Testing and Treatment(4)	100% after deductible	70% after deductible
Oral Surgery	100% after deductible	70% after deductible
Private Duty Nursing	100% after deductible	70% after deductible
240 hours/benefit period		
Skilled Nursing Facility Care	100% after deductible	70% after deductible
100 days/benefit period		
Transplant Services	100% after deductible	70% after deductible
Precertification Requirements(5)	Yes	

(1)Your group's benefit period is based on a Calendar Year.

(2) The Network Total Maximum Out-of-Pocket (TMOOP) is mandated by the federal government effective with plan years beginning on or after January 1, 2014. With plan years beginning on or after January 1, 2015, TMOOP must include deductible, coinsurance, copays, prescription drug cost share and any qualified medical expense. TMOOP cannot be more than \$6,600 for individual and \$13,200 for two or more persons.

(3)Services are limited to those listed on the Highmark Blue Shield Preventive Schedule and Women's Health Preventive Schedule. Gender, age and frequency limits may apply.

(4)Treatment includes coverage for the correction of a physical or medical problem associated with infertility. Infertility drug therapy may or may not be covered depending on your group's prescription drug program.

(5)Highmark Blue Shield Medical Management & Policy (MM&P) must be contacted prior to a planned inpatient admission or within 48 hours of an emergency or maternity-related inpatient admission. Be sure to verify that your provider is contacting MM&P for precertification. If this does not occur and it is later determined that all or part of the inpatient stay was not medically necessary or appropriate, you will be responsible for payment of any costs not covered.

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Pennsylvania Turnpike Commission
 Proposed Effective Date: 01-01-2015
 Open Choice® (PPO) - Pennsylvania

**PLAN DESIGN & BENEFITS
 PROVIDED BY AETNA LIFE INSURANCE COMPANY**

PLAN FEATURES	IN-NETWORK	OUT-OF-NETWORK
Deductible (per calendar year)	None Individual None Family	\$400 Individual \$800 Family
Unless otherwise indicated, the deductible must be met prior to benefits being payable. Member cost sharing for certain services, as indicated in the plan, are excluded from charges to meet the Deductible. The family Deductible is a cumulative Deductible for all family members. The family Deductible can be met by a combination of family members; however no single individual within the family will be subject to more than the individual Deductible amount.		
Member Coinsurance	Covered 100%	70%
Applies to all expenses unless otherwise stated.		
Payment Limit (per calendar year)	None Individual None Family	\$1,500 Individual \$3,000 Family
All covered expenses accumulate separately toward the preferred or non-preferred Payment Limit. Certain member cost sharing elements may not apply toward the Payment Limit. The family Payment Limit is a cumulative Payment Limit for all family members. The family Payment Limit can be met by a combination of family members; however no single individual within the family will be subject to more than the individual Payment Limit amount.		
Certification Requirements -		
Certification for certain types of Non-Preferred care must be obtained to avoid a reduction in benefits paid for that care. Certification for Hospital Admissions, Treatment Facility Admissions, Convalescent Facility Admissions, Home Health Care, Hospice Care and Private Duty Nursing is required		
Lifetime Maximum		
Unlimited except where otherwise indicated.		
Primary Care Physician Selection	Not Applicable	Not Applicable
Referral Requirement	None	None
PREVENTIVE CARE		
Routine Adult Physical Exams/ Immunizations	Covered 100% after \$15 copayment	70%; after deductible
1 exam every 12 months for members age 22 to age 65; 1 exam every 12 months for adults age 65 and older.		
Routine Well Child Exams/Immunizations	Covered 100% after \$15 copayment	70%; after deductible
7 exams in the first 12 months of life, 3 exams in the second 12 months of life, 3 exams in the third 12 months of life, 1 exam per year thereafter to age 22.		
Routine Gynecological Care Exams	Covered 100% after \$25 copayment	70%; after deductible
Includes routine tests and related lab fees.		
Routine Mammograms	Covered 100%	70%; after deductible
Starting at age 40, as recommended by your Doctor. High Risk: Earlier or more frequent testing if recommended by your doctor		
Colorectal Cancer Screening	Covered 100%	70%; after deductible
Recommended: For all members age 50 and over. High Risk: Earlier or more frequent testing if recommended by your doctor.		



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PHYSICIAN SERVICES	IN-NETWORK	OUT-OF-NETWORK
Office Visits to non-Specialist Includes services of an internist, general physician, family practitioner or pediatrician.	\$15 office visit copay	70%; after deductible
Specialist Office Visits	\$25 office visit copay	70%; after deductible
DIAGNOSTIC PROCEDURES	IN-NETWORK	OUT-OF-NETWORK
Diagnostic X-ray If performed as a part of a physician office visit and billed by the physician, expenses are covered subject to the applicable physician's office visit member cost sharing.	Covered 100%	70%; after deductible
Diagnostic Laboratory If performed as a part of a physician office visit and billed by the physician, expenses are covered subject to the applicable physician's office visit member cost sharing.	Covered 100%	70%; after deductible
Diagnostic Outpatient Complex Imaging	Covered 100%	70%; after deductible
EMERGENCY MEDICAL CARE	IN-NETWORK	OUT-OF-NETWORK
Urgent Care Provider	\$25 copay	70%; after deductible
Emergency Room		\$50 copay; deductible waived if admitted
Ambulance	Covered 100%	Covered 70%; after deductible
HOSPITAL CARE	IN-NETWORK	OUT-OF-NETWORK
Inpatient Coverage The member cost sharing applies to all covered benefits incurred during a member's inpatient stay.	Covered 100%	70%; after deductible
Inpatient Maternity Coverage (includes dependent daughters)	Covered 100%	70%; after deductible
Outpatient Hospital Expenses	Covered 100%	70%; after deductible
Outpatient Surgery	Covered 100%	70%; after deductible
MENTAL HEALTH SERVICES	IN-NETWORK	OUT-OF-NETWORK
Inpatient	Covered 100%	70%; after deductible
Outpatient	\$25 copay	70%; after deductible
ALCOHOL/DRUG ABUSE SERVICES	IN-NETWORK	OUT-OF-NETWORK
Inpatient	Covered 100%	70%; after deductible
Outpatient	\$25 copay	70%; after deductible
OTHER SERVICES	IN-NETWORK	OUT-OF-NETWORK
Convalescent Facility	Covered 100%	70%; after deductible
	Combined limit of 100 days per calendar year.	
Home Health Care	Covered 100%	70%
	Combined limit of 90 visits per calendar year.	
Hospice Care	Covered 100%	70%; after deductible
Private Duty Nursing	Covered 100%	70%; after deductible
	Combined limit of 240 hours maximum per calendar year.	
Outpatient Short-Term Rehabilitation Includes Speech, Physical, and Occupational Therapy, Combined limit of 20 visits per calendar year for Physical Therapy. Combined Limit of 12 visits per calendar year for Speech and Occupational Therapy.	\$25 copay	70%; after deductible
Spinal Manipulation Therapy	\$25 copay	70%; after deductible
	Combined limit of 20 visits per calendar year.	



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Durable Medical Equipment	Covered 100%	70%; after deductible
Diabetic Supplies	Covered 100%	70%; after deductible
Transplants	Covered 100%	70%; after deductible
Routine Hearing Care Services	Covered 100%	

Combined Limit: \$350 allowance per 36 month period (hearing aid must be purchased within 6 months of evaluations)

FAMILY PLANNING	IN-NETWORK	OUT-OF-NETWORK
Infertility Treatment	Covered 100%	70%; after deductible
Diagnosis and treatment of the underlying medical condition.		

**Drug Testing Language Between
The Pennsylvania Turnpike Commission
and
Teamsters Local 77 & 250**

Article 35

Section 3. Drug Testing

PREAMBLE

While abuse of alcohol and drugs among our members/employees is the exception rather than the rule, Teamsters Local Unions 77 and 250 and Employer signatory to this Agreement share the concern expressed by many over the growth of substance abuse in American society.

The parties have agreed that the Drug and Alcohol Abuse Program will be modified in the event that further federal legislation or Department of Transportation regulations provide for revised testing methodologies or requirements. The parties have incorporated the appropriate changes required but the applicable DOT drug testing rules under 49 CFR Parts 40 and 382, and agree that if new federally mandated changes are brought about, they too will become part of this Agreement. The drug testing procedure, agreed to by labor and management, incorporates state-of-the-art employee protections during specimen collection and laboratory testing to protect the innocent and ensures the Employer complies with all applicable DOT drug and alcohol testing regulations. In order to eliminate the safety risks which result from alcohol or drug, the parties have agreed to the following procedures.

NMFA UNIFORM TESTING PROCEDURE

A. Probable Suspicion Testing

In cases in which an employee is acting in an abnormal manner and at least one (1) supervisor, two (2) if available, have probable suspicion to believe that the employee is under the influence of controlled substances and/or alcohol, the Employer may require the employee (in the presence of a union shop steward, if possible) to undergo a urine specimen collection and a breath alcohol analysis as provided in Section 4B. The supervisor(s) must have received training in the signs of drug intoxication in a prescribed training program which is endorsed by the Employer. The Commission agrees to provide information on what type and the length of training provided to those Supervisors at the request of the Union. A list of Supervisors that have received training pursuant to Section 32.603 of the FMCSR shall be provided to the Union yearly in January. Probable suspicion means suspicion based on specific personal observations that the Employer representative(s) can describe concerning the appearance, behavior, speech or breath odor of the employee. The observations may include the indication of chronic and withdrawal effects of controlled substances. The supervisor(s) must make a written statement of these observations within twenty-four (24) hours. A copy must be provided to the shop steward or other union official after the employee is discharged. Suspicion is not probable and thus not a basis for testing if it is based solely on third (3rd) party observation and reports. The employee shall not be required to waive any claim or cause of action under the law. For all purposes herein, the parties agree that the terms “probable suspicion” and “reasonable cause” shall be synonymous. Any employee testing positive for controlled substances and/or alcohol under this section will be entitled to the same provisions under Section 3 J.

Appendix F – Pennsylvania Turnpike Commission’s Drug Testing Agreement

The following collection procedures shall apply to all types of testing:

A refusal to provide a urine specimen or undertake a breath analysis will constitute a presumption of intoxication and the employee will be subject to discharge without receipt of a prior warning letter. If the employee is unable to produce 45 mL of urine, he/she shall be offered up to forty ounces of fluid to drink and shall remain at the collection site under observation until able to produce a 45 mL specimen, for a period of up to three (3) hours from the first unsuccessful attempt to provide the urine specimen. If the employee is still unable to produce a 45mL specimen, the Employer shall direct the employee to undergo an evaluation which shall occur within five business days, by a licensed physician, acceptable to the MRO who has the expertise in the medical issues concerning the employee’s inability to provide an adequate amount of urine. If the physician and MRO conclude that there is no medical condition that would preclude the employee from providing an adequate amount of urine, the MRO will issue a ruling that the employee refused the test. If an employee is unable to provide sufficient breath sample for analysis, the procedures outlined in the DOT regulation shall be followed for all employees. Such employees shall be evaluated by a licensed physician, acceptable to the Employer, who has the expertise in the medical issues concerning the employee’s failure to provide an adequate amount of breath. Absent a medical condition, as determined by the licensed physician, said employee will be regarded as having refused to take the test. The Employer will adhere to DOT regulations for employees who are unable to provide a urine or breath specimen due to a permanent or long-term medical condition. Contractual time limits for disciplinary actions, as set forth in the Collective Bargaining Agreement, shall begin on the day on which specimens are taken. In the event the Employer alleges only that the employee is intoxicated on alcohol and not drugs, previously agreed-to procedures under the Collective Bargaining Agreement for determining alcohol intoxication shall apply.

In the event the Employer is unable to determine whether the abnormal behavior is due to drugs or alcohol, the drug testing procedure contained herein and the breath alcohol testing procedure contained in Section 4B shall be used. If the laboratory results are not known prior to the expiration of the contractual time period for disciplinary action, the cause for disciplinary action shall specify that the basis for such disciplinary action is for “alcohol and/or drug intoxication”.

B. DOT Random Testing

It is agreed by the parties that random urine drug testing will be implemented only in accordance with the DOT rules under 49 CFR Part 382, Subpart C.

The method of selection for random urine drug testing will be neutral so that all employees subject to testing will have an equal chance to be randomly selected.

The term “employees subject to testing” under this agreement is meant to include any employee required to have a Commercial Drivers License (CDL) under the Department of Transportation regulations.

Employees out on long term injury or disability for any reason shall not be tested.

The provisions of Article 35, Section 3 F 3 (Split Sample Procedures), and Article 35, Section 3 J 1 (One-Time Rehabilitation), shall apply to random urine drug testing and probable suspicion testing.

Appendix F – Pennsylvania Turnpike Commission’s Drug Testing Agreement

C. Non-Suspicion-Based Post-Accident Testing

Non-suspicion-based post-accident testing is defined as urine drug testing as a result of an accident which meets the definition of an accident as outlined in the Federal Motor Carrier Safety Regulations. Urine drug testing will be required after accidents meeting the following conditions and drivers are required to remain readily available for testing for thirty-two (32) hours following the accident or until tested.

Employees subject to non-suspicion-based post-accident drug testing shall be limited to those employees subject to DOT drug testing, who are involved in an accident where there is:

- (i) A fatality, or;
- (ii) A citation under State or local law is issued to the driver for a moving traffic violation arising from the accident in which
 - (a) Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident, or
 - (b) One or more motor vehicles incurring disabling damage as a result of the accident, requires the vehicle(s) to be transported away from the scene by a tow truck or other vehicle.

The driver has the responsibility to make himself/herself available for urine drug testing within the thirty-two (32) hour period in accordance with the procedures outlined in this Subsection. The driver is responsible to notify the Employer upon receipt of a citation and to note receipt thereof on the accident report. Failure to so notify the Employer shall subject the driver to disciplinary action.

If a driver receives a citation for a moving violation more than thirty-two (32) hours after a reportable accident, he/she shall not be required to submit to post-accident urine drug testing.

The Employer shall make available a urine drug testing kit and an appropriate collection site for the driver to provide specimens.

The provisions of Article 35, Section 3 F 3 (Split Sample Procedures), and Article 35, Section 3 J 1 (One-Time Rehabilitation), shall apply to non-suspicion-based post-accident urine drug testing.

D. Chain of Custody Procedures

Any specimens collected for drug testing shall follow the DHHS/DOT (Department of Health and Human Services/ Department of Transportation) specimen collection procedures. At the time specimens are collected for any drug testing, the employee shall be given a copy of the specimen collection procedures. In the presence of the employee, the specimens are to be sealed and labeled. As per DOT regulations, it is the employee’s responsibility to initial the seals on the specimen bottles, additionally ensuring that the specimens testing by the laboratory are those of the employee.

Appendix F – Pennsylvania Turnpike Commission’s Drug Testing Agreement

The required procedure follows:

When urine specimens are to be provided, at least 45 mL of specimen shall be collected. At least 30 mL shall be placed in one (1) self-sealing, screw-capped or snap-capped container. A urine specimen of at least 15 mL shall be placed in a second (2nd) such container. They shall be sealed and labeled by the collector, and initialed by the employee without the containers leaving the employee’s presence. The employee has the responsibility to identify each container and initial same. Following collection, the specimens shall be placed in the transportation container together with the appropriate copies of the chain of custody form. The transportation container shall then be sealed in the employee’s presence. The container shall be sent to the designated testing laboratory at the earliest possible time by the fastest available means.

In this urine collection procedure, the donor shall urinate into a collection container capable of holding at least 55 mL, which shall remain in full view of the employee until transferred to tamper-resistant urine bottles, and sealed and labeled, and the employee has initialed the bottles.

It is recognized that the Specimen Collector is required to check for sufficiency of specimen, acceptable temperature range, and signs of tampering, provided that the employee’s right to privacy is guaranteed and in no circumstances may observation take place while the employee is producing the urine specimens, unless required by DOT regulations. If it is established that the employee’s specimen is outside of the acceptable temperature range or has been intentionally tampered with or substituted by the employee, the employee will be required to immediately submit an additional specimen under direct observation. Also, if it is established that the employee’s specimen has been intentionally tampered with or substituted by the employee, the employee is subject to discipline as if the specimen tested positive.

In order to deter adulteration of the urine specimen during the collection process, physiologic determination of creatinine, specific gravity, pH, and any substances that may be used to adulterate the specimen shall be performed by the laboratory. If the laboratory suspects the presence of an interfering substance/adulterant that could make a test result invalid, but the initial laboratory is unable to identify it, the specimen must be sent to another HHS certified laboratory that has the capability of doing so.

Any findings by the laboratory that indicate that specimen is adulterated as a result of the fact that it contains a substance that is not expected to be present in human urine; a substance that is expected to be present is identified at a concentration so high that it is not consistent with human urine; or has physical characteristics which are outside the normal expected range for human urine shall be immediately report to the Company’s Medical Review Officer (MRO). The parties recognize that the key to chain of custody integrity is the immediate sealing and labeling of the specimen bottles in the presence of the tested employee. IF each container is received undamaged at the laboratory properly sealed, labeled and initialed, consistent with DOT regulations as certified by the laboratory, the Employer may take disciplinary action based upon the MRO’s ruling.

E. Urine Collection Kits and Forms

The contents of the urine collection kit shall be as follows:

1. The kit shall include a specimen collection container capable of holding at least fifty-five (55) mL of urine and contains a temperature reading device capable of registering the urine temperature specified in the DOT regulations.

Appendix F – Pennsylvania Turnpike Commission’s Drug Testing Agreement

2. Two (2) plastic bottles that are capable of holding at least thirty-five (35) mL, have screw-on or snap-on caps, and marking clearly indicating the appropriate levels for the primary (30 mL) and split (15 mL) specimens.
3. A uniquely numbered (i.e. Specimen Identification Number) DOT approved chain of custody form with similarly numbered Bottle Custody Seals, and a transportation kit seal (e.g., Box Seal) shall be utilized during the urine collection process and completed by the collection site person. In the case of probable suspicion or other contractually required testing, a Non-DOT chain of custody form will be used for the testing of Non-DOT employees. The appropriate laboratory copies are to be placed into the transportation container with the urine specimens. The exterior of the transportation kit shall then be secured, e.g., by placing the tamper-proof Box Seal over the outlined area.
4. Shrink-wrapped or similarly protected kits shall be used in all instances.

F. Laboratory Requirements

1. Urine Testing - In testing urine samples, the testing laboratory shall test specifically for those drugs and classes of drugs and adulterants employing the test methodologies and cutoff levels covered in the DOT Regulations 49 CFR, Part 40.

2. Specimen Retention

All specimens deemed positive, adulterated, substituted, or invalid by the laboratory, according to the prescribed guidelines, must be retained at the laboratory for a period of one (1) year.

3. Split Sample Procedure

The split sample procedure is required for all employees selected for urine drug testing. When any test kit is received by the laboratory, the “primary” sealed urine specimen bottle shall be immediately removed for testing, and the remaining “split” sealed specimen bottle shall be placed in secured storage. Such specimen shall be placed in refrigerated storage if it is to be tested outside of the DOT mandated period of time.

The employee will be given a shrink-wrapped or similarly protected urine collection kit. After receiving the specimen, the collector shall pour at least 30 mL of urine into the specimen bottle and at least 15 mL into the second split specimen bottle. Both bottles shall be sealed in the employee’s presence, initialed by the employee, then forwarded to an accredited laboratory for testing. If the employee is advised by the MRO that the first (1st) urine sample tested positive, adulterated, or substituted, in a random, return to duty, follow-up, probable suspicion or post accident urine drug test, the employee may, within seventy-two (72) hours of the actual notice, request from the MRO that the second (2nd) urine specimen be forwarded by the first laboratory to another independent and unrelated accredited laboratory of the parties’ choice for GC/MS confirmatory testing for the presence of the drug, or other confirmatory testing for adulterants, or to confirm that the specimen has been substituted as defined in 49 CFR Part 40. IF the employee chooses to have the second (2nd) sample analyzed, he/she shall at that time execute a special check-off authorization form to ensure payment by the employee. Split specimen testing will conform to the regulations as defined in 49 CFR Part 40. If the employee chooses the optional split sample procedure, and so notifies his Employer, disciplinary action can only take place after the MRO reports a positive, adulterated, or substituted result on the primary test and the MRO reports that the testing of the split specimen confirmed the result. However, the employee may be taken out

Appendix F – Pennsylvania Turnpike Commission’s Drug Testing Agreement

of service once the MRO reports a positive, adulterated, or substituted result based on the testing of the primary specimen while the testing of the split specimen is being performed. If the second (2nd) test confirms the finding of the first laboratory and the employee wishes to use the rehabilitation options of this Section, the employee shall reimburse the Employer for the cost of the second (2nd) sample’s analysis before entering the rehabilitation program. If the second (2nd) laboratory report is negative, for drugs, adulterants, or substitution, the employee will be reimbursed for the cost of the second (2nd) test and for all lost time. It is also understood that if an employee opts for the split sample procedure, contractual time limits on disciplinary action in the Supplements are waived.

4. Laboratory Accreditation

All laboratories used to perform drug testing pursuant to this Agreement must be certified by Health and Human Services under the National Laboratory Certification Program (NLCP).

G. Laboratory Testing Methodology

1. Urine Testing- The initial testing shall be by, immunoassay which meets the requirements of the Food and Drug Administration for commercial distribution. The initial cutoff levels used when screening urine specimens to determine whether they are negative or positive for various classes of drugs shall be those contained in the Scientific and Technical Guidelines for Federal Drug Testing Programs (subject to revision in accordance with subsequent amendments to the HHS Guidelines).

