

**Oldham County Board of Education
6165 W. Hwy. 146
Crestwood, KY 40014
(502) 241-3500**

This document constitutes a Request for Proposal (RFP) from qualified vendors and service providers for an Employee Assistance Program (EAP) and related services as described herein for the Oldham County Board of Education, in Oldham County, Kentucky.

Offerors are advised that any contract resulting from the Request for Proposal must comply with [KRS 424](#), Board Policy 03.23251, all applicable provisions of [KRS 45A](#) and all applicable federal laws, prior to becoming effective.

A contract based on this RFP, may or may not be awarded.

Request for Proposal (RFP)

For
Employee Assistance Program (EAP) Services

RFP: 2026-04

Release Date: April 8, 2026

CLOSING DATE AND TIME: May 5, 2026 at 12:00 PM EST

Issued by:
Oldham County Board of Education
Support Services Department
District Contact: Kate Luxemburger, Administrative Assistant

ATTACHMENTS:

Attachment A - RFP Timeline and Proposal Submission Checklist
Attachment B - Pledge of Non-Discrimination
Attachment C - Vendor Proposal Response Template

STATEMENT OF NEED

OCBE is in need of an Employee Assistance Program (EAP) as stated but not limited to the following areas:

Counseling Services

- Counseling Benefits in person
- Counseling Benefits via phone
- Counseling Benefits via online meeting
- 24-hour Crisis Hotline
- Fitness for Duty Referrals

Legal Services

Legal Support for:

- Divorce
- Landlord and Tenant Issues
- Real Estate Transactions
- Wills and Power of Attorney
- Civil Lawsuits and Contracts
- Identity Theft Recovery

Financial Services

Financial Coach Available for Guidance on:

- Saving for College
- Debt Consolidation
- Mortgage Issues
- Estate Planning
- General Tax Questions
- Retirement Planning
- Family Budgeting

Online Resources

Online Resources to Addresses Topics Such As:

- Depression
- Marriage and Relationships
- Stress Management
- Anxiety
- Conflict Management
- Weight Management
- Communication

PROPOSAL SUBMISSION REQUIREMENTS

- To be considered for selection, companies must submit a complete response to the RFP
- Proposals must be submitted to bids@oldham.kyschools.us or mailed to Oldham County Schools, Support Services Department, 6165 W. Hwy 146, Crestwood, KY 40014
- All proposals must be submitted using the **Vendor Proposal Response Template** provided as **Attachment C**. Proposals not submitted in the required format will be deemed non-responsive and will not be considered for award.
- All RFP submissions must be valid for 90 days from the proposal submission
- OCBE reserves the right to reject any and all bids, or to waive any informalities, irregularities or technicalities in any proposal should it be in the best interest of OCBE
- The final contract document will be subject to negotiation and must be approved by the Board of Education
- After determining that a proposal satisfies the mandatory requirements stated in the RFP, the comparative assessment of the relative benefits and deficiencies of the proposal shall be made using subjective judgment
- After submission of the proposal, no complaint or claim that there was any misunderstanding in regards to the requirements in the Statement of Need will be entertained
- All proposals shall be deemed final, conclusive and irrevocable and no proposal shall be subject to correction or amendment for any error or miscalculation

