

LOWER VALLEY WATER DISTRICT
ITB NO. 20-0821-02
EMPLOYEE ASSISTANCE PROGRAM (EAP)

ADDENDUM NO. I

August 11, 2020

Attention of all bidders is directed to the following modifications made to ITB NO. 20-0821-02; EMPLOYEE ASSISTANCE PROGRAM (EAP):

1. Who is the current EAP provider and how long have they been providing services to the organization? **LVWD does not have a EAP provider.**
2. Please provide the current rate and a rate history throughout the contract term for the EAP. **LVWD is unable to provide history, no EAP service provider.**
3. How many hours of the following services are included within the current EAP contract per year? **LVWD does not have EAP history to provide.**
 - Onsite training/orientation/educational seminars
 - Onsite health fair/event participation
 - Onsite critical incident support events
 - Webinar training
4. How many total hours of the following services were utilized in each of the last two (2) years? **LVWD does not have EAP history to provide**
 - Onsite training/orientation/educational seminars
 - Onsite health fair/event participation
 - Onsite critical incident support events
 - Webinar training
5. Please provide copies of 2018 and 2019 EAP utilization reports. If reports are not available, please provide the following for each of the last 2 years: **LVWD does not have EAP history to provide**
 - Number of employees on which the report is based
 - Total number of clinical cases
 - Total number of work-life cases
 - Total number of clinical sessions
6. Is your EAP Helpline currently answered by customer service representatives or by clinical personnel? **LVWD does not have EAP history to provide**
7. Are the supervisory training sessions included within the 4 customized workshops per year or are they separate? If separate, how many hours are included per year? **Separate-anywhere from 2-4 workshops.**
8. May the 4 hours of customized workshops be via webinar or do you prefer/require onsite training? **LVWD prefers onsite, but during Co-vid webinars are okay.**

9. Will referrals for Threat of Violence Assessments be made via our mandatory referral process? **Yes.**

Please acknowledge receipt of this Addendum as part of bid documentation submittals. Not doing so may result in a disqualification of your bid.

END OF ADDENDUM NO. I