



ADDENDUM NO. I

DATE: August 9, 2021
TO: All Potential Proposers
FROM: James McKeehan, Assistant Purchasing Agent, City of Knoxville
SUBJECT: Addendum No. I RFP - Employee Assistance Program
PROPOSALS TO BE OPENED: **September 7, 2021**

This addendum is being published to provide clarification regarding the above referenced ITB. This addendum becomes a part of the contract documents and modifies the original specifications as follows:

Items for Clarification:

1. I am curious of what the definition of on-site counselor is? Could you please define the skill set of this person?

The definition of an onsite counselor is a person who is a licensed counselor and has office hours at the City's onsite clinic 20 hours per week. Our current onsite counselor is a PhD, LPC-MHSP and specializes in PTSD. The skill set necessary includes empathy, listening skills, social and communication skills, critical thinking and boundary setting.

2. You supplied a list of training sessions totaling 41 hours. . Please confirm that is a yes to adding the 41 hours.

The attached list of training sessions used actually totaled 36, and that was over the course of a three-year period (Column A is the date).

3. Clarify if the census should be 1475 only? Or if we should maintain the additional 275 KAT members bringing the grand total up to 1752. Please confirm in writing.

Yes – we need to maintain the 275 KAT employees. However, we do not have access their employee data, as they are maintained separately by KAT.

4. I would like to clarify further the training hours. Please confirm the below hours are over and above. Therefore, would not be done by the 20 hour on-site counselor? Please confirm
 - 12 hours CISD
 - 41 hours of training (from the spreadsheet)
 - And an additional 10 hours of training “what you labeled as base EAP”?

12 hours of CISD – correct, currently included



41 hours of training on the spreadsheet was spread out over a 3-year period and is MOSTLY handled by the onsite counselor, when she is available. When she is not, there are other resources in the community that our current vendor will lean on

Our current contract allows for 12 hours of “Professional Development Trainings” per year

Our current contract allows for UNLIMITED “Employee and Supervisor Orientations” per year

And the 10 sessions that we labeled “Base EAP” are for employees and their family members – it’s 10 sessions PER ISSUE PER YEAR.

END OF ADDENDUM NO. I