

RFP Addendum # 1

Request for Proposals for
EMPLOYEE ASSISTANCE PROGRAM
(Solicitation # 5261)

Date of Addendum # 1: September 6, 2019

The Request for Proposals (RFP) for the above named project is amended as noted in this Addendum. This Addendum consists of 1 page.

This Addendum lists questions received and SHA's responses (see Item 1 below).

Item 1. The following is the question received and SHA's response to that question.

Question 1. Are you able to provide an example of how you would envision a post-incident case study? Additionally, would SHA be seeking for the chosen EAP vendor to conduct this type of study/analysis, or to serve as an advisor to the internal Workplace Threat Assessment and Risk Management team(s) for them to conduct the study?

Response: *The intent of the post incident case study is to partner together the EAP vendor and SHA's internal Threat Assessment Team for any "lessons learned" that could be used to improve the process for handling any future similar situations. SHA would partner with the EAP vendor for pro-active review of relevant policies, to adopt best practices and potential Threat Assessment scenarios, such as domestic violence situations, direct or veiled threats of self-harm to others, etc. For example, an updated checklist or policy guides that managers could use in the future. Another example, the EAP vendor recommendations on potential updates to the mandatory or voluntary referral processes, improvements for communications with immediate team members or designated emergency contacts, or any other types of best practices that the EAP vendor might recommend.*

END OF QUESTIONS AND RESPONSES.

**AS A REMINDER, THE DEADLINE FOR SUBMITTING PROPOSALS IS
2:00 P.M. ON THURSDAY, SEPTEMBER 19, 2019.**

END OF RFP ADDENDUM # 1