PROPOSAL GUIDELINES

- The company submitting the proposal shall at all times observe and comply with all laws, ordinances, regulations and codes of the Federal, State of Kentucky, County and other local government agencies, which may in any manner affect the performance of the contract, including all regulations pertaining to Equal Opportunity and fair employment practices
- The company selected by OCBE, in performing under the contract shall not discriminate against any worker, employee, applicant, or any member of the public because of race, creed, color, age, sex, sexual orientation or national origin, or otherwise commit an unfair employment practice
- The company selected by OCBE will disclose any subcontracted part of their services in the proposal details
- The company making the proposal certifies that its proposal is made without any previous understanding, agreement for connection with any person, firm or corporation making a proposal for the same services, and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action
- Terms of the RFP include:
 - All documentation is to be considered CONFIDENTIAL and will not be shared with other parties without the written consent of OCBE
 - The company making the proposal will comply with the following expectations:
 - OCBE may cancel, suspend, withdraw, or terminate this RFP at any time prior to award
 - The proposing company is prohibited from making any modifications to the RFP
 - OCBE has the right to accept or refuse to accept any proposal deemed incomplete and/or submitted after the specified due date
 - OCBE will carry out negotiations with any and/or all respondents
 - The proposing company will make reasonable efforts to be available for such negotiations
 - The proposing company is fully responsible for all related costs and expenses associated with responding to this RFP
 - The proposing company must complete all forms attached and submit with the proposal by the closing date and time listed on page 1

CONTRACT PERIOD, EVALUATION AND AWARD

- The initial contract period will be for three years from signing. The contract may be voluntarily extended by OCBE for up to 2 optional one-year renewals.
- OCBE will evaluate timely submitted proposals that provide the best combination of qualifications and value. Companies will be evaluated on the following criteria:
 - Ability to meet all requirements of the Statement of Need
 - Rate/Fee Structure/Number of services (visits)
 - References and financial stability of company
 - Previous experience with Oldham County Schools
- Selection shall be made of one or more of the proposing Companies deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the RFP, including price, if so stated in the RFP. Negotiations shall be conducted with the proposing Companies selected. Price shall be considered but need not be the sole determining factor. After negotiations have been conducted with each proposing Company, OCBE shall select the Company which, in its opinion, has made the best proposal and shall award the contract to that Company. OCBE may cancel this RFP or reject proposals at any time prior to an award and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous.
- Any information not included in the RFP that responders consider necessary to the development of a complete response should be requested in time to ensure compliance with the due date. Requests for additional information should be directed to Kate Luxemburger at kate.luxemburger@oldham.kyschools.us

ATTACHMENT A - RFP TIMELINE AND PROPOSAL SUBMISSION CHECKLIST

- **TIMELINE**
 - Request for RFP Distributed April 8, 2026
 - Questions and Clarification Deadline April 24, 2026
 - Bids Due May 5, 2026 by 12:00p.m. EST

- **PROPOSAL SUBMISSION CHECKLIST**

The vendor **MUST** include the following with the proposal submission. If the items below are not submitted with the proposal submission, the District will deem the proposal non-responsive and **SHALL NOT** consider for award.

All other items **MUST** be submitted prior to award.

- ATTACHMENT A - PROPOSAL SUBMISSION CHECKLIST (THIS ATTACHMENT) – COMPLETED AND SIGNED
- ATTACHMENT B - PLEDGE OF NON-DISCRIMINATION
- ATTACHMENT C - VENDOR PROPOSAL RESPONSE TEMPLATE
- SUBMITTED PRIOR TO THE CLOSING DATE AND TIME

Company Name: _____

Business Address of Bidder: _____

Authorized Signature / Title: _____

Primary Contact Name & Title: _____

Phone Number & Email: _____

Year Established/# of Employees: _____

Submission Date/Time: _____

ATTACHMENT B - PLEDGE OF NON-DISCRIMINATION

_____, is responding to RFP/BID # _____
Insert Name of Company (hereinafter "Company")
issued by the Board of Education of Oldham County, Kentucky, and hereby
pledges:

(1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, sex, genetic information, disability, religion, age, political affiliation, sexual orientation or gender identity in connection with the performance of any contract award by the district on this RFP/BID.

(2) The Company shall provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this Company, including various local small business enterprises;

(3) The Company has been made aware of, understands and agrees to make good faith efforts to solicit MBE/WBEs to do business with this Company in the performance of work on any contract awarded on this RFP/BID.

The Company acknowledges that failure to make a good faith effort may have a negative impact on future contract opportunities.

(Authorized Company Representative Signature)

Date

Print Name and Title