

LEGAL NOTICE

Re: Employee Assistance Program #GC-17-017-P

Addendum #1, dated May 18, 2017

1. Opening Date Change. Opening Date has been changed to May 31, 2017, 1:30 p.m.

2. Answers to questions about Request for Proposal Specifications are available on the Steuben County website at www.steubencony.org

If you have further questions, please contact this office.

May 18, 2017
Andrew G. Morse
Director of Purchasing

AGM:jap
C: file



PURCHASING DEPARTMENT

COUNTY OF STEUBEN

3 EAST PULTENEY SQUARE
BATH, NEW YORK 14810-1510
(607) 664-2484

DATE: May 18, 2017

MEMO TO: WHOM IT MAY CONCERN

FROM: Andrew G. Morse, Director of Purchasing

RE: EMPLOYEE ASSISTANCE PROGRAM

Addendum #1, Document # GC-17-017-P

Revised opening date for proposals May 31, 2017 1:30pm

Responses to questions from vendors:

1. **Question:** Who is the current EAP provider and how long have they been providing services to the county?
Answer: Family Service Society, Inc. – 1997
2. **Question:** How many hours of training/orientation/educational seminars/health fair participation are included in the current EAP contract per year?
Answer: None
3. **Question:** How many face-to-face EAP sessions were utilized in each of the last three (3) years? What has been the average number of EAP sessions per case in each of the last three (3) years?
Answer: Approximately 12 clients
4. **Question:** How many hours of Critical Incident Stress Debriefings (CISDs) are included in the current contract per year?
Answer: None
5. **Question:** How many CISDs were utilized in each of the last three (3) years?
Answer: None

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

Answer: No

7. **Question:** Can you confirm that the county is seeking a 2 visit counseling model?

Answer: Refer to RFP page 7; 17. A. "Assessment and Counseling Services"

8. **Question:** Are Department of Transportation (DOT) Substance Abuse Professional (SAP) evaluations included as part of the EAP? If yes, how many evaluations are included per year? How many have been utilized in each of the last 3 years?

Answer: No

9. **Question:** Do you currently have an enforced EAP?

Answer: Yes

10. **Question:** If so, who is your current vendor and how long have you been with this vendor?

Answer: Family Service Society, Inc., - 1997

11. **Question:** What has utilization looked like for the past three (3) years?

Answer: Approximately 12 clients

12. **Question:** Why is the County out to bid?

Answer: Current contract term is ending

13. **Question:** How many counseling sessions are covered under the EAP? Is this per individual, per issue, etc.? Are family members also covered?

Answer:

- Refer to page 7; 17. A. "Assessment and Counseling Services" of the RFP.
- Per individual
- Immediate family members included.

14. **Question:** Please confirm the number of lives to be covered under the program. Please specify by type (full-time, part-time employees, retirees, etc.)

Answer:

- Approximately 850 full-time employees
- Full-time employees

15. **Question:** Please provide clarification around the incumbent program's work-life services. Does the current program allow for legal, financial, childcare, eldercare and personal convenience assistance?

Answer: No

16. **Question:** If you do not have full work-life services, is it the County's preference to have full work-life services available thru the EAP?

Answer: No – RFP page 7. #17. Scope of Services/Deliverables

17. **Question:** Regarding trainings, how many onsite training hours are currently included in the program?

Answer: None – would like the option to purchase as needed at an additional rate.

18. **Question:** How many critical incident events did you all have last year?

Answer: None

19. **Question:** Does the County require support for compliance with DOT (Dept of Transportation) regulated employee situations (e.g. DOT regulated drivers failing drug tests)? Please confirm and detail the support the County will require from the selected EAP vendor. How is the County billed for these cases by the incumbent provider? What is the cost and how many cases does the County average per year? Would the County prefer the cost for DOT support be included in the quoted EAP rate or billed on a case by case basis?

Answer:

- Yes
- To provide services as listed on RFP page 7. #17. Scope of Services/Deliverables.

20. **Question:** Of the 850 employees indicated in the request for proposal form, what is the breakdown of geographic location of the employees (Corning, Bath, Hornell)?

Answer: Unknown

This information shall become part of the proposal document and should be considered in any response to this solicitation. It is required that this addendum be signed, dated and included with all bid submittals.

If you have any questions regarding this matter, please contact this office.

Andrew G. Morse
Director of Purchasing

Signature:	Date:
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