



# CITY OF SUFFOLK

P.O. BOX 1858, SUFFOLK, VA, 23439-1858, T: (757) 514-7520; FAX (757) 514-7524

## ADDENDUM NO. 9

City of Suffolk  
RFP #15089-JS  
May 1, 2015

Purchasing Division  
442 Market Street, Room 1086  
Suffolk, VA 23434-5237  
Phone: (757) 514-7520 / Fax: (757) 514-7524  
<http://www.suffolkva.us/purchasing>

The Request for Proposal (RFP) for Employee Benefits has been amended as follows:

**Section 5.0, Paragraph A, page 15.**

The following Appendixes have been added:

Appendix 27 EAP Utilization Report

The following questions and answers are incorporated in this RFP:

Q1: Our company is only responding to a portion of the benefits requested on the RFP. Do we have to complete all the sections?

A1: No. Respond to the only the required sections of the benefits offered by your firm. Sections that do not apply maybe designated as "Non Applicable" or "N/A".

Q2: Addendum 2, Page 2, under REPLACE WITH paragraph 2 states "The entire solicitation documents is to be returned when submitting a proposal unless otherwise directed by the RFP." Does this mean we have to include all the addendums, attachments and appendixes?

A2: The proposal does not need to include a verbatim copy of the RFP and all of the addendums, attachments and appendixes. However the proposal must include answers to all questions and requested information and other documentation as stated in the RFP, as well as questions and in all addendums, attachments and appendixes. The required forms as stated in the RFP must be included in Tab 7. The offeror is responsible for including any information or changes in stated in the addendums in their proposal. If information requested in the RFP, attachments or addendums thereof does not apply to your proposal, see answer to Q1 above.

Q3: How many onsite hours does the current EAP vendor provide on an annual basis? Does this meet the City's needs? How many onsite hours would the City like to have us include in our proposal?

A3: As stated in Appendix 11 "EAP Services", the City currently has access to 6 onsite hours for Employee Seminars, Management/Supervisory Trainings. Please provide various options for the City to consider taking into consideration multiple offices/departments/locations of City employees.

Q4: D.6. on Page 58 of the RFP states timeliness of reports, specifically Fitness for Duty evaluations for Police Department. Is this considered pre-employment Fitness for Duty evaluations? Please provide the number of Fitness for Duty evaluations that have been completed by the EAP in the last three years, by year.

A4: 2012  
FFD = 3

2013  
FFD = 4

2014  
FFD = 4

Q5: How is your current EAP involved in SAP evaluations which is part of DOT regulations? If EAP is involved, please provide the number of SAP evaluations that have been completed by the EAP in the last three years, by year.

A5: There have not been any SAP evaluations in the last three years.

Q6: In the past years, has the City selected an audit vendor who works on a contingency basis?

A6: No.

Offerors are to submit one (1) printed original and six (6) printed copies and two (2) electronic versions of their proposal. CD or flashdrives are acceptable for the electronic versions of the proposal.

**Proposals sent by email or fax will not be accepted.**

Contract Officer: \_\_\_\_\_

Jay Smigielski, Purchasing Agent.

If you have any questions regarding this Addendum, please contact Jay Smigielski, Purchasing Agent, at [jsmigielski@suffolkva.us](mailto:jsmigielski@suffolkva.us). It is the Offeror's responsibility to ensure they have read all addendums and incorporated them in their proposal.



**BON SECOURS EMPLOYEE ASSISTANCE PROGRAM**

## **UTILIZATION REPORT**

**FOR**

**City of Suffolk**

**January 01, 2014 - December 31, 2014**

**Private & Confidential**

**UTILIZATION REPORT**

**City of Suffolk**

January 01, 2014 - December 31, 2014 on New Cases

**UTILIZATION RATE SUMMARY**

Type	Count	%	Serviced	%	Activities	%	Hours
EAP Cases	47	31.8%	47	20.4%	160	35.1%	123.25
Supervisor Referral	20	13.5%	20	08.7%	215	47.1%	195.18
Organizational Service/CISD	81	54.7%	163	70.9%	81	17.8%	44.02
<b>Total</b>	<b>148</b>	<b>100%</b>	<b>230</b>	<b>100%</b>	<b>456</b>	<b>100%</b>	<b>362.45</b>

Population / Utilization Rate	Weighted Population Of:	1377
Total Current Period Rate		4.87%
Total Annualized Utilization Rate		4.87%
Activity Utilization Rate		32.17%
Activity Annualized Rate		32.17%