All specimens identified as positive on the initial test shall be confirmed using gas chromatography/mass spectrometry (GC/MS) techniques. Quantitative GC/MS confirmatory procedures for drugs and confirmatory procedures for specimens that are initially identified as being adulterated or substituted shall comply with the testing protocols mandated by the Scientific and Technical Guidelines for Federal Drug Testing Programs (subject to revision in accordance with subsequent amendments to the HHS Guidelines).

Validity testing shall be conducted on all specimens, pursuant to HHS requirements, to determine whether they have been adulterated or substituted. All specimens which test negative on either the initial test or the GC/MS confirmation test shall be reported only as negative, unless they are confirmed to be adulterated, substituted, or invalid. Only specimens which test positive on both the initial test and the GC/MS confirmation test shall be reported as positive. Specimens that are confirmed to be adulterated or substituted shall be reported as such.

When a grievance is filed as a result of a drug test that is ruled positive, adulterated, or substituted, the Employer shall provide a copy of the MRO ruling to the Union.

Where Schedule I and II drugs are detected, the laboratory is to report a positive test based on a forensically acceptable positive quantum of proof. All positive test results must be reviewed by the certifying scientist and certified as accurate.

2. Prescription and Non-prescription Medications

If an employee is taking a prescription or non-prescription medication in the appropriate described manner he/she will not be disciplined. Medication prescribed for another

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individual, not the employee, shall be considered to be illegally used and subject the employee to discipline.

3. Medical Review Officer

The Medical Review Officer (MRO) shall be a licensed physician with the knowledge of substance abuse disorders, issues relating to adulterated and substituted specimens, possible medical causes of specimens having an invalid result, and applicable DOT agency regulations. In addition, the MRO shall keep current on applicable DOT agency regulations and comply with the DOT qualification training and continuing education requirements. The MRO shall review all urine drug test results from the laboratory and shall examine alternate medical explanation for tests reported as positive, adulterated, or substituted, as well as those results reported as invalid. Prior to the final decision to verify a urine drug test result, all employees shall have the opportunity to discuss the results with the MRO. IF the employee declines to speak with the MRO, or the employee fails to contact the MRO within 72 hours of being notified to do so by the Employer, or if the MRO is unable to contact the employee within ten (10) days of the receipt of the drug test result being reported to him by the laboratory, then the MRO may report the result to the Employer.

4. Substance Abuse Professional (SAP)

The Substance Abuse Professional (SAP), as provided in the regulations, means a licensed physician (Medical Doctor or Doctor of Osteopathy), or a licensed or certified psychologist, social worker, or employee assistance professional, or a drug and alcohol counselor (Certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity Consortium/Alcohol & Other Drug Abuse). All must have knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders and be knowledgeable of the SAP function as it relates to Employer interest in safety-sensitive functions, and applicable DOT agency regulations. In addition, the SAP shall comply with the DOT qualification training and continuing education requirements.

H. Leave of Absence Prior to Testing

1. An employee shall be permitted to take leave of absence in accordance with the FMLA or applicable State leave laws for the purpose of undergoing treatment pursuant to an approved program of alcoholism or drug use. The leave of absence must be requested prior to the commission of any act subject to disciplinary action.
2. Employees requesting to return to work from a voluntary leave of absence for drug use or alcoholism shall be required to submit to testing as provided for in Part J of this Section. Failure to do so will subject the employee to discipline including discharge without the receipt of a prior warning letter.

The provisions of this Section shall not apply to probationary employees.

Appendix F – Pennsylvania Turnpike Commission’s Drug Testing Agreement

I. Disciplinary Action Based on Positive, Adulterated, or Substituted Test Results

Consistent with past practice under this Agreement, and notwithstanding any other language in any Supplement, the Employer may take disciplinary action based on the test results as follows:

1. If the MRO reports that a urine drug test is positive, adulterated, or substituted, the employee shall be subject to discharge except as provided in Part J.
2. The following actions shall apply in probable suspicion testing based on DOT and contractual mandates.
 - a. If the urine drug test is positive, adulterated, or substituted, according to the procedures described in Part G, the employee shall be subject to discharge.
 - b. If the breath alcohol test results show a blood alcohol concentration equal to or above the level previously determined by the Collective Bargaining Agreement for alcohol intoxication, the employee shall be subject to discharge pursuant to the Collective Bargaining Agreement.
 - c. If the breath alcohol test is negative and the urine drug test is negative, the employee shall be immediately returned to work and made whole for all lost earnings.

J. Return to Employment after a Positive Urine Drug Test

1. Any employee with a positive, unadulterated, or substituted urine drug test result, thereby subjecting the employee to discipline, shall be granted reinstatement on a one (1) –time lifetime basis if the employee successfully completes a course of education and/or treatment program as recommended by the Substance Abuse Professional (SAP). The SAP will recommend a course of education and/or treatment with which the employee must demonstrate successful compliance prior to returning to DOT safety-sensitive duty. The SAP will refer him/her to a treatment program which has been approved by the applicable Health and Welfare Fund, where such is the practice. Any cost of evaluation, education, and/or treatment over and above that paid for by the applicable Health and Welfare Fund, must be borne by the employee.
2. Employees electing the one-time lifetime evaluation and/or rehabilitation must notify the Company within ten (10) days of being notified by the Company of a positive, adulterated, or substituted drug test. The evaluation process and education and/or treatment program must take a minimum of ten (10) days. The employee must begin the evaluation process and education and/or treatment program within fifteen (15) days after notifying the Company. The employee must request reinstatement promptly after successful completion of the education and/or treatment program. After the minimum ten (10) day period and re-evaluation by the SAP, the employee may request reinstatement, but must first provide a negative return to duty urine drug test, to be conducted by a clinic and laboratory of the Employer’s choice, before the employee can be reinstated. Any employee choosing to protest the discharge must file a grievance. After the discharge is sustained, the employee must notify the Company within ten (10) days of the date of the decision, of the desire to enter the evaluation process and education and/or treatment program.
3. It is understood by the parties that employees will continue to receive all negotiated benefits under the Collective Bargaining Agreement.

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4. Before reinstatement after the minimum ten (10) day period, the employee must be re-evaluated by the Substance Abuse Professional to determine successful compliance with any recommended education and/or treatment program. The employee must then submit to the Employer’s return-to-duty urine drug test (and alcohol test if so prescribed by the SAP) with a negative result. The employee will be subject to at least six (6) unannounced follow-up urine drug tests in the first year, as determined by the SAP. If, at any time, the employee tests positive, provides an adulterated or substituted specimen or refuses to submit to a test, the employee shall be subject to discharge.
 - (a) Return-to-duty drug test is a urine test which an employee must complete with a negative result, after having been reevaluated by a SAP to determine successful compliance with recommended education and/or treatment.
 - (b) Follow-up drug testing shall mean those unannounced urine drug tests required (minimum of six (6) in a twelve (12) month period) when an employee tests positive, provides an unadulterated or substituted specimen, or refused to be tested and has been evaluated by the SAP, completed education and/or treatment, been reevaluated by SAP and returned to work. The requirements of follow-up testing follow the employee through breaks in service (i.e. layoff, on-the-job injury, personal illness/injury, leave of absence, etc.). In addition, the requirements of follow-up testing follow the employee to subsequent employers. The SAP has the authority to order any number of follow-up urine drug and/or alcohol tests and to extend the twelve (12) month period up to sixty (60) months.

K. Special Grievance Procedure

1. Disciplinary disputes will be heard in accordance with Article 26 (Grievance Procedure) of the Collective Bargaining Agreement.
2. The procedures set forth herein may be invoked only by the authorized Union Representative or the Employer.

L. Paid-for-Time

1. Training

Employees undergoing substance abuse training as required by the DOT will be paid for such time and the training will be scheduled in connection with the employee’s normal work shift, where possible

2. Testing

Employees subject to testing and selected by the random selection process for urine drug testing shall be compensated at the regular straight time hourly rate of pay in the following manner provided that the test is negative:

a. Random Drug Tests

- (1) For all time at the collection site.
- (2) (a) for travel time one way if the collection site is reasonably en route between the employee’s home and the terminal, and the employee is going to or from work; or

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- (b) for travel time both ways between the terminal and the collection site, only if the collection site is not reasonably en route between the employee’s home and the terminal.
 - (3) When an employee is on the clock and a random drug test is taken any time during the employee’s shift, and the shift ends after eight (8) hours, the employee is paid time and one-half for all time past the eight (8) hours.
 - (4) The Employer will not require the employee to go for urine drug testing before the city employee’s shift, provided the collection site is open during or immediately following the employee’s shift.
 - (5) During an employee’s shift, an employee will not be required to use his/her personal vehicle from the terminal to and from the collection site to take a random drug test.
- b. Non-Suspicion-Based Post-Accident Testing
- (1) In the event of a non-suspicion-based post-accident testing situation, where the employee has advised the Employer of the issuance of a citation for a moving violation, but the Employer does not direct the employee to be tested immediately, but sends the employee for testing at some later time [during the thirty-two (32) hour period], the employee shall be paid for all time involved in testing, from the time the employee leaves home until the employee returns home after the test.
 - (2) When the Employer takes a road driver out of service and directs the employee to be tested immediately, the Employer will make arrangements for the road driver to return to his/her home terminal in accordance with the Collective Bargaining Agreement.

Section 4. Alcohol Testing

The parties agree that in the event of further federal legislation or DOT regulations providing for revised methodologies or requirements, those revision shall, to the extent they impact this Agreement, unless mandated, be subject to mutual agreement by the parties.

A. Employees Who Must be Tested

There shall be random, non-suspicion-based post-accident and probable suspicion alcohol testing of all employees subject to DOT-mandated alcohol testing. This includes all employees who, as a condition of their employment, are required to have a DOT physical, a CDL and are subject to testing for drugs under Article 35, Section 3 B.

Employees covered by this Collective Bargaining Agreement who are not subject to DOT-mandated alcohol testing are only subject to probable suspicion testing as provided in Article 35, Section 3 of the NMFA or the appropriate article of the applicable Supplemental Agreement. The alcohol breath testing methodology outlined in this Section will be utilized for all employees required to undergo probable suspicion testing. (For test results and discipline, refer to NMFA, Article 35, Section 3 I 2.)

B. Alcohol Testing Procedure

All alcohol testing under this Section will be conducted in accordance with applicable DOT/FMCSA regulations. All equipment used for alcohol testing must be on the

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NHTSA Conforming Products List and be used and maintained in compliance with DOT requirements. Breath samples will be collected by a Breath Alcohol Technician (BAT) who has successfully completed the necessary training course that is the equivalent of the DOT model course and who is knowledgeable of the alcohol testing procedures set forth in 49 CFR Part 40 and any current DOT Guidance. Law enforcement officers who have been certified by state or local governments to conduct breath alcohol testing are deemed to be qualified as Breath Alcohol Technicians. The training shall be specific to the type of Evidential Breath Testing (EBT) device being used for testing. The Employer shall provide the employees with material containing the information required by Section 382.601 of the Federal Motor Carrier Safety Regulations.

1. Screening Test

The initial screening test uses an Evidential Breath Testing (EBT) device, unless other testing methodologies or devices are mandated or agreed upon, to determine levels of alcohol. The following initial cutoff levels shall be used when screening breath samples to determine whether they are negative or positive for alcohol.

Breath Alcohol Levels:

Less than 0.02% BAC – Negative

0.02% BAC and above – Positive (Requires Confirmation Test)

2. Confirmatory Test

All samples identified as positive on the initial screening test, indicating an alcohol concentration of 0.02% BAC or higher, shall be confirmed using an EBT device that is capable of providing a printed result in triplicate; is capable of assigning a unique number to each test; and is capable of printing out, on each copy of the printed test result, the manufacturer’s name for the device, the device’s serial number and the time of the test unless other testing methodologies or devices are mandate or mutually agreed upon.

A confirmation test must be performed a minimum of fifteen (15) minutes after the screening test, but not more than thirty (30) minutes, unless otherwise provided by conditions set forth and defined in 49 CFR Part 40.

The following cutoff levels shall be used to confirm a positive test for alcohol:

Breath Alcohol Levels:

Less than 0.02% BAC – Negative

0.02% BAC to 0.039% BAC – Positive*

0.04% BAC and above – Positive

* Refer to Section 4 L for Discipline Based on a Positive Test

C. Notification

All employees subject to DOT-mandated random alcohol testing will be notified of testing by the Employer, in person or by direct phone contact.

D. Pre-Qualification Testing for Non-DOT Personnel

Section has been deleted.

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E. Random Testing

The method used to randomly select employees for alcohol testing shall be neutral, scientifically valid and in compliance with DOT regulations.

The annual random testing rate for alcohol use shall be the rate established by the Administrator of the FMCSA.

In the event of a grievance or litigation, the Employer shall, upon written request from the employee, release to the employee and the Union (in its capacity as representative of the grievant and as a decision maker in the grievance process), information required to be maintained under the DOT alcohol testing regulations and arising from the results of an alcohol test which is subject to release under the regulations.

The parties agree that no effort will be made to cause the system and method of selection to be anything but a true random selection procedure ensuring that all affected employees are treated fairly and equally.

Employees subject to random alcohol testing shall be tested within one (1) hour prior to starting the tour of duty, during the tour of duty, or immediately after completing the tour of duty.

Employees who are on long-term illness or injury leave of absence, disability or vacation shall not be subject to testing during the period of time they are away from work.

F. Non-Suspicion-Based Post-Accident Testing

Employees subject to non-suspicion-based post-accident alcohol testing shall be limited to those employees subject to DOT alcohol testing, who are involved in an accident where there is:

- (i) A fatality, or;
- (ii) A citation under State or local law is issued to the driver for a moving traffic violation arising from the accident in which
 - (a) Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident, or
 - (b) One or more motor vehicles incurring disabling damage as a result of the accident, requires the vehicle(s) to be transported away from the scene by a tow truck or other vehicle.

Alcohol testing will be required under the above conditions and employees are required to submit to such testing as soon as practicable. Under no circumstances shall this type of testing be conducted after eight (8) hours from the time of the accident.

It shall be the responsibility of the driver to remain readily available for testing after the occurrence of a commercial motor vehicle accident. It is also the responsibility of the

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employee to not use alcohol for eight (8) hours or until a DOT post-accident alcohol test is performed, whichever occurs first. It is not the intention of this language to require the delay of necessary medical attention or to prohibit the drive from leaving the scene of the accident for the period necessary to obtain assistance in responding to the accident or necessary medical attention.

Prior to the effective date of the DOT alcohol testing regulations, the Employer agrees to give each employee subject to DOT non-suspicion-based post-accident testing written notification of the procedures required by the DOT regulations in the event of an accident as defined by the DOT.

G. Substance Abuse Professional (SAP)

1. The Substance Abuse Professional (SAP), as provided in the regulations, means a licensed physician (Medical Doctor or Doctor of Osteopathy), or a licensed or certified psychologist, social worker, or employee assistance professional, or a drug and alcohol counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity Consortium/Alcohol & Other Drug Abuse). All must have knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders, be knowledgeable of the SAP function as it relates to Employer interest in safety-sensitive functions, and applicable DOT agency regulations. In addition, the SAP shall comply with the DOT qualification training and continuing education requirements.
2. The Employer will provide the employee with a list of resources available to the driver in evaluating and resolving problems with the misuse of alcohol as soon as practicable but no later than thirty-six (36) hours after the Employer’s receipt of notice from the BAT that the employee has a BAC of 0.04% or higher, exclusive of holidays and weekends. The SAP will be responsible for recommending the appropriate course of education and/or treatment required prior to the employee returning to work and is the only person responsible for determining, during the evaluation process, whether an employee will be directed to a rehabilitation program, and if so, for how long.
3. Follow-up and return-to-duty tests need not be confined to the substance involved in the violation. If the SAP determines that a driver needs assistance with an alcohol and drug abuse problem, the SAP may require drug tests to be performed along with any required alcohol follow-up and/or return-to-duty tests, if it has been determined that a driver has violated the drug testing prohibition.
4. Any cost of evaluation by the SAP and/or rehabilitation recommended by the SAP associated with the abuse of alcohol while performing or available to perform safety-sensitive functions under this Agreement, over and above that paid for by the applicable Health and Welfare Fund, must be borne by the employee. The Employer will pay for random, non-suspicion-based post-accident and probable suspicion alcohol testing. Return-to-duty and follow-up alcohol testing that is prescribed by the SAP, will be paid for by the Employer, provided the employee tests negative.

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H. Probable Suspicion Testing

Employees subject to DOT probable suspicion alcohol testing under this Section shall be tested in accordance with current, applicable DOT regulations.

For all purposes herein, the parties agree that the terms “probable suspicion” and “reasonable cause” shall be synonymous.

Probable suspicion is defined as an employee’s specific observable appearance, behavior, speech or body odor that clearly indicates the need for probable suspicion alcohol testing.

In the event the Employer is unable to determine whether the abnormal behavior or appearance is due to alcohol or drugs, the Employer shall specify that the basis for any disciplinary action or testing is for alcohol and/or drug intoxication. In such cases, the employee shall be tested in accordance with Article 35, Section 3 A, and applicable DOT alcohol testing regulations.

In cases where an employee has specific, observable, abnormal indicators regarding appearance, behavior, speech or body odor, and at least one (1) supervisor, two (2) if available, have probable suspicion to believe that the employee is under the influence of alcohol, the Employer may require the employee, in the presence of a union shop steward or other employee requested by the employee under observation, to submit to a breath alcohol test. Suspicion is not probable and thus not a basis for testing if it is based solely on third party observation and reports.

The supervisor(s) must make a written statement of these observations within twenty-four (24) hours. A copy must be provided to the shop steward or other union official after the employee is discharged or suspended or taken out of service.

All supervisors and Employer representatives designated to determine whether probable suspicion exists to require an employee to undergo alcohol testing shall receive specific training on the physical, behavioral, speech and performance indicators of how to detect probable suspicion alcohol misuse and use of controlled substances as required by DOT regulations.

In the event the Employer requires a probable suspicion test, the Employer shall provide transportation to and from the testing location.

I. Preparation for Testing

All alcohol testing shall be conducted in conformity with the DOT alcohol regulations. Any alleged abuse by the Employer, such as proven harassment of any employee or deliberate violation of the regulations or the contract shall be subject to the grievance procedure to provide a reasonable remedy for the alleged violations.

Upon arrival at the testing site, an employee must provide the Breath Alcohol Technician (BAT) with proper identification. The employee shall not be required to waive any claim or cause of action under the law.

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A standard DOT approved alcohol testing form will be used by all testing facilities. In the case of probable suspicion or other contractually required testing, a Non-DOT chain of custody form will be used for the testing of Non-DOT employees.

J. Specimen Testing Procedures

All procedures for alcohol testing will comply with Department of Transportation regulations.

No unauthorized personnel will be allowed in any area of the testing site. Only one alcohol testing procedure will be conducted by a BAT at the same time.

The employee will provide his or her breath sample in a location that allows for privacy. The Employer agrees to recognize all employees’ rights to privacy while being subjected to the testing process at all times and at all testing sites. Further, the Employer agrees that in all circumstances the employee’s dignity will be considered and all necessary steps will be taken to ensure that the entire process does nothing to demean, embarrass or offend the employee unnecessarily. Testing will be under the direct observation of a Breath Alcohol Technician (BAT). All procedures shall be conducted in a professional, discreet and objective manner. Direct observation will be necessary in all cases.

The employee shall provide an adequate amount of breath for the Evidential Breath Testing device. If the individual is unable to provide a sufficient amount of breath, the BAT shall direct the individual to again attempt to provide a complete sample.

If an employee is unsuccessful in providing the requisite amount of breath, the Employer then must have the employee obtain, within five (5) days, an evaluation from a licensed physician selected by the Employer and the Local Union and who has the expertise in the medical issues concerning the employee’s inability to provide an adequate amount of breath. If the physician is unable to determine that a medical condition has, or with a high degree of probability could have, precluded the employee from providing an adequate amount of breath, the employee’s failure to provide an adequate amount of breath will be regarded as a refusal to take the test and subject the employee to discharge.

K. Leave of Absence Prior to Testing

An employee shall be permitted to take leave of absence in accordance with the FMLA or applicable State leave laws for the purpose of undergoing treatment pursuant to an approved program of alcoholism or drug use. The leave of absence must be requested prior to the commission of any subject to disciplinary action. This provision does not alter or amend the disciplinary provision (Article 35, Section 4 L) of this Section.

Before returning to work from a voluntary leave of absence, the employee must have completed any recommended treatment and taken a return to duty test, with a result of less than 0.02% BAC, and further be subject to six (6) unannounced follow-up alcohol tests in the first twelve (12) months following the employee’s return to duty.

L. Disciplinary Action Based on Positive Test Results

1. First Positive Test
 - 0.02% BAC - 0.039% BAC - Out of Service for 24 Hours
 - 0.04% BAC – Less than State DWI/DUI Limit - Out of Service for the length of time determined by the SAP with a minimum of twenty-four (24) hours
 - State DWI/DUI Limit and Above - Subject to discharge
2. Second Positive Test
 - 0.02% BAC – 0.039% BAC - Out of Service for a five (5) calendar day suspension
 - 0.04% BAC – Less than State DWI/DUI Limit - Out of Service for the length of time determined by the SAP with a minimum of a twenty (20) calendar day suspension
 - State DWI/DUI Limit and Above - Subject to discharge
3. Third Positive Test
 - 0.02% BAC – 0.039% BAC - Out of Service for a fifteen (15) calendar day suspension
 - 0.04% BAC – Less than State DWI/DUI Limit - Out of Service for the length of time determined by the SAP with a minimum of a thirty (30) calendar day suspension
 - State DWI/DUI Limit and Above - Subject to discharge
4. Fourth Positive Test
 - 0.02% BAC – 0.039% BAC - Subject to discharge
 - 0.04% BAC – Less than State DWI/DUI Limit - Subject to discharge
 - State DWI/DUI Limit and Above - Subject to discharge
5. An employee who is tested positive in a non-suspicion-based post-accident alcohol testing situation shall be subject to the following discipline for the positive alcohol test or the vehicular accident, whichever is greater:

First Non-Suspicion-Based Post-Accident Positive Test

- 0.02% BAC – 0.039% BAC – Thirty (30) calendar day suspension.
- 0.04% BAC and higher – Subject to discharge.

