



Date: April 6, 2023
To: All Vendors
Subject: Addendum #1

REFERENCE: P032-23 Employee Assistance Program Services

This Addendum forms part of the contract and clarifies, corrects or modifies original proposal document.

Question 1: How many copies of our proposal are you requiring?

Answer 1: Brownsville PUB is requesting 5 copies of the complete RFP response.

Question 2: Will you accept electronic signatures on all proposal forms?

Answer 2: Yes, electronic signatures are acceptable.

Question 3: Are the forms/documents included under Special Instructions on the Required Forms Checklist applicable to this RFP?

Answer 3: The "Bid Schedule/Cost sheet completed and signed" is required.

Question 4: Who is the current EAP provider and how long have they been providing services to the BPUB?

Answer 4: The current EAP provider is Bienestar Counseling. They have provided EAP services for Brownsville PUB since 2001.

Question 5: Confirm that pricing should be based on 580 employees.

Answer 5: Yes, pricing should be based on 580 employees and households.

Question 6: Confirm that the 4-session counseling model is currently in place.

Answer 6: Yes, the 4-session counseling is currently in place.

Question 7: Provide the current rate and a rate history throughout the contract term for the EAP.

Answer 7: The current budgeted amount for EAP services is approximately \$10,000 - \$12,000.

Question 8: How many hours of the following services are included within the current EAP contract per year?

- a) Onsite training/orientation/educational seminars
- b) Onsite health fair/event participation
- c) Onsite critical incident support events (# events/# hours)
- d) Webinar training

Answer 8:

- a) Onsite training/orientation/educational seminars – N/A
- b) Onsite health fair/event participation – Once a year, if event is held.
- c) Onsite critical incident support events (# events/# hours) – N/A
- d) Webinar training – N/A

Question 9: How many total hours of the following services were utilized in each of the last two (2) years?

- a) Onsite training/orientation/educational seminars
- b) Onsite health fair/event participation
- c) Onsite critical incident support events (# events/# hours)
- d) Webinar training

Answer 9:

- a) Onsite training/orientation/educational seminars N/A
- b) Onsite health fair/event participation - NA
- c) Onsite critical incident support events (# events/# hours) – N/A
- d) Webinar training -N/A

Question 10: Provide copies of 2021 and 2022 EAP utilization reports.

Answer 10: A report is not available. For 2021 and 2022 the average visits per month was 3. The maximum was 8 and minimum was 1 and the median is 2.

Question 11: If reports are not available, please provide the following for each of the last 2 years and YTD:

- a) Number of employees on which the report is based
- b) Total number of clinical cases
- c) Total number of work-life cases
- d) Total number of clinical sessions

Answer 11: The information is not available.

Question 12: How many employees covered under the EAP fall under Department of Transportation (DOT) regulations?

Answer 12: 144 employees fall under the Department of Transportation regulations.

Question 13: Are DOT Substance Abuse Professional (SAP) evaluations included within the EAP contract? If yes, is there a cap on the number of evaluations included each year within the EAP rate or are evaluations provided on a fee-for-service basis?

Answer 13: No, Brownsville PUB has a Zero Tolerance policy.

Question 14: How many Department of Transportation (DOT) Substance Abuse Professional (SAP) evaluations have been requested in each of the last three years?

Answer 14: There have not been any requested.

Question 15: How many Fitness-for-Duty Evaluations have been conducted in each of the last three years?

Answer 15: There have not been any conducted.

Question 16: Are Fitness-for-Duty Evaluations currently included within the contract? If yes, are they provided on a fee-for-service basis or included within the Per Employee per Month (PEPM) fee?

Answer 16: No, the evaluations are not currently included within the contract.

Question 17: Provide insight into the condition of the workforce. Are your employees facing:

- a) Stress?
- b) Morale?
- c) Inflation?
- d) Financial challenges?
- e) Burnout?

Answer 17: Brownsville PUB has not recently conducted an Employee Survey that would provide insight into the current condition of the workforce.

Question 18: Have there been any major events in the last year (i.e., reductions in force, critical incidents, etc.)?

Answer 18: Brownsville PUB has seen a significant increase in turnover and retirement in the last 2 years.

Question 19: Are legal, financial and daily living work/life services currently a part of your EAP program?

Answer 19: No, these services are not currently part of the EAP program.

Question 20: On a scale of 1-5 with 5 being the highest, how would you rate your current vendor?

Answer 20: The current vendor has provided satisfactory services.

Question 21: What are the three components that are most important to you in an EAP?

Answer 21: Services, Resources and Network. Please refer to the evaluation criteria section in the RFP document.

The signature of the company agent, for the acknowledgement of this addendum, shall be required. **Complete information below and return via e-mail to: dsolitaire@brownsville-pub.com.**

I hereby acknowledge receipt of this addendum.

Company: _____

Agent Name: _____

Agent Signature: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Number: _____ **E-mail address:** _____

If you have any further questions about the Proposal, call 956-983-6366.

By: ***Diane Solitaire***
Purchasing