



# CITY OF SUFFOLK

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

## ADDENDUM NO. 1

City of Suffolk  
RFP #22030-JS  
September 7, 2021

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) 22030-JS for Compensation and Classification Study has been amended. The following information and questions and answers are hereby made a part of the Contract Documents for RFP 22030-JS as fully and completely as if the same were fully set forth therein:

### QUESTIONS

Q1: Why is the city out to bid?

A1: The City does not have a current provider

Q2: Where is your satisfaction level with Bon Secours?

A2: The City terminated the contract with Bon Secours based on Termination for Convenience

Q3: How long have they been with this vendor?

A3: January 1, 2021

Q4: Please confirm 5 EAP counseling sessions are included in the current program.

A4: That is correct.

Q5: Does the current program allow for legal, financial, childcare, eldercare and personal convenience assistance? How are these services being administered? Through a website or can their employees call and speak to lawyers, financial professionals for example? Are the childcare, eldercare services self-service or does the program provide research and referrals?

A5: The current program does offer these services through a website. The program does not offer or provide referrals for eldercare and childcare. It only provides research and information.

Q6: Regarding trainings, how many onsite training hours are currently included in their program? How many did they use last year?

A6: The fee for onsite training is \$190 per hour. No onsite training was utilized during the 2020 plan year.

Q7: For critical incidents (i.e. a natural disaster, ee fatality, layoffs, etc) what type of support does their current program allow for? How many annual onsite hours are built in? How many events did they have last year?

A7: The fee for onsite trauma response is \$310 per hour. No onsite trauma services were utilized during the 2020 plan year.

Q8: What is the current rate on your program?

A8: \$1.46 PEPM

Q9: Are you satisfied with the program utilization?

A9: Yes

All other information remains unchanged.

**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 responsibility of the offeror to ensure that they have read and met the specifications of all addendums in their proposal.