Second Non-Suspicion-Based Post-Accident Positive Test –

- 0.02% BAC and higher – Subject to discharge.

M. Return to Duty After a Positive (Greater than .04 to the State Limit) Alcohol Test

Before returning to work the employee must be evaluated by a SAP, comply with any education and/or treatment recommended by the SAP, be re-evaluated by the SAP to determine compliance with recommended education and/or treatment, and take a return-to-

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duty alcohol test, showing a result of less than 0.02% BAC. The employee will be subject to at least six (6) unannounced follow-up alcohol and/or drug tests as determined by the SAP. The requirements of follow-up testing follow the employee through breaks in service (i.e. layoff, on-the-job injury, personal illness/injury, leave of absence, etc.). In addition, the requirements of follow-up testing follow the employee to subsequent employers. The SAP has the authority to order any number of follow-up alcohol and/or urine drug tests and to extend the twelve (12) month period of up to sixty (60) months.

N. Paid-For-Time-Testing

Employees subject to testing and selected by the random selection process for alcohol testing shall be compensated at the regular straight hourly rate of pay provided that the test is negative.

1. Random Alcohol Tests

- a. Paid for all time at the collection site.
- b. (1) For travel time one way if the collection site is reasonably en route between the employee’s home and the terminal, and the employee is going to and from work; or

(2) For travel time both ways between the terminal and the collection site, only if the collection site is not reasonably en route between the employee’s home and the terminal.
- c. When an employee is on the clock and a random alcohol test is taken any time during the employee’s shift and the shift ends after eight (8) hours, the employee is paid time and one-half for all time past the eight (8) hours.
- d. The Employer will not require the city employee to go for alcohol testing before the city employee’s shift, provided the collection site is open during or immediately following the employee’s shift.
- e. During an employee’s shift, an employee will not be required to use his/her personal vehicle from the terminal to and from the collection site to take a random alcohol test.

2. Non-Suspicion-Based Post-Accident Testing

- a. In the event of a non-suspicion-based post-accident testing situation, where the employee has advised the Employer of the issuance of a citation for a moving violation, but the Employer does not direct the employee to be tested immediately, but send the employee for testing at some later time (during the eight (8) hour period), the employee shall be paid for all time involved in testing, from the time the employee leaves home until the employee returns home after the test.
- b. When the Employer takes a driver out of service and directs the employee to be tested immediately, the Employer will make arrangements for the driver to return to his/her home terminal in accordance with the Collective Bargaining Agreement.

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O. Record Retention

The Employer shall maintain records in a secure manner so that disclosure of information to unauthorized persons does not occur.

Each Employer or its agent is required to maintain the following records for two years:

1. Records of the inspection and maintenance of each EBT used in employee testing;
2. Documentation of the Employer’s compliance with the Quality Assurance Program for each EBT it uses for alcohol testing; and

The Employer must maintain for five years records pertaining to the calibration of each EBT used in alcohol testing, including records of the results of external calibration checks.

P. Special Grievance Procedure

1. Disciplinary disputes will be heard in accordance with Article XXVI (Grievance Procedure) of the Collective Bargaining Agreement.
2. It is understood by the parties that employees will continue to receive all negotiated benefits under the Collective Bargaining Agreement.
3. The Procedures set forth herein may be invoked only by the authorized Union representative or the Employer.

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Spouse	Male	82	17015
Spouse	Female	80	19450
Spouse	Male	79	15618
Spouse	Male	79	19020
Spouse	Female	77	15301
Spouse	Female	76	19462
Spouse	Male	76	17228
Spouse	Male	76	17229
Spouse	Female	75	19611
Spouse	Female	75	19026
Spouse	Female	74	16101
Spouse	Male	73	18643
Spouse	Female	73	15221
Spouse	Female	72	17112
Spouse	Male	72	19152
Spouse	Male	72	15522
Spouse	Male	71	19401
Spouse	Male	71	17057
Spouse	Male	70	19026
Spouse	Male	69	17011
Spouse	Female	69	17264
Spouse	Female	69	17067
Spouse	Female	68	18624
Spouse	Female	68	15330
Spouse	Male	68	18640
Spouse	Male	68	17057
Spouse	Male	67	15642
Spouse	Female	67	15143
Spouse	Female	67	15537
Spouse	Female	67	15644
Spouse	Female	66	18612
Spouse	Male	66	15557
Spouse	Female	66	17015
Spouse	Female	66	15010
Spouse	Male	66	15044
Spouse	Female	66	19073
Spouse	Male	66	16667
Spouse	Female	66	17036
Spouse	Female	66	17050
Spouse	Female	66	16001
Spouse	Male	66	17112
Spouse	Female	65	17264
Spouse	Female	65	19601
Spouse	Female	65	19055
Spouse	Female	65	15025
Spouse	Male	65	18966
Spouse	Female	65	18071
Spouse	Female	65	18218
Spouse	Male	65	19044
Spouse	Female	65	15001
Spouse	Male	65	15559
Spouse	Male	65	15473
Spouse	Female	65	17011
Spouse	Female	65	15085
Spouse	Female	65	17109
Spouse	Male	65	16655
Spouse	Male	64	15229
Spouse	Male	64	19116

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Spouse	Female	64	19116
Spouse	Female	64	19027
Spouse	Female	64	15223
Spouse	Female	64	17057
Spouse	Female	64	17257
Spouse	Female	64	15146
Spouse	Female	64	19078
Spouse	Female	64	17255
Spouse	Female	64	15207
Spouse	Female	64	15679
Spouse	Female	64	17522
Spouse	Female	63	15071
Spouse	Female	63	19130
Spouse	Female	63	15132
Spouse	Female	63	15906
Spouse	Female	63	17007
Spouse	Female	63	15146
Spouse	Female	63	15601
Spouse	Female	63	16059
Spouse	Female	63	17078
Spouse	Male	63	17319
Spouse	Female	63	15206
Spouse	Female	63	18447
Spouse	Male	63	15215
Spouse	Male	63	18640
Spouse	Female	63	17011
Spouse	Male	63	15672
Spouse	Male	63	16117
Spouse	Female	63	18250
Spouse	Male	63	18030
Spouse	Female	62	18250
Spouse	Female	62	17050
Spouse	Female	62	19150
Spouse	Female	62	17011
Spouse	Female	62	17040
Spouse	Female	62	18232
Spouse	Female	62	16101
Spouse	Female	62	17257
Spouse	Male	62	17111
Spouse	Female	62	16102
Spouse	Female	62	15133
Spouse	Male	62	19122
Spouse	Male	62	15146
Spouse	Female	62	18229
Spouse	Female	62	16101
Spouse	Female	61	19125
Spouse	Male	61	17055
Spouse	Female	61	19124
Spouse	Female	61	18250
Spouse	Female	61	15239
Spouse	Female	61	17011
Spouse	Female	61	15636
Spouse	Female	61	19067
Spouse	Male	61	17319
Spouse	Male	61	16160
Spouse	Female	61	19540
Spouse	Male	61	17345
Spouse	Female	61	15601

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Spouse	Female	61	15550
Spouse	Female	61	15431
Spouse	Female	61	19380
Spouse	Female	61	19144
Spouse	Male	61	17111
Spouse	Female	61	17062
Spouse	Male	61	17842
Spouse	Female	61	19401
Spouse	Female	61	18252
Spouse	Female	61	19539
Spouse	Female	61	18644
Spouse	Female	61	15147
Spouse	Female	60	18235
Spouse	Female	60	15009
Spouse	Female	60	17307
Spouse	Female	60	19365
Spouse	Female	60	17241
Spouse	Female	60	19145
Spouse	Female	60	18235
Spouse	Female	60	15671
Spouse	Female	60	17102
Spouse	Female	60	19154
Spouse	Female	60	17545
Spouse	Female	60	15530
Spouse	Female	60	15533
Spouse	Female	60	18222
Spouse	Female	60	17035
Spouse	Female	60	18704
Spouse	Female	60	15108
Spouse	Female	60	17228
Spouse	Female	60	19401
Spouse	Male	60	18222
Spouse	Female	60	18643
Spouse	Female	60	19124
Spouse	Female	60	19004
Spouse	Female	60	17545
Spouse	Female	60	17111
Spouse	Male	59	17057
Spouse	Female	59	15012
Spouse	Female	59	17554
Spouse	Female	59	19428
Spouse	Female	59	19008
Spouse	Female	59	18434
Spouse	Male	59	17112
Spouse	Female	59	15658
Spouse	Female	59	17948
Spouse	Female	59	15136
Spouse	Male	59	12721
Spouse	Female	59	16673
Spouse	Female	59	18947
Spouse	Female	59	15545
Spouse	Female	59	19149
Spouse	Male	59	15146
Spouse	Female	59	19015
Spouse	Female	59	17552
Spouse	Female	59	17229
Spouse	Female	59	19606
Spouse	Female	59	15068

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Spouse	Female	59	19148
Spouse	Male	59	17110
Spouse	Female	59	15442
Spouse	Female	59	17522
Spouse	Female	59	19405
Spouse	Male	59	17239
Spouse	Female	59	15501
Spouse	Female	59	17036
Spouse	Female	59	15637
Spouse	Female	59	15636
Spouse	Female	59	15122
Spouse	Female	59	17112
Spouse	Female	59	15025
Spouse	Female	59	19054
Spouse	Female	59	15642
Spouse	Female	59	15215
Spouse	Female	59	18235
Spouse	Female	59	19111
Spouse	Female	59	17262
Spouse	Male	59	19020
Spouse	Male	59	18235
Spouse	Female	59	17233
Spouse	Female	58	15530
Spouse	Male	58	17233
Spouse	Female	58	17260
Spouse	Male	58	18519
Spouse	Female	58	17109
Spouse	Male	58	17110
Spouse	Male	58	17201
Spouse	Female	58	15537
Spouse	Female	58	15601
Spouse	Male	58	19530
Spouse	Female	58	19606
Spouse	Female	58	18052
Spouse	Female	58	15201
Spouse	Female	58	18235
Spouse	Female	58	17046
Spouse	Female	58	18704
Spouse	Female	58	08090
Spouse	Female	58	15666
Spouse	Female	58	17113
Spouse	Female	58	15601
Spouse	Female	58	15663
Spouse	Female	58	18214
Spouse	Female	58	17401
Spouse	Male	58	19121
Spouse	Female	58	16602
Spouse	Female	58	15068
Spouse	Female	58	15642
Spouse	Female	58	17050
Spouse	Male	58	15557
Spouse	Female	58	19012
Spouse	Female	58	15537
Spouse	Female	58	17319
Spouse	Female	58	15201
Spouse	Male	58	17113
Spouse	Female	58	18104
Spouse	Female	58	18651

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Spouse	Female	58	15425
Spouse	Female	58	15545
Spouse	Female	58	15010
Spouse	Male	58	15459
Spouse	Female	58	17025
Spouse	Female	58	18507
Spouse	Female	57	15037
Spouse	Female	57	15144
Spouse	Female	57	15639
Spouse	Male	57	15642
Spouse	Female	57	15044
Spouse	Female	57	19131
Spouse	Female	57	15201
Spouse	Female	57	19145
Spouse	Female	57	18052
Spouse	Female	57	15235
Spouse	Female	57	15541
Spouse	Female	57	15234
Spouse	Female	57	16141
Spouse	Female	57	17042
Spouse	Female	57	17403
Spouse	Male	57	19152
Spouse	Female	57	15146
Spouse	Female	57	17057
Spouse	Female	57	16033
Spouse	Female	57	17055
Spouse	Female	57	19508
Spouse	Male	57	15235
Spouse	Male	57	17070
Spouse	Male	57	15438
Spouse	Female	57	15226
Spouse	Female	57	17036
Spouse	Female	57	18612
Spouse	Female	57	16033
Spouse	Female	57	19540
Spouse	Female	57	17223
Spouse	Female	57	19401
Spouse	Female	57	19438
Spouse	Female	57	19148
Spouse	Female	57	16667
Spouse	Female	57	17046
Spouse	Male	57	17025
Spouse	Female	57	15904
Spouse	Male	57	17036
Spouse	Female	56	15120
Spouse	Female	56	15642
Spouse	Female	56	17229
Spouse	Male	56	19083
Spouse	Female	56	17233
Spouse	Male	56	17042
Spouse	Female	56	18657
Spouse	Female	56	15122
Spouse	Female	56	15132
Spouse	Female	56	18103
Spouse	Female	56	19082
Spouse	Female	56	18104
Spouse	Female	56	17050
Spouse	Male	56	18330

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Spouse	Female	56	17055
Spouse	Female	56	15521
Spouse	Male	56	19021
Spouse	Female	56	17112
Spouse	Female	56	17267
Spouse	Female	56	18069
Spouse	Female	56	17011
Spouse	Female	56	16679
Spouse	Female	56	19130
Spouse	Female	56	19128
Spouse	Female	56	15613
Spouse	Female	56	15963
Spouse	Female	56	15009
Spouse	Female	56	15135
Spouse	Female	56	17052
Spouse	Male	56	16160
Spouse	Female	56	18452
Spouse	Female	56	15501
Spouse	Female	56	15541
Spouse	Female	56	15672
Spouse	Female	56	19454
Spouse	Female	56	15089
Spouse	Female	56	19020
Spouse	Female	56	17082
Spouse	Female	56	17042
Spouse	Female	56	15317
Spouse	Female	56	18106
Spouse	Male	56	17043
Spouse	Female	56	18403
Spouse	Female	56	17057
Spouse	Male	56	18080
Spouse	Female	56	18901
Spouse	Male	56	15101
Spouse	Female	56	18661
Spouse	Female	56	15212
Spouse	Female	56	15631
Spouse	Female	56	15537
Spouse	Female	56	18447
Spouse	Female	56	15085
Spouse	Female	56	16157
Spouse	Female	56	19083
Spouse	Female	56	15905
Spouse	Female	56	18018
Spouse	Female	56	18519
Spouse	Female	56	19606
Spouse	Female	55	15062
Spouse	Female	55	18235
Spouse	Female	55	18512
Spouse	Female	55	18518
Spouse	Female	55	19044
Spouse	Female	55	19465
Spouse	Female	55	17109
Spouse	Female	55	17055
Spouse	Female	55	15143
Spouse	Female	55	15642
Spouse	Female	55	15207
Spouse	Male	55	15636
Spouse	Female	55	15012

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Spouse	Male	55	17036
Spouse	Male	55	17111
Spouse	Female	55	15501
Spouse	Male	55	17517
Spouse	Male	55	17111
Spouse	Female	55	18621
Spouse	Female	55	19507
Spouse	Female	55	19508
Spouse	Female	55	17055
Spouse	Female	55	15425
Spouse	Female	55	17053
Spouse	Female	55	15464
Spouse	Female	55	15642
Spouse	Female	55	19021
Spouse	Female	55	17113
Spouse	Female	55	16633
Spouse	Female	55	16601
Spouse	Female	55	17404
Spouse	Female	55	19601
Spouse	Female	55	15522
Spouse	Female	55	18235
Spouse	Female	55	17517
Spouse	Female	55	15601
Spouse	Female	55	19047
Spouse	Male	55	17046
Spouse	Female	55	17569
Spouse	Female	54	15486
Spouse	Female	54	15010
Spouse	Female	54	17020
Spouse	Female	54	17020
Spouse	Female	54	17257
Spouse	Female	54	19067
Spouse	Female	54	15213
Spouse	Female	54	17070
Spouse	Female	54	19114
Spouse	Female	54	17053
Spouse	Female	54	17086
Spouse	Female	54	19114
Spouse	Female	54	17110
Spouse	Female	54	15089
Spouse	Female	54	15501
Spouse	Female	54	15243
Spouse	Female	54	16115
Spouse	Female	54	17262
Spouse	Female	54	19605
Spouse	Female	54	19428
Spouse	Female	54	15537
Spouse	Female	54	15143
Spouse	Female	54	17112
Spouse	Male	54	15431
Spouse	Female	54	18106
Spouse	Female	54	15547
Spouse	Female	54	16678
Spouse	Female	54	19460
Spouse	Female	54	15501
Spouse	Female	54	15314
Spouse	Female	54	17111
Spouse	Female	54	17264

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Spouse	Female	54	18702
Spouse	Female	54	17018
Spouse	Female	54	18052
Spouse	Male	54	16664
Spouse	Female	54	19050
Spouse	Female	54	15209
Spouse	Female	54	15522
Spouse	Female	54	15480
Spouse	Female	54	17111
Spouse	Female	54	15613
Spouse	Female	54	19027
Spouse	Female	54	18509
Spouse	Male	54	19507
Spouse	Female	54	15690
Spouse	Female	54	17601
Spouse	Female	54	15538
Spouse	Male	54	19044
Spouse	Female	54	19149
Spouse	Female	54	19522
Spouse	Female	54	19605
Spouse	Female	54	18235
Spouse	Female	54	17111
Spouse	Female	54	15425
Spouse	Female	53	17543
Spouse	Female	53	18255
Spouse	Male	53	15425
Spouse	Female	53	19090
Spouse	Female	53	15642
Spouse	Male	53	18964
Spouse	Female	53	15537
Spouse	Female	53	19446
Spouse	Male	53	17013
Spouse	Female	53	15610
Spouse	Female	53	15650
Spouse	Female	53	17022
Spouse	Female	53	18955
Spouse	Female	53	17851
Spouse	Male	53	17111
Spouse	Female	53	15550
Spouse	Female	53	19312
Spouse	Female	53	15425
Spouse	Female	53	15131
Spouse	Female	53	19148
Spouse	Female	53	15601
Spouse	Female	53	19111
Spouse	Female	53	15530
Spouse	Female	53	15066
Spouse	Female	53	15678
Spouse	Female	53	17233
Spouse	Female	53	19426
Spouse	Female	53	15554
Spouse	Female	53	15935
Spouse	Female	53	15554
Spouse	Female	53	17111
Spouse	Female	53	17042
Spouse	Female	53	15215
Spouse	Female	53	17219
Spouse	Female	53	15642

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Spouse	Female	53	15146
Spouse	Female	53	19148
Spouse	Female	53	18504
Spouse	Female	53	18250
Spouse	Female	53	19082
Spouse	Female	53	15236
Spouse	Female	53	15068
Spouse	Female	53	17050
Spouse	Female	53	19606
Spouse	Female	53	18031
Spouse	Female	53	17015
Spouse	Female	53	18976
Spouse	Female	53	19026
Spouse	Female	52	15084
Spouse	Female	52	19442
Spouse	Female	52	19607
Spouse	Male	52	17036
Spouse	Female	52	15537
Spouse	Female	52	16025
Spouse	Female	52	19123
Spouse	Female	52	17109
Spouse	Female	52	15057
Spouse	Female	52	15522
Spouse	Female	52	19072
Spouse	Female	52	17601
Spouse	Female	52	15028
Spouse	Female	52	15045
Spouse	Female	52	19090
Spouse	Female	52	19473
Spouse	Male	52	15537
Spouse	Female	52	17238
Spouse	Female	52	18944
Spouse	Female	52	15559
Spouse	Female	52	17603
Spouse	Female	52	16102
Spouse	Female	52	19403
Spouse	Female	52	17603
Spouse	Female	52	19428
Spouse	Female	52	17264
Spouse	Female	52	15690
Spouse	Female	52	17046
Spouse	Female	52	16101
Spouse	Female	52	18347
Spouse	Male	52	19142
Spouse	Female	52	17262
Spouse	Female	52	17053
Spouse	Female	52	18447
Spouse	Female	52	19083
Spouse	Female	52	18504
Spouse	Female	52	18062
Spouse	Female	52	18201
Spouse	Female	52	15642
Spouse	Female	52	15062
Spouse	Female	52	17112
Spouse	Female	51	19311
Spouse	Female	51	16101
Spouse	Female	51	15477
Spouse	Female	51	18031

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Spouse	Female	51	16040
Spouse	Female	51	15147
Spouse	Female	51	15132
Spouse	Female	51	17066
Spouse	Female	51	15559
Spouse	Female	51	18651
Spouse	Male	51	15537
Spouse	Female	51	17087
Spouse	Female	51	17015
Spouse	Male	51	17053
Spouse	Female	51	15239
Spouse	Female	51	19611
Spouse	Female	51	17262
Spouse	Female	51	17110
Spouse	Female	51	19054
Spouse	Female	51	18512
Spouse	Female	51	15541
Spouse	Female	51	15012
Spouse	Female	51	08029
Spouse	Female	51	17113
Spouse	Male	51	17050
Spouse	Female	51	16115
Spouse	Female	51	17112
Spouse	Female	51	15442
Spouse	Male	51	15601
Spouse	Female	51	18330
Spouse	Female	51	15539
Spouse	Female	51	19507
Spouse	Male	51	17241
Spouse	Male	51	15537
Spouse	Female	51	15650
Spouse	Female	51	19125
Spouse	Female	51	15227
Spouse	Female	51	15317
Spouse	Male	51	17339
Spouse	Female	51	15537
Spouse	Female	51	17019
Spouse	Female	50	17016
Spouse	Female	50	15533
Spouse	Female	50	17019
Spouse	Female	50	15626
Spouse	Female	50	15559
Spouse	Male	50	19464
Spouse	Female	50	15425
Spouse	Female	50	17229
Spouse	Female	50	15235
Spouse	Male	50	15650
Spouse	Male	50	15533
Spouse	Female	50	17087
Spouse	Female	50	18041
Spouse	Female	50	15537
Spouse	Female	50	18519
Spouse	Male	50	18966
Spouse	Female	50	17020
Spouse	Female	50	17221
Spouse	Male	50	17202
Spouse	Male	50	17078
Spouse	Female	50	17244

