

TOWNSHIP OF DENNIS

**COUNTY OF CAPE MAY
STATE OF NEW JERSEY**

**REQUEST FOR PROPOSALS
FOR
EMPLOYEE ASSISTANCE PROGRAM**

WHEREAS, the Township of Dennis herein referred to as the MUNICIPALITY is in need of an Employee Assistance Program for the Township of Dennis; and

WHEREAS, the MUNICIPALITY has decided to employ a contractor to perform this work; and

WHEREAS, the Employee Assistance Provider herein referred to as the CONTRACTOR will conduct behavioral health services, employee assistance and other related mental health programs; and

WHEREAS, the MUNICIPALITY desires to accept proposals for services for a one (1) year term.

NOW, THEREFORE, it is agreed to accept proposals as follows:

1. SCOPE OF STANDARD SERVICES

The CONTRACTOR shall provide assistance anytime, day or night, weekday or weekends and shall undertake the following activities to conduct the MUNICIPALITY'S Employee Assistance Program. All work performed by the CONTRACTOR will be performed in a professional manner acceptable to the MUNICIPALITY as follows:

- A. Provide consultation with employees.
- B. Perform individual assessments.
- C. Provide aftercare.
- D. Provide referrals to appropriate providers.
- E. Provide Critical Incident Stress Debriefing (CISD) responses.
- F. Provide all benefited employees five (5) individual free sessions for themselves or any members of their family.
- G. Provide the staff with four (4) seminars pertaining to behavioral health issues. Specific topics will be determined by the MUNICIPALITY and the staff.

- H. All Public Works drivers who are required to possess a Commercial Drivers License (CDL) as part of their job duties will be permitted to access the full service of a Substance Abuse Professional.
- I. CONTRACTOR will make available Employee Assistance Program (EAP) materials to be posted and distributed to the benefited employees. Such materials will be brochures on the EAP benefit as well as behavioral health issues that might affect a significant portion of the employees. Topics shall include but not limited to, seasonal blues, depression, stress, smoking and child wellness issues.
- J. CONTRACTOR will provide the MUNICIPALITY with a report detailing number of employees assisted and type of assistance provided. Report will be due on July 1, 2018.

2. NATURE OF RELATIONSHIP

In consideration of the promises, the CONTRACTOR and the MUNICIPALITY agree as follows:

- A. The relationship between the parties is not one of employment, the CONTRACTOR will act as an independent consultant upon the terms and conditions set forth herein.
- B. CONTRACTOR shall have complete control over house of practice with regard to providing direct services to those designed by the MUNICIPALITY needing CONTRACTOR'S services.
- C. All requested opinions, research and requests for specific information pertaining to employee issues will be regarded as hours of practice and considered as services rendered.

3. CONFIDENTIALITY

The CONTRACTOR reserves the right to maintain all clients' rights and issues governed by the current laws of confidentiality regarding behavioral treatment and substance abuse. No one will know of an employee or an employee family member's participation unless there is a signed authorized release of information.

4. TERMS

The term of this Agreement ***shall begin on September 1, 2018 and end on August 31, 2019***, for such modified terms as the parties may agree in writing. CONTRACTOR will provide certified or licenses counselors who are covered by facility malpractice insurance as relevant their normal professional duties upon referral as needed. Furthermore, these counselors will be fully trained in all areas of their respective duties under the terms of this Agreement.

5. NOTICE OF DEFAULT

If the CONTRACTOR persistently or repeatedly fails or neglects to carry out the work in accordance with this Agreement and fails within fifteen (15) days after written notice to commence and continue correction of such default or neglect with diligence and promptness, the MUNICIPALITY may, and without prejudice to any other remedy it may have, terminate the Agreement.

6. TERMINATION

Either party has the right to terminate this Agreement by giving the other party ninety (90) days notice.

The Township of Dennis reserves the right to reject any and all proposals.

**TOWNSHIP OF DENNIS
PO Box 204
DENNISVILLE, NEW JERSEY 08214**

**REQUEST FOR PROPOSALS FORM
FOR EMPLOYEE ASSISTANCE PROGRAM**

Township of Dennis
571 Petersburg Road
P. O. Box 204
Dennisville, New Jersey 08214

Mayor & Committee:

In accordance with your Request for Proposals for an **EMPLOYEE ASSISTANCE PROGRAM**, we wish to quote the following:

ITEM	DESCRIPTION	TOTAL ANNUAL COST (12 MONTHS)
1.	Employee Assistance Program	\$ _____
2.	Additional Services Please specify	\$ _____
3.	Total of Proposal	\$ _____

We hereby acknowledge that the Township of Dennis reserves the right to select the lowest qualified proposal for a twelve (12) month period. The Township will determine which proposal term to select based on what proposal price and relative term is what the Township deems to be in its best interest. The Township of Dennis reserves the right to reject any and all proposals.

NAME OF COMPANY _____

ADDRESS _____

CONTACT PERSON _____

TELEPHONE # _____ FAX # _____

SIGNATURE _____ DATE ____ / ____ / ____

Proposals must be received by Jacqueline B. Justice, RMC in a sealed envelope no later than 4:00 p.m. on Thursday, August 30, 2018. Please submit one (1) original and six (6) copies.