



City Purchasing Division  
Frances Rodriguez, Director  
Phone: (505) 863-1232; Fax (505) 722-5133  
Email: frodriguez@gallupnm.gov

AMENDMENT NO. Two (2)

RFP NO. 2018/2019/01/P

TITLE: Employee Assistance Program Services

THE FOLLOWING REVISIONS, ADDITIONS AND/OR CLARIFICATIONS SHALL FORM A PART OF THE PROPOSAL DOCUMENTS AND EACH OFFEROR SHALL INDICATE WITH THEIR PROPOSAL THE RECEIPT OF THIS NUMBERED AMENDMENT. REVISIONS, ADDITIONS, AND/OR CLARIFICATIONS ARE AS FOLLOWS:

The following are questions received and the responses to questions:

1) Does your current program include a work/life solution, such as telephonic consultation for child care, elder care, legal support, financial support?

**Yes**

2) Should these services be included in the quote?

**Not Required**

3) Can you provide your current PEPM pricing?

**Last provider's PEPM pricing: \$2.50**

4) What is your current pricing?

**Please see answer to question #3**

5) Based on how many employees?

**400 employees**

6) Why is The City of Gallup going out to bid at this time?

**End of current contract**

7) Are their specific areas of enhancement you are seeking are this time?

**Local EAP counselors or in the close vicinity; no longer than 24 hour response time on all calls.**

8) What areas are you wishing to improve upon from your current services?

**Local EAP counselors or in the close vicinity; no longer than 24 hour response time on all calls.**

9) Would you provide utilization reports for past 2 years?

**No**

10) Would you provide total number of counseling sessions provided this past 2 years?

**Yes, 10: (2016), 24: (2017), (2018 UR not available)**

11) Do you wish to have training hours included in the proposal?

**No, not required**

12) Do you currently have training hours in your existing contract?

**Yes**

13) How many hours of on-site critical incident response were provided in the past 2 years?

**One (1) (2016-2017)**

14) How many mandatory substance abuse assessments were performed in the past 2 years?

**Three (3) (2016-2017)**

15) How many on-site orientations were provided the last 2 years?

**None**

16) Does your current vendor offer EAP orientation videos?

**Yes**

17) Does your current EAP provider show an understanding of New Mexico residents?

**Not assessed/Not known**

18) Does your current EAP provider show an understanding of the needs of Gallup residents?

**Not assessed/Not known**

19) Does your current vendor offer any workplace training? If so how many hours?

**Twelve (12) hours per contract year**

**RFP DUE DATE AND TIME REMAIN UNCHANGED; RFP DUE DATE:  
SEPTEMBER 6, 2018 AT 2:00 PM (LOCAL TIME)**

DATE: August 29, 2018

BY/S/ *Frances Rodriguez*

Frances Rodriguez, Purchasing Director

Acknowledge

Receipt Amendment No. Two (2)

BY/S/ \_\_\_\_\_

Authorized Signature of Offeror/Bidder

COMPANY NAME:

\_\_\_\_\_

**[TO ACKNOWLEDGE RECEIPT, RETURN ONE (1) COPY WITH PROPOSAL]**