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Spouse	Female	50	15540
Spouse	Female	50	19403
Spouse	Female	50	15462
Spouse	Female	50	18052
Spouse	Female	50	15132
Spouse	Female	50	17229
Spouse	Female	50	18255
Spouse	Female	50	15531
Spouse	Female	50	17025
Spouse	Male	50	17109
Spouse	Female	50	17257
Spouse	Female	50	08016
Spouse	Female	50	17067
Spouse	Female	50	15147
Spouse	Female	50	17110
Spouse	Female	50	17046
Spouse	Male	50	19148
Spouse	Male	50	17112
Spouse	Female	50	17257
Spouse	Female	50	17221
Spouse	Female	50	17036
Spouse	Female	50	15120
Spouse	Female	50	17325
Spouse	Female	50	18229
Spouse	Female	50	17025
Spouse	Male	50	17042
Spouse	Female	50	15533
Spouse	Female	50	19123
Spouse	Female	50	15044
Spouse	Female	50	17110
Spouse	Male	50	17019
Spouse	Male	49	15613
Spouse	Female	49	19026
Spouse	Female	49	17055
Spouse	Male	49	17090
Spouse	Female	49	16105
Spouse	Female	49	17253
Spouse	Female	49	15425
Spouse	Female	49	19078
Spouse	Female	49	17266
Spouse	Female	49	15537
Spouse	Female	49	17233
Spouse	Female	49	19406
Spouse	Female	49	15683
Spouse	Female	49	17264
Spouse	Female	49	19040
Spouse	Female	49	18330
Spouse	Male	49	17111
Spouse	Female	49	17070
Spouse	Female	49	17078
Spouse	Female	49	17022
Spouse	Female	49	17111
Spouse	Female	49	19604
Spouse	Female	49	17578
Spouse	Female	49	15613
Spouse	Female	49	18229
Spouse	Female	49	15044
Spouse	Male	49	17113

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Spouse	Female	49	17319
Spouse	Female	49	18447
Spouse	Female	49	17240
Spouse	Female	49	19464
Spouse	Female	49	08081
Spouse	Female	49	17319
Spouse	Female	49	18612
Spouse	Female	49	17073
Spouse	Female	49	15551
Spouse	Male	49	19142
Spouse	Female	49	16101
Spouse	Female	49	08012
Spouse	Female	49	18051
Spouse	Female	49	19020
Spouse	Female	48	18709
Spouse	Female	48	17070
Spouse	Female	48	18252
Spouse	Female	48	17402
Spouse	Female	48	15666
Spouse	Female	48	18452
Spouse	Female	48	15904
Spouse	Male	48	17057
Spouse	Female	48	16141
Spouse	Female	48	15234
Spouse	Female	48	19154
Spouse	Female	48	17111
Spouse	Female	48	17019
Spouse	Female	48	17042
Spouse	Female	48	17112
Spouse	Female	48	19145
Spouse	Female	48	19154
Spouse	Female	48	17888
Spouse	Female	48	18235
Spouse	Female	48	19148
Spouse	Female	48	17042
Spouse	Female	48	15037
Spouse	Female	48	19446
Spouse	Female	48	17033
Spouse	Female	48	17547
Spouse	Male	48	17112
Spouse	Female	48	18235
Spouse	Male	48	15202
Spouse	Female	48	18104
Spouse	Female	48	18201
Spouse	Female	48	15552
Spouse	Male	48	15551
Spouse	Female	48	17019
Spouse	Female	48	17202
Spouse	Female	48	17036
Spouse	Female	48	15044
Spouse	Female	48	17019
Spouse	Female	48	17264
Spouse	Female	48	15537
Spouse	Female	48	15537
Spouse	Female	48	15904
Spouse	Female	47	17055
Spouse	Female	47	19128
Spouse	Female	47	17073

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Spouse	Female	47	18434
Spouse	Female	47	15521
Spouse	Female	47	17067
Spouse	Female	47	18073
Spouse	Female	47	16625
Spouse	Female	47	19040
Spouse	Female	47	17834
Spouse	Female	47	19114
Spouse	Female	47	15501
Spouse	Female	47	19154
Spouse	Female	47	15537
Spouse	Female	47	17201
Spouse	Female	47	18235
Spouse	Female	47	19149
Spouse	Male	47	17112
Spouse	Female	47	17257
Spouse	Male	47	18073
Spouse	Female	47	19446
Spouse	Female	47	15557
Spouse	Female	47	19403
Spouse	Female	47	17948
Spouse	Female	47	19015
Spouse	Female	47	19020
Spouse	Female	47	17042
Spouse	Female	47	16160
Spouse	Female	47	17111
Spouse	Female	47	18235
Spouse	Female	47	15076
Spouse	Female	47	15469
Spouse	Female	47	15537
Spouse	Female	47	19148
Spouse	Female	47	15618
Spouse	Female	47	15671
Spouse	Female	47	15478
Spouse	Male	47	19565
Spouse	Female	47	17522
Spouse	Female	47	17042
Spouse	Female	47	17015
Spouse	Female	46	15068
Spouse	Female	46	19446
Spouse	Female	46	18078
Spouse	Female	46	15063
Spouse	Female	46	15201
Spouse	Female	46	16695
Spouse	Female	46	17036
Spouse	Female	46	15534
Spouse	Female	46	18519
Spouse	Female	46	15207
Spouse	Female	46	15235
Spouse	Female	46	17111
Spouse	Male	46	17018
Spouse	Female	46	19040
Spouse	Female	46	17578
Spouse	Female	46	15601
Spouse	Female	46	18074
Spouse	Female	46	15469
Spouse	Female	46	17404
Spouse	Female	46	15522

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Spouse	Female	46	17022
Spouse	Female	46	19067
Spouse	Female	46	17053
Spouse	Female	46	18704
Spouse	Female	46	18229
Spouse	Female	46	17111
Spouse	Female	46	19021
Spouse	Female	46	18250
Spouse	Female	46	17111
Spouse	Female	46	18504
Spouse	Male	46	17022
Spouse	Male	46	18411
Spouse	Female	46	19047
Spouse	Female	46	18702
Spouse	Female	45	15211
Spouse	Female	45	18092
Spouse	Female	45	18630
Spouse	Female	45	18447
Spouse	Female	45	15559
Spouse	Female	45	15559
Spouse	Male	45	17112
Spouse	Female	45	17038
Spouse	Male	45	17067
Spouse	Female	45	16057
Spouse	Female	45	17059
Spouse	Female	45	17053
Spouse	Female	45	19151
Spouse	Female	45	16673
Spouse	Female	45	17255
Spouse	Female	45	15239
Spouse	Male	45	15537
Spouse	Female	45	19506
Spouse	Female	45	15320
Spouse	Female	45	19053
Spouse	Male	45	17055
Spouse	Female	45	16664
Spouse	Female	45	17233
Spouse	Female	45	18452
Spouse	Female	45	18403
Spouse	Female	45	17569
Spouse	Female	45	17233
Spouse	Female	45	17033
Spouse	Male	45	17003
Spouse	Female	45	15025
Spouse	Female	45	16678
Spouse	Female	45	15001
Spouse	Female	45	15108
Spouse	Female	45	18059
Spouse	Female	45	17046
Spouse	Female	45	19151
Spouse	Female	45	18411
Spouse	Male	45	17262
Spouse	Female	45	19138
Spouse	Female	45	17018
Spouse	Female	45	15228
Spouse	Female	45	15902
Spouse	Female	44	15120
Spouse	Female	44	17255

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Spouse	Female	44	17271
Spouse	Female	44	18704
Spouse	Female	44	19454
Spouse	Female	44	15044
Spouse	Female	44	17110
Spouse	Female	44	19460
Spouse	Female	44	19090
Spouse	Female	44	15521
Spouse	Female	44	17026
Spouse	Female	44	17019
Spouse	Female	44	15541
Spouse	Male	44	17057
Spouse	Male	44	15559
Spouse	Female	44	19464
Spouse	Female	44	17970
Spouse	Female	44	18403
Spouse	Female	44	15025
Spouse	Male	44	17011
Spouse	Female	44	17050
Spouse	Female	44	15533
Spouse	Female	44	16117
Spouse	Female	43	16052
Spouse	Female	43	15650
Spouse	Female	43	18951
Spouse	Female	43	18444
Spouse	Male	43	17111
Spouse	Female	43	19154
Spouse	Female	43	17569
Spouse	Female	43	19460
Spouse	Female	43	17050
Spouse	Female	43	15425
Spouse	Male	43	18964
Spouse	Male	43	19150
Spouse	Female	43	16222
Spouse	Female	43	17353
Spouse	Female	43	15068
Spouse	Female	43	18052
Spouse	Female	43	15068
Spouse	Female	43	15650
Spouse	Female	43	17061
Spouse	Female	43	15116
Spouse	Female	43	19405
Spouse	Female	43	15458
Spouse	Female	43	15009
Spouse	Male	43	17090
Spouse	Female	42	17046
Spouse	Female	42	17057
Spouse	Female	42	15201
Spouse	Female	42	17050
Spouse	Female	42	15666
Spouse	Female	42	17055
Spouse	Female	42	15220
Spouse	Female	42	18702
Spouse	Female	42	16105
Spouse	Female	42	08080
Spouse	Female	42	15552
Spouse	Female	42	19149
Spouse	Female	42	19151

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Spouse	Male	42	17042
Spouse	Female	42	17552
Spouse	Female	42	15642
Spouse	Female	41	18414
Spouse	Female	41	15541
Spouse	Female	41	18037
Spouse	Female	41	16141
Spouse	Female	41	15010
Spouse	Female	41	16101
Spouse	Female	41	17061
Spouse	Female	41	19135
Spouse	Female	41	15537
Spouse	Female	41	15537
Spouse	Female	41	17221
Spouse	Female	41	19131
Spouse	Female	41	17569
Spouse	Female	41	17022
Spouse	Female	41	17038
Spouse	Male	41	15501
Spouse	Female	41	15642
Spouse	Female	41	17241
Spouse	Female	41	17109
Spouse	Female	41	17078
Spouse	Female	41	17070
Spouse	Female	41	17229
Spouse	Female	41	15627
Spouse	Male	40	17053
Spouse	Female	40	15670
Spouse	Female	40	18621
Spouse	Male	40	15601
Spouse	Female	40	15601
Spouse	Female	40	15601
Spouse	Female	40	17602
Spouse	Female	40	15552
Spouse	Female	40	16141
Spouse	Female	40	17229
Spouse	Female	40	17067
Spouse	Female	39	16105
Spouse	Female	39	18940
Spouse	Female	39	17065
Spouse	Female	39	17032
Spouse	Female	39	19137
Spouse	Female	39	17022
Spouse	Female	39	17018
Spouse	Female	39	18661
Spouse	Female	39	17070
Spouse	Female	39	17112
Spouse	Female	39	17047
Spouse	Female	38	17241
Spouse	Female	38	17113
Spouse	Male	38	17025
Spouse	Female	38	19608
Spouse	Female	38	17055
Spouse	Female	38	15101
Spouse	Female	38	15536
Spouse	Female	38	18974
Spouse	Female	38	15539
Spouse	Female	38	16691

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Spouse	Female	38	17241
Spouse	Female	37	19116
Spouse	Female	37	17070
Spouse	Female	37	17543
Spouse	Male	37	17264
Spouse	Female	37	18518
Spouse	Female	37	18452
Spouse	Female	37	17264
Spouse	Female	37	19083
Spouse	Female	37	17111
Spouse	Female	36	19555
Spouse	Female	36	19506
Spouse	Female	36	17070
Spouse	Female	36	17055
Spouse	Female	36	18403
Spouse	Female	36	15234
Spouse	Female	36	17013
Spouse	Female	36	18235
Spouse	Female	36	19145
Spouse	Female	36	15501
Spouse	Female	36	18444
Spouse	Female	36	18235
Spouse	Female	35	18964
Spouse	Female	35	18229
Spouse	Female	35	17255
Spouse	Female	35	15501
Spouse	Male	35	18250
Spouse	Female	35	17011
Spouse	Female	35	19154
Spouse	Female	35	17015
Spouse	Female	35	15469
Spouse	Female	35	15209
Spouse	Female	34	18235
Spouse	Female	34	17112
Spouse	Female	34	17073
Spouse	Female	34	17045
Spouse	Female	34	18347
Spouse	Female	34	17045
Spouse	Female	34	19148
Spouse	Male	33	17578
Spouse	Female	33	15146
Spouse	Female	33	17042
Spouse	Male	33	18103
Spouse	Female	33	17042
Spouse	Male	33	15522
Spouse	Female	32	17038
Spouse	Female	32	16101
Spouse	Female	32	17038
Spouse	Female	31	15068
Spouse	Female	31	17109
Spouse	Female	30	15425
Spouse	Male	30	15537
Spouse	Male	30	19021
Spouse	Female	30	19446
Spouse	Male	29	18201
Spouse	Male	29	15044
Spouse	Female	28	19428
Spouse	Male	28	15905

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Spouse	Male	28	17110
Spouse	Male	28	19128
Spouse	Female	28	15642
Spouse	Female	28	17362
Spouse	Female	28	17554
Spouse	Female	28	17046
Spouse	Female	28	15642
Spouse	Female	27	15122
Spouse	Female	27	15442
Spouse	Male	27	15332
Spouse	Female	27	17110
Spouse	Male	27	18235
Spouse	Female	27	15108
Spouse	Male	27	16678
Spouse	Female	25	19054
Spouse	Female	25	17052
Spouse	Female	24	15136
Spouse	Female	24	18222
Spouse	Female	24	15314
Spouse	Female	24	19020
Spouse	Female	24	15533
Spouse	Male	21	19154
Spouse	Male	21	15650
Employee	Male	82	19450
Employee	Male	80	19026
Employee	Male	76	19611
Employee	Male	76	16001
Employee	Female	74	15235
Employee	Male	74	17011
Employee	Male	73	19482
Employee	Female	72	18222
Employee	Male	72	15146
Employee	Female	72	15618
Employee	Male	71	18054
Employee	Female	71	18643
Employee	Male	71	18612
Employee	Male	71	17112
Employee	Male	71	17264
Employee	Female	70	17264
Employee	Female	69	15522
Employee	Male	69	17109
Employee	Female	69	18640
Employee	Male	69	15003
Employee	Male	69	19073
Employee	Male	69	16101
Employee	Female	68	15613
Employee	Male	68	19078
Employee	Male	68	15222
Employee	Male	68	17257
Employee	Male	68	17067
Employee	Male	68	15009
Employee	Male	68	15220
Employee	Male	67	17113
Employee	Male	67	15003
Employee	Male	67	19116
Employee	Male	67	15601
Employee	Male	67	15330
Employee	Male	67	15317

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Employee	Male	67	19120
Employee	Male	67	17403
Employee	Male	67	17070
Employee	Male	67	15901
Employee	Female	67	17070
Employee	Male	67	18222
Employee	Male	67	19380
Employee	Female	67	15906
Employee	Male	66	19082
Employee	Male	66	18624
Employee	Male	66	19053
Employee	Male	66	18218
Employee	Male	66	18071
Employee	Male	66	17112
Employee	Female	66	19044
Employee	Male	66	15143
Employee	Female	66	18505
Employee	Male	66	17013
Employee	Male	66	19134
Employee	Male	66	17036
Employee	Male	65	18232
Employee	Male	65	15132
Employee	Female	65	19020
Employee	Male	65	17565
Employee	Male	65	15133
Employee	Male	65	17078
Employee	Male	65	19002
Employee	Male	65	15632
Employee	Male	65	15676
Employee	Male	65	18235
Employee	Female	65	19026
Employee	Male	65	15146
Employee	Male	65	15071
Employee	Male	65	15314
Employee	Male	65	19027
Employee	Male	65	19130
Employee	Male	65	16623
Employee	Female	64	18966
Employee	Male	64	15122
Employee	Male	64	15223
Employee	Male	64	19539
Employee	Male	64	19152
Employee	Female	64	17110
Employee	Male	64	17011
Employee	Female	64	18235
Employee	Male	64	19380
Employee	Male	64	17255
Employee	Male	64	17522
Employee	Female	64	17025
Employee	Male	64	15146
Employee	Male	64	15206
Employee	Male	64	17111
Employee	Male	64	15143
Employee	Male	64	17007
Employee	Male	64	08051
Employee	Male	64	19468
Employee	Female	64	17406
Employee	Male	64	15146

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Employee	Male	64	18052
Employee	Female	63	15206
Employee	Male	63	15215
Employee	Male	63	19149
Employee	Male	63	19601
Employee	Male	63	18104
Employee	Female	63	17219
Employee	Male	63	18235
Employee	Female	63	17055
Employee	Male	63	16102
Employee	Male	63	15530
Employee	Female	63	17228
Employee	Male	63	17050
Employee	Male	63	18651
Employee	Male	63	17221
Employee	Male	63	17102
Employee	Female	63	18951
Employee	Female	63	19057
Employee	Male	63	15044
Employee	Male	63	15301
Employee	Male	63	17109
Employee	Male	63	17109
Employee	Male	63	15239
Employee	Female	63	15672
Employee	Male	63	18612
Employee	Male	63	18643
Employee	Male	63	16101
Employee	Male	63	15012
Employee	Male	63	19507
Employee	Male	63	19136
Employee	Male	63	19540
Employee	Male	63	17061
Employee	Male	63	15905
Employee	Female	63	17112
Employee	Male	62	18235
Employee	Male	62	15601
Employee	Male	62	15537
Employee	Female	62	19041
Employee	Male	62	19150
Employee	Female	62	18951
Employee	Female	62	15012
Employee	Male	62	17042
Employee	Male	62	19401
Employee	Male	62	15679
Employee	Male	62	19125
Employee	Male	62	15085
Employee	Male	62	19018
Employee	Male	62	15147
Employee	Female	62	17345
Employee	Male	62	15501
Employee	Male	62	15207
Employee	Male	62	19144
Employee	Male	62	19124
Employee	Male	62	15642
Employee	Male	62	15601
Employee	Male	62	19508
Employee	Male	62	18519
Employee	Male	62	18045

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Employee	Male	62	15243
Employee	Male	62	15618
Employee	Male	62	19141
Employee	Male	62	15147
Employee	Male	62	15431
Employee	Male	61	16102
Employee	Female	61	16117
Employee	Male	61	15136
Employee	Male	61	15563
Employee	Male	61	17050
Employee	Male	61	08080
Employee	Male	61	15601
Employee	Male	61	15332
Employee	Male	61	19001
Employee	Male	61	15332
Employee	Male	61	18704
Employee	Male	61	18235
Employee	Male	61	18104
Employee	Male	61	15442
Employee	Male	61	15642
Employee	Male	61	15456
Employee	Male	61	15025
Employee	Female	61	17036
Employee	Female	61	17552
Employee	Female	61	18930
Employee	Female	61	19116
Employee	Male	61	19055
Employee	Male	61	15537
Employee	Male	61	17057
Employee	Male	61	18052
Employee	Male	61	15522
Employee	Male	61	18235
Employee	Female	61	16667
Employee	Female	61	17043
Employee	Female	61	17101
Employee	Male	61	15132
Employee	Male	61	17307
Employee	Male	61	16157
Employee	Male	61	15644
Employee	Male	61	19020
Employee	Male	61	15663
Employee	Female	61	17402
Employee	Male	61	19111
Employee	Male	61	15089
Employee	Female	61	17319
Employee	Male	61	17110
Employee	Female	61	15559
Employee	Female	61	15133
Employee	Male	61	16673
Employee	Male	61	15122
Employee	Male	61	17015
Employee	Male	60	17545
Employee	Male	60	17003
Employee	Male	60	15642
Employee	Male	60	18504
Employee	Male	60	18250
Employee	Male	60	17554
Employee	Female	60	19122

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Employee	Male	60	15636
Employee	Male	60	15501
Employee	Male	60	15431
Employee	Male	60	18704
Employee	Male	60	15144
Employee	Male	60	18651
Employee	Male	60	17545
Employee	Male	60	17538
Employee	Male	60	19148
Employee	Female	60	17113
Employee	Male	60	18103
Employee	Male	60	18657
Employee	Male	60	18235
Employee	Male	60	17109
Employee	Male	60	15501
Employee	Male	60	15522
Employee	Male	60	18250
Employee	Male	60	17240
Employee	Male	60	19403
Employee	Male	60	17055
Employee	Male	60	18069
Employee	Female	60	19382
Employee	Male	60	16033
Employee	Male	60	15235
Employee	Male	60	15025
Employee	Male	60	15108
Employee	Female	60	15215
Employee	Male	60	19154
Employee	Male	60	18344
Employee	Male	60	17094
Employee	Male	60	19055
Employee	Female	60	17057
Employee	Male	60	18512
Employee	Male	60	15537
Employee	Male	60	19090
Employee	Male	60	17938
Employee	Male	60	15221
Employee	Female	60	15010
Employee	Female	60	17036
Employee	Male	60	15522
Employee	Female	60	16101
Employee	Female	60	15557
Employee	Female	60	15074
Employee	Female	60	16159
Employee	Male	60	18252
Employee	Male	60	15301
Employee	Male	60	15636
Employee	Female	60	18104
Employee	Female	60	15001
Employee	Male	60	15530
Employee	Male	60	15552
Employee	Male	60	17011
Employee	Male	60	17046
Employee	Male	60	17257
Employee	Male	60	19111
Employee	Male	60	15530
Employee	Male	60	19144
Employee	Male	60	15533

