

**HARRISBURG AREA COMMUNITY COLLEGE  
REQUEST FOR PROPOSAL  
#08-46  
EMPLOYEE ASSISTANCE PROGRAM SERVICES  
ADDENDUM #1  
ANSWERS TO QUESTIONS**

**APRIL 23, 2008**

**Question 1:** Who is the current EAP Provider for HACC and how long have they been providing services?

**Answer 1: Guidance Associates of Pennsylvania**

**Question 2:** What is the current Per Employee, Per Month (PEPM) cost or annual contract dollar amount, and how many counseling sessions does this include?

**Answer 2: This information is not available.**

**Question 3:** How many total hours of training, orientation, and wellness seminars is HACC requesting for employees and supervisors?

**Answer 3: 4 hours**

**Question 4:** Please provide Deer Oaks with a 2007 (or most recent annual) Utilization Report containing the following information:

- total number of face-to-face visits
- total number/hours of telephonic counseling
- the average number of counseling visits utilized per participant
- total number of hours of employee seminars and training
- total number of hours provided of supervisory/management training and management consultations
- total number of DOT/SAP referrals
- total number of mandatory referrals
- total number of workplace consultations

- total number of CISD sessions

**Answer 4:**

- **total number of face-to-face visits: 75**
- **total number/hours of telephonic counseling: 2**
- **the average number of counseling visits utilized per participant: 3**
- **total number of hours of employee seminars and training: 4**
- **total number of hours provided of supervisory/management training and management consultations: 0**
- **total number of DOT/SAP referrals: Not available**
- **total number of mandatory referrals: 4**
- **total number of workplace consultations: 0**
- **total number of CISD sessions: Not available**

**Question 5:** My first question relates to Quality Assurance, Section L, item 4. My interpretation of 4a is that data related to each HACC campus be reported as is currently provided in the quarterly reports. If this is incorrect, please advise me of the specific information required. Item 4b then appears to be asking about vendor data. The staffing numbers, staff education, degrees, licenses and specialties represented are documented in other areas of the RFP. Am I correct in thinking information about staff turnover at Bidder's location is being requested? Your clarification will be greatly appreciated.

**Answer 5: Yes, you are correct.**

**Question 6:** The Cost Proposal Sheet, item A4 stipulates that the HACC Office of Human Resources be provided complete certification and licensing information on all staff associated with the program. The provider network is a fluid group of clinicians. Individuals are added to the network in response to client need. If Bidder's location is awarded the contract renewal, will it be necessary to forward these documents each time a clinician is added to the network?

**Answer 6: The requirement would be the current staff credentials plus minimal credentials to be allowed into network.**