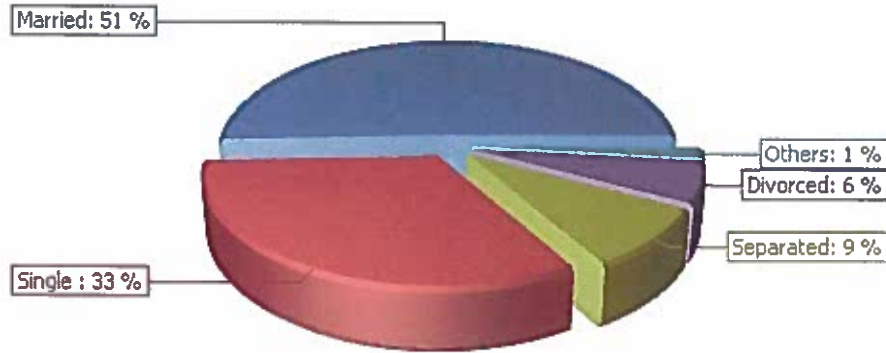
Historical Utilization				
1/1/2009-12/31/2009	1/1/2010-12/31/2010	1/1/2011-12/31/2011	1/1/2012-12/31/2012	1/1/2013-12/31/2013
6.03%	4.29%	3.49%	4.67%	4.38%

UTILIZATION REPORT

City of Suffolk

January 01, 2014 - December 31, 2014

Marital Status



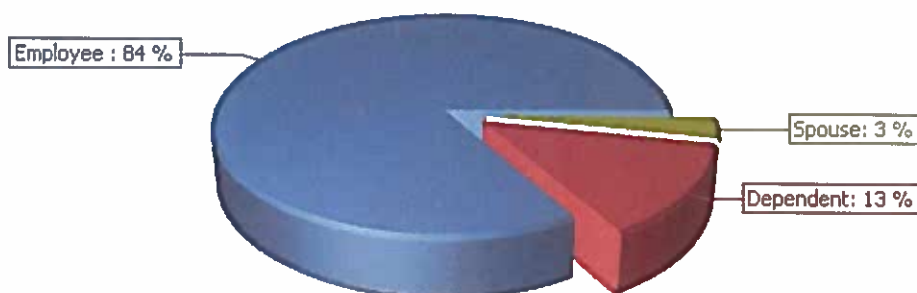
Marital Status	1/1 - 3/31		4/1 - 6/30		7/1 - 9/30		10/1 - 12/31		1/2014 - 12/2014		01/2013 - 12/2013	
	#	%	#	%	#	%	#	%	#	%	#	%
Divorced	0	0.00%	1	5.26%	1	5.88%	2	11.76%	4	5.97%	2	3.39%
Married	6	42.86%	10	52.63%	8	47.06%	10	58.82%	34	50.75%	36	61.02%
Separated	3	21.43%	2	10.53%	0	0.00%	1	5.88%	6	8.96%	3	5.08%
Single	5	35.71%	5	26.32%	8	47.06%	4	23.53%	22	32.84%	18	30.51%
Widowed	0	0.00%	1	5.26%	0	0.00%	0	0.00%	1	1.49%	0	0.00%
<b>Total</b>	<b>14</b>	<b>100%</b>	<b>19</b>	<b>100%</b>	<b>17</b>	<b>100%</b>	<b>17</b>	<b>100%</b>	<b>67</b>	<b>100%</b>	<b>59</b>	<b>100%</b>