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Employee	Female	60	17057
Employee	Male	60	15627
Employee	Female	60	19128
Employee	Male	60	19012
Employee	Female	60	15108
Employee	Male	59	16101
Employee	Male	59	17401
Employee	Male	59	17011
Employee	Male	59	16102
Employee	Female	59	17102
Employee	Female	59	15001
Employee	Male	59	19090
Employee	Male	59	15540
Employee	Male	59	19044
Employee	Male	59	17229
Employee	Female	59	19139
Employee	Female	59	17255
Employee	Male	59	44443
Employee	Male	59	19465
Employee	Male	59	19149
Employee	Male	59	17319
Employee	Male	59	17228
Employee	Male	59	18651
Employee	Male	59	18452
Employee	Male	59	19401
Employee	Male	59	19063
Employee	Male	59	17948
Employee	Male	59	17233
Employee	Male	59	19124
Employee	Male	59	18235
Employee	Male	59	17313
Employee	Male	59	15671
Employee	Male	59	15610
Employee	Male	59	19606
Employee	Male	59	17112
Employee	Male	59	18612
Employee	Female	59	19401
Employee	Male	59	17233
Employee	Male	59	15644
Employee	Male	59	18102
Employee	Female	59	15235
Employee	Male	59	19149
Employee	Male	59	18947
Employee	Male	59	17264
Employee	Female	59	17502
Employee	Male	59	15235
Employee	Male	59	17025
Employee	Male	59	17055
Employee	Female	59	17011
Employee	Female	59	19137
Employee	Male	59	19072
Employee	Male	59	17110
Employee	Male	59	15501
Employee	Male	59	17111
Employee	Male	59	16691
Employee	Male	59	18235
Employee	Male	59	15658
Employee	Male	59	19405

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Employee	Male	59	15601
Employee	Female	59	16655
Employee	Male	59	19121
Employee	Male	59	16674
Employee	Female	59	15613
Employee	Male	59	19008
Employee	Female	59	17057
Employee	Male	59	15207
Employee	Female	59	17111
Employee	Female	59	16115
Employee	Male	59	17404
Employee	Male	59	19148
Employee	Male	59	19606
Employee	Male	59	15963
Employee	Male	59	17046
Employee	Male	59	17038
Employee	Male	59	15650
Employee	Male	59	19365
Employee	Female	59	15010
Employee	Male	59	17082
Employee	Male	59	18512
Employee	Female	59	15459
Employee	Male	59	19054
Employee	Male	59	16679
Employee	Male	59	18235
Employee	Female	59	17239
Employee	Male	59	15533
Employee	Male	59	17110
Employee	Female	59	15229
Employee	Male	59	18052
Employee	Male	59	15009
Employee	Male	58	15201
Employee	Male	58	15480
Employee	Male	58	15317
Employee	Male	58	17055
Employee	Female	58	15146
Employee	Male	58	17262
Employee	Male	58	15639
Employee	Male	58	17255
Employee	Male	58	17022
Employee	Female	58	18615
Employee	Male	58	17603
Employee	Male	58	15601
Employee	Male	58	17229
Employee	Male	58	15642
Employee	Male	58	19020
Employee	Female	58	17842
Employee	Male	58	18612
Employee	Male	58	18519
Employee	Male	58	15557
Employee	Male	58	17053
Employee	Male	58	15237
Employee	Male	58	15550
Employee	Male	58	18218
Employee	Male	58	17233
Employee	Male	58	17111
Employee	Male	58	17112
Employee	Male	58	19083

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Employee	Male	58	15010
Employee	Male	58	15234
Employee	Female	58	17015
Employee	Male	58	15539
Employee	Male	58	17046
Employee	Male	58	17035
Employee	Male	58	15009
Employee	Male	58	19044
Employee	Female	58	15001
Employee	Male	58	19015
Employee	Male	58	15010
Employee	Male	58	17522
Employee	Male	58	17011
Employee	Male	58	19403
Employee	Male	58	15213
Employee	Female	58	17404
Employee	Male	58	18080
Employee	Female	58	17053
Employee	Male	58	15062
Employee	Male	58	15010
Employee	Female	58	18222
Employee	Male	58	17042
Employee	Female	58	17050
Employee	Male	58	16115
Employee	Female	58	17057
Employee	Male	58	15963
Employee	Female	58	15522
Employee	Female	58	15522
Employee	Female	58	17013
Employee	Male	58	15068
Employee	Male	58	17319
Employee	Male	58	18447
Employee	Male	58	18640
Employee	Female	58	17339
Employee	Male	58	16667
Employee	Male	58	15425
Employee	Male	58	19606
Employee	Male	58	18102
Employee	Male	58	16625
Employee	Male	58	17229
Employee	Male	58	18347
Employee	Female	58	15642
Employee	Male	58	15537
Employee	Male	58	15906
Employee	Male	58	15601
Employee	Male	58	18052
Employee	Male	58	17253
Employee	Female	58	17078
Employee	Male	58	16033
Employee	Female	58	15642
Employee	Male	58	17034
Employee	Male	58	15679
Employee	Male	58	18252
Employee	Male	58	17046
Employee	Male	58	19540
Employee	Male	58	15541
Employee	Male	58	18433
Employee	Female	58	17057

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Employee	Male	58	15146
Employee	Male	58	17935
Employee	Male	58	19123
Employee	Male	58	16601
Employee	Male	58	17109
Employee	Male	58	16159
Employee	Male	58	18447
Employee	Female	58	15552
Employee	Male	58	15122
Employee	Female	58	17111
Employee	Male	58	18643
Employee	Male	58	18103
Employee	Male	58	15681
Employee	Male	58	17046
Employee	Female	58	15622
Employee	Male	58	15044
Employee	Female	57	19142
Employee	Female	57	15642
Employee	Male	57	19050
Employee	Male	57	15137
Employee	Male	57	18250
Employee	Male	57	19114
Employee	Male	57	17113
Employee	Male	57	16117
Employee	Female	57	19150
Employee	Male	57	15533
Employee	Male	57	16141
Employee	Female	57	17113
Employee	Male	57	15637
Employee	Male	57	19506
Employee	Male	57	19007
Employee	Male	57	17601
Employee	Male	57	18250
Employee	Female	57	16160
Employee	Male	57	18214
Employee	Male	57	15089
Employee	Female	57	18073
Employee	Male	57	18966
Employee	Male	57	18229
Employee	Male	57	15120
Employee	Male	57	19438
Employee	Male	57	19605
Employee	Male	57	16117
Employee	Male	57	15010
Employee	Male	57	16101
Employee	Male	57	19446
Employee	Male	57	15201
Employee	Male	57	18104
Employee	Male	57	15904
Employee	Male	57	15464
Employee	Female	57	18080
Employee	Male	57	15135
Employee	Male	57	15085
Employee	Male	57	17052
Employee	Male	57	15537
Employee	Male	57	17266
Employee	Male	57	17086
Employee	Male	57	19512

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Employee	Male	57	18015
Employee	Female	57	19146
Employee	Male	57	17070
Employee	Male	57	16689
Employee	Male	57	15239
Employee	Female	57	18640
Employee	Male	57	15537
Employee	Male	57	19406
Employee	Female	57	19504
Employee	Male	57	16633
Employee	Male	57	18062
Employee	Male	57	17223
Employee	Female	57	15601
Employee	Male	57	15239
Employee	Male	57	19128
Employee	Female	57	17055
Employee	Male	57	19428
Employee	Male	57	18106
Employee	Male	57	19111
Employee	Male	57	15005
Employee	Female	57	15537
Employee	Male	57	18644
Employee	Female	57	17241
Employee	Male	57	15642
Employee	Male	57	19529
Employee	Male	57	18704
Employee	Male	57	17404
Employee	Male	57	17016
Employee	Male	57	15530
Employee	Female	57	15680
Employee	Male	57	18201
Employee	Female	57	17110
Employee	Male	57	15235
Employee	Male	57	17042
Employee	Male	56	17111
Employee	Male	56	15143
Employee	Male	56	17003
Employee	Male	56	18235
Employee	Male	56	17050
Employee	Female	56	17013
Employee	Male	56	15613
Employee	Male	56	19047
Employee	Male	56	17404
Employee	Male	56	15538
Employee	Female	56	17042
Employee	Female	56	15601
Employee	Male	56	15212
Employee	Female	56	17222
Employee	Male	56	18102
Employee	Male	56	15009
Employee	Male	56	19038
Employee	Male	56	17244
Employee	Male	56	18210
Employee	Male	56	17113
Employee	Male	56	15547
Employee	Female	56	17339
Employee	Male	56	19401
Employee	Male	56	19020

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Employee	Male	56	18518
Employee	Male	56	15538
Employee	Male	56	17057
Employee	Male	56	18237
Employee	Male	56	17243
Employee	Male	56	15001
Employee	Male	56	17257
Employee	Male	56	15905
Employee	Male	56	15425
Employee	Female	56	19152
Employee	Female	56	17043
Employee	Male	56	17236
Employee	Male	56	15201
Employee	Male	56	15537
Employee	Male	56	17015
Employee	Male	56	15554
Employee	Male	56	15601
Employee	Male	56	19607
Employee	Male	56	16160
Employee	Female	56	15557
Employee	Female	56	15601
Employee	Female	56	15330
Employee	Male	56	18434
Employee	Male	56	19145
Employee	Male	56	16148
Employee	Male	56	15226
Employee	Male	56	17062
Employee	Male	56	16115
Employee	Male	56	19150
Employee	Male	56	19148
Employee	Male	56	17102
Employee	Male	56	17319
Employee	Male	56	17057
Employee	Male	56	19606
Employee	Male	56	17221
Employee	Male	56	15530
Employee	Male	56	19019
Employee	Female	56	15066
Employee	Male	56	16146
Employee	Male	56	16001
Employee	Male	56	15501
Employee	Male	56	15442
Employee	Female	56	18049
Employee	Male	56	15537
Employee	Male	56	19154
Employee	Male	56	15522
Employee	Male	56	17013
Employee	Male	56	17033
Employee	Male	56	19082
Employee	Male	56	19050
Employee	Female	56	18088
Employee	Male	56	17053
Employee	Male	56	19131
Employee	Male	56	15425
Employee	Male	56	15642
Employee	Female	56	19044
Employee	Male	56	15601
Employee	Male	56	17110

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Employee	Male	56	19114
Employee	Male	56	17240
Employee	Male	56	15239
Employee	Male	56	18106
Employee	Male	56	19020
Employee	Male	56	17851
Employee	Female	56	17070
Employee	Female	56	18519
Employee	Male	56	17834
Employee	Male	56	17931
Employee	Male	56	19403
Employee	Male	55	16101
Employee	Male	55	19508
Employee	Male	55	15537
Employee	Male	55	18403
Employee	Male	55	15650
Employee	Male	55	15401
Employee	Male	55	19454
Employee	Male	55	17070
Employee	Male	55	19148
Employee	Male	55	19608
Employee	Male	55	17111
Employee	Male	55	15477
Employee	Male	55	18255
Employee	Male	55	15037
Employee	Female	55	17111
Employee	Male	55	17241
Employee	Male	55	15209
Employee	Male	55	15674
Employee	Male	55	17062
Employee	Male	55	17262
Employee	Male	55	15545
Employee	Male	55	15401
Employee	Female	55	15642
Employee	Male	55	17112
Employee	Male	55	15147
Employee	Female	55	19464
Employee	Male	55	19054
Employee	Male	55	18018
Employee	Female	55	17111
Employee	Male	55	16025
Employee	Male	55	15690
Employee	Female	55	18235
Employee	Female	55	17112
Employee	Female	55	19403
Employee	Male	55	15131
Employee	Male	55	15010
Employee	Male	55	17057
Employee	Male	55	15601
Employee	Male	55	15028
Employee	Male	55	15554
Employee	Male	55	17018
Employee	Male	55	18403
Employee	Male	55	15136
Employee	Female	55	15417
Employee	Male	55	15550
Employee	Male	55	15209
Employee	Male	55	15116

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Employee	Male	55	18901
Employee	Male	55	18229
Employee	Male	55	15610
Employee	Male	55	15521
Employee	Male	55	19401
Employee	Female	55	16101
Employee	Female	55	19021
Employee	Male	55	17262
Employee	Male	55	15601
Employee	Male	55	18944
Employee	Male	55	15201
Employee	Female	55	15636
Employee	Male	55	15650
Employee	Male	55	17109
Employee	Male	55	17011
Employee	Male	55	18504
Employee	Female	55	15431
Employee	Male	55	15537
Employee	Male	55	18235
Employee	Female	55	17050
Employee	Female	55	19020
Employee	Female	55	17036
Employee	Male	55	15522
Employee	Female	55	17025
Employee	Male	55	17036
Employee	Male	55	18015
Employee	Male	55	15530
Employee	Female	55	18964
Employee	Male	55	18704
Employee	Male	55	19311
Employee	Female	55	19111
Employee	Male	55	15132
Employee	Female	55	18969
Employee	Male	55	17264
Employee	Male	55	15066
Employee	Male	55	18610
Employee	Male	55	17046
Employee	Male	55	16001
Employee	Male	55	17253
Employee	Male	55	18969
Employee	Male	55	15425
Employee	Male	55	18651
Employee	Male	55	15012
Employee	Male	55	17033
Employee	Male	55	15613
Employee	Female	54	15430
Employee	Male	54	15052
Employee	Male	54	15239
Employee	Male	54	15235
Employee	Male	54	15550
Employee	Male	54	15201
Employee	Female	54	15533
Employee	Male	54	17046
Employee	Female	54	17057
Employee	Female	54	17070
Employee	Male	54	17042
Employee	Male	54	18702
Employee	Male	54	17109

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Employee	Male	54	15066
Employee	Male	54	18229
Employee	Male	54	19067
Employee	Male	54	17353
Employee	Male	54	19149
Employee	Male	54	15147
Employee	Male	54	18944
Employee	Male	54	15062
Employee	Male	54	17948
Employee	Female	54	17113
Employee	Female	54	17011
Employee	Male	54	19032
Employee	Male	54	19607
Employee	Male	54	17603
Employee	Male	54	17011
Employee	Male	54	19046
Employee	Male	54	19401
Employee	Male	54	18071
Employee	Male	54	17042
Employee	Male	54	19027
Employee	Female	54	18252
Employee	Male	54	15522
Employee	Male	54	18509
Employee	Female	54	19038
Employee	Male	54	15236
Employee	Male	54	16667
Employee	Male	54	17110
Employee	Male	54	17543
Employee	Male	54	18618
Employee	Female	54	15559
Employee	Female	54	17011
Employee	Male	54	17111
Employee	Male	54	15501
Employee	Male	54	15642
Employee	Male	54	17057
Employee	Female	54	15531
Employee	Male	54	17003
Employee	Male	54	19026
Employee	Male	54	17111
Employee	Male	54	18078
Employee	Male	54	17050
Employee	Female	54	15101
Employee	Female	54	17241
Employee	Male	54	19134
Employee	Male	54	18704
Employee	Female	54	15044
Employee	Male	54	17066
Employee	Male	54	15027
Employee	Male	54	19522
Employee	Male	54	15537
Employee	Male	54	19606
Employee	Male	54	15642
Employee	Male	54	18071
Employee	Male	54	19428
Employee	Male	54	15425
Employee	Female	54	17050
Employee	Male	54	17111
Employee	Male	54	15022

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Employee	Male	54	15534
Employee	Female	54	19406
Employee	Female	54	15537
Employee	Male	54	17046
Employee	Male	54	19056
Employee	Male	54	17098
Employee	Male	54	15044
Employee	Male	54	17042
Employee	Male	54	17202
Employee	Male	54	16105
Employee	Male	54	19123
Employee	Male	54	18037
Employee	Male	54	15601
Employee	Male	53	15533
Employee	Male	53	15642
Employee	Male	53	17109
Employee	Female	53	18104
Employee	Male	53	17042
Employee	Male	53	18216
Employee	Male	53	17036
Employee	Male	53	18255
Employee	Male	53	15666
Employee	Male	53	19054
Employee	Male	53	17111
Employee	Female	53	15085
Employee	Female	53	19021
Employee	Female	53	19154
Employee	Male	53	17022
Employee	Male	53	17257
Employee	Female	53	17331
Employee	Female	53	17064
Employee	Male	53	19601
Employee	Male	53	15401
Employee	Male	53	19473
Employee	Male	53	19462
Employee	Male	53	17025
Employee	Male	53	15301
Employee	Male	53	19040
Employee	Female	53	17112
Employee	Male	53	17053
Employee	Male	53	19446
Employee	Female	53	17578
Employee	Female	53	17033
Employee	Male	53	18630
Employee	Male	53	15534
Employee	Male	53	15425
Employee	Female	53	17036
Employee	Male	53	19020
Employee	Male	53	16101
Employee	Male	53	18661
Employee	Male	53	18062
Employee	Female	53	19121
Employee	Male	53	15554
Employee	Male	53	15541
Employee	Male	53	18509
Employee	Male	53	18031
Employee	Female	53	15010
Employee	Female	53	19083

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Employee	Male	53	15533
Employee	Male	53	15235
Employee	Male	53	19473
Employee	Male	53	19601
Employee	Female	53	17111
Employee	Female	53	15601
Employee	Female	53	17036
Employee	Male	53	17053
Employee	Male	53	18051
Employee	Male	53	15425
Employee	Male	53	19018
Employee	Male	53	15425
Employee	Male	53	15001
Employee	Male	53	17233
Employee	Male	53	17345
Employee	Male	53	18447
Employee	Male	53	15522
Employee	Male	53	17015
Employee	Male	53	19004
Employee	Male	53	17221
Employee	Male	53	19428
Employee	Male	53	15690
Employee	Male	53	17404
Employee	Male	53	19403
Employee	Male	53	17888
Employee	Male	53	15227
Employee	Male	53	15068
Employee	Male	53	19078
Employee	Male	53	17055
Employee	Male	53	17271
Employee	Female	53	15623
Employee	Male	53	15905
Employee	Male	53	18235
Employee	Male	53	15613
Employee	Male	52	18434
Employee	Male	52	15559
Employee	Male	52	19007
Employee	Male	52	15132
Employee	Male	52	18038
Employee	Male	52	15501
Employee	Male	52	08012
Employee	Female	52	17057
Employee	Male	52	17104
Employee	Male	52	19401
Employee	Male	52	15650
Employee	Male	52	18235
Employee	Male	52	19033
Employee	Female	52	17319
Employee	Female	52	17319
Employee	Male	52	18634
Employee	Male	52	17264
Employee	Male	52	18235
Employee	Male	52	19078
Employee	Male	52	15531
Employee	Female	52	16117
Employee	Male	52	19605
Employee	Male	52	17111
Employee	Male	52	16101

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Employee	Male	52	19320
Employee	Female	52	17517
Employee	Male	52	19422
Employee	Male	52	18079
Employee	Female	52	15012
Employee	Female	52	19462
Employee	Female	52	15235
Employee	Female	52	17055
Employee	Male	52	15425
Employee	Male	52	19067
Employee	Male	52	18512
Employee	Female	52	15637
Employee	Male	52	17055
Employee	Male	52	18218
Employee	Male	52	17201
Employee	Female	52	17013
Employee	Male	52	15631
Employee	Male	52	19380
Employee	Male	52	15132
Employee	Male	52	17019
Employee	Female	52	17034
Employee	Male	52	15146
Employee	Male	52	17545
Employee	Female	52	19020
Employee	Male	52	17013
Employee	Male	52	19475
Employee	Male	52	18252
Employee	Male	52	19454
Employee	Male	52	16057
Employee	Male	52	17018
Employee	Male	52	19128
Employee	Male	52	15045
Employee	Male	52	15057
Employee	Male	52	18052
Employee	Male	52	17015
Employee	Male	52	17057
Employee	Male	52	17042
Employee	Male	52	17015
Employee	Female	52	17013
Employee	Male	52	15559
Employee	Male	52	17050
Employee	Female	52	17111
Employee	Female	52	17109
Employee	Male	52	19601
Employee	Female	52	19044
Employee	Male	52	15010
Employee	Male	52	17036
Employee	Male	52	17264
Employee	Male	52	19446
Employee	Male	52	17244
Employee	Male	52	17260
Employee	Male	52	19031
Employee	Male	52	15068
Employee	Male	52	17055
Employee	Male	52	15207
Employee	Male	52	15243
Employee	Female	52	17547
Employee	Male	52	15683

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Employee	Male	52	08016
Employee	Male	52	18229
Employee	Male	52	15501
Employee	Female	52	18235
Employee	Male	52	17025
Employee	Male	52	19148
Employee	Female	52	18250
Employee	Male	52	15044
Employee	Male	52	16101
Employee	Male	52	18020
Employee	Female	51	18030
Employee	Male	51	15601
Employee	Male	51	18612
Employee	Female	51	15208
Employee	Male	51	17111
Employee	Male	51	19145
Employee	Male	51	15613
Employee	Male	51	17601
Employee	Male	51	19040
Employee	Male	51	17109
Employee	Male	51	19540
Employee	Female	51	19056
Employee	Male	51	15084
Employee	Male	51	15052
Employee	Female	51	17070
Employee	Male	51	17406
Employee	Male	51	17111
Employee	Male	51	18976
Employee	Female	51	15533
Employee	Male	51	15486
Employee	Female	51	18951
Employee	Male	51	15537
Employee	Male	51	15557
Employee	Female	51	19530
Employee	Male	51	17350
Employee	Male	51	15122
Employee	Male	51	18080
Employee	Male	51	17228
Employee	Male	51	16040
Employee	Male	51	16105
Employee	Male	51	18969
Employee	Female	51	19133
Employee	Female	51	15146
Employee	Male	51	15120
Employee	Male	51	15044
Employee	Male	51	18031
Employee	Male	51	19046
Employee	Female	51	16101
Employee	Male	51	18447
Employee	Male	51	17067
Employee	Male	51	17015
Employee	Male	51	15537
Employee	Male	51	17040
Employee	Male	51	18255
Employee	Male	51	19428
Employee	Female	51	19141
Employee	Male	51	17110
Employee	Female	51	15010

