



**Board of County
Commissioners**
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Tina Skeldon Wozniak
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Office of Support Services
Lynn DiPierro
Manager

Addendum 1 - Issued October 24, 2014

Regarding Bids for **Employee Assistance Program (ITB 14-013P)** for Lucas County Human Resources, bid opening scheduled for November 6, 2014 at 2:00 P.M. (local time).

This document becomes a fully incorporated part of the specifications, and this letter constitutes legal notice of this requirement.

The entire original Bid Packet including this addendum must be submitted prior to the Bid Opening Date and Time.

Please see the following Questions & Answers:

2012-2014 utilization history per appointing authority or county agency:

Auditor's Office: 2012, 4 new cases; 2013, 1 new case; 2014 through September 30th, 1 new case

Commissioners Office and Departments Under Their Authority: 2012, 21 new cases; 2013, 28 new cases; 2014 through September 30th, 20 new cases

Correctional Treatment Facility: 2012, 9 new cases; 2013, 12 new cases; 2014 through September 30th, 0 new cases

Engineer's Office: 2012, 3 new cases; 2013, 5 new cases; 2014 through September 30th, 5 new cases

Family Council: 2012, 0 new cases; 2013, 4 new cases; 2014 through September 30th, 0 new cases

Juvenile Court: 2012, 4 new cases; 2013, 12 new cases; 2014 through September 30th, 3 new cases

Land Bank: 2012, N/A; 2013, N/A; 2014 through September 30th, 0 new cases

Mental Health & Recovery Services Board: 2012, 0 new cases; 2013, 1 new case; 2014 through September 30th, 0 new cases

Recorder's Office: 2012, 0 new cases; 2013, 1 new case; 2014 through September 30th, 1 new case

Sheriff's Office: 2012, 11 new cases; 2013, 18 new cases; 2014 through September 30th, 9 new cases

Treasurer's Office: 2012, 2 new cases; 2013, 2 new cases; 2014 through September 30th, 3 new cases

Veterans Service Commission: 2012, 0 new cases; 2013, 2 new cases; 2014 through September 30th, 0 new cases

EAP fee, per employee, currently in effect:

\$17.00 per year per covered employee

Percentage of employees currently enrolled in each of the 3 health plans:

Paramount, 41.2%

Frontpath, 33.7%

HealthSpan, 25.1%

1. Who is the County's current EAP provider?

HealthSpan EAP (was dba as Mercy EAP at time of original award)

2. How long has this firm been providing EAP services for the County?

March, 2012 thru Current

3. Why is the County going out to bid at this time?

Existing agreement was for March 1, 2012 thru December 31, 2012 with two (2) one-year extensions for calendar years 2013 & 2014; thus, the current agreement will expire 12/31/2014

4. What is the current per employee per month rate or annual contract dollar amount?

Annual fee is \$17.00 per covered employee; total cost for 2014 was \$28,866 for 1,698 covered employees in participating County agencies & departments

5. How has the County promoted the EAP - has it been promoted primarily through print or electronic communications?

Both--current provider provides posters & business cards as well as electronic versions of newsletters which are then distributed to participating agencies/departments

6. Does the current EAP include toll free telephone access to attorneys for assistance with legal matters?

Current provider meets with employee in face-to-face session & makes referral as appropriate

7. Does the current EAP include toll free telephone access to financial professionals for assistance with financial matters?

Current provider meets with employee in face-to-face session & makes referral as appropriate

8. Does the current EAP include toll free telephone access for assistance with work-life issues such child care, elder care, etc.?

Current provider meets with employee in face-to-face session & then either addresses these issues with their internal staff/resources or makes a referral as appropriate.

9. If legal, financial, and work life services are not currently included in the County's current program, does the County want these quoted separately or are these services considered out of scope?

Scope includes diagnostic & referral services for a variety of challenges, including legal, financial & family issues--please do not quote separately

10. Can the County provide an employee census in order to perform a network match (zip codes only required - one zip code per employee)?

We do not have this information at present

11. How many hours of on-site Critical Incident Stress Debriefings are included in the County's current contract on an annual basis?

5 hours annually for each participating County agency or department

12. How many hours of on-site Critical Incident Stress Debriefings were performed over each of the last three years?

In 2012, there was 1 incident involving CISD; in 2013, there were 4 incidents of CISD; in 2014 through September 30th there have been 4 instances involving CISD

13. How many hours of on-site orientations and personal development workshops are included in the County's current contract on an annual basis?

1 on-site orientation annually for each participating County agency or department if requested, and 10 hours of personal development training/workshops total for all participating County agencies and departments annually, with a fee for any additional workshops/training provided beyond the 10 hours annually

14. How many hours of on-site orientations and personal development workshops were performed over each of the last three years?

In 2012, there were a total of 17 orientation sessions and there were no requests for additional training/workshops; in 2013, there were 2 orientations provided and an additional 9 hours of training and management consultation provided; in 2014 (through September 30th) no orientations have been requested and there have been 7 hours of training & management consultation provided

15. Can the County provide a current utilization report?

For the 2012 service year, there were a total of 54 new cases; for the 2013 service year, there were a total of 86 new cases; for the 2014 service year (through September 30th) there have been 42 new cases

16. How many employees fall under DOT regulations?

As of this moment, 69

17. How many DOT cases have there been over the last three years?

3

18. When will responses to clarification questions be available? Will they be posted online or emailed?

Addendums will be posted.