



**ADDENDUM #2**

**ITB/RFP NUMBER: 2016046-HR-P  
Employee Assistance Program RFP**

DATE: June 2, 2016

TO: All Potential Bidders/Offerors

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

1. Question: We have reviewed your UR report. It shows 5 counseling cases for the current period and 7 for the past period. Does that mean that for the current period 5 people were seen for their possible 3 sessions for the current period?

Answer: The current provider is able to provide in-person, telephone and Skype counseling services. It appears that for the most recent period, 10 employees and/or their families sought services and for the past period 16 employees and/or their families sought EAP services.

2. Question: How many hours for SAP services are you requesting?

Answer: The City is not requesting hours of service but availability of resources as needed on a case-by-case basis for our employees.

3. Question: How many CISD hours are you requesting?

Answer: The City does not have a predetermined number for these hours in mind for these services; we are seeking information from those responding to the RFP.

4. Question: Have you had critical incidents over the past three years requiring formal CISD assistance? If so, how many critical incidents have you had per year?

Answer: The City has not had a need for CISD assistance in the last three years, however, a close county had an incident and our vendor was willing to assist with their need and the City absorbed the expense.

5. Question: What is your budget for EAP services?

Answer: Per Code of Virginia 2.2-4342 B, the City will not be releasing budget information for this RFP.

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.

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Authorized Signature

By: Pat Hilliard, CPPB  
Procurement Manager