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Employee	Male	51	08012
Employee	Male	51	15650
Employee	Male	51	15135
Employee	Male	51	19406
Employee	Female	51	19150
Employee	Male	51	15044
Employee	Male	51	18080
Employee	Male	51	18452
Employee	Male	51	17241
Employee	Male	51	15666
Employee	Male	51	15537
Employee	Male	51	16678
Employee	Male	51	19147
Employee	Male	51	18976
Employee	Male	51	19530
Employee	Male	51	19020
Employee	Male	51	15536
Employee	Male	51	16105
Employee	Male	51	17319
Employee	Female	51	19142
Employee	Male	51	17070
Employee	Female	51	17019
Employee	Male	51	08029
Employee	Male	51	17057
Employee	Male	51	19154
Employee	Male	51	18235
Employee	Male	51	19442
Employee	Female	51	17057
Employee	Male	51	17240
Employee	Male	51	19154
Employee	Male	51	15469
Employee	Male	51	17257
Employee	Male	51	17065
Employee	Male	51	15215
Employee	Male	51	17020
Employee	Male	51	19053
Employee	Male	50	17110
Employee	Male	50	17087
Employee	Male	50	18651
Employee	Male	50	19125
Employee	Male	50	17221
Employee	Male	50	17112
Employee	Male	50	19116
Employee	Male	50	15501
Employee	Female	50	19138
Employee	Male	50	19083
Employee	Male	50	16101
Employee	Male	50	19607
Employee	Male	50	18229
Employee	Male	50	15550
Employee	Male	50	19040
Employee	Male	50	19054
Employee	Male	50	17938
Employee	Male	50	15462
Employee	Male	50	15904
Employee	Male	50	19067
Employee	Male	50	18201
Employee	Male	50	18929

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Employee	Male	50	19020
Employee	Male	50	17019
Employee	Male	50	15146
Employee	Male	50	15132
Employee	Male	50	15425
Employee	Female	50	15219
Employee	Female	50	17112
Employee	Male	50	18704
Employee	Female	50	18037
Employee	Male	50	17113
Employee	Male	50	15626
Employee	Male	50	17033
Employee	Male	50	15088
Employee	Female	50	17112
Employee	Male	50	17036
Employee	Male	50	17350
Employee	Female	50	18966
Employee	Male	50	17569
Employee	Male	50	16650
Employee	Female	50	16101
Employee	Male	50	18041
Employee	Male	50	19083
Employee	Male	50	19142
Employee	Male	50	18940
Employee	Male	50	15936
Employee	Male	50	17109
Employee	Male	50	16101
Employee	Male	50	18073
Employee	Male	50	19464
Employee	Female	50	17050
Employee	Male	50	18621
Employee	Male	50	18974
Employee	Female	50	17046
Employee	Male	50	17948
Employee	Male	50	17112
Employee	Male	50	15112
Employee	Male	50	15062
Employee	Male	50	17229
Employee	Male	50	17547
Employee	Female	50	15035
Employee	Male	50	15215
Employee	Male	50	19605
Employee	Male	50	08081
Employee	Male	50	17264
Employee	Female	50	17050
Employee	Male	50	19116
Employee	Male	50	15024
Employee	Female	50	17090
Employee	Male	50	15063
Employee	Female	50	19135
Employee	Male	50	15904
Employee	Male	50	15401
Employee	Male	49	18447
Employee	Male	49	17201
Employee	Male	49	17233
Employee	Male	49	19123
Employee	Male	49	17067
Employee	Male	49	17050

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Employee	Male	49	18062
Employee	Male	49	17070
Employee	Female	49	15642
Employee	Female	49	19152
Employee	Male	49	17019
Employee	Male	49	19405
Employee	Male	49	17073
Employee	Male	49	19460
Employee	Male	49	17055
Employee	Male	49	15683
Employee	Female	49	17233
Employee	Male	49	19312
Employee	Male	49	17319
Employee	Male	49	15065
Employee	Male	49	15469
Employee	Female	49	15522
Employee	Male	49	17078
Employee	Male	49	17046
Employee	Male	49	15044
Employee	Female	49	17104
Employee	Male	49	17087
Employee	Female	49	18037
Employee	Female	49	17022
Employee	Male	49	17111
Employee	Male	49	15469
Employee	Female	49	17111
Employee	Male	49	19460
Employee	Male	49	17543
Employee	Male	49	17113
Employee	Male	49	19154
Employee	Male	49	19150
Employee	Male	49	15537
Employee	Female	49	19125
Employee	Male	49	19604
Employee	Female	49	19145
Employee	Male	49	19055
Employee	Male	49	18951
Employee	Male	49	17033
Employee	Female	49	17025
Employee	Male	49	17055
Employee	Male	49	18452
Employee	Male	49	17110
Employee	Male	49	15024
Employee	Male	49	15537
Employee	Male	49	16141
Employee	Male	49	18407
Employee	Male	49	17025
Employee	Male	49	15501
Employee	Male	49	15537
Employee	Male	49	18250
Employee	Male	49	19148
Employee	Male	49	17233
Employee	Male	49	17241
Employee	Male	49	17522
Employee	Male	49	08012
Employee	Male	49	15535
Employee	Male	49	17264
Employee	Female	49	17401

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Employee	Male	49	16052
Employee	Male	49	18347
Employee	Female	49	15425
Employee	Male	49	19403
Employee	Male	49	18092
Employee	Male	49	15025
Employee	Male	49	19504
Employee	Female	49	15541
Employee	Male	49	18452
Employee	Male	49	15537
Employee	Male	49	15537
Employee	Male	49	17046
Employee	Male	49	19464
Employee	Male	49	17044
Employee	Male	48	17569
Employee	Male	48	19154
Employee	Male	48	18447
Employee	Male	48	17522
Employee	Female	48	17050
Employee	Male	48	15559
Employee	Female	48	17070
Employee	Male	48	19506
Employee	Male	48	17090
Employee	Female	48	17022
Employee	Male	48	16141
Employee	Female	48	15010
Employee	Male	48	17046
Employee	Male	48	19116
Employee	Male	48	19605
Employee	Male	48	15010
Employee	Male	48	17756
Employee	Female	48	17042
Employee	Male	48	15537
Employee	Male	48	19115
Employee	Male	48	17053
Employee	Male	48	17555
Employee	Male	48	19446
Employee	Male	48	18214
Employee	Female	48	19115
Employee	Female	48	17102
Employee	Male	48	44514
Employee	Male	48	15037
Employee	Female	48	15425
Employee	Male	48	10952
Employee	Male	48	19079
Employee	Female	48	17111
Employee	Male	48	15610
Employee	Male	48	16650
Employee	Male	48	16115
Employee	Male	48	15010
Employee	Female	48	15537
Employee	Female	48	15926
Employee	Male	48	15530
Employee	Male	48	15551
Employee	Male	48	15425
Employee	Male	48	15239
Employee	Male	48	15068
Employee	Male	48	19013

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Employee	Male	48	18235
Employee	Male	48	15076
Employee	Male	48	18403
Employee	Female	48	15537
Employee	Male	48	19401
Employee	Male	48	17043
Employee	Male	47	17229
Employee	Male	47	16678
Employee	Male	47	19140
Employee	Male	47	16052
Employee	Female	47	16650
Employee	Female	47	17007
Employee	Male	47	18444
Employee	Male	47	15530
Employee	Male	47	18069
Employee	Male	47	15521
Employee	Male	47	17078
Employee	Male	47	19150
Employee	Male	47	17233
Employee	Male	47	17402
Employee	Female	47	19702
Employee	Male	47	15522
Employee	Female	47	17061
Employee	Male	47	15537
Employee	Female	47	18966
Employee	Male	47	17229
Employee	Male	47	17219
Employee	Male	47	17255
Employee	Female	47	17111
Employee	Male	47	15102
Employee	Male	47	17022
Employee	Female	47	17406
Employee	Male	47	17055
Employee	Female	47	17109
Employee	Male	47	18504
Employee	Male	47	17111
Employee	Male	47	18330
Employee	Female	47	16160
Employee	Male	47	15228
Employee	Male	47	19136
Employee	Male	47	18951
Employee	Female	47	17257
Employee	Male	47	15012
Employee	Male	47	17257
Employee	Male	47	17011
Employee	Male	47	16664
Employee	Male	47	16673
Employee	Male	47	15559
Employee	Male	47	17113
Employee	Male	47	17022
Employee	Male	47	15478
Employee	Male	47	17073
Employee	Female	47	17011
Employee	Male	47	17042
Employee	Male	47	15001
Employee	Male	47	16695
Employee	Male	47	18235
Employee	Female	47	17112

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Employee	Male	47	15905
Employee	Male	47	17221
Employee	Female	47	17025
Employee	Male	47	16057
Employee	Male	47	19057
Employee	Male	46	17517
Employee	Female	46	17036
Employee	Male	46	19038
Employee	Male	46	18102
Employee	Male	46	18519
Employee	Male	46	17578
Employee	Male	46	15642
Employee	Male	46	18519
Employee	Female	46	19053
Employee	Male	46	15120
Employee	Male	46	17070
Employee	Male	46	19525
Employee	Male	46	08080
Employee	Male	46	17569
Employee	Male	46	19067
Employee	Male	46	15534
Employee	Male	46	19145
Employee	Male	46	17255
Employee	Female	46	17262
Employee	Male	46	17578
Employee	Male	46	17050
Employee	Male	46	15601
Employee	Male	46	19020
Employee	Male	46	15068
Employee	Male	46	18704
Employee	Male	46	15066
Employee	Male	46	15541
Employee	Female	46	15538
Employee	Male	46	17057
Employee	Female	46	19142
Employee	Female	46	15202
Employee	Male	46	18224
Employee	Male	46	15089
Employee	Male	46	18643
Employee	Male	46	15563
Employee	Male	46	15146
Employee	Male	46	19148
Employee	Female	46	19151
Employee	Male	46	18011
Employee	Male	46	17059
Employee	Male	46	19464
Employee	Female	46	17110
Employee	Male	46	15559
Employee	Male	46	17262
Employee	Male	46	15902
Employee	Male	46	17103
Employee	Male	46	19134
Employee	Male	46	17055
Employee	Male	46	18202
Employee	Female	46	17404
Employee	Male	46	19007
Employee	Male	46	15425
Employee	Male	46	15065

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Employee	Male	46	17112
Employee	Male	46	19150
Employee	Male	46	15320
Employee	Male	46	19555
Employee	Male	46	15559
Employee	Male	46	18518
Employee	Male	46	17038
Employee	Male	46	17019
Employee	Female	46	15678
Employee	Male	46	17050
Employee	Male	46	18411
Employee	Male	46	17019
Employee	Male	46	17238
Employee	Male	46	16101
Employee	Female	46	16063
Employee	Female	46	19154
Employee	Female	45	17057
Employee	Male	45	16222
Employee	Female	45	19020
Employee	Male	45	19021
Employee	Male	45	15541
Employee	Male	45	15025
Employee	Male	45	17221
Employee	Male	45	17036
Employee	Male	45	17070
Employee	Male	45	17055
Employee	Female	45	17267
Employee	Male	45	17042
Employee	Female	45	17110
Employee	Male	45	08075
Employee	Male	45	15425
Employee	Female	45	17109
Employee	Female	45	17113
Employee	Male	45	15552
Employee	Female	45	19144
Employee	Female	45	17078
Employee	Male	45	15146
Employee	Male	45	15201
Employee	Female	45	19606
Employee	Male	45	18702
Employee	Female	45	17112
Employee	Male	45	16117
Employee	Male	45	18518
Employee	Male	45	19114
Employee	Male	45	18235
Employee	Male	45	17047
Employee	Female	45	16101
Employee	Male	45	15239
Employee	Male	45	17552
Employee	Female	45	17552
Employee	Female	45	15697
Employee	Male	45	15553
Employee	Female	45	15425
Employee	Male	45	17241
Employee	Female	45	17055
Employee	Male	45	17025
Employee	Male	45	17065
Employee	Male	45	17013

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Employee	Male	45	17022
Employee	Male	45	18235
Employee	Male	45	17110
Employee	Male	45	15116
Employee	Male	45	17271
Employee	Female	45	18411
Employee	Female	45	15554
Employee	Male	45	17201
Employee	Male	45	19446
Employee	Female	45	17543
Employee	Male	45	17019
Employee	Male	44	17569
Employee	Female	44	15438
Employee	Male	44	19082
Employee	Male	44	19047
Employee	Female	44	15601
Employee	Male	44	17113
Employee	Female	44	17112
Employee	Male	44	19444
Employee	Male	44	15678
Employee	Female	44	17018
Employee	Male	44	15012
Employee	Male	44	17019
Employee	Male	44	17111
Employee	Female	44	19565
Employee	Male	44	19026
Employee	Male	44	19148
Employee	Male	44	17517
Employee	Male	44	19608
Employee	Male	44	17050
Employee	Male	44	19040
Employee	Male	44	16033
Employee	Male	44	17111
Employee	Male	44	17061
Employee	Male	44	17112
Employee	Male	44	15533
Employee	Female	44	08053
Employee	Female	44	17264
Employee	Male	44	15089
Employee	Male	44	18201
Employee	Male	44	15650
Employee	Male	44	15521
Employee	Female	44	15132
Employee	Female	44	17067
Employee	Male	44	19040
Employee	Male	44	17036
Employee	Female	44	17878
Employee	Male	44	19018
Employee	Male	44	17821
Employee	Female	44	18951
Employee	Male	44	15537
Employee	Male	44	17087
Employee	Male	44	15522
Employee	Male	44	19008
Employee	Female	44	19057
Employee	Male	44	17408
Employee	Female	44	15683
Employee	Male	44	18403

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Employee	Male	44	19382
Employee	Male	44	19151
Employee	Male	44	18944
Employee	Male	44	17025
Employee	Male	44	19403
Employee	Female	44	17112
Employee	Male	44	15501
Employee	Female	44	15074
Employee	Male	44	15010
Employee	Male	44	15068
Employee	Male	43	18059
Employee	Male	43	19015
Employee	Female	43	17036
Employee	Male	43	16101
Employee	Male	43	15068
Employee	Male	43	19137
Employee	Male	43	17050
Employee	Male	43	17046
Employee	Male	43	19083
Employee	Male	43	17540
Employee	Male	43	15425
Employee	Male	43	17046
Employee	Male	43	19151
Employee	Female	43	17050
Employee	Male	43	15237
Employee	Male	43	17111
Employee	Male	43	18214
Employee	Female	43	15001
Employee	Male	43	17221
Employee	Male	43	17025
Employee	Male	43	17036
Employee	Male	43	17543
Employee	Female	43	15650
Employee	Male	43	17112
Employee	Male	43	15627
Employee	Male	43	18037
Employee	Male	43	17022
Employee	Female	43	17403
Employee	Female	43	19008
Employee	Male	43	19518
Employee	Male	43	15601
Employee	Male	43	17241
Employee	Male	43	19083
Employee	Male	43	17229
Employee	Male	43	15061
Employee	Male	43	18621
Employee	Male	43	17046
Employee	Male	43	17055
Employee	Male	43	18974
Employee	Female	42	17202
Employee	Male	42	15427
Employee	Male	42	16115
Employee	Male	42	15025
Employee	Male	42	15663
Employee	Male	42	16621
Employee	Male	42	17045
Employee	Male	42	19702
Employee	Male	42	17112

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Employee	Male	42	15666
Employee	Male	42	15037
Employee	Female	42	18964
Employee	Male	42	15557
Employee	Female	42	16117
Employee	Female	42	19150
Employee	Female	42	17111
Employee	Male	42	19403
Employee	Male	42	08104
Employee	Male	42	15539
Employee	Male	42	16117
Employee	Male	42	17045
Employee	Male	42	15458
Employee	Male	42	17022
Employee	Female	42	19020
Employee	Female	42	19001
Employee	Male	42	19135
Employee	Male	42	17050
Employee	Male	42	15209
Employee	Female	42	15239
Employee	Male	42	17067
Employee	Male	42	17070
Employee	Male	42	18235
Employee	Male	42	19135
Employee	Male	42	19034
Employee	Male	42	17003
Employee	Female	42	19464
Employee	Male	42	15642
Employee	Male	42	19050
Employee	Male	42	19144
Employee	Male	42	17055
Employee	Male	42	15642
Employee	Female	42	15601
Employee	Male	42	18235
Employee	Male	42	15537
Employee	Male	42	17042
Employee	Female	42	17055
Employee	Male	42	15084
Employee	Male	42	17257
Employee	Male	42	18250
Employee	Male	42	17257
Employee	Male	42	15047
Employee	Male	42	17036
Employee	Female	42	17522
Employee	Male	42	15101
Employee	Male	42	19078
Employee	Male	42	17038
Employee	Male	42	19148
Employee	Male	42	17025
Employee	Male	42	17545
Employee	Female	42	19320
Employee	Male	42	17061
Employee	Male	42	17070
Employee	Male	41	17057
Employee	Male	41	15214
Employee	Male	41	17110
Employee	Female	41	17007
Employee	Male	41	15436

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Employee	Female	41	17264
Employee	Male	41	17018
Employee	Male	41	18229
Employee	Male	41	19149
Employee	Female	41	17220
Employee	Male	41	17264
Employee	Male	41	19027
Employee	Male	41	15234
Employee	Male	41	15552
Employee	Male	41	17050
Employee	Male	41	17241
Employee	Female	41	17011
Employee	Female	41	17036
Employee	Male	41	18960
Employee	Male	41	15697
Employee	Male	41	18914
Employee	Male	41	15235
Employee	Male	41	17078
Employee	Male	40	15658
Employee	Male	40	19154
Employee	Male	40	19406
Employee	Male	40	17013
Employee	Male	40	18414
Employee	Male	40	18210
Employee	Male	40	15601
Employee	Male	40	15956
Employee	Female	40	17090
Employee	Male	40	18424
Employee	Male	40	17347
Employee	Female	40	17019
Employee	Female	40	17109
Employee	Male	40	15501
Employee	Male	40	17241
Employee	Male	40	17036
Employee	Female	40	19120
Employee	Male	40	19152
Employee	Female	40	17053
Employee	Male	40	15137
Employee	Male	40	17552
Employee	Male	40	17055
Employee	Male	40	15539
Employee	Male	40	19116
Employee	Male	40	18235
Employee	Male	40	17011
Employee	Female	40	17104
Employee	Male	40	17224
Employee	Male	40	15670
Employee	Female	40	17073
Employee	Male	40	17602
Employee	Male	40	19090
Employee	Female	40	17057
Employee	Male	39	15239
Employee	Female	39	19111
Employee	Male	39	15009
Employee	Female	39	16664
Employee	Male	39	17038
Employee	Female	39	15537
Employee	Male	39	17262

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Employee	Male	39	15229
Employee	Male	39	15045
Employee	Female	39	17055
Employee	Male	39	15671
Employee	Male	39	17070
Employee	Female	39	17090
Employee	Male	39	18235
Employee	Male	39	15554
Employee	Male	39	16105
Employee	Male	39	18250
Employee	Female	39	17011
Employee	Female	39	17823
Employee	Female	39	15010
Employee	Female	39	17050
Employee	Female	39	17110
Employee	Male	39	17028
Employee	Male	39	17110
Employee	Male	39	15044
Employee	Female	39	17271
Employee	Male	39	17078
Employee	Female	39	19401
Employee	Male	38	17050
Employee	Male	38	16657
Employee	Female	38	17112
Employee	Male	38	19145
Employee	Male	38	17070
Employee	Male	38	17102
Employee	Male	38	19038
Employee	Male	38	16052
Employee	Male	38	17361
Employee	Male	38	15223
Employee	Male	38	19406
Employee	Male	38	17057
Employee	Male	38	17070
Employee	Male	38	15425
Employee	Female	38	17370
Employee	Male	38	18661
Employee	Male	38	16691
Employee	Female	38	15204
Employee	Female	38	17339
Employee	Female	38	15613
Employee	Male	38	15537
Employee	Male	38	15229
Employee	Male	38	19154
Employee	Male	38	17043
Employee	Male	37	17050
Employee	Male	37	17601
Employee	Female	37	19609
Employee	Male	37	17552
Employee	Male	37	18512
Employee	Male	37	17013
Employee	Male	37	15501
Employee	Male	37	17078
Employee	Female	37	17111
Employee	Male	37	15632
Employee	Male	37	15229
Employee	Male	37	17522
Employee	Female	37	17403

