

**The Philadelphia Parking Authority
701 Market Street, Suite 5400
Philadelphia, PA 19106**

**RFP No. 24-02
Employee Assistance Program (EAP) Services
Addendum Three**

To: See Email Distribution List
From: Shannon Stewart
Manager of Contract Administration
Date: February 16, 2024
No Pages: 1

This addendum is issued on February 15, 2024, prior to the proposal due date to add, delete, modify, clarify and/or to respond to questions submitted by Prospective Offerors regarding the work included in the above referenced solicitation.

CHANGES TO THE RFP DOCUMENT

1. **Proposal Due Date:** The Proposal Due Date has been extended to Friday, February 23, 2024 at 12:00 PM.

QUESTIONS

1. **Question:** I'm assuming the union employees have their own EAP?
Response: No, they do not.
2. **Question:** Do we work in conjunction with what the union members have, their EAP currently?
Response: N/A.
3. **Question:** Could you please repeat how many eligible employees there were?
Response: As of February 1, 2024, there were 1083 employees however, the Authority hires year-round, as well, there is year-round attrition, therefore that number could increase/decrease at any time.
4. **Question:** In regard to the fitness of duty, today, is that being done directly by the EAP provider or are they utilizing a network and covering that cost within the EAP program?
Response: The EAP provider utilizes a network of providers for fitness for duty, and these costs are covered within the current program.
5. **Question:** Is there a separate cost for fitness of duty?
Response: No.

END OF ADDENDUM THREE