

## **Addendum 1**

**Request for Proposals (RFP)  
SHA Solicitation No. 4030  
Employee Assistance Program  
Addendum Issued on Thursday, August 13, 2009**

The following information is provided in response to questions submitted by the deadline for questions of 12:00 Noon on Wednesday, August 12, 2009, as stated in the above-referenced RFP.

**Question No. 1:** Who is the current EAP provider, and how long have they been providing EAP services to the Seattle Housing Authority?

**SHA Response:** APS Healthcare. Since 1997.

**Question No. 2:** Would it be possible to obtain the 2008 year-end utilization report and the 2009 January-to-June utilization report?

**SHA Response:** See Attachment A—Utilization Reports.

**Question No. 3:** If not reported in the utilization report, how many critical-incident debriefings were provided in 2007, 2008 and to date in 2009?

**SHA Response:** One.

**Question No. 4:** What is the current capitated monthly rate per employee?

**SHA Response:** SHA pays \$2.41 per employee per month (pepm).

**Question No. 5:** On page 4 of the RFP, it states that the proposal be limited to a total of 10 pages and be organized in the order of the outline given, which includes Proposed fees. However, on page 9 of the RFP, it states that “Price/Rate” be included only in the original proposal. Therefore, is the information on Price/Rate to be included in the 10 page limit or should it be in a separate section so that it can be easily omitted in the three (3) copies?

**SHA Response:** The Proposed Fees section (Price/Rates information) should be counted as part of the 10-page limitation of the proposal and is to be submitted with the one original proposal only. The Proposed Fees (Price/Rates information) should not be included as part of the three (3) proposal copies requested.

**Question No. 6:** Is it correct to assume that “Exhibit A” regarding certifications and assurances is related to the contract award and not required for submission with the Proposal?

**SHA Response:** “Exhibit A—HOPE VI Certifications and Assurances Form” has been included for information purposes only and is included in reference to “Section H. 9) HOPE VI Certifications and Assurances Form” of the RFP.

At this time, no HOPE VI Revitalization grant funds are anticipated to be used in the Contract to be issued based on this RFP. However, if such funds were to be used at some future time, the successful proposer would be required to sign and return the form at that time.

As stated in the RFP, any addenda issued for this RFP will be published on SHA's website at <http://www.seattlehousing.org/business/consulting/requests/>

**Proposers are responsible for checking the website for addenda prior to submission of proposals.** If you are unable to download addenda, you may call Pam Montgomery, Senior Contract Administrator, at (206) 615-3378.

**All other terms and conditions of the RFP remain as stated.  
The deadline for proposals remains 2:00 PM on Monday, August 24, 2009.**

**End of Addendum 1**