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Employee	Male	37	17042
Employee	Male	37	18403
Employee	Male	37	18504
Employee	Female	37	17404
Employee	Male	37	15065
Employee	Male	37	19506
Employee	Male	37	18702
Employee	Female	37	15401
Employee	Male	37	17257
Employee	Male	37	15642
Employee	Male	36	17043
Employee	Male	36	17057
Employee	Male	36	44403
Employee	Male	36	18964
Employee	Male	36	15522
Employee	Male	36	17220
Employee	Male	36	17078
Employee	Male	36	19018
Employee	Male	36	18618
Employee	Male	36	17013
Employee	Male	36	15025
Employee	Male	36	15530
Employee	Male	36	15501
Employee	Male	36	15135
Employee	Male	36	17262
Employee	Female	36	17050
Employee	Female	36	17025
Employee	Female	36	17113
Employee	Male	36	17104
Employee	Male	36	19151
Employee	Female	36	15697
Employee	Female	36	17034
Employee	Male	36	16105
Employee	Male	36	17102
Employee	Male	36	18621
Employee	Male	35	17110
Employee	Female	35	17109
Employee	Male	35	19020
Employee	Male	35	19152
Employee	Male	35	15037
Employee	Male	35	17042
Employee	Male	35	15091
Employee	Male	35	18434
Employee	Male	35	15024
Employee	Male	35	17257
Employee	Male	35	18073
Employee	Male	35	15211
Employee	Male	35	17112
Employee	Female	35	17025
Employee	Male	35	19020
Employee	Male	35	15229
Employee	Male	35	16117
Employee	Male	35	17550
Employee	Female	35	17055
Employee	Female	35	18252
Employee	Male	35	19460
Employee	Male	35	17316
Employee	Male	35	15068

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Employee	Female	35	17033
Employee	Male	35	15317
Employee	Female	35	15469
Employee	Male	35	17033
Employee	Female	35	19043
Employee	Male	34	15425
Employee	Male	34	15642
Employee	Male	34	17045
Employee	Male	34	17408
Employee	Male	34	17113
Employee	Female	34	19120
Employee	Female	34	17111
Employee	Male	34	15317
Employee	Male	34	17042
Employee	Female	34	17057
Employee	Male	34	17112
Employee	Male	34	15552
Employee	Male	34	17038
Employee	Male	34	18508
Employee	Male	34	17042
Employee	Male	34	17215
Employee	Female	34	19020
Employee	Male	34	17042
Employee	Male	34	15552
Employee	Female	34	17255
Employee	Male	34	15227
Employee	Male	34	19020
Employee	Male	34	19512
Employee	Male	33	17065
Employee	Female	33	15461
Employee	Female	33	17104
Employee	Male	33	15214
Employee	Male	33	19145
Employee	Male	33	17228
Employee	Male	33	18403
Employee	Male	33	17078
Employee	Male	33	15235
Employee	Male	33	17112
Employee	Female	33	15522
Employee	Male	33	19047
Employee	Female	33	19136
Employee	Male	33	17032
Employee	Male	33	15530
Employee	Male	32	19606
Employee	Male	32	19543
Employee	Male	32	15650
Employee	Male	32	17109
Employee	Male	32	17202
Employee	Male	32	18255
Employee	Male	32	15663
Employee	Female	32	17103
Employee	Female	32	17522
Employee	Male	32	17057
Employee	Female	31	19020
Employee	Male	31	15530
Employee	Male	31	17042
Employee	Female	31	15116
Employee	Male	31	19540

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Employee	Male	31	17111
Employee	Male	31	17931
Employee	Female	31	17111
Employee	Female	31	19139
Employee	Male	31	17264
Employee	Female	30	17042
Employee	Male	30	19114
Employee	Male	30	15538
Employee	Male	30	16142
Employee	Male	30	15553
Employee	Male	30	15530
Employee	Male	30	15401
Employee	Female	30	19076
Employee	Male	30	17113
Employee	Male	30	19044
Employee	Male	30	19438
Employee	Female	30	15010
Employee	Male	30	16101
Employee	Male	30	15530
Employee	Male	30	18643
Employee	Male	30	15537
Employee	Male	30	17554
Employee	Male	30	17113
Employee	Male	30	15317
Employee	Male	30	17043
Employee	Male	29	17844
Employee	Male	29	15317
Employee	Male	29	17262
Employee	Male	29	15104
Employee	Male	29	15401
Employee	Male	29	19454
Employee	Male	29	15145
Employee	Male	29	15235
Employee	Female	29	17104
Employee	Male	28	17522
Employee	Male	28	17109
Employee	Male	28	15084
Employee	Male	28	15009
Employee	Female	28	17603
Employee	Male	28	17011
Employee	Male	28	17034
Employee	Male	28	17024
Employee	Female	28	17240
Employee	Male	28	17088
Employee	Male	28	17111
Employee	Male	28	19056
Employee	Male	28	17057
Employee	Female	28	16066
Employee	Male	28	19428
Employee	Female	28	15401
Employee	Male	28	19539
Employee	Male	28	17011
Employee	Male	27	19054
Employee	Male	27	15539
Employee	Male	27	19464
Employee	Male	27	15533
Employee	Male	27	19002
Employee	Male	27	15022

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Employee	Male	27	19148
Employee	Male	27	18641
Employee	Female	27	17262
Employee	Male	27	19142
Employee	Male	27	17961
Employee	Male	27	17980
Employee	Male	27	17062
Employee	Male	27	15522
Employee	Male	27	15559
Employee	Male	27	17402
Employee	Male	26	15522
Employee	Male	26	15537
Employee	Male	26	17111
Employee	Male	26	19067
Employee	Female	26	17059
Employee	Male	26	15650
Employee	Male	26	18252
Employee	Female	26	17233
Employee	Male	26	15401
Employee	Male	26	18104
Employee	Female	26	17015
Employee	Male	26	17976
Employee	Male	26	18072
Employee	Male	26	15001
Employee	Female	26	17262
Employee	Male	26	17011
Employee	Male	26	17522
Employee	Female	26	17111
Employee	Male	26	15683
Employee	Male	25	18052
Employee	Male	25	15642
Employee	Male	25	15071
Employee	Female	25	17110
Employee	Male	25	17262
Employee	Male	25	17202
Employee	Male	25	16127
Employee	Male	25	19464
Employee	Male	25	19510
Employee	Male	25	15239
Employee	Male	25	19152
Employee	Female	25	17057
Employee	Male	24	17262
Employee	Male	24	17013
Employee	Female	24	17210
Employee	Male	24	15066
Employee	Female	24	15010
Employee	Male	24	17078
Employee	Female	24	15522
Employee	Male	24	19608
Employee	Male	24	16101
Employee	Male	23	16621
Employee	Male	22	19124
Employee	Male	22	17221
Employee	Male	22	15601
Employee	Male	21	16002
Employee	Male	21	17262
Child	Female	27	17070
Child	Female	27	17112

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Child	Male	27	15301
Child	Female	26	17111
Child	Female	26	15120
Child	Male	25	16105
Child	Female	25	19446
Child	Male	24	19123
Child	Female	24	19604
Child	Male	24	19144
Child	Female	24	19138
Child	Female	24	16101
Child	Male	24	19116
Child	Male	24	17262
Child	Female	24	17013
Child	Male	24	19078
Child	Male	24	15132
Child	Male	24	15522
Child	Female	24	17050
Child	Female	24	19464
Child	Male	24	19131
Child	Male	24	15613
Child	Female	24	17055
Child	Female	24	16625
Child	Female	24	19508
Child	Male	24	17111
Child	Male	23	19382
Child	Male	23	15601
Child	Female	23	18507
Child	Male	23	18519
Child	Female	23	17112
Child	Male	23	19606
Child	Male	23	15690
Child	Male	23	19154
Child	Female	23	19465
Child	Female	23	19446
Child	Male	23	17046
Child	Male	23	17046
Child	Female	23	15022
Child	Male	23	18106
Child	Female	23	15536
Child	Male	23	15642
Child	Female	23	18229
Child	Female	23	18103
Child	Female	23	17111
Child	Female	23	15147
Child	Female	23	15068
Child	Male	23	19121
Child	Male	23	15637
Child	Female	23	17078
Child	Female	23	15146
Child	Female	23	17036
Child	Male	23	17888
Child	Female	23	08081
Child	Male	23	17053
Child	Female	23	17111
Child	Male	23	15501
Child	Female	23	15146
Child	Male	23	18944
Child	Female	23	18955

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Child	Male	23	19082
Child	Female	23	19125
Child	Female	23	15601
Child	Male	23	17057
Child	Female	23	17011
Child	Male	23	16040
Child	Male	23	19026
Child	Male	23	17257
Child	Female	23	19151
Child	Female	23	19145
Child	Male	23	19040
Child	Female	23	18201
Child	Male	23	16101
Child	Male	23	17057
Child	Female	23	17057
Child	Female	23	15650
Child	Male	23	17003
Child	Female	23	17111
Child	Female	23	19021
Child	Male	23	18509
Child	Female	23	19148
Child	Male	23	15062
Child	Male	23	15143
Child	Female	23	18447
Child	Male	23	19606
Child	Female	23	15243
Child	Male	23	17061
Child	Female	23	17603
Child	Female	23	17050
Child	Male	23	17111
Child	Female	23	17046
Child	Female	23	19090
Child	Female	23	15636
Child	Male	23	17050
Child	Male	23	17233
Child	Male	23	17067
Child	Male	23	19311
Child	Female	23	15037
Child	Female	23	17109
Child	Female	23	15521
Child	Female	23	19007
Child	Female	23	15066
Child	Female	23	15239
Child	Male	23	15550
Child	Female	23	17111
Child	Male	23	19021
Child	Male	23	19090
Child	Male	23	18235
Child	Male	23	16101
Child	Female	23	17025
Child	Male	23	17053
Child	Male	23	19426
Child	Female	23	18235
Child	Female	23	19605
Child	Female	23	15537
Child	Female	23	17110
Child	Male	23	15613
Child	Male	23	18051

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Child	Male	22	17325
Child	Female	22	17055
Child	Female	22	17545
Child	Female	22	17402
Child	Female	22	15085
Child	Female	22	15530
Child	Female	22	19382
Child	Male	22	17055
Child	Male	22	17046
Child	Male	22	19053
Child	Male	22	15464
Child	Female	22	19125
Child	Female	22	17111
Child	Male	22	15904
Child	Male	22	17109
Child	Male	22	18403
Child	Male	22	15062
Child	Female	22	19020
Child	Female	22	15120
Child	Female	22	15462
Child	Male	22	17233
Child	Male	22	15537
Child	Female	22	15101
Child	Male	22	19380
Child	Female	22	17255
Child	Female	22	15480
Child	Male	22	19123
Child	Male	22	17228
Child	Male	22	15057
Child	Female	22	18104
Child	Female	22	19149
Child	Male	22	15044
Child	Male	22	17057
Child	Female	22	17948
Child	Male	22	17110
Child	Male	22	18434
Child	Male	22	17264
Child	Female	22	19606
Child	Male	22	18452
Child	Female	22	15025
Child	Female	22	19403
Child	Male	22	17111
Child	Male	22	17404
Child	Male	22	17042
Child	Male	22	18015
Child	Female	22	19111
Child	Male	22	18630
Child	Female	22	15618
Child	Male	22	16101
Child	Female	22	16146
Child	Male	22	19067
Child	Male	22	16673
Child	Female	22	15063
Child	Male	22	19056
Child	Male	22	17111
Child	Female	22	17019
Child	Male	22	17601
Child	Male	22	15642

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Child	Male	22	16105
Child	Male	22	17013
Child	Female	22	17087
Child	Male	22	19020
Child	Female	22	17018
Child	Female	22	15132
Child	Male	22	17046
Child	Female	22	16052
Child	Female	22	17111
Child	Female	22	19083
Child	Female	22	17262
Child	Female	22	19522
Child	Female	22	19150
Child	Male	22	19428
Child	Female	22	15425
Child	Female	22	17228
Child	Female	22	17229
Child	Male	22	15522
Child	Male	22	15554
Child	Male	22	17110
Child	Male	22	15557
Child	Female	22	19148
Child	Female	22	15552
Child	Male	22	18106
Child	Female	22	15425
Child	Female	22	17569
Child	Female	22	17112
Child	Male	22	15009
Child	Female	22	18504
Child	Male	22	16601
Child	Male	22	15001
Child	Female	22	19473
Child	Female	22	19611
Child	Male	22	17522
Child	Male	22	17262
Child	Male	22	19138
Child	Female	22	17253
Child	Female	22	16117
Child	Male	21	17011
Child	Female	21	17240
Child	Male	21	19082
Child	Female	21	18037
Child	Male	21	18255
Child	Female	21	17112
Child	Female	21	15425
Child	Female	21	17040
Child	Male	21	17221
Child	Female	21	15147
Child	Male	21	19601
Child	Female	21	18704
Child	Male	21	17034
Child	Male	21	17112
Child	Female	21	17022
Child	Male	21	15239
Child	Female	21	15642
Child	Male	21	17053
Child	Male	21	16101
Child	Female	21	19151

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Child	Male	21	18344
Child	Male	21	19038
Child	Male	21	15559
Child	Female	21	18452
Child	Female	21	15601
Child	Male	21	19382
Child	Male	21	19465
Child	Female	21	15207
Child	Male	21	17111
Child	Male	21	15044
Child	Male	21	15650
Child	Male	21	15243
Child	Female	21	17517
Child	Female	21	19044
Child	Male	21	19111
Child	Female	21	18940
Child	Male	21	17055
Child	Female	21	15076
Child	Male	21	15650
Child	Male	21	17055
Child	Male	21	19154
Child	Female	21	15533
Child	Female	21	15522
Child	Male	21	15540
Child	Female	21	19442
Child	Male	21	17111
Child	Female	21	15037
Child	Female	21	19053
Child	Male	21	19128
Child	Female	21	19403
Child	Female	21	19406
Child	Male	21	15672
Child	Female	21	15642
Child	Male	21	15905
Child	Male	21	17050
Child	Female	21	17042
Child	Male	21	18447
Child	Male	21	15062
Child	Male	21	17402
Child	Male	21	15541
Child	Male	21	16105
Child	Female	21	19522
Child	Male	21	17221
Child	Male	21	15089
Child	Male	21	17241
Child	Female	21	18944
Child	Female	21	17046
Child	Male	21	17050
Child	Male	21	15478
Child	Female	21	17046
Child	Male	21	15089
Child	Male	21	15537
Child	Female	21	17112
Child	Male	21	19508
Child	Female	21	17241
Child	Female	21	17015
Child	Female	21	17109
Child	Male	21	17066

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Child	Male	21	17042
Child	Male	21	15559
Child	Female	21	17022
Child	Male	21	17601
Child	Female	21	19605
Child	Female	21	15066
Child	Male	21	19020
Child	Female	21	17201
Child	Female	21	15550
Child	Female	21	15626
Child	Male	20	17948
Child	Female	20	19446
Child	Male	20	18235
Child	Female	20	17219
Child	Female	20	17050
Child	Male	20	17050
Child	Female	20	17011
Child	Female	20	17038
Child	Male	20	17569
Child	Male	20	19148
Child	Female	20	17233
Child	Male	20	19123
Child	Male	20	15521
Child	Female	20	18964
Child	Female	20	17070
Child	Female	20	19606
Child	Male	20	15690
Child	Male	20	15425
Child	Female	20	19090
Child	Male	20	16101
Child	Female	20	15462
Child	Male	20	15068
Child	Female	20	17233
Child	Female	20	17036
Child	Male	20	18955
Child	Male	20	12721
Child	Male	20	17569
Child	Female	20	17046
Child	Male	20	17111
Child	Male	20	19082
Child	Male	20	15022
Child	Male	20	08029
Child	Male	20	17042
Child	Female	20	15541
Child	Female	20	17042
Child	Male	20	17264
Child	Female	20	17053
Child	Female	20	19072
Child	Female	20	15541
Child	Female	20	18504
Child	Female	20	15025
Child	Male	20	17078
Child	Female	20	19083
Child	Male	20	18235
Child	Female	20	17603
Child	Female	20	15132
Child	Male	20	18630
Child	Female	20	17578

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Child	Male	20	17325
Child	Female	20	15201
Child	Male	20	15442
Child	Female	20	19154
Child	Male	20	17026
Child	Male	20	15537
Child	Male	20	17253
Child	Male	20	19501
Child	Female	20	17070
Child	Female	20	17022
Child	Male	20	15902
Child	Male	20	15537
Child	Female	20	19114
Child	Female	20	19137
Child	Female	20	15236
Child	Female	20	15537
Child	Female	20	16117
Child	Male	20	17065
Child	Male	20	17112
Child	Male	20	15025
Child	Male	20	18052
Child	Male	20	18704
Child	Male	20	17888
Child	Male	20	15010
Child	Female	20	15010
Child	Male	20	17938
Child	Female	20	15550
Child	Male	20	16141
Child	Female	20	18235
Child	Female	20	19149
Child	Female	20	15642
Child	Female	20	15068
Child	Male	20	19152
Child	Female	20	15521
Child	Female	20	18709
Child	Female	20	15672
Child	Female	20	19506
Child	Male	20	19403
Child	Female	20	17112
Child	Male	20	17257
Child	Male	20	19050
Child	Male	20	15089
Child	Male	20	17061
Child	Male	20	17078
Child	Male	20	15010
Child	Male	19	15010
Child	Male	19	15480
Child	Male	19	15557
Child	Male	19	18964
Child	Female	19	19403
Child	Male	19	17057
Child	Male	19	17042
Child	Male	19	16101
Child	Female	19	19148
Child	Female	19	15666
Child	Female	19	19150
Child	Male	19	17878
Child	Female	19	19154

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Child	Male	19	19428
Child	Male	19	17111
Child	Female	19	15066
Child	Female	19	19090
Child	Male	19	19038
Child	Male	19	19020
Child	Male	19	15068
Child	Female	19	17047
Child	Male	19	17036
Child	Female	19	18452
Child	Male	19	17055
Child	Female	19	18092
Child	Male	19	15314
Child	Female	19	15650
Child	Female	19	15037
Child	Male	19	17109
Child	Male	19	15012
Child	Female	19	18447
Child	Male	19	17547
Child	Male	19	18612
Child	Male	19	18030
Child	Male	19	17025
Child	Female	19	15243
Child	Male	19	15431
Child	Male	19	15044
Child	Male	19	15665
Child	Male	19	15076
Child	Male	19	18255
Child	Female	19	15533
Child	Female	19	18447
Child	Male	19	17015
Child	Female	19	15207
Child	Male	19	16105
Child	Female	19	15057
Child	Female	19	19311
Child	Male	19	17070
Child	Female	19	18252
Child	Male	19	19020
Child	Male	19	15478
Child	Female	19	16673
Child	Male	19	17229
Child	Female	19	15559
Child	Female	19	17109
Child	Female	19	15101
Child	Male	19	19428
Child	Male	19	17543
Child	Female	19	18704
Child	Female	19	15537
Child	Female	19	16115
Child	Female	19	19464
Child	Female	19	17241
Child	Female	19	17112
Child	Female	19	15147
Child	Female	19	17522
Child	Female	19	17110
Child	Female	19	17025
Child	Male	19	15469
Child	Female	19	15401

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Child	Female	19	15537
Child	Female	19	19078
Child	Female	19	19082
Child	Female	19	19606
Child	Female	19	18229
Child	Female	19	18218
Child	Male	19	18651
Child	Female	19	15501
Child	Male	19	18229
Child	Female	19	17019
Child	Female	19	15650
Child	Male	18	19119
Child	Male	18	19506
Child	Female	18	15601
Child	Male	18	18955
Child	Female	18	16105
Child	Male	18	17111
Child	Female	18	16667
Child	Female	18	17111
Child	Male	18	17046
Child	Female	18	19124
Child	Female	18	17050
Child	Male	18	15530
Child	Female	18	19151
Child	Male	18	18104
Child	Male	18	16052
Child	Male	18	17319
Child	Male	18	15425
Child	Male	18	15559
Child	Male	18	08029
Child	Male	18	19606
Child	Female	18	17112
Child	Male	18	19053
Child	Female	18	15035
Child	Female	18	19123
Child	Male	18	19148
Child	Male	18	16146
Child	Female	18	17067
Child	Male	18	15537
Child	Male	18	19083
Child	Female	18	17011
Child	Female	18	17111
Child	Female	18	17022
Child	Female	18	19072
Child	Female	18	17578
Child	Female	18	17019
Child	Female	18	16678
Child	Female	18	17402
Child	Male	18	15642
Child	Male	18	15636
Child	Female	18	15236
Child	Female	18	17046
Child	Male	18	15522
Child	Male	18	19083
Child	Male	18	18947
Child	Female	18	17022
Child	Female	18	15477
Child	Female	18	15559

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Child	Male	18	18403
Child	Male	18	15239
Child	Female	18	19040
Child	Female	18	19141
Child	Male	18	19506
Child	Male	18	15458
Child	Female	18	19144
Child	Male	18	15627
Child	Male	18	17020
Child	Male	18	19114
Child	Male	18	19607
Child	Male	18	08016
Child	Female	18	15025
Child	Female	18	19137
Child	Female	18	15601
Child	Male	18	19454
Child	Male	18	15559
Child	Female	18	17065
Child	Male	18	19464
Child	Male	18	18643
Child	Male	18	17111
Child	Female	18	17264
Child	Male	18	17050
Child	Female	18	17019
Child	Male	18	15320
Child	Female	18	17057
Child	Female	18	18015
Child	Male	18	18452
Child	Male	18	17055
Child	Male	17	17042
Child	Female	17	15559
Child	Male	17	18229
Child	Female	17	17050
Child	Male	17	15536
Child	Male	17	08012
Child	Male	17	15146
Child	Male	17	19040
Child	Female	17	18504
Child	Female	17	18403
Child	Male	17	16117
Child	Male	17	18452
Child	Female	17	19124
Child	Female	17	16695
Child	Female	17	17111
Child	Male	17	18964
Child	Male	17	17319
Child	Female	17	15650
Child	Female	17	15690
Child	Female	17	15557
Child	Male	17	18041
Child	Female	17	17255
Child	Male	17	17264
Child	Female	17	19606
Child	Male	17	19038
Child	Female	17	19148
Child	Male	17	17036
Child	Female	17	15068
Child	Female	17	17112

