

REQUEST FOR PROPOSALS: EMPLOYEE ASSISTANCE PROGRAM

PURPOSE

The East Greenwich Public Schools is soliciting proposals for an Employee Assistance Program (EAP) for employees. The EAP will provide employees with a broad scope of services consisting of short-term counseling/treatment and/or referral for employees for such areas as:

- Stress
- Financial Problems
- Family Relationship Problems
- Legal Problems
- Alcohol/Drug Abuse
- Marriage and Divorce Problems
- Nutrition and Exercise
- Other problems that may reduce the employee's work performance

The contract period will be from June 1, 2025, through June 30, 2026, with an option to renew for two additional fiscal years. The additional fiscal year would be from July 1, 2026, through June 30, 2027, and July 1, 2027, through June 30, 2028.

REQUIRED INFORMATION

To be considered for the award, proposals must include the following vendor contact information in the order set out below.

Company Name

Contact Name

Address

City, State, Zip

Phone

Fax

Email

Federal Tax ID

Program:

1. A summary of the offeror's experience in providing an EAP program; including the names, qualifications, education, and training of the personnel who will provide intake, assessment, counseling, and referral services.
2. A description of the types of counseling or guidance services offered; how client assessment, if any, is performed; how many sessions are offered to each client; and at what point or under what circumstances clients are referred to other providers.
3. A description of how employees can access the EAP, office hours, number and location of offices, time from initial contact to first appointment, 24-hour hotline, etc.
4. A complete description of all training or resources the offeror may provide in addition to counseling services.
5. A complete set of all education or information material, if any, that the offeror would provide to the employees, e.g., information pamphlets, posters, brochures, etc.
6. Description of the evaluation method, if any, used to assess client satisfaction with the provider's services and examples of associated documents.
7. A description of the offeror's client grievance procedure, if any, with examples of any associated documents.
8. The names of at least two clients for whom the offeror has provided these services in the last three years. Include the name and phone number or e-mail address of a contact person in each organization who can provide a reference.

Financial:

1. A description of the offeror's proposed billing structure, i.e., rate per employee, fixed fee, cost recovery, etc. for the first year of the award and the optional second and third year extension.
2. A description of the services offered for the fee charged. For example, if an offeror's proposed billing rate includes management training or employee information sessions, the proposal should state so clearly. If an offeror provides these types of services at an additional cost, the proposal should break out the services and associated costs.
3. Description of information provided in utilization reports, if any, with examples of any associated documents.
4. Proof of personal and professional liability coverage.

Failure to provide any of the required information in the order above may result in immediate disqualification of the proposal.

SELECTION PROCESS AND CRITERIA

Selection will be based on a combination of the following factors:

- Experience providing EAP programs.
- Experience and qualifications of professional staff
- The range and nature of the services to be provided
- Past performance history.

CLOSING DATE FOR RECEIPT OF PROPOSALS

Responses to this request for proposals are due by 11:00 a.m. (Eastern Time) on Tuesday May 27th, 2025. Any proposals received after the deadline will not be accepted.

SUBMISSION CONTACT AND ADDRESS:

Director of Administration
East Greenwich Public Schools
111 Peirce Street
East Greenwich, RI 02818

Submission via carrier - mail (1) hard copy to the above address, delivered in a sealed envelope marked "REQUEST FOR PROPOSAL - EAP" and (1) electronic copy to mbaker@egsd.net on May 27th, 2025
OR

Submission via electronic transmittal - email to mbaker@egsd.net using subject "REQUEST FOR PROPOSAL - EAP" on May 27th, 2025.

Any bids which do not conform to the aforementioned provisions are deemed not responsive to the bid invitation. The School Committee reserves the right not to consider those bids.

After the bid is awarded, all documents pertaining to the winning bid will be available for public inspection.

Corrections or withdrawals may be allowed only with respect to regulations issued by the School Committee or their agent.

If all of the bids exceed the available funds, the School Committee may:

1. Resolicit bids under revised specifications,
or
2. Enter into competitive negotiations with the three (3) lowest and responsible and responsive bidders.

A reasonable inquiry to determine the responsibility of a bidder or offer may be conducted. Failure to promptly supply information related to such an inquiry may be grounds for a finding of non-responsibility. Any such information supplied is confidential. All questions or inquiries should be made to Maggie Baker, Director of Finance at mbaker@egsd.net

