



City of Concord, New Hampshire

PURCHASING DIVISION

COMBINED OPERATIONS & MAINTENANCE FACILITY

311 NORTH STATE STREET

CONCORD, NH 03301

(603) 230-3664 FAX: (603) 230-3656

www.concordnh.gov/Purchasing

October 3, 2011

ADDENDUM NUMBER TWO

RFP06-12

EMPLOYEE ASSISTANCE PROGRAM SERVICES

TO ALL FIRMS OF RECORD: This addendum forms a part of and modifies the bidding and contract documents and technical specifications for the project named above. The following changes, additions and clarifications are made to the original Contract Documents:

1. **Question:** We see that there is a request for 3 and 5 session counseling session models. Please provide last year's EAP utilization?

Answer: In 2010 utilization was 11.36%. Data Concerning assessed problem categories; relationship issues (40.4%), environmental issues (26.9%), health concerns (23.1%) and substance use/abuse (7.7%), other (1.9%)

2. **Question:** Would you like the legal, financial and web based or web and telephonic work/life benefits included in the EAP benefit?

Answer: No

3. **Question:** We noticed you interest in a wellness program. We provide an integrated EAP/Wellness program. Would you accept a quote for that as well?

Answer: Yes

4. **Question:** Would you like any hours of critical incident stress management sessions included?

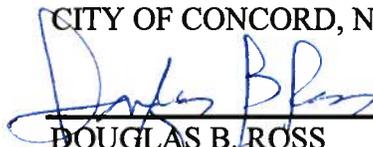
Answer: Yes, on an as needed basis.

5. **Question:** Would you like a certain number of wellness trainings included in our quote or on a fee for service basis?

Answer: Yes, please include the cost of utilizing EAP for Wellness trainings. We currently Utilize our current vendor for these trainings at no cost.

PLEASE BE ADVISED THAT THE CONSULTANT MUST ACKNOWLEDGE RECEIPT OF ADDENDUM ONE AND TWO AS PART OF THE CONSULTANT'S PROPOSAL SUBMISSION.

CITY OF CONCORD, NEW HAMPSHIRE



DOUGLAS B. ROSS
PURCHASING MANAGER