UTILIZATION REPORT

City of Suffolk

January 01, 2014 - December 31, 2014

Client Type



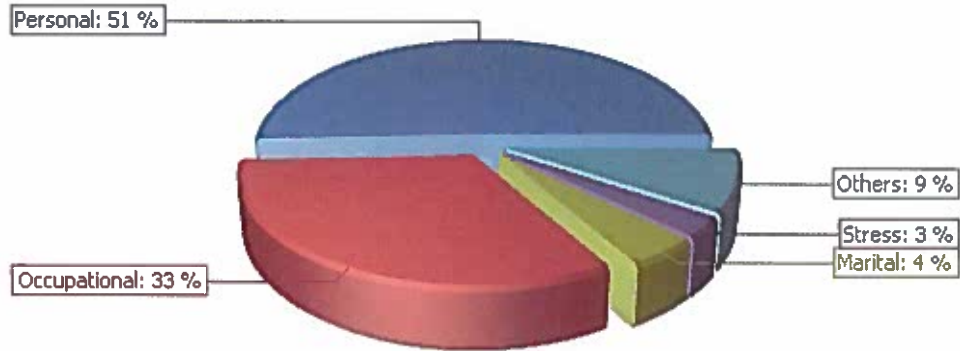
Client Type	1/1 - 3/31		4/1 - 6/30		7/1 - 9/30		10/1 - 12/31		1/2014 - 12/2014		01/2013 - 12/2013	
	#	%	#	%	#	%	#	%	#	%	#	%
Dependent	2	14.29%	5	26.32%	2	11.76%	0	0.00%	9	13.43%	2	3.39%
Employee	12	85.71%	12	63.16%	15	88.24%	17	100.00%	56	83.58%	56	94.92%
Spouse	0	0.00%	2	10.53%	0	0.00%	0	0.00%	2	2.99%	1	1.69%
<b>Total</b>	<b>14</b>	<b>100 %</b>	<b>19</b>	<b>100 %</b>	<b>17</b>	<b>100 %</b>	<b>17</b>	<b>100 %</b>	<b>67</b>	<b>100 %</b>	<b>59</b>	<b>100 %</b>

UTILIZATION REPORT

City of Suffolk

January 01, 2014 - December 31, 2014

Primary Presenting Problem



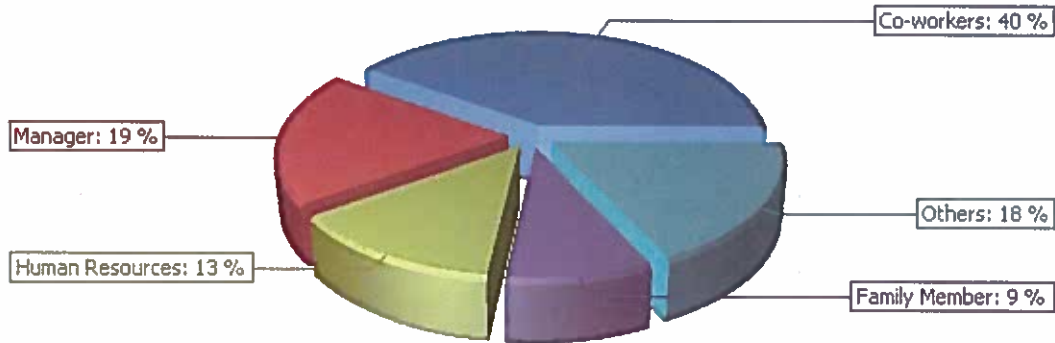
Primary Presenting Problem	1/1 - 3/31		4/1 - 6/30		7/1 - 9/30		10/1 - 12/31		1/2014 - 12/2014		01/2013 - 12/2013	
	#	%	#	%	#	%	#	%	#	%	#	%
Drugs/Alcohol	0	0.00%	0	0.00%	0	0.00%	2	11.76%	2	2.99%	2	3.39%
Family	0	0.00%	2	10.53%	0	0.00%	0	0.00%	2	2.99%	1	1.69%
Financial	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	1.69%
Marital	1	7.14%	0	0.00%	0	0.00%	2	11.76%	3	4.48%	0	0.00%
Occupational	6	42.86%	3	15.79%	4	23.53%	9	52.94%	22	32.84%	21	35.59%
Personal	7	50.00%	14	73.68%	10	58.82%	3	17.65%	34	50.75%	27	45.76%
Relationship	0	0.00%	0	0.00%	1	5.88%	0	0.00%	1	1.49%	7	11.86%
Stress	0	0.00%	0	0.00%	1	5.88%	1	5.88%	2	2.99%	0	0.00%
Workplace Related	0	0.00%	0	0.00%	1	5.88%	0	0.00%	1	1.49%	0	0.00%
<b>Total</b>	<b>14</b>	<b>100 %</b>	<b>19</b>	<b>100 %</b>	<b>17</b>	<b>100 %</b>	<b>17</b>	<b>100 %</b>	<b>67</b>	<b>100 %</b>	<b>59</b>	<b>100 %</b>

