

McHenry County Government Center  
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September 17, 2019

**ADDENDUM #1**  
**RFP #19-44 Countywide Safety Program**  
**Due September 26, 2019 no later than 2:00PM (CST)**

Additions & Clarifications to RFP

- Question #1:** **How many people county wide are you looking to implement the safety program for?**  
Response: The organization has over 1100 employees in 26 departments. Program implementation methods will endeavor to touch as many as possible.
- Question #2:** **What courses, in particular, are of interest?**  
Response: To be determined based on the needs survey.
- Question #3:** **Are you looking for a “Software” to provide the requested functionality or “Consulting services”?**  
Response: We are looking to the respondent to present a proposal on options and opportunities. “Consulting services” would be defined in the proposal and this could include a software platform, but it is not expected.
- Question #4:** **In case it is Software, would you help me with the user-count (Full-Access Users)?**  
Response: That would be determined by the license requirements. Would it be a seat license or one per departments? Many employees are field and operational staff that do not regularly use a computer in the performance of their duties.
- Question #5:** **How many employees will be covered by this program?**  
Response: See response to question #1 above.
- Question #6:** **Do all employees have access to email and/or the internet?**  
Response: Access can be provided but many employees are field and operational staff that do not regularly use a computer in the performance of their duties.
- Question #7:** **Do all departments have a break room or other common area where educational material, flyers, etc. are (or can be) posted?**  
Response: Each department generally has a break room or common area for posting information.
- Question #8:** **Are their OSHA 300 logs or other form of previous injury data available for inclusion in training topics to be focused on for each department?**  
Response: Yes
- Question #9:** **What current county or department-specific SOPs are in place?**  
Response: They vary by department.
- Question #10:** **Does the County currently have a near-miss reporting protocol?**  
Response: Yes
- Question #11:** **How are employees encouraged (or able) to participate in safety (awareness, training, reporting, etc.)?**  
Response: Varies based on department protocols.

**Question #12:** **What incentives are currently available for safety improvement (for example, luncheon every quarter with no injuries or a paid smoking cessation program)?**

Response: None; tax payer's dollars are not allowed to be used on incentives.

**Question #13:** **How does the County plan to measure the success of this program?**

Response: To be determined; we would appreciate respondent's expertise for determination of what would be considered "success".

**Question #14:** **Has the County implemented an EHS management information system.**

Response: Question unclear; not enough information to provide response.