



REQUEST FOR PROPOSALS

RFP #2010-2450-0211

October 7, 2009

City of Newport News, Dept. of Purchasing
2400 Washington Avenue, 4th Floor, City Hall
Newport News, VA 23607

Phone: (757) 926-8721/ Fax: (757) 926-8038

www.nngov.com/purchasing

ADDENDUM #2 Employee Assistance Program

- Answers to questions received since publishing Addendum #1 are provided on the following pages.
- Interested firms are encouraged to submit additional questions as soon as possible. Questions received after October 13, 2009 may not be addressed.
- Proposal Submittal deadline remains as originally scheduled.

Proposals Due: October 20, 2009, at Close of Business

Contract Officer: _____
Greg Smith, CPPB, C.P.M., Senior Buyer, (757) 926-8035

AN ORIGINAL AND FIVE (5) COPIES OF YOUR SUBMITTAL ARE REQUESTED

Include this addendum with your response.

Company Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____ FAX No.: _____

Email address _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

This form must be signed. All signatures must be original and not photocopies.

Addendum #2

Questions and Answers

1. Why is the program out to bid at this time?

Answer: The City reserves the right to reconsider any term contract at any time.

2. Do you have union covered employees?

Answer: No

3. Do you expect that trainings are delivered in-person?

Answer: Trainings are currently delivered “in-person”. We will consider other options if proposed.

4. Can you provide us with a census file?

Answer: No

5. How many employees are covered by the City's plan?

Answer: See Question/Answer #3 previously published on Addendum 1.

6. What is your current price with Reach EAP?

Answer: See Question/Answer # 11 previously published on Addendum 1.

7. How many trainings has the City used within the last year?

Answer: Question needs more specificity; it is not clear as what information is being requested.

8. What is the utilization based on the number of cases opened?

Answer: See Question/Answer #1 previously published on Addendum 1.

9. What is the number of counseling sessions provided in the last year?

Answer: Question needs more specificity; it is not clear as what information is being requested. Counseling by whom?

10. How many sessions in the past year were provided under the City’s training and development program?

Answer: City offered, Internal and External, 115 courses in fiscal year 2009.

11. How many EAP health and wellness seminars were provided in the past year?

Answer: Approximately 24 – 2 per month for Lunch-n-Lear program.

12. I only need to know total number of employees or a census report if you need a provider matching done.

Answer: See Question/Answer #3 previously published on Addendum 1 for number of employees. The City is not providing a census report.

End of Addendum 2