

ADDENDUM NO. 1

Kansas City Area Transportation Authority
1350 E. 17th Street
Kansas City, Missouri 64108

Employee Assistance Program (EAP) Services
Request for Proposals #G20-7040-38A

Issue Date: June 16, 2020

This Addendum is hereby made a part of the Request for Proposals and Project Documents to the same extent as if it was originally included therein and is intended to modify and/or interpret the RFP documents by additions, deletions, clarifications or corrections. The Contractor shall acknowledge in the proposal the receipt of this Addendum.

REQUEST FOR CLARIFICATIONS

1. Q. Of the 50 hours for 'free' training, how many of those hours will be onsite vs virtual/webinar?
A. We're willing to entertain competing offerings. As most of our employees are not office-workers onsite education/training is valuable to us.
2. Q. I see you have a DBE Subcontractor requirement. We don't currently have a DBE subcontract for our clinical services. Do you have a DBE Subcontractor that you want us to contract with? Is this a requirement to conduct business with KCATA?
A. There is no requirement, the DBE Goal on this project is 0%, if you need to sub-contract our compliance department can provided you with a list of DBE firms. It is only a requirement if a goal is set for the project.
3. Q. Could you define the difference between a "sub-consultant" and a "subcontractor."
A. A subcontractor is hired to perform a part of the prime contractor's statement of work. Sub-consultants are not usually hired for a specific contract or to complete a portion of the prime contractor's statement of work.
4. Q. Can you please elaborate on "frequent home mailings, handouts, and onsite visits by the EAP"?
A. We have an employee population that works 24 hours a day and any do not have/check company emails. In order to reach these employees, we're asking for a multi-avenue approach for communicating.
7. Q. Please confirm electronic mailings are acceptable; that is to emails instead of home addresses.
A. In most cases. Yes.

8. Q. In terms of onsite visits by the EAP, are you looking for an account manager to visit onsite, EAP orientations, attendance at health benefit fairs, something else? If health or benefit fairs, please indicate how many fairs are held annually and the length of the fairs.
- A. **We're looking to develop a more robust employee-outreach/support offering as this is part of our 2020 goals. We would only be looking for 1 benefit fair per year.**
9. Q. Page 2 indicates a "one-year contract term with three one- year options to renew". Are these optional years at mutual agreeance between KCATA and the vendor, or at the sole discretion of KCATA?
- A. **The option years are at the sole discretion of KCATA.**
10. Q. Section 2.4 #3b. Please confirm these 50 hours are referring to one-hour topical seminars or on a variety of educational topics?
- A. **Yes. Specifically related to HR, Safety, Workplace professionalism, etc.**
11. Q. Section 2.4#3c. Are these hours different from the hours requested in Section 2.4#3b above? If so, can you confirm this request is for topical seminar hours? Based on a quarterly basis, can you confirm you are requesting 1 topical seminar per quarter?
- A. **Yes, Yes, and Yes. Section B is specifically related to developing a more professional and equipped HR & Safety Department at the KCATA and Section C is to provide useful education for our employees at large. The 3B Seminars can be performed largely online – as these employees have computer access. The expectation for the 3C Seminars is that they would be done less frequently and onsite.**
12. Q. Do you want work/life services included in the quote?
- A. **Yes.**
13. Q. How many DOT/SAP Evaluations/cases were there in 2017? 2018? 2019?
- A. **Unknown.**

RECEIPT OF ADDENDA

**RFQ #G20-7040-38A
Employee Assistance Program (EAP) Services**

Proposers shall return this **RECEIPT OF ADDENDA** form when submitting their bid. The form shall be signed and dated by an authorized representative of the firm. Failure to submit this form may deem the Bidder non-responsive.

We hereby acknowledge that the Addenda noted below have been received and all information has been incorporated into the Invitation for Bid as required.

Addendum #1 Dated _____ Date Received _____

Addendum #2 Dated _____ Date Received _____

Addendum #3 Dated _____ Date Received _____

Company Name _____ Date _____

Address/City/State/Zip _____

Authorized Signature _____ Printed Name _____

Telephone _____ Fax _____ Email _____