



ADDENDUM NO. 1

Date: September 1, 2026

From: City of Grand Junction Purchasing Division

To: All Proposers

RE: Employee Assistance Program (EAP) Services, RFP-5972-26-KF

Proposers responding to the above-referenced solicitation are hereby advised that certain requirements have been **clarified, modified, or supplemented** as of the date of this Addendum, as outlined below.

Please take note of the following:

1. **Question:** What is the City's current PEPM rate?

Answer: The City will not disclose incumbent pricing. Proposers shall submit their most competitive pricing based on the Scope of Services, eligible population, and requirements of the RFP. Refer to Sections 4.7.2 and 4.7.6.

2. **Question:** What counseling session model is included under the City's current EAP program?

Answer: The City is not prescribing the incumbent provider's counseling session model as the basis for proposals. Proposers shall propose and clearly describe their clinical service model and counseling benefit in accordance with Section 4.6.1.

3. **Question:** Can the City please provide EAP utilization reports for the past two years?

Answer: No additional historical utilization reports will be provided. The utilization information available for proposal-development purposes is provided in Section 4.3.

4. **Question:** How does the City's current EAP provider define and calculate utilization, including the utilization rates reported in the RFP?

Answer: The utilization figures provided in Section 4.3 were reported by the City's current EAP provider and are provided for background and proposal-development purposes. The City is not establishing the incumbent provider's utilization methodology as the required methodology for this Solicitation. Each Proposer shall clearly define its methodology for calculating utilization in accordance with Section 4.6.6.

5. **Question:** How many CISD/critical incident hours were utilized during the past 12–24 months?

Answer: During the past 24 months, the City has utilized approximately one (1) to three (3) critical incident response events, totaling no more than four (4) hours. Historical utilization is provided solely for informational and proposal-development purposes only and is not a guarantee of future utilization. Proposers shall provide critical incident services and pricing in accordance with Sections 4.6.2 and 4.7.6.

6. **Question:** How many training hours were utilized during the past 12–24 months?

Answer: During the past 24 months, the City has utilized approximately four (4) to six (6) hours of EAP training annually. Historical utilization is provided solely for informational and proposal-development purposes only and is not a guarantee of future utilization. Proposers shall provide training services and pricing in accordance with Sections 4.6.2 and 4.7.6.

7. **Question:** How many DOT-SAP referrals were utilized during the past 12–24 months?

Answer: DOT-SAP referral services are not separately identified as a required component of the Scope of Services. Proposers may identify any related or optional services offered, including applicable fees, in accordance with Sections 4.5 and 4.7.6.

8. **Question:** Given the City's Police, Fire/EMS, and 911 dispatch populations, what first responder-specific support is currently available through the EAP, and are there any specific first responder services or resources the City would like the selected provider to offer?

Answer: Proposers shall refer to Sections 4.2, 4.4, 4.6.1, and 4.6.4 for the City's objectives and requirements related to public safety and other high-stress or safety-sensitive employees. Proposers shall describe the first responder-specific resources and services available through their proposed EAP.

9. **Question:** In addition to the objectives outlined in Section 4.2, are there any specific aspects of the current EAP that the City would like the selected provider to enhance or improve?

Answer: The City's objectives, requirements, and performance expectations are provided in Section 4.0. No additional requirements are identified at this time.

10. **Question: Historical PEPM Rates**

Please provide the City's EAP Per Employee Per Month (PEPM) rate for:

- 2025
- 2024

Answer: The City will not disclose historical or incumbent EAP pricing. Proposers shall submit their most competitive pricing based on the Scope of Services,

eligible population, and requirements set forth in the RFP. Refer to Sections 4.7.2 and 4.7.6.

11. Question: Critical Incident Response

Please provide the number of onsite critical incident response events utilized by the City during: 2024 & 2025

Answer: The City does not have an exact historical count readily available; however, based on available information, onsite critical incident response utilization was approximately:

- **2025:** Two (2) to three (3) events or fewer
- **2024:** Two (2) to three (3) events or fewer

12. Question: Training and Onsite Support

Please provide the number of hours or events utilized during 2025 for the following:

- Onsite employee, supervisor, or management training
- Health or Benefits Fair participation
- Webinar or virtual training

Answer: During 2025, the City utilized approximately five (5) hours of EAP virtual and in-person training, with attendance varying from 18 to 250 participants per training.

Historical utilization is provided for informational and proposal-development purposes only and is not a guarantee of future utilization. Proposers shall provide training services and pricing in accordance with Sections 4.6.2 and 4.7.6.

13. Question: CDL Population Approximately how many eligible City employees currently hold an active Commercial Driver's License (CDL) as part of their employment responsibilities?

Answer: The City currently has approximately 130 employees who are required to maintain an active Commercial Driver's License (CDL) as a condition of employment.

14. Question: Employee Geographic Distribution If available, please provide the city, state, and ZIP code distribution of eligible employees. Individual employee names or other personally identifiable information are not requested. This information will be used to evaluate geographic provider access and develop the provider coverage analysis requested in Section 4.6.4 of the RFP.

Answer: The geographic distribution of the City's **2026** EAP-eligible population, including employees and eligible household members, is provided below. The information is provided for purposes of evaluating geographic provider access under Section 4.6.4.

City	State	Zip	Eligible Population Count
Grand Junction	CO	81501/81502	170
Grand Junction	CO	81507	178
Grand Junction	CO	81505	141
Grand Junction	CO	81506	125
Grand Junction	CO	81503	124
Grand Junction	CO	81504	251
Fruita	CO	81521	150
Glade Park	CO	81523	14
Cedaredge	CO	81413	2
Clifton	CO	81520	57
Whitewater	CO	81527	19
Parachute	CO	81635	2
Palisade	CO	81526	38
Montrose	CO	81401/81403	6
Loma	CO	81524	22
Mack	CO	81525	8

15. **Question: Current Counseling Benefit** Please identify the number of EAP counseling sessions currently available per employee or household member per issue or occurrence. Please also indicate whether a new session allowance is available for a separate presenting issue.

Answer: Eligible employees and household members may receive up to six (6) counseling sessions per issue. If a separate, unrelated presenting issue arises, the individual may receive up to an additional six (6) counseling sessions for that issue.

No further questions will be accepted.

This Addendum amends the original Solicitation for the referenced Project as outlined above. All other terms and conditions of the Solicitation remain unchanged.

Proposers must acknowledge receipt of this Addendum by completing the acknowledgment section on the **Solicitation Response Form** (Section 7.0).

Thank you for your attention to this matter.

Respectfully,



Kathleen Franklin
Senior Buyer/Purchasing Agent
City of Grand Junction