UTILIZATION REPORT

City of Suffolk

January 01, 2014 - December 31, 2014

Referral Source



Referral Source	1/1 - 3/31		4/1 - 6/30		7/1 - 9/30		10/1 - 12/31		1/2014 - 12/2014		01/2013 - 12/2013	
	#	%	#	%	#	%	#	%	#	%	#	%
Co-workers	6	42.86%	9	47.37%	5	29.41%	7	41.18%	27	40.30%	16	27.59%
Family Member	0	0.00%	4	21.05%	2	11.76%	0	0.00%	6	8.96%	4	6.90%
Health Fair	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	2	3.45%
Human Resources	2	14.29%	5	26.32%	2	11.76%	0	0.00%	9	13.43%	8	13.79%
Manager	3	21.43%	1	5.26%	2	11.76%	7	41.18%	13	19.40%	7	12.07%
Promotional Material	2	14.29%	0	0.00%	3	17.65%	1	5.88%	6	8.96%	12	20.69%
Supervisor	1	7.14%	0	0.00%	3	17.65%	2	11.76%	6	8.96%	9	15.52%
<b>Total</b>	<b>14</b>	<b>100 %</b>	<b>19</b>	<b>100 %</b>	<b>17</b>	<b>100 %</b>	<b>17</b>	<b>100 %</b>	<b>67</b>	<b>100 %</b>	<b>58</b>	<b>100 %</b>

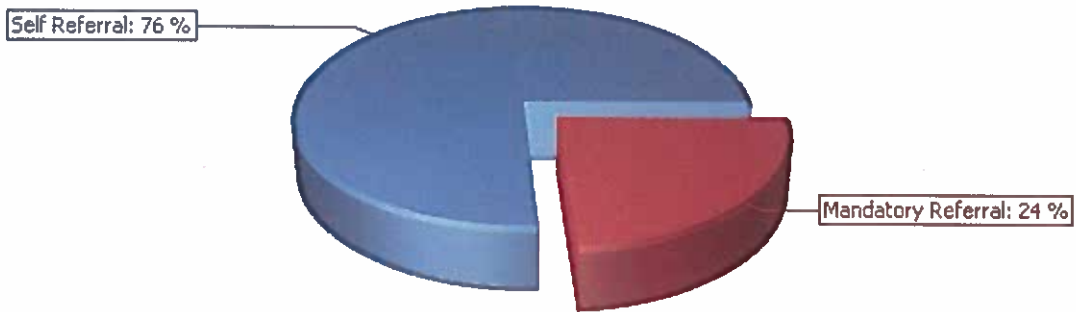


UTILIZATION REPORT

City of Suffolk

January 01, 2014 - December 31, 2014

Referred By



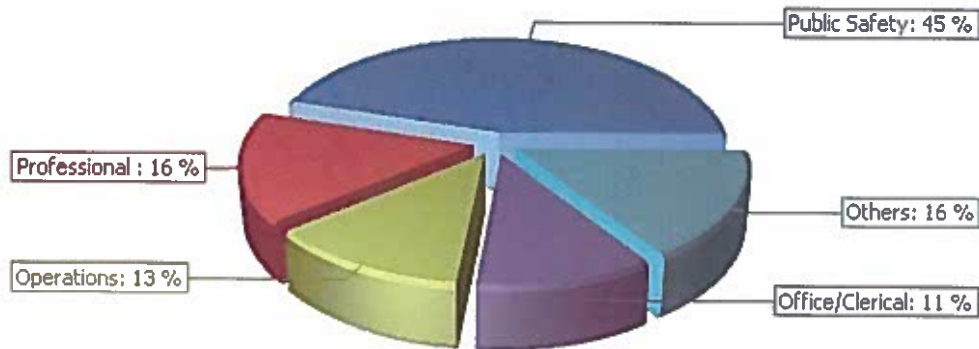
Referred By	1/1 - 3/31		4/1 - 6/30		7/1 - 9/30		10/1 - 12/31		1/2014 - 12/2014		01/2013 - 12/2013	
	#	%	#	%	#	%	#	%	#	%	#	%
Formal Referral	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	2	3.45%
Mandatory Referral	5	35.71%	1	5.26%	3	17.65%	7	41.18%	16	23.88%	13	22.41%
Self Referral	9	64.29%	18	94.74%	14	82.35%	10	58.82%	51	76.12%	43	74.14%
<b>Total</b>	<b>14</b>	<b>100 %</b>	<b>19</b>	<b>100 %</b>	<b>17</b>	<b>100 %</b>	<b>17</b>	<b>100 %</b>	<b>67</b>	<b>100 %</b>	<b>58</b>	<b>100 %</b>

