



Park Hill School District
Request for Proposal

Employee Assistance Program

Proposed Effective Date January 1, 2023



Table of Contents

- I. Introduction and Bid Process
- II. Background Information
- III. Employee Assistance Program Questionnaire Spreadsheet (enclosed)

Introduction & Bid Process

This document is a request for qualified companies to submit proposals to provide Park Hill School District with an Employee Assistance Program (EAP). The contract period should be from January 1, 2023 to December 31, 2023, or longer.

Submission Requirements

1. Proposals will be received by CBIZ on behalf of Park Hill School District. Proposals are due on or before **4 pm CST Tuesday, August 30, 2022**. Late proposals will not be considered. **Submit proposals electronically to Abby Stevenson at AStevenson@cbiz.com.**
2. Any and all questions regarding this Request for Proposal must be directed in writing to Abby Stevenson at AStevenson@cbiz.com **no later than Tuesday, August 16, 2022, at 4pm CST.**
3. Park Hill School District will select finalists to have an opportunity to present to a committee of District employees. The number of finalists will be determined by Park Hill School District upon initial review of all proposals submitted. These meetings will take place September 21, 2022, at a time to be determined by Park Hill School District and the selected finalists.
4. Following is a schedule of the RFP process:

RFP Posted and Issued	Tuesday, August 10, 2022
Questions due to CBIZ	Tuesday, August 16, 2022
CBIZ Issues Response to Questions	Tuesday, August 23, 2022
RFP Closing	Tuesday, August 30, 2022
Contract Award	No later than November 1, 2022
Contract Effective Date	January 1, 2023

General Requirements

Said proposals must conform to the following specifications and instructions.

1. The contractor shall provide EAP services for Park Hill School District. The contract period should be from the January 1, 2023 date of award through December 31, 2023.

2. Park Hill School District reserves the right to reject any and all proposals and to waive formalities. Upon review of each proposal, Park Hill School District also reserves the right to request additional clarification, if needed, regarding benefits and funding.
3. The offeror must respond to this RFP by submitting all data required herein in order for the proposal to be evaluated and considered for award. Failure to submit such data shall be deemed sufficient cause for disqualification of a proposal from further consideration for award.
4. The contractor agrees to hold Park Hill School District harmless in any and all liability claims that might arise from the services provided by this contract.
5. The original proposal that is submitted to CBIZ by your organization as well as any follow-up information or correspondence (oral or written) transmitted to CBIZ during the proposal process will be binding. All material submitted during the proposal process becomes the property of Park Hill School District and CBIZ for our use and disposition.
6. The contractor agrees to comply with the Fair Labor Standards Act, Fair Employment Practices, Equal Opportunity Employment Act and all other applicable Federal, State and County Laws.
7. Services are to be provided in accordance with all laws and regulations which may become applicable from time to time. All proposals should assume that complete administrative and reporting services will be provided for a Premium Savings Plan as well as the following Reimbursement Account Plans: Medical Care Reimbursement Account Plan and Dependent Care Reimbursement Account Plan.
8. All reports generated for this contract shall become the property of Park Hill School District upon completion of requirements. The contractor may not, for any reason, use any information or report without the express written consent of Park Hill School District.
9. Your proposal must respond to the specific questions and requests for information addressed in this Request for Proposal. In responding, please include a letter stating the extent to which your proposal deviates from the Description of Required Services and indicate the reason for any deviation. If no statement of deviation is provided, it will be assumed that your proposal conforms to the Description of Required Services.
10. Proposals received by Park Hill School District in response to this RFP will become a public record when a contract is awarded, executed and approved (unless an exception to the Missouri Sunshine Law applies). Any information in a proposal that a Vendor desires to claim as proprietary and exempt from disclosure under the Missouri Sunshine Law must be clearly identified as “confidential,” “trade secret” or “proprietary.” If a request is made for such information, Park Hill School District will provide the Vendor with reasonable notice to allow Vendor to seek a court order enjoining the disclosure. Park Hill School District shall not in any way be liable or responsible for the disclosure of any such proposal or portions thereof.

Evaluation Criteria

Each proposal should enable the evaluation committee to make a thorough evaluation and arrive at a sound determination as to whether or not the proposal will meet Park Hill School District's requirements. Each proposal must be specific, detailed and complete as to clearly and fully demonstrate that the proposer has a thorough knowledge and understanding of the requirements.

