



ADDENDUM #1
ITB/RFP NUMBER: 2016046-HR-P
Employee Assistance Program RFP

DATE: May 31, 2016

TO: All Potential Bidders/Offerors

City of Harrisonburg's Employee Assistance Program RFP, is modified as follows:

1. Question: To clarify, the City would like pricing for only the 595 full time employees and not the 790 total employees that serve the County.

Answer: That is correct – this RFP is only for City employees. Rockingham County is a separate entity.

2. Question: Is the City requesting that just travel time Critical Incident Response time be included in our base pricing? Actual clinical onsite hours would be billed at an hourly rate to the City?

Answer: The City was not requesting *how* the Critical Incident Response component be included in the RFP but only that it should be included. If the company needs to bill by the hour that is fine; if they would like to include any part of the CIR in their proposal, that is fine also.

3. Question: Is the City requesting that full case management of a DOT Substance Abuse Case be included and unlimited to the City as needed or are you looking for coordination of a referral to a SAP provider with presence within 50 miles of Harrisonburg for which the City would contract with to oversee SAP services separately?

Answer: We are looking for coordination of referral and appropriate benefits for an SAP provider within a 50 mile radius.

4. Question: For the orientation of new employees, would a trainer be required to be onsite at a City facility or could this be done remotely via webinar?

Answer: While the City would prefer an on-site trainer for each New Employee Orientation, the feasibility of this is unlikely. Therefore remote training or a webinar/video explaining the benefits offered would be fine.

All other requirements, terms and conditions of the ITB/RFP remain unchanged.

Addendum page must be signed and returned with your bid/proposal to acknowledge receipt of this addendum.

Authorized Signature

By: Pat Hilliard, CPPB
Procurement Manager