



## ADDENDUM #1

**To:** All Companies Interested in Submitting a Bid  
**From:** Heather Mell, Purchasing Agent  
**Bid:** EAP Services (Bid #PUR0416-177); Dated: April 21, 2016  
**Subject:** Addendum #1 (2 pages)  
**Date:** April 29, 2016

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The following questions and/or clarifications were asked relative to the above-listed Request for Bid. This memo is sent for clarification to all companies to whom the bid was sent.

**Question:** Who is the Current EAP provider?

**Answer:** Mercy EAP Services

**Question:** How long has the current EAP been in place?

**Answer:** Over 10 years

**Question:** On a scale from 1-4 (4 being completely satisfied) how satisfied are you with your current EAP provider?

**Answer:** 4

**Question:** What goals of the EAP are not being met by the current provider?

**Answer:** Nothing specific

**Question:** What is the cost of the current contract annually?

**Answer:** \$24,000

**Question:** Please provide EAP utilization data for the last two years including:

- a. Annual EAP client utilization percent
- b. The percent of EAP cases managed within the EAP only
- c. Total number of hours of EAP orientations and supervisory/management orientations
- d. Total number of provided hours of health and wellness training/seminars
- e. Total number of provided hours of Critical Incidence Stress Debriefings

**Answer:** A. Unknown

B. Unknown

C. 0

D. 4

E. 0

**Question:** Who provides the medical insurance plan?

**Answer:** Wellmark

**Question:** Is the medical insurance plan self-funded, experience rated or fully insured?

**Answer:** Self funded

**Question:** How is the Current EAP provider's utilization calculated? Are web hits, training attendance, critical incidents, etc, included in the rate?

**Answer:** Utilization is calculated through number of visits

**Question:** Are the current on-site Critical Incident Debriefings included in the overall EAP fees? If not, what are the separate fees?

**Answer:** No, we have trained employees who do this internally

**Question:** Are the current supervisor and employee EAP orientations included in the overall EAP fees? If not, what are the separate fees?

**Answer:** Yes

**Question:** How many copies of the proposal are required to be submitted?

**Answer:** One copy of the bid submittal documents are needed for this Request for Bid.

**Question:** What is the current plan design?

**Answer:** Maximum of 5 visits/year

**Question:** What is the current rate?

**Answer:** \$1.55 per employee per month

**Question:** Does the City have a wellness program?

**Answer:** Yes

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All addenda that you receive shall become a part of the contract documents and shall be acknowledged and dated on the bottom of the Signature Page (page 22). The deadline for bid submittal is Thursday, May 5, 2016 at 3:00pm CDT.