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VA San Diego Healthcare System – EAP Consultant Services  
Question and Responses from RFP: 36C26218R0291

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1. Who is the incumbent currently providing these services?  
**Response: EAP Consultants LLC**
2. Can you share the number of personnel currently on this contract?  
**Response: That information is not available**
3. Is this a new requirement?  
**Response: No**
4. Could you please provide the contract number?  
**Response: GS-02F-0037P, Task Order No. VA262-17-F-7112**
5. Is the current provider a Service Disabled Veteran Owned Small Business?  
**Response: No**
6. If the VA, is not able to identify a qualified Service Disabled Veteran Owned Small Businesses, would it consider opening the request to a certified Small Business?  
**Response: Undetermined at this time.**
7. We see in the requirements the request for a 6-session model. We are only able to provide a 3-session model in California. Would VASDHS entertain looking at a 3-session model?  
**Response: No - All requirements are stated in the Solicitation, must be 6-session model.**
8. Is a 6-session model the only option that will be considered?  
**Response: Yes, as stated in the Solicitation**
9. Are you experiencing any service issues with the current vendor?  
**Response: No**
10. When does the current contract expire?  
**Response: July 14, 2018**
11. What is the current contract value?  
**Response: \$12,028.00 (4 months)**
12. Is the VA looking for a fully funded legal and financial advisory program as part of the services?  
**Response: No. All the Requirements are stated in the Solicitation.**

13. What are the limits of the legal and financial services required to be included in the EAP?

**Response: See question 12**

14. Do the EAP positions require the contract employees to have any professional licenses or certs?

**Response: All personnel performing on the contract are required to have background checks completed.**

15. Does the government have a preferred EAP counselor-to-employee ratio they would like to maintain or should the contractor utilize the OPM guidance?

**Response: No, the Contractor shall determine the counselor-to-employee ration that will satisfy the contract requirements.**

16. The “30-minute videotape” orientation of EAP services; can this be a recorded webcast that can be emailed and/or accessed via our website?

**Response: Yes**

17. Is there a limit to the number of presentation hours per year?

**Response: No more than 20 hours per Year**

18. Are these presentations required to be live on-site or can a live webcast suffice?

**Response: Webcast will suffice. However, on occasions on-site will be required depending on the situation at the time.**

19. Will additional background checks be required of these subcontracted professionals as part of this EAP contract?

**Response: All personnel performing on the contract are required to have background checks completed.**

20. How many background checks the incumbent EAP has performed on subcontractors during the past 5 years?

**Response: That information is not available**

22. What is the average annual utilization rate for the EAP service?

**Response: 2800 - 3100**

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All other Terms and Conditions remain unchanged and in full force and effect.

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