Proposals will be analyzed by the District and CBIZ evaluation team using the following parameters:

- **Cost.** What is the overall cost of the benefit to the District? What are the short-term costs, potential long-term costs?
- **Network.** What is the network's capability to meet the needs of Park Hill School District employees and dependents?
- **Services.** What is the scope of the services being offered?
- **Resources.** What value-added resources can you provide to the client and employees?

Contract Award

1. Park Hill School District reserves the right, before making an award, to investigate whether or not the qualifications or services proposed by the offeror meet the requirements set forth in the proposal and are ample and sufficient to insure the proper performance of the contract in the event of an award.
2. Any notice of contract award resulting from this RFP will be made only by written authorization from Park Hill School District.
3. Park Hill School District reserves the right to make multiple and/or partial awards; waive any or all requirements of this RFP; accept or reject any or all proposals, if deemed to be in the best interest of Park Hill School District.

Background Information

General Background

Park Hill School District is located at 7703 NW Barry Rd, Kansas City, MO 64153. The District serves over 11,500 students in a 73 square mile area in Platte County, Missouri and is fully accredited by the state of Missouri. PHSD has approximately 1,630 full-time benefit eligible employees. PHSD consists of 11 elementary, four middle, two high schools, an innovation studio for high school level students, a day school for students with special needs, an Early Childhood Education Center, an aquatic center, support services facility and administrative facility.

Park Hill School District is committed to providing a quality EAP for its employees and their dependents.

- **Classification of Employees:** Park Hill School District has approximately 1,858 employees: 1,631 full-time employees and 227 part-time employees.

Current Program

1. Park Hill School District has been with St. Luke's EAP for 15+ years.
2. **Short-term Counseling:** Employees can receive up to 4 face-to-face counseling sessions per incident for employees and eligible dependents.
3. **Legal and Financial Services:** Employees can receive referrals for a free 30 minute face-to-face or phone consultation for legal and financial issues, plus discounted rates off hourly fees.
4. **Online Resources:** Employees can access online will preparation help, other legal forms, financial calculators, resources regarding health, personal growth, relationships and many more topics.
5. **Manager, Supervisor, and HR Telephone Consultation:** Park Hill School District has unlimited telephonic access to an EAP professional regarding employee situations.
6. **Training:** Onsite training as well as Crisis Management services are currently delivered on a fee for service basis.

Proposed Program

1. It is the intent of Park Hill School District to offer an EAP that is designed to help employees and their dependents manage personal problems which may include: family relationships, marital difficulties, problems in the workplace, physical or emotional abuse, depression / loneliness, birth of a child and raising children, death of a friend or family member, and substance abuse. If the problem cannot be resolved in the EAP, the EAP counselor will then help to find qualified professionals or agencies outside the program.
2. Park Hill School District would like to utilize the EAP regularly for supervisory referral.
3. Park Hill School District intends to offer EAP services to both full-time and part-time employees and their families.
4. At minimum, Park Hill School District is requesting that 10 hours of training be included in the proposed services. If inclusion of these hours will impact the PEPM rate, proposals should reflect a PEPM inclusive of the hours as well as a PEPM that does not include training/CIS hours.
5. Park Hill School District is requesting quotes for a 4-session per issue/per year model as well as a 6-session per issue/per year model.

Consultant Appointment

CBIZ Benefits and Insurance Services, Inc. (CBIZ) is Park Hill School District's appointed consultant/broker on specified health/welfare and employee benefits programs and functions as a benefit outsource service.

CBIZ Benefits & Insurance Services has been and will continue to be committed to acting in our clients' best interest by providing services and products that meet our clients' needs as communicated to CBIZ. From time to time, CBIZ may participate in agreements with one or more insurance companies or third party vendors, in connection with the insurance related transactions, to receive additional compensation or consideration. These compensation arrangements are provided to CBIZ as a result of the performance and expertise, by which products and services are provided to the client and may result in enhancing CBIZs ability to access certain markets and services on behalf of CBIZ clients. More information regarding these agreements and the consideration received pursuant to these agreements is available upon written request.



Employee Assistance Program Questionnaire



Please complete the fields in the attached RFP spreadsheet. Please do not change or remove any rows or columns or change wording provided in the RFP. In answering the enclosed questions, please do not refer to your proposal, but respond directly to each question.