



**Board of County
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Addendum 2 - Issued October 27, 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.

****Deadline to submit questions is October 29, 2014 by 11:00 am (local time).**

Please see the following Questions & Answers:

- 1) In follow-up on utilization data provided in Addendum 1: given the variable in number of follow-up sessions per case, is it possible to provide for each appointing authority and agency the total utilization data per year, instead of just the number of new cases. New case (visit) + Subsequent visit(s) = Total visits

The # of cases, as we reported--but we don't necessarily know how many actual visits each case required, up to the 5 visits/issue covered by the contract.

- 2) Do you have any idea how many of the open cases were transferred on to the medical plan or resolved?

No. Other than the few "mandatory" referrals made each year with appropriate employee release of information to the employer, we do not ask for information on how many cases may have exceeded the maximum 5 in-person visits--if a case does move to medical treatment, we would not want to violate any confidential information.

3) Of the three Medical carriers, are they self-funded plans or fully insured?

All three current medical plans are self-insured.

4) Do employees have access to on-line services? I did not see a website for EE's.

At this time, an employee "intranet" has not been made available.

5) I did not see the pricing sheet that we need to use in the RFP response. Did I miss something?

We are simply asking that each responding vendor prepare & submit with the proposal a sheet listing, by year (2015, 2016 & 2017) their proposed charge to us for all services they would provide--EAP services within the scope, charge for additional training beyond the scope, etc...

6) Can you clarify Q&A, #14: It references how many hours of on-site orientations and personal development workshops as including Management Consultations. Are the hours dedicated to Managements Consultations counted against the 10 included hours for Training?

If a management consultation requires an "on site" visit, it is included in the "10 Hours Annually". If the consultation is a phone consult only, it does not count