

**ADVERTISEMENT
REQUEST FOR PROPOSALS
FOR EMPLOYEE ASSISTANCE PROGRAM
FOR THE CITY OF GRAND ISLAND, NEBRASKA**

Sealed proposals will be received by the City Clerk, City Hall, 100 E. First Street, Grand Island, NE 68801 or P.O. Box 1968, Grand Island, NE 68802 until 4:00 p.m. (local time) on Tuesday, July 2, 2013, for furnishing Requests for Proposals for an Employee Assistance Program for the City of Grand Island, Nebraska. Proposals received after the specified time will be returned unopened to the sender. Proposals must be based on the City's Request for Proposals. Contact the Human Resources Department at (308) 385-5444, ext. 194 for proposal specifications.

Proposals will be evaluated based upon qualifications, previous experience of similar scope, contract terms and conditions, cost and adherence to schedule. Proposals shall remain firm for a period of sixty (60) days after proposal due date. The City of Grand Island reserves the right to refuse any or all proposals and to select the proposal deemed to be in the City's best interest, at its sole discretion.

RaNae Edwards
City Clerk

THE CITY OF GRAND ISLAND REQUEST FOR PROPOSAL EMPLOYEE ASSISTANCE PROGRAM

Purpose: The City of Grand Island Human Resources Department is accepting proposals for an Employee Assistance Program (EAP). The City employs approximately five hundred (500) employees. In general, the required services being solicited include the normal and customary counseling, referral and education services.

Contact Person: Interested vendors need to send the original and three (3) copies of their proposal in a sealed envelope with the “**EAP Proposal**” on the **outside of the envelope**. All proposals and contacts should be addressed to:

City Clerk
The City of Grand Island
100 E. 1st Street
Grand Island, NE 68801
308-385-5444 ext. 111

From the date of issuance of this RFP until the selection of a vendor/contractor, if any, is announced, all questions concerning any part of this RFP shall be directed to:

Terri Svoboda, Human Resources Specialist
308-385-5444 ext. 194

Due Date: Proposals must be received by the City of Grand Island at the above address in a sealed envelope/package no later than 4:00 p.m. (central time) on Tuesday, July 2, 2013. Proposals must remain firm for ninety (90) days from the proposal due date. Each respondent is solely responsible for assuring that its proposal is received by the City of Grand Island in the Office of the City Clerk by the deadline established in the RFP. The City of Grand Island will not be responsible for late proposals. Late or incomplete proposals will not be accepted or considered. Proposals not containing the correct number of copies will not be accepted. Faxed or e-mailed proposals will not be accepted.

Scope of Services: The City of Grand Island is accepting proposals for an EAP program that will include the following services:

- Six (6) counseling sessions per contract year for employees and their dependent family members
- Intervention training conducted by EAP consultants for supervisors on how to address job performance issues and when and how to refer to EAP
- Provide up to ten (10) hours of onsite supervisory training which may include the following topics:

- Critical Incident Stress Debriefing
 - Stress Management
 - Behavioral Issues
 - Parenting
 - Alcohol Awareness/Alcohol & Drugs in the Workplace
 - Home Budgeting
 - Time Management
 - Balancing Work & Home
 - Employee Burnout
 - Depression
 - Wellness
- Ongoing assistance in developing publicity materials for employees and family members, such as letters, brochures, posters and articles for City publications
 - Twenty-four (24) hour emergency telephone service
 - Professional staff, state certified, to conduct critical incident stress management sessions with employees that have experienced traumatic incidents and address the special needs of law enforcement and fire services
 - Confidentiality insured to the employee and family members within statutory guidelines which includes a signed release of information authorization to be obtained from the employee or family member for supervisory referrals and for other circumstances when communication with the City is warranted
 - A professional staff, qualified with at least a master's degree and qualified for state licensure in a counseling discipline which enables them to identify a broad spectrum of personal problems
 - Other tiers of service or options may be offered as a separate item in this proposal

Please submit with proposal: Service specifications, references with contact information, plan for implementation.

Screening & Ranking Process: Proposals will be rated and ranked based on the following criteria:

- Compliance with RFP
- Cost
- References
- Qualifications of assigned personnel
- Approach and scope of services
- Service offerings

Negotiations: The City of Grand Island reserves the right to negotiate with any applicant whose proposal is within the competitive range with respect to technical plan and cost, as well as to select an applicant other than the applicant offering the lowest price, if it is determined by the City to be in its best interest to do so.

Disclaimer: Issuance of this RFP does not constitute a commitment by the City to select any proposal submitted in response to the RFP, or to award a contract to any applicant who responds to the RFP. Recommendation and/or selection of a proposal shall not be binding upon the City and may or may not result in the City entering into a contract with the respondent.

Oral Presentations: The City reserves the right to require all respondents who pass the initial screening process to provide oral presentations of their proposals.

INSURANCE COVERAGE

The proposer shall purchase and maintain at their expense as a minimum insurance coverage of such types and in such amounts as are specified herein to protect proposer and the interest of Owner and others from claims which may arise out of or result from proposer's operations under the Contract Documents, whether such operations be by proposer or by any Subcontractor or anyone directly or indirectly employed by any of them or for whose acts any of them may be legally liable. Failure of proposer to maintain proper insurance coverage shall not relieve them of any contractual responsibility or obligation.

FAIR EMPLOYMENT PRACTICES

Each proposer agrees that they will not discriminate against any employee or applicant for employment because of age, race, color, religious creed, ancestry, handicap, sex or political affiliation.

LB 403

Every public contractor and his, her or its subcontractors who are awarded a contract by the City for the physical performance of services within the State of Nebraska shall register with and use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

FISCAL YEAR

The City of Grand Island, Nebraska operates on a fiscal year beginning October 1st and ending on the following September 30th. It is understood and agreed that any portion of this agreement which will be performed in a future fiscal year is contingent upon the City Council adopting budget statements and appropriations sufficient to fund such performance.

TITLE VI

The City of Grand Island, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notified all bidden that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age and disability/handicap in consideration for an award.

SECTION 504/ADA NOTICE TO THE PUBLIC

The City of Grand Island does not discriminate on the basis of disability in admission of its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. The City of Grand Island also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information or accommodation regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator.

Mary Lou Brown
308-385-5444, extension 140
100 East First Street, Grand Island, NE 68801
Monday through Friday; 8:00 a.m. to 5:00 p.m.

PROPOSAL TERMS AND CONDITIONS

The City will not pay any costs incurred by the firm in preparing or submitting the proposal. The City reserves the right to modify or cancel, in part or in its entirety, this RFP. The City reserves the right to reject any or all proposals, to waive defects or informalities, and to offer to contract with any firm in response to any RFP. This RFP does not constitute any form of offer to contract.

GRATUITIES AND KICKBACKS

City Code states that it is unethical for any person to offer, give or agree to give any City employee or former City employee, or for any City employee or former City employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other

advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order