

**REQUEST FOR PROPOSALS (RFP)  
EMPLOYEE ASSISTANCE PROGRAM (EAP)  
FOR THE CITY OF STOCKTON, CALIFORNIA  
(PUR 20-006)**

ADDENDUM No. 2

DATE: 6/11/20

To All Potential Bidders:

**A. This Addendum shall be considered part of the proposal documents for the above-mentioned project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original bid documents, this Amendment shall govern and take precedence. PROPONENTS MUST SIGN THE ADDENDUM AND SUBMIT IT WITH THEIR PROPOSALS.**

**B. Proponents are hereby notified that they shall make any necessary adjustments in their estimates as a result of this Addendum. It will be construed that each proponent's proposal is submitted with full knowledge of all modifications and supplemental data specified herein.**

**PLEASE NOTE THE FOLLOWING QUESTIONS, ANSWERS AND CLARIFICATIONS TO RFP  
EMPLOYEE ASSISTANCE PROGRAM (EAP) FOR THE CITY OF STOCKTON, CALIFORNIA  
(PUR 20-006)**

Questions & Answers

Q1: Please confirm the number of employees eligible for the EAP program.

A1: 1,600

Q2: How many EAP sessions per person per issue would you like quoted?

A2: Quote 6 sessions (3 per 6-month period) and 5 sessions per incident

Q3: Who is your current EAP provider?

A3: Integrated Behavioral Health

Q4: What is your current PEPM rate?

A4: \$1.55 PEPM

Q5: What services are included in this rate (# of sessions, work/life, onsite hours, etc.)?

A5: 6 sessions (3 per 6-month period), legal, financial, childcare, elder care, supervisor support

Q6: How many years have you been with the current EAP provider?

A6: Since 2011

Q7: Do you want work/life services included in the quote?

A7: Yes

Q8: Please provide utilization reports for past 3 years.

A8: Available on BidFlash

Q9: How many training/topical seminar hours were used in the past 3 years?

A9: About 6 hours were used for training /seminars

Q10: How many critical incident response/CIR/CISD hours were used in the past 3 years?

A10: No hours have been used got CISD

Q11: How many on-site orientation hours were used in the past 3 years?

A11: Two per year, 1 – 1½ hours each

Q12: How many training/topical seminar hours per year, if any, would you like embedded in the quote?

A12: Currently there are unlimited training hours included. Quote unlimited, 10 hours and no hours (pay as you go)

Q13: How many CIR hours per year, if any, would you like embedded in the quote?

A13: Currently there are unlimited CIR hours included. Quote unlimited hours, 10 hours and no hours (pay as you go)

Q14: How many health fairs and open enrollment events are held annually? Where are these events located and how long do they last?

A14: Typically there is 1 health fair and 2 days of OE meetings each year. The events are located in Stockton. The events last 18 hours

Q15: Of the 1,600 employees, how many are police and how many are firefighters?

A15: 459 police, 159 fire

Q16: Does the final document still need to be notarized (question due to Covid-19)?

A16: yes

Q17: Is RFP respondent to submit one final document through email (question due to Covid-19)?

A17: YES

Q18: Why is the City of Stockton looking to potentially change EAP providers?

A18: The City is looking for a provider that has more innovative capabilities, virtual options and has a focus on safety personnel

Q19: What specific challenges has the City of Stockton experienced with the current EAP, and where are there opportunities for improvement?

A19: Better use of technology and virtual ways to conduct counseling

**BIDDER MUST ACKNOWLEDGE THIS AMENDMENT BY SIGNING BELOW AND ATTACHING THE SIGNED AMENDMENT TO THE BID FORM:**

Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Proposals Due** – The submittals should be in .pdf format and sent via email to city.clerk@stocktonca.gov by 2:00 P.M., Thursday, JUNE 18, 2020.

-----City of Stockton Use Only below this line-----

Addendum acknowledged and signed? \_\_\_\_\_ (Procurement Specialist's initials)

