

**PROFESSIONAL SERVICES DESCRIPTION  
FOR THE POSITION OF:**

**Employee Assistance Program**

**SUBMISSION DEADLINE:**

**2:00 p.m.**

**December 7, 2021**

**Contract Term**

**March 1, 2022 to February 28, 2023**

**FAIR AND OPEN PUBLIC SOLICITATION PROCESS  
FOR PROFESSIONAL SERVICES**

**FOR**

**GLOUCESTER COUNTY IMPROVEMENT AUTHORITY  
109 BUDD BOULEVARD  
WOODBURY, NEW JERSEY 08096**

Through this Request for Qualifications/Proposals, the Authority seeks to engage a vendor as **Employee Assistance Program** for the term March 1, 2022 to February 28, 2023. This contract will be awarded through a fair and open process pursuant to *N.J.S.A.* 19:44A-20.4 et seq.

The proposal must be received and will be publicly opened and read aloud on **December 7, 2021** by 2:00pm at the GCIA administrative office located at 109 Budd Boulevard, Woodbury, New Jersey. (see “Fair and Open Standardized Submission Requirements and Selection Criteria” for further information)

The following is a description of the professional services needed including, where appropriate, a brief description of the tasks involved:

**The GCIA is seeking proposals for and Employee Assistance Program for employees and their eligible family members.**

Also, the GCIA will require the vendor to perform **a).** Two (2) sessions for all management and three (3) sessions for all non-management on Workplace Harassment/Violence **b).** Two (2) sessions on Team Building that will be mandatory for all management **c).** Two (2) sessions on Workplace Communication that will be mandatory for all management **d).** Two (2) sessions on Drug and Alcohol: Detection and Handling that will be mandatory for all management. Presently there are 185 employees, 30 are management. Eligible employees and covered dependents will be considered participants in our EAP plan. These participants will be eligible for (5) five sessions with approved EAP professional for designated service.

Must be experienced in training, education, consulting and counseling in matters such as; mental health, substance abuse, fiscal management, critical incident debriefing and training 24/7. Must meet licensing and certification requirements in the state of New Jersey. Organization must provide a qualified network for these needed services.

**Must contact Danae Ciociola for the rest of the proposal Packet at [dcociola@gcianj.com](mailto:dcociola@gcianj.com).**