



# CITY OF ROCKFORD, ILLINOIS

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61104

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MAYOR

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August 16, 2005

Addendum #1 to the Bid Proposal Documents  
RFP On: Employee Assistance Program  
RFP No.: 805-PER-075

To: All Bidders;

Please note the following questions and answers to the above-mentioned proposal package:

1. How many employees does this EAP include? Are FT & PT and/or seasonal all covered with this count?  
*1,225, this number is full-time equivalents. Seasonal employees are not included.*
2. What percentage of employees covered by this EAP are covered by other mental health service plans, which may pay for referred psychological services?  
*All participants enrolled in the City's health plan are currently covered by a mental health benefit. Approximately 1,100 employees, or 90% of EAP participants.*
3. What is the term of the contract?  
*According to section 2.3 of the specifications, the contract length is 2 years, with 3 one-year renewal options.*
4. How many copies of the proposal should be included with the response?  
*4*
5. What is the current price per employee the City pays?  
*The City currently pays \$28.50 per employee per year.*
6. What is the current EAP vendor?  
*Perspectives is the current provider. Their address is 20 N Clark St, Suite 2650, Chicago, IL 60602.*
7. Does the City have any concerns with the current provider?  
*No*
8. Please indicate if the scope of the proposed EAP services for Rockford is the same as the current EAP service contract. List any additional or lesser services. Describe benefits offered by the current vendor.  
*The specifications are basically outlining our current EAP program. We request no additional services or delete offerings. The specifications outline what we are receiving from the current vendor.*

9. Section 3.3 discusses working with the employee and health insurance to utilize mental health benefits; do we want the EAP vendor to manage the mental health care portion of health insurance or a more casual referral relationship?  
*The City would like the EAP vendor to work with the employee to find providers covered by the health insurance plan. So, we are looking for a casual referral relationship.*
10. Is the maximum "life" of work with one vendor 5 years (see 2.3) or is that the maximum term without the need for an RFP?  
*At the end of 5 years, we will need to request proposals again. Any current vendor, as long as no service problems have existed during the life of the contract, will be asked to submit a proposal for evaluation*
11. What has the City's average utilization of the current EAP been?  
*5-6%*
12. How many DOT eligible drivers does the City employ?  
*The City employs 116 DOT eligible drivers.*
13. How many SAP evaluations were conducted last year?  
*The City averages 1-2 SAP evaluations per year.*
14. How many critical incidences were responded to last year?  
*None*
15. Neither Work-Life nor Legal-Financial services were referenced in the RFP. Are you currently receiving these services? Is there an interest in these services moving forward?  
*The City does not currently receive these services and will expand EAP offerings as budget priorities allow. A vendor may include quotes on additional services offered that are not requested in the specifications.*
16. What is the contract implementation date?  
*Service with the new vendor will begin after City Council approval of award of the contract.*
17. Does the City require a custom EAP website for employees and supervisors?  
*No, access to a general website listing benefits is adequate.*

All other portions of this proposal remained unchanged.

**THIS ADDENDUM IS FOR INFORMATION/CLARIFICATION PURPOSES ONLY.**

If you have any questions please call the Central Services Division at 815-987-5560.

Chris Black  
Central Services Manager

CB/sd