UTILIZATION REPORT

City of Suffolk

January 01, 2014 - December 31, 2014

Occupation Type



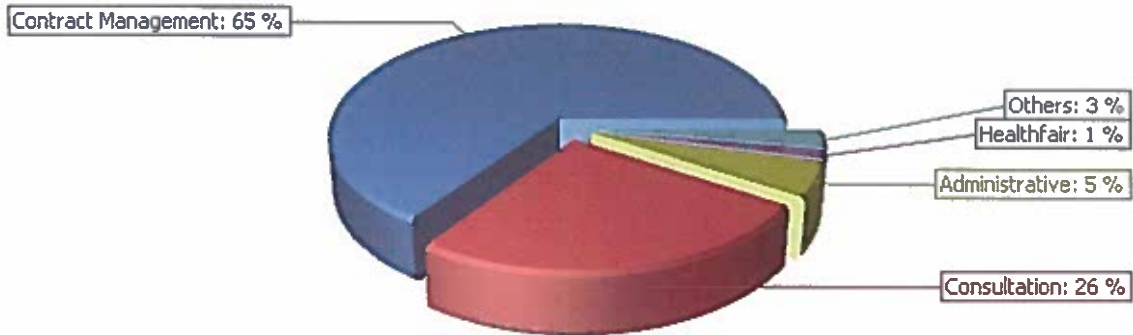
Occupation Type	1/1 - 3/31		4/1 - 6/30		7/1 - 9/30		10/1 - 12/31		1/2014 - 12/2014		01/2013 - 12/2013	
	#	%	#	%	#	%	#	%	#	%	#	%
Bus Driver/Truck Driver (CDL)	0	0.00%	0	0.00%	0	0.00%	1	5.88%	1	1.56%	0	0.00%
Laborer	2	16.67%	0	0.00%	2	11.76%	0	0.00%	4	6.25%	0	0.00%
Management/Supervisory	1	8.33%	1	5.56%	1	5.88%	0	0.00%	3	4.69%	0	0.00%
Office/Clerical	3	25.00%	1	5.56%	1	5.88%	2	11.76%	7	10.94%	0	0.00%
Operations	2	16.67%	1	5.56%	0	0.00%	5	29.41%	8	12.50%	0	0.00%
Professional	0	0.00%	3	16.67%	6	35.29%	1	5.88%	10	15.63%	1	100.00%
Public Safety	4	33.33%	11	61.11%	7	41.18%	7	41.18%	29	45.31%	0	0.00%
Service	0	0.00%	0	0.00%	0	0.00%	1	5.88%	1	1.56%	0	0.00%
Teacher/Assistant Teacher	0	0.00%	1	5.56%	0	0.00%	0	0.00%	1	1.56%	0	0.00%
<b>Total</b>	<b>12</b>	<b>100 %</b>	<b>18</b>	<b>100 %</b>	<b>17</b>	<b>100 %</b>	<b>17</b>	<b>100 %</b>	<b>64</b>	<b>100 %</b>	<b>1</b>	<b>100 %</b>

UTILIZATION REPORT

City of Suffolk

January 01, 2014 - December 31, 2014

Organizational Service Type



Organizational Service Typ	1/1 - 3/31		4/1 - 6/30		7/1 - 9/30		10/1 - 12/31		1/2014 - 12/2014		01/2013 - 12/2013	
	#	%	#	%	#	%	#	%	#	%	#	%
Administrative	0	0.00%	3	13.04%	1	7.14%	0	0.00%	4	5.13%	0	0.00%
Coaching	1	3.70%	0	0.00%	0	0.00%	0	0.00%	1	1.28%	0	0.00%
Consultation	12	44.44%	8	34.78%	0	0.00%	0	0.00%	20	25.64%	0	0.00%
Contract Management	13	48.15%	12	52.17%	12	85.71%	14	100.00%	51	65.38%	0	0.00%
Employee Seminar	0	0.00%	0	0.00%	1	7.14%	0	0.00%	1	1.28%	0	0.00%
Healthfair	1	3.70%	0	0.00%	0	0.00%	0	0.00%	1	1.28%	0	0.00%
<b>Total</b>	<b>27</b>	<b>100 %</b>	<b>23</b>	<b>100 %</b>	<b>14</b>	<b>100 %</b>	<b>14</b>	<b>100 %</b>	<b>78</b>	<b>100 %</b>	<b>0</b>	<b>0 %</b>