



Date: April 6, 2023
To: All Vendors
Subject: Addendum #2

REFERENCE: P032-23 Employee Assistance Program Services

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

Question 1: Who currently provides EAP services to BPUB?

Answer 1: The current EAP provider is Bienestar Counseling.

Question 2: How long has the current vendor provided EAP services to BPUB?

Answer 2: They have provided EAP services for Brownsville PUB since 2001.

Question 3: Are there specific areas of enhancement you are seeking at this time?

Answer 3: Yes, to provide resources availability and webinars training access.

Question 4: Why are you requesting this RFP at this time?

Answer 4: It is best industry practice.

Question 5: What is BPUB currently paying for their EAP services? Based on how many employees?

Answer 5: The current average expenses for EAP services is approximately \$10,000 - \$12,000. Pricing should be based on 580 employees and households.

Question 6: What was the total dollar spent for the EAP in the most recent contract year?

Answer 6: Total dollar amount spent was approximately \$10,700.00

Question 7: Is BPUB currently receiving Work-Life Services, i.e. telephonic consultation and referral for Child Care, Elder Care, etc.?

Answer 7: Partially, through telephonic consultation.

Question 8: Is BPUB currently receiving Legal Consultation Services, i.e. 30-minute consultation with an attorney; beyond the consultation, attorney services offered at a 25% discount?

Answer 8: No, Brownsville PUB is not receiving this service.

Question 9: Is BPUB currently receiving Financial Consultation Services, i.e. telephone-based financial advisory services provided by qualified financial planners?

Answer 9: No, Brownsville PUB is not receiving this service.

Question 10: Can you provide recent utilization reports or provide utilization statistics?

- a) Specifically, can you provide total number of initial inquiry/assessment calls to the EAP in the most recent contract year?
- b) Can you provide the total number of EAP counseling sessions provided in the most recent contract year?
- c) Can you provide the total number of EAP counseling sessions provided in the prior contract year?
- d) Can you provide the total number of EAP counseling cases in the most recent contract year?
- e) Can you provide the average number of EAP counseling sessions provided per counseling case in the most recent contract year?

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: Can you provide the number of orientations, trainings, benefit fair hours provided in the most recent contract year? How many of those hours were provided in-person?

- a) How many hours are included annually in the current contract for each or as part of a bank of hours?

Answer 11: None

Question 12: How many Critical Incident events were responded to in the most recent contract year?

Answer 12: None

Question 13: How many Critical Incident events were responded to in the prior contract year?

Answer 13: None

Question 14: How many hours of Critical Incident support were provided in the most recent contract year?

Answer 14: Eligible employees or family members that perceive themselves to be in a crisis situation are given preference if the situation constitutes an EAP call and counts towards program visits. Currently, there is no report of which visit is for a crisis situation and which is not.

Question 15: How many hours of Critical Incident support were provided in the prior contract year?

Answer 15: Eligible employees or family members that perceive themselves to be in a crisis situation are given preference if the situation constitutes an EAP call and counts towards program visits. Currently, there is no report of which visit is for a crisis situation and which is not.

Question 16: How many hours of on-site Critical Incident support are currently provided in the contracted rate, or are they fee for service?

Answer 16: This information is not available.

Question 17: What hours is BPUB open for receipt of the proposal from FedEx?

Answer 17: Brownsville PUB accepts deliveries Monday-Friday, 8:00 AM to 4:00 PM.

Question 18: In an effort to be a “green” company, we generally provide promotional materials electronically. If printed materials are desired, how many printed brochures and how many printed posters are requested annually?

Answer 18: If available, 100 brochures per year for EAP program introduction for new employees and 15 posters. Electronically submitted promotional materials are acceptable.

Question 19: For submitting, hopefully I did not overlook this – how many copies of the proposal are to be provided?

- a) Are any flash drives required?
- b) Can the pricing be included with the proposal, or must it be in a separate envelope?

Answer 19: Brownsville PUB is requesting 5 copies.

- a) Are any flash drives required? No
- b) Can the pricing be included with the proposal, or must it be in a separate envelope? Yes, pricing can be included with the proposal.

Question 20: Regarding Instructions to Participating Firms – 7. “The successful Firm agrees to send a personal representative with binding authority for the company to the BPUB upon request to make adjustments and/or assist with coordination of all transactions as needed.” – This is highly unusually for this type of program/contract, can this be altered or eliminated, as we would not anticipate sending representative with binding authority to BPUB. We are happy to accommodate via telephone/video. If we cannot commit to this would or proposal be rejected?

Answer 20: If required, telephone/video communication is acceptable. Proposal will not be rejected.

Question 21: Regarding Scope of Services – 14. “Provides or coordinates fitness for duty evaluations.”

- a) How many fitness for duty evaluations are averaged annually?
- b) Does BPUB have an agreement currently with a local organization/Psychiatrist that can perform fitness for duty evaluations?
- c) Does the current vendor simply coordinate this support, and have the provider of the evaluation directly invoice BPUB?

d) What is BPUB currently paying for a fitness for duty evaluation?

Answer 21: There have not been any fitness for duty evaluations conducted.

Question 22: Regarding Format and Content of the RFP – E. 1. - An electronic copy or website reference to the respondent's most recent audited financial statements. – how should this be submitted if submitted electronically? Flash drive or via email? If email, what email address and how should subject line read?

Answer 22: A website link to the most recent audited financial statement is acceptable.

Question 23: Regarding Required Forms Checklist, please confirm which forms are not applicable. We assume Cashier Check or Bind Bond of 5% of Total Amount of Bid, OSHA 300 Log and Sub-Contractor Pre-Bid Disclosure completed, signed, and notarized would at minimum not be applicable to this bid.

Answer 23: Correct, those forms are not required for this RFP.

Question 24: How many references should be included with our bid, we assume between 1 and 3? Please advise.

Answer 24: Three (3) references are preferred.

Question 25: Is the \$10,000 - \$12,000 EAP budget an annual budget?

Answer 25: The EAP annual budget is \$15,000.00.

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