



REQUEST FOR QUOTES

Implementation and Administration of a Comprehensive Employee Assistance Program

The Mississippi Department of Child Protection Services (MDCPS) seeks to contract with a single vendor to implement a comprehensive Employee Assistance Program (EAP) to address the emotional and personal problems of all MDCPS employees (currently approximately 2,000) and their covered family members (spouse, children and stepchildren under the age of 26) at home or enrolled in school full-time. MDCPS employees within a 75-mile radius will be served by the central location in Jackson, MS. Offices outside of Jackson will receive counseling from a therapist within a 75-mile radius. All services must be provided as follows:

- Confidential assistance for issues including, but not limited to, marital or family problems. Substance abuse, grief, anxiety, depression, stress, etc.;
- Training sessions for managers and supervisors in the orientation of identifying personal and emotional problems that may affect workplace performance, as well as training in procedures related to documentation and appropriate referral of employees to the EAP;
- Educational seminars and workshops regarding mental health issues, alcohol and drug abuse, and healthy lifestyle solutions offered to groups of employees twelve (12) times per year at a MDCPS location;
- A toll-free, confidential Employee Assistance phoneline with 24-hours access for MDCPS employees and their covered family members;
- After-hours, face-to-face meetings with a counselor in the case of an emergency, which is defined as a homicidal, suicidal, or actively psychotic episode;
- Employee brochures, posters, and EAP user guides for MDCPS employees. Monthly EAP utilization reports will be prepared and submitted to the Director of Human Resources to include the number of EAP calls, types of referral, number of admissions to out-patient therapy, and number of counseling sessions. These reports will not contain the identity of employees or their covered family members and will simply be statistical summaries. Referral for treatment, when appropriate, will be made in accordance with the preferred provider network of MDCPS;
- Unlimited on-site critical incident stress debriefings (CISDS) available within 24 hours following an in-house crisis or a community crisis involving MDCPS employees;
- Unlimited counseling sessions per employee and/or covered family member within the contract period. Sessions will be provided by licensed professionals with a minimum of a master's degree in social work, counseling, marriage and family therapy, or psychology. The counseling sessions will occur at the office(s) of the respective therapist;
- A representative of the company will handle the reporting of any employee concerns to ensure the quality and confidentiality of the EAP; and,

- The Deputy Commissioner of Administration, Division of Human Resources will provide evaluation of services and ongoing consultation with the company covering the administration of the EAP.

The quote should include the following:

- Statement of total price (to include all hourly rates, mileage fees, etc.);
- Terms of the agreement;
- Description of services to be offered to the agency;
- Name, address, and telephone number of the vendor; and,
- Expiration date of the quote.

MDCPS anticipates the date of this contract to be approximately January 15, 2020 through June 30, 2020 with the option to renew for one additional one-year period if agreed to by MDCPS and the contractor. If the contract is renewed for the additional one-year period, the unit prices listed in the quote must remain the same.

Please submit a quote via email by close of business (5:00 p.m. CST) on Friday, January 13, 2019 to:

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