WASHINGTON TOWNSHIP FIRE DISTRICT NO.1

REQUEST FOR PROPOSAL

EMPLOYEE ASSISTANCE

PROGRAM (EAP - 2026)

Scope of Services

The District seeks an EAP provider that meets the following criteria:

1. Provide professional crisis response through live, immediate telephone counseling 24 hours per day, 7 days per week, 365 days a year. A Telecommunications Device for the Deaf (TDD) availability for individuals who are hearing impaired.

2. Have EAP counselors appropriately licensed and credentialed and available in sufficient numbers and in appropriate locations to deliver services for urgent and non-urgent employee matters.

3. Provide referrals to qualified professional resources for specialized counseling or rehabilitation needs including, but not limited to: anger management, substance abuse, psychological issues, crises management, domestic violence, workplace violence, financial counseling or legal services.

4. Provide on-site assistance in a timely fashion for workplace emergencies including, but not limited to: critical incident stress management, defusing and debriefing and other crisis response needs for management and employees.

5. Have providers who possess specific knowledge, training and expertise in the assessment and treatment of chemical dependency and other addictions.

6. Have providers who possess knowledge, training and required certifications to provide US DOT-qualified Substance Abuse Professional (SAP) services in compliance with drug and alcohol testing requirements specified under US DOT 49 CFR Part 40.

7. Consultation with, training of, and assistance to the District leadership and union stewards seeking to manage a troubled employee, enhance the work environment, and improve employee job performance.

8. Provide outreach and education materials for employees and their family members regarding the availability of EAP services to include posters, informative brochures/literature, wallet size cards, and possible on-site presentations and training.

9. Provide a multi-session/client/fiscal year EAP counseling model. District is interested in seeing pricing for different models.

10. Provide annual and periodic reports of client utilization to include type of service utilized (i.e. website, telephonic or in-person), general reason for accessing services and client satisfaction.

11. Have network EAP service providers with mandatory referral process including fitness for duty evaluations and determinations and threat of violence potential.

12. Maintains best practices in providing EAP services and anticipates and meets future needs of clients.

13. Guarantee complete confidentiality, privacy and protection of EAP records.

14. Work with the District's health plans to ensure coordination of benefits.

15. Able to begin providing services April 1, 2026

District Background

The Washington Township Fire District #1 is a combination fire department providing Fire Suppression and Rescue services to the Township of Washington, Gloucester County and to neighboring communities through a mutual aid agreement. Personnel may also be deployed or assigned to large-scale incidents or disasters.

The Fire District is governed by five (5) elected Fire Commissioners. There is a full time District Fire Chief who oversees all operational aspects of the department and it's personnel. There are 29 full time fire suppression personnel, approximately 90 volunteer firefighters, four full time civilian employees and 2 part time civilian employees

Submittal Content Requirements

Letter of Interest:

The letter of interest should address

1. Each of the items listed in the aