

125-2010 ADDENDUM 1

EMPLOYEE ASSISTANCE (COUNSELLING) SERVICES

URGENT

**PLEASE FORWARD THIS DOCUMENT TO
WHOEVER IS IN POSSESSION OF THE
REQUEST FOR PROPOSAL**

ISSUED: March 25, 2010
BY: Jackie Halliburton
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**THIS ADDENDUM SHALL BE INCORPORATED
INTO THE REQUEST FOR PROPOSAL AND
SHALL FORM A PART OF THE CONTRACT
DOCUMENTS**

Template Version: Ar20070420

Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Request for Proposal, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 4 of Form A: Proposal may render your Proposal non-responsive.

PART C – SUPPLEMENTAL CONDITIONS

Revise: C1.2 read:

C1.2 The purpose of the EAP service is to provide the approximately seven thousand (7000) employees (excluding Winnipeg Police Service) and their immediate family members (dependents) with short term, confidential counselling and referral for long term assistance.

Part I

- (a) Confidential, voluntary, in-person assessment and short term counselling for employees and their immediate family members.
- (b) The Contractor will provide counselling for problems related, but not limited to: stress; family; work; grief; tobacco, alcohol and drugs; gambling; marriage and divorce; depression; mental health; parent-child relationship; child/spouse abuse; and aging.
- (c) The counselling sessions will be offered/structured as follows:
 - (i) Ability to accommodate any new clients' requests for an appointment within seven (7) Calendar Days. This time period may be extended at the discretion of the City's Contract Administrator.
 - (ii) A maximum annual number of sessions per employee or family member will be ten (10) **sessions per a twelve (12) month period**; this will be communicated to the client by the Contractor during the first session;
 - (iii) The Contractor can apply to the Contract Administrator to extend the ten (10) session limit, subject to a maximum of an additional four (4) sessions.
- (d) Referrals to other resources will be made if more extensive counselling is needed or further counselling is needed, and the number of personal counselling sessions is exhausted. Any costs associated with a referral to other resources will be the responsibility of the employee/family member.
- (e) The City may purchase, **from the Contractor**, addiction counselling as follows:
 - (i) individual assessment;
 - (ii) group treatment for up to ten (10) weeks;
 - (iii) follow up group for up to twelve (12) weeks.
- (f) On-site critical incident stress debriefings (e.g. death at work). The Contractor shall respond within twenty-four (24) hours.
- (g) The Contractor shall provide a toll free number to the Contract Administrator where they may be reached.
- (h) The counselling information files shall remain confidential, subject to those exceptions as set out in applicable legislation.