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Child	Male	17	18235
Child	Male	17	18447
Child	Female	17	17022
Child	Female	17	15147
Child	Male	17	15642
Child	Male	17	17038
Child	Female	17	15537
Child	Female	17	15116
Child	Female	17	16664
Child	Male	17	19149
Child	Female	17	15068
Child	Male	17	15904
Child	Female	17	17229
Child	Male	17	15120
Child	Male	17	15904
Child	Female	17	15904
Child	Male	17	19152
Child	Male	17	17229
Child	Male	17	15537
Child	Male	17	15678
Child	Female	17	17033
Child	Male	17	15552
Child	Male	17	16678
Child	Female	17	19148
Child	Male	17	17015
Child	Male	17	18951
Child	Female	17	17055
Child	Female	17	15227
Child	Female	17	15202
Child	Female	17	18452
Child	Male	17	17238
Child	Male	17	19114
Child	Male	17	18235
Child	Female	17	17026
Child	Male	17	19082
Child	Male	17	15541
Child	Female	17	19044
Child	Female	17	16052
Child	Male	17	15239
Child	Female	17	17042
Child	Female	17	19135
Child	Female	17	19403
Child	Female	17	17042
Child	Female	17	15044
Child	Male	17	19128
Child	Female	16	17229
Child	Male	16	17569
Child	Female	16	18073
Child	Female	16	16105
Child	Male	16	15314
Child	Female	16	15234
Child	Male	16	18102
Child	Male	16	17061
Child	Male	16	18229
Child	Female	16	17047
Child	Female	16	18709
Child	Female	16	17547
Child	Female	16	18519

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Child	Male	16	15665
Child	Female	16	17266
Child	Male	16	17070
Child	Female	16	15025
Child	Male	16	15642
Child	Female	16	15559
Child	Male	16	18434
Child	Female	16	15559
Child	Female	16	19120
Child	Female	16	17046
Child	Female	16	15012
Child	Male	16	15209
Child	Female	16	15009
Child	Male	16	17313
Child	Male	16	16222
Child	Female	16	15478
Child	Male	16	17033
Child	Female	16	15537
Child	Female	16	15533
Child	Female	16	18235
Child	Female	16	17090
Child	Female	16	18403
Child	Male	16	18447
Child	Male	16	17229
Child	Female	16	15425
Child	Male	16	18229
Child	Male	16	15537
Child	Female	16	18078
Child	Male	16	17111
Child	Female	16	19460
Child	Female	16	19054
Child	Female	16	18052
Child	Female	16	19040
Child	Female	16	18330
Child	Female	16	15637
Child	Female	16	19154
Child	Male	16	17109
Child	Female	16	17111
Child	Female	16	15666
Child	Male	16	17020
Child	Female	16	17240
Child	Male	16	08053
Child	Male	16	19054
Child	Male	16	17019
Child	Male	16	19464
Child	Female	16	18074
Child	Female	16	19154
Child	Female	16	17403
Child	Male	16	17022
Child	Male	16	19053
Child	Female	16	17053
Child	Female	16	19606
Child	Male	16	17111
Child	Male	16	19083
Child	Female	16	17061
Child	Male	16	17111
Child	Female	16	19004
Child	Female	16	15001

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Child	Female	16	15108
Child	Male	16	17264
Child	Male	16	19082
Child	Male	16	15501
Child	Male	16	15521
Child	Female	16	08016
Child	Male	16	17569
Child	Female	15	17070
Child	Female	15	15537
Child	Male	15	18974
Child	Female	15	17202
Child	Female	15	17070
Child	Male	15	19040
Child	Female	15	15320
Child	Male	15	17016
Child	Female	15	19382
Child	Female	15	17112
Child	Male	15	16101
Child	Female	15	19507
Child	Male	15	15202
Child	Female	15	18235
Child	Female	15	15642
Child	Male	15	17087
Child	Female	15	17264
Child	Female	15	17111
Child	Male	15	15062
Child	Female	15	08029
Child	Male	15	17025
Child	Male	15	18976
Child	Female	15	17019
Child	Female	15	15683
Child	Male	15	17032
Child	Female	15	18059
Child	Male	15	16101
Child	Male	15	17264
Child	Male	15	17019
Child	Female	15	15536
Child	Female	15	15458
Child	Female	15	17046
Child	Male	15	15235
Child	Male	15	17970
Child	Female	15	17970
Child	Female	15	18964
Child	Male	15	18235
Child	Female	15	17036
Child	Male	15	19403
Child	Male	15	17045
Child	Female	15	18235
Child	Male	15	15501
Child	Male	15	15501
Child	Female	15	19124
Child	Male	15	15228
Child	Male	15	19501
Child	Female	15	17103
Child	Male	15	17110
Child	Female	15	18252
Child	Male	15	15550
Child	Female	15	17019

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Child	Female	15	16141
Child	Male	15	17038
Child	Male	15	15215
Child	Female	15	18092
Child	Male	15	17266
Child	Female	15	18704
Child	Male	15	15626
Child	Female	15	17055
Child	Male	15	08012
Child	Female	15	15063
Child	Female	15	18073
Child	Male	15	19090
Child	Male	15	17241
Child	Female	15	16695
Child	Male	15	18630
Child	Female	15	18519
Child	Female	15	17022
Child	Female	15	17033
Child	Male	15	17061
Child	Female	15	16105
Child	Female	14	15559
Child	Female	14	15239
Child	Female	14	15459
Child	Female	14	18229
Child	Male	14	17090
Child	Male	14	19446
Child	Female	14	18651
Child	Female	14	17264
Child	Male	14	19151
Child	Female	14	17042
Child	Male	14	19078
Child	Female	14	18201
Child	Female	14	18229
Child	Male	14	08080
Child	Female	14	15068
Child	Male	14	19464
Child	Male	14	15425
Child	Female	14	17262
Child	Female	14	19131
Child	Male	14	17111
Child	Male	14	17111
Child	Female	14	18951
Child	Male	14	17255
Child	Male	14	15235
Child	Female	14	17036
Child	Female	14	15904
Child	Female	14	17112
Child	Female	14	19311
Child	Female	14	17271
Child	Male	14	18447
Child	Female	14	16057
Child	Female	14	18434
Child	Male	14	18947
Child	Female	14	16105
Child	Male	14	15025
Child	Female	14	17057
Child	Male	14	16691
Child	Female	14	15533

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Child	Female	14	18041
Child	Male	14	17033
Child	Male	14	18011
Child	Female	14	18031
Child	Female	14	19555
Child	Male	14	15314
Child	Female	14	18452
Child	Male	14	17241
Child	Female	14	17353
Child	Female	14	17569
Child	Male	14	18235
Child	Female	14	18037
Child	Male	14	17019
Child	Female	14	18519
Child	Female	14	19020
Child	Male	14	15626
Child	Male	14	19137
Child	Female	14	15317
Child	Female	14	16141
Child	Female	14	17055
Child	Female	14	17038
Child	Male	14	17202
Child	Female	14	17112
Child	Male	14	17402
Child	Female	13	17086
Child	Female	13	17111
Child	Male	13	15010
Child	Female	13	17036
Child	Male	13	17255
Child	Male	13	15120
Child	Male	13	15116
Child	Female	13	17111
Child	Female	13	17025
Child	Male	13	18444
Child	Male	13	19072
Child	Female	13	15044
Child	Male	13	19082
Child	Female	13	17257
Child	Female	13	18704
Child	Female	13	15239
Child	Female	13	18702
Child	Female	13	15537
Child	Female	13	17050
Child	Female	13	19506
Child	Female	13	17055
Child	Female	13	16141
Child	Female	13	17013
Child	Male	13	15009
Child	Female	13	17055
Child	Male	13	19154
Child	Female	13	15239
Child	Male	13	19405
Child	Female	13	18966
Child	Female	13	18059
Child	Female	13	17078
Child	Male	13	15683
Child	Male	13	17022
Child	Male	13	19607

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Child	Female	13	15234
Child	Male	13	15068
Child	Male	13	15521
Child	Female	13	15537
Child	Female	13	17578
Child	Male	13	17112
Child	Male	13	15642
Child	Female	13	17046
Child	Male	13	18235
Child	Male	13	17045
Child	Female	12	17090
Child	Male	12	18229
Child	Female	12	19464
Child	Female	12	19312
Child	Female	12	15044
Child	Female	12	18037
Child	Female	12	15010
Child	Male	12	17602
Child	Male	12	19460
Child	Male	12	19038
Child	Male	12	17970
Child	Female	12	18218
Child	Male	12	17070
Child	Male	12	18235
Child	Female	12	19149
Child	Female	12	15068
Child	Female	12	17059
Child	Female	12	17229
Child	Male	12	15044
Child	Female	12	17201
Child	Female	12	08080
Child	Male	12	19506
Child	Female	12	18078
Child	Male	12	15650
Child	Female	12	17057
Child	Male	12	18074
Child	Female	12	18330
Child	Male	12	18966
Child	Male	12	15537
Child	Male	12	15522
Child	Male	12	17257
Child	Male	12	18447
Child	Male	12	15001
Child	Male	12	15108
Child	Male	12	15559
Child	Male	12	17042
Child	Female	12	17042
Child	Male	12	18964
Child	Male	12	18411
Child	Male	12	18411
Child	Female	12	19015
Child	Female	12	17061
Child	Male	12	17253
Child	Female	11	17110
Child	Male	11	19446
Child	Male	11	18951
Child	Female	11	15009
Child	Male	11	15469

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Child	Female	11	17018
Child	Male	11	18250
Child	Female	11	17112
Child	Female	11	15239
Child	Male	11	17257
Child	Male	11	18218
Child	Male	11	16057
Child	Female	11	19114
Child	Male	11	19090
Child	Female	11	15227
Child	Male	11	16664
Child	Female	11	19123
Child	Male	11	17036
Child	Female	11	17255
Child	Female	11	17201
Child	Male	11	19082
Child	Female	11	15068
Child	Male	11	17111
Child	Female	11	17022
Child	Female	11	17221
Child	Female	11	19611
Child	Male	11	15044
Child	Male	11	19460
Child	Female	11	17602
Child	Male	11	15012
Child	Male	11	18052
Child	Male	11	17055
Child	Female	11	19608
Child	Male	11	19405
Child	Female	11	15010
Child	Male	11	17033
Child	Female	11	18347
Child	Female	11	19083
Child	Male	11	15601
Child	Male	11	15234
Child	Female	11	19507
Child	Female	11	18702
Child	Female	11	16105
Child	Male	11	15501
Child	Female	10	15228
Child	Female	10	15101
Child	Female	10	15025
Child	Male	10	18235
Child	Male	10	19555
Child	Male	10	15469
Child	Male	10	17201
Child	Female	10	16141
Child	Female	10	19149
Child	Male	10	17036
Child	Male	10	17113
Child	Female	10	17016
Child	Female	10	19151
Child	Male	10	16105
Child	Male	10	17938
Child	Female	10	17111
Child	Female	10	17011
Child	Male	10	18031
Child	Male	10	17038

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Child	Male	10	18964
Child	Female	10	17362
Child	Male	10	19114
Child	Male	10	16105
Child	Female	10	17111
Child	Female	10	17025
Child	Male	10	17113
Child	Male	10	18411
Child	Male	10	18411
Child	Female	10	16664
Child	Female	10	19007
Child	Male	10	15025
Child	Female	10	17070
Child	Male	10	19124
Child	Male	10	17022
Child	Male	10	17078
Child	Male	9	17038
Child	Female	9	19015
Child	Male	9	17112
Child	Female	9	17264
Child	Female	9	17111
Child	Male	9	15539
Child	Male	9	17050
Child	Male	9	18940
Child	Male	9	19507
Child	Female	9	17110
Child	Male	9	15234
Child	Male	9	17078
Child	Female	9	17111
Child	Male	9	17013
Child	Male	9	17070
Child	Male	9	17112
Child	Male	9	17034
Child	Female	9	17202
Child	Male	9	17050
Child	Male	9	17241
Child	Female	9	15559
Child	Female	9	15537
Child	Female	9	17033
Child	Female	9	17271
Child	Female	9	17362
Child	Female	8	19446
Child	Female	8	18403
Child	Female	8	17057
Child	Male	8	17057
Child	Female	8	17018
Child	Female	8	17233
Child	Male	8	17055
Child	Female	8	17552
Child	Female	8	19403
Child	Male	8	15201
Child	Female	8	18235
Child	Male	8	19145
Child	Male	8	15521
Child	Male	8	17111
Child	Female	8	15559
Child	Male	8	17015
Child	Female	8	18704

**Appendix G Employee/Dependent Census Data
4/1/2015**

Employee/ Dependent	Gender	Age	Postal Code
Child	Female	8	19608
Child	Male	8	17045
Child	Female	8	19154
Child	Male	8	17110
Child	Female	8	19460
Child	Female	8	15501
Child	Female	8	15501
Child	Male	8	17240
Child	Male	8	17073
Child	Male	8	15209
Child	Male	8	15601
Child	Male	8	18235
Child	Female	8	19083
Child	Male	8	17543
Child	Male	8	15671
Child	Female	8	19094
Child	Female	8	15044
Child	Female	8	17025
Child	Male	8	15469
Child	Female	8	17042
Child	Female	8	17042
Child	Female	8	16101
Child	Female	8	18621
Child	Female	8	17113
Child	Female	8	17018
Child	Male	8	18940
Child	Female	7	18444
Child	Female	7	17578
Child	Male	7	17201
Child	Female	7	17042
Child	Female	7	17011
Child	Female	7	18518
Child	Female	7	19507
Child	Female	7	17569
Child	Female	7	18964
Child	Female	7	19004
Child	Male	7	15522
Child	Female	7	17313
Child	Male	7	17070
Child	Male	7	17111
Child	Male	7	17046
Child	Female	7	19148
Child	Female	7	17015
Child	Female	7	15025
Child	Female	7	17070
Child	Male	7	17011
Child	Male	7	17055
Child	Female	7	17109
Child	Female	7	17033
Child	Male	7	17067
Child	Male	7	17050
Child	Female	7	18414
Child	Male	6	18218
Child	Female	6	15211
Child	Female	6	17362
Child	Female	6	19539
Child	Male	6	16105
Child	Male	6	17112

Appendix G Employee/Dependent Census Data
4/1/2015

Employee/ Dependent	Gender	Age	Postal Code
Child	Female	6	15670
Child	Male	6	15469
Child	Male	6	19154
Child	Female	6	17025
Child	Female	6	17055
Child	Male	6	18403
Child	Female	6	15469
Child	Male	6	15425
Child	Female	6	19149
Child	Female	6	17055
Child	Male	6	18621
Child	Male	5	15539
Child	Female	5	17045
Child	Female	5	18444
Child	Female	5	19460
Child	Male	5	15613
Child	Male	5	17013

Addendum No. 1

RFP #15-10380-7029

Employee Assistance Program Services

Prospective Respondents: You are hereby notified of the following information in regard to the referenced RFP:

ADDITION

1. Appendix G– Employees Census has been provided in Microsoft Excel format and is attached to this Addendum.

Following are the answers to questions submitted in response to the above referenced RFP as of Tuesday, June 30, 2015. All of the questions have been listed verbatim, as received by the Pennsylvania Turnpike Commission.

1. Can you provide appendix G in excel format so that we can more easily run the requested geo access report?
See ADDITION #1 above
2. What is the total number of employees that will be covered by the EAP?
The current employee count is approximately 2,080 employees.
3. What is the anticipated contract start date?
The contract is to commence on January 1, 2016.
4. In response to questions, will you also be responding to each person who asks, or will the answers only be posted on the website as an addendum?
The answers to all of the questions will be posted on the website as an addendum.
5. Will the addendum be incorporated into the original RFP's PDF, or will it be posted as a separate document?
The addendum will be a separate document on the website.
6. For the electronic copy, will PDFs be acceptable?
PDFs will be acceptable for the electronic copy.
7. Regarding II-1-A: Cover Sheet. Does the PTC need only one copy of Appendix A with the six hard copies, or should there be six copies of Appendix A (one per hard copy)? Also, does the Technical Submittal need a separate cover sheet with all of the requested information on each copy in addition to Appendix A? Please clarify.

A signed copy of Appendix A should be included in each of the six hard copies of the technical proposal.

8. Does the PTC want section IV-4 addressed in the Technical Submittal?
Yes.
9. Please clarify what is meant by “credibility of the group’s experience.” (Part V, Questionnaire, under section A)
Determination of credibility of the group’s experience refers to the method by which an organization measures its effectiveness (e.g. financial rating, customer satisfaction, number of services provided, etc.).
10. Please clarify what is meant by “Daily Account (high-level) Management.” (Part V, Questionnaire, under section D)
Daily Account Management refers to the individual who will be the main point of contact Human Resources in terms of requesting materials, setting up special services (e.g. CISD), and day-to-day management of the Commission’s EAP.
11. How many supervisors does the Pa Turnpike currently have?
224.
12. How does the Pa Turnpike typically provide training for your supervisors?
Training for supervisory personnel is handled by the Commission’s Training and Development unit of the Human Resources Department.
13. How does the Pa Turnpike typically provide training for all employees?
Training for Commission employees is handled by the Commission’s Training and Development unit of the Human Resources Department.
14. Please clarify the question, “How will you handle legislative changes?”
This refers to how the vendor will notify the Commission of any changes that will impact EAP services.
15. Describe how and when a SAP is currently used and who pays for the services?
A SAP is used in the event of a Commission employee testing positive for alcohol or controlled substances as part of a random or reasonable suspicion drug and/or alcohol test. The Cost of SAP services is provided by the Commission.
16. What is the total number of employees to be covered by the EAP? How many are DOT employees? How many are union employees?
The current employee count is approximately 2,080 employees. There are approximately 630 employees in our DOT testing pool. There are approximately 1620 union employees.

17. Who is the current EAP provider and how long have they been providing services?
The current EAP provider for the Commission is ComPsych Guidance Resources. They have been providing EAP services for the Commission since January 2010.
18. What is the current PEPM or other method of payment?
The Commission will not be providing this information.
19. Please provide a copy of the Utilization Report (Appendix H).
See the RFP "Table of Contents" for directions on obtaining a copy.
20. How many hours of on-site services (orientations, trainings, health fair participation, etc.) are included in the current contract? How many hours is the Commission requesting be included in the PEPM?
There are currently six (6) hours of on-site services allotted annually. The Commission will review any information that a prospective vendor wishes to provide.
21. Please provide the employee zip code census in Microsoft Excel format so that we may run a geo-access report.
See ADDITION #1 above.
22. Does the current EAP provider have master's level clinicians answering the phone, customer service representatives, answering machine, or other?
The current provider utilizes Master's level clinicians.
23. What Diverse Business Certifications are acceptable? Where can we find a directory of such businesses to contact?
Please refer to Appendix C - Diverse Business (DB) Requirements, Page 2 of 5, Item #8 Third-party Certifying Organization.
24. What is the current price per employee per month?
The Commission will not be providing this information.
25. How long has ComPsych been the EAP provider for the PA Turnpike Commission?
The current vendor has been providing EAP services for Commission since January 2010.
26. Are there any existing problems with the current provider? If so, what are they?
There are no current issues that exist with the Commission's provider.
27. Has your current EAP provided trainings in the past two years? How many? Locations of these trainings? What topics?
The current vendor has not been requested to provide any training in the past two years.

28. Over the past three years, how many CISD's were provided? How many per year?
In the past three years, the Commission has had two CISD events.
29. Part V Questionnaire – Describe your cancellation policy. Is this referring to the actual EAP contract or employees cancelling appointments?
This question is in regard to appointment cancellation.
30. Part 1 General Information for Proposers I-12 – Does each submittal need to be on a separate CD or can all three submittals be combined on to one CD?
The submittal should include two CD's or flash drives each containing exact copies of the entire proposal (Technical, Cost and DB submittals, along with all requested documents). The format must be in a Microsoft Office or Microsoft Office-compatible format. The electronic copy must be a mirror image of the hard copy.
31. Part V. Questionnaire – H. Miscellaneous In addition to a geo access map and summary report do you require us to include backup Excel sheets detailing each employee's zip code?
The Commission is looking for a geo-access report of counseling service providers listed in the Employee Census for each of the following:
- **Percent of members with 2 providers within 10 miles**
 - **Percent of members with 2 providers within 15 miles**
 - **Percent of members with 2 providers within 20 miles**
 - **Percent of members that do not have 2 providers within 20 miles**
32. Part V. Questionnaire B. Customer Service Are you looking for a specific range in performance guarantee?
The Commission will review any information that a prospective vendor wishes to provide.
33. Who is the current EAP vendor and how long have they been providing services to the commission?
The current EAP provider for the Commission is ComPsych Guidance Resources. They have been providing EAP services for Commission since January 2010.
34. What is the current contracted rate for EAP services?
The Commission will not be providing this information.
35. Please provide utilization information for the past two years.
See answer to question #19.
36. Are there any specific areas that the Commission is looking to improve upon with their EAP?
The Commission will review any information that a prospective vendor wishes to provide.

37. How many hours of onsite training and education should be available per year?
The Commission will review any information that a prospective vendor wishes to provide.
38. Please provide the number of CISDs conducted in the last two years.
In the past two years, the Commission has had one CISD event.
39. What performance guarantees are in place with the current contractor?
The Commission will not be providing this information.
40. Are onsite meetings with contractor desired? If so, how many per year?
The Commission will review any information that a prospective vendor wishes to provide.

All other terms, conditions and requirements of the original RFP dated June 9, 2015 remain unchanged unless modified by this Addendum.