

**CC2019-09 EMPLOYEE ASSISTANCE PROGRAM (EAP) FOR CITY EMPLOYEES FOR THE CITY OF TRENTON, DEPARTMENT OF ADMINISTRATION PROPOSAL OPENED
11/19/19 AT 11:00AM**

CC2019-09 EMPLOYEE ASSISTANCE PROGRAM (EAP) FOR CITY EMPLOYEES FOR THE CITY OF TRENTON, DEPARTMENT OF ADMINISTRATION		
NUMBER OF RESPONDENTS:	2	
NAME OF BIDDER	MERCER COUNCIL ON ALCOHOLISM AND DRUG ADDICTION	DEER OAKS EAP SERVICES, LLC
ADDRESS	1931 BRUNSWICK AVENUE	126 E. MAIN PLAZA, STE. 1
CITY, STATE, ZIP	LAWRENCE TOWNSHIP, NJ 08648	SAN ANTONIO, TX 78205
CONTACT NAME	JOCELYN COOPER	GREG BRANNAN, DIRECTOR OF BUSINESS DEVELOPMENT&TRAINING
TELEPHONE	609-396-5874	301-829-0364
FAX	609-396-3451	210-569-8157
E-MAIL	JCOOPER@MERCERCOUNCIL.ORG	GBRANNAN@DEEROAKS.COM
OWNERSHIP DISCLOSURE STATEMENT	INCLUDED	INCLUDED
REQUIRED EVIDENCE EEO/AFFIRMATIVE ACTION REGULATIONS QUESTIONNAIRE	INCLUDED	INCLUDED
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA DATE 11/6/2019	INCLUDED	INCLUDED
NJ BUSINESS REGISTRATION CERTIFICATE	INCLUDED	INCLUDED
NOTICE OF INTENT TO SUBCONTRACT	NO	YES
SUB-CONTRACTORS	N/A	WORKPLACE OPTIONS, LLC
NJ BUSINESS REGISTRATION CERTIFICATE FOR SUBCONTRACTOR	N/A	WORKPLACE OPTIONS, LLC (INCLUDED)
EQUAL EMPLOYMENT OPPORTUNITY EXHIBIT A	INCLUDED	INCLUDED
NON-COLLUSION AFFIDAVIT	INCLUDED	INCLUDED
EIC	CERT.#13391 EXP. 01/15/2021	CERT.#60999 EXP. 05/15/2026
AMERICANS WITH DISABILITIES ACT OF 1990 LANGUAGE	INCLUDED	INCLUDED
DEBARMENT NOTICE	INCLUDED	INCLUDED
DISCLOSURE OF INVESTED ACTIVITIES IN IRAN - MANDATORY	INCLUDED	INCLUDED
ETHICS COMPLAINT DISCLOSURE	INCLUDED	INCLUDED
CITY OF TRENTON RESIDENT EMPLOYMENT POLICY	INCLUDED	INCLUDED
POLITICAL CONTRIBUTION DISCLOSURE FORM	N/A	INCLUDED
CERTIFICATE OF INSURANCE	REQUIRED FROM AWARDED VENDOR WITH SIGN CONTRACTS	REQUIRED FROM AWARDED VENDOR WITH SIGN CONTRACTS
HOLDING PRICE FOR SIXTY (60) DAYS	YES	YES
COMPLIANCE WITH EMERGENCY SERVICES	YES	YES
TOTAL FOR YEAR ONE (1)	\$50,000.00 PER CONTRACT YEAR WITH THE TERMS OF PAYMENT AS FOLLOWS: \$4,1667.67 MONTHLY FOR 12 MONTHS SEE ATTACHED BREAKDOWN OF PRICE PROSPOSAL	PEPM: \$1.25 PEPM, ANNUAL RATE BASED ON 1,250 LIVES: \$18,750.00 SEE ATTACHED BREAKDOWN OF PRICE PROSPOSAL
THREE (3) REFERENCES	INCLUDED	INCLUDED
EXCEPTIONS	NONE	NONE

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FATAL FLAW	NONE	NONE
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Price Proposal

Mercer Council on alcoholism and Drug Addiction
(Metro Employee Assistance Service)
1931 Brunswick Avenue
Lawrence Township, NJ 08648
Ph: (609) 396-5874 / (609) 396-5565
Email: jcooper@mercercouncil.org

Proposal Submitted To:	Isabel Garcia QPA, Purchasing Agent	Job Name:	EAP for City Employees	Reference#:	CC2019-09
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Address:
City of Trenton
City Hall Annex
Division of Purchasing, 1st floor
319 East State St, Trenton, NJ 08608

Proposal#:	MEAS-EAP-2019	Proposal Valid Till Date:	2/1/2020	No. of pages:	1
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We hereby submit specifications and details for:

MEAS will serve approximately 1,250 full time employees of the City of Trenton and members of their households. MEAS will offer to all City employees and/eligible dependents consultation and short-term counseling services which deal with a complete spectrum of problems. The initial term of service starts in December 1, 2019, and terminates on November 30, 2021. This contract can be extended for one additional year, up to November 30, 2022, under the same terms and conditions. There will be no increase in the fees charged during the third year of this Agreement, should it be extended.

We hereby propose to furnish material and labor to complete the job as per the above specifications for a sum of \$ 50,000 (Fifty thousand dollars) per contract year with the terms of payment as follows:
\$ 4,166.67 monthly for 12 months

Please revert for any clarification/further details.

Authorized Signature:  Date: 11-19-2019
Name: JOCELYN COOPER Title: EXECUTIVE DIRECTOR

Acceptance of Proposal

I/We have reviewed your proposal and hereby indicate our acceptance of the same, as per the details, specifications and amounts mentioned in the proposal form. I/We agree to the proposed terms of payment and will release the funds as per agreed herein.

Authorized Signature: _____ Date: _____
Name: _____ Title: _____



Cost Proposal

City of Trenton EAP Cost Proposal

Integrated Employee Assistance & Enhanced Work-life Program

Rates are per employee per month (PEPM) for approximately 1,250 employees

PEPM: \$1.25 PEPM

Annual rate based on 1,250 lives: \$18,750.00

- o Clinical Services.....Included
 - Choice of a 5 session or 6 session counseling model per separate issue for the same price
 - 24-hour live answer of the helpline by Master's level Clinicians
 - All calls answered live- no voice messaging system, phone tree, or general customer service
 - Program access via Helpline or iConnectYou Smartphone App- engage with a counselor via phone, video, instant messaging or SMS text.
 - RMS Instant Messaging with a Work-life Consultant
 - Telephonic translation service (200 languages)
 - Nationwide network of 58,000+ affiliate counselors, including multilingual and multicultural Clinicians to provide in-person assessment and counseling
 - Telephonic clinical assessments during the initial call (do not count toward the visit model)
 - Referrals to EAP providers and to other resources for in-person services
 - Short-term telephonic, in-person, and video EAP counseling available
 - Unlimited formal management referral coordination and follow-up
 - Unlimited two-party conflict resolution through the management referral process
- o Coverage Post-EmploymentExtended 6 months
- o AWARE Mindfulness-Based Stress Reduction Program.....Included
- o Virtual Group Counseling.....Included
- o Telephonic Life Coaching (6 sessions).....Included
- o In My Hands – Computerized Cognitive Behavioral Therapy (cCBT).....Included
- o Enhanced Work-life Program..... Included
 - Legal Assist - ID Theft Prevention & Recovery Assistance
 - Financial Assist - Free Online Simple Will Preparation
 - Daily Living Assist - Take the High Road Program
 - Free Credit Monitoring - Confirmed Match Work-life Referral Packets
- o Training Catalog/Onsite Orientation.....12 hour bank
- o On-site Health Fair/Event Attendance.....Included in 12 hour bank
- o Travel Expenses.....Included
- o Fully Customizable Webinar Catalog Training.....24 hours



Cost Proposal

- Webinar EAP Orientation.....Unlimited
- Online On-Demand Training.....Unlimited Access
- Onsite Critical Incident Support Events (2 hour event).....Included in 12 hour bank
- Telephonic Management Consultation.....Unlimited
- Program Promotion (hard copy and electronic).....Unlimited
- Employee & Supervisor E-Newsletters.....Monthly
- Branded Engagement Engine Work-life Website.....Unlimited Access
- Account Management.....Included
 - Designated Project Manager - Hands-on implementation
 - Monthly utilization reports - Quarterly utilization review meetings
 - Program evaluation - Performance tracking
- Rate Guarantee.....3 years

Optional Service List

Onsite Orientation (beyond the 12-hour bank)	\$300.00 per hour
Training Catalog Seminars (beyond the 12-hour bank)	\$300.00 per hour
2-hour Onsite Critical Incident Support Event (beyond the 12-hour bank)	\$600.00 per 2-hour event
Additional Authorized Critical Incident Support Hours	\$300.00 per additional hour
Health Fair/Event Attendance (beyond the 12-hour bank)	\$150.00 per hour
Webinar Catalog Seminars (beyond the 24-hour bank)	\$150.00 per hour
Department of Transportation (DOT) Substance Abuse Professional (SAP) Evaluation	\$600.00 per case
Full-Service Mediation	\$300.00 per hour
LiveWell Telephonic Wellness Coaching + Online Wellness Portal	\$0.46 PEPM
Telephonic Executive Coaching	\$500.00 per hour

Please note that Deer Oaks does not directly provide preparation of litigation packages and expert witness testimony. We will provide documentation for these events as legally required.



Cost Proposal

Program Exclusions & Limitations

- Counseling services beyond the allotted sessions covered in the plan
- Counseling for long-term issues that fall outside of the EAP's short-term intervention model
- Court ordered treatment or therapy, or any treatment or therapy ordered as a condition of parole, probation, custody, or visitation evaluations, or paid for by Workers' Compensation
- Fitness for duty evaluations/determinations which are used to evaluate whether an employee is safely able to perform his or her duties, such as psychological testing and a written report, although a referral may be provided
- Formal psychological evaluations which normally involve psychological testing and result in a written report, although a referral may be provided
- Inpatient treatment of any kind, or outpatient treatment for any medically treated illness
- Investment advice (nor does plan loan money or pay bills)
- Legal representation in court, preparation of legal documents, or advice in the areas of taxes, patents, or immigration
- Prescription drugs and psychiatrist services, although a referral may be provided
- Services by counselors who are not participating providers
- Authorization for leaves of absence or time off