

**Office of Procurement Services**

P.O. Box 7800 • 315 W. Main St., Suite 416 • Tavares, FL 32778

**SOLICTATION:** Employee Assistance Program (EAP) 03/15/2023

Vendors are responsible for the receipt and acknowledgement of all addenda to a solicitation. Confirm acknowledgement by including an electronically completed copy of this addendum with submittal. Failure to acknowledge each addendum may prevent the submittal from being considered for award.

THIS ADDENDUM DOES NOT CHANGE THE DATE FOR RECEIPT OF PROPOSALS.

**QUESTIONS/RESPONSES**

Q1. Are the quarterly Account Management meetings onsite or virtual?

**R1.** **These meetings are typically held virtually.**

Q2. How many CIR/CISD hours do you have available in your current EAP plan?

**R2. There are unlimited CISD/CIR hours in the contract. This service is included with the PEPM fee.**

**Q3.** Does your current plan include Supervisory referrals?

**R3. Yes, Supervisory referrals are included.**

**Q4.** We understand that open enrollment is around 5 sessions. Are these on the same day? How many days/hours would the vendor be expected to be onsite for this?

**R4. See attached Addendum 1 Open Enrollment 2019 Stuffer**

**Q5.** Can you provide the cost of your current EAP program?

**R5. $1.22 PEPM**

**Q6.** The RFP states that we need to show proof of Sunbiz.org registration. Can the County provide us more information about what this specifically means?

**R6.** **Businesses registered on Sunbiz.org to make corporate and business filings public, the State of Florida’s goal is to ensure businesses and individuals are protected when doing business with one another.**

**ADDITIONAL INFORMATION**

**ACKNOWLEDGEMENT**

Firm Name: Click or tap here to enter text.

I hereby certify that my electronic signature has the same legal effect as if made under oath; that I am an authorized representative of this vendor and/or empowered to execute this submittal on behalf of the vendor.

Signature of Legal Representative Submitting this Bid: Click or tap here to enter text.

Date: Click or tap to enter a date.

Print Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Primary E-mail Address: Click or tap here to enter text.

Secondary E-mail Address: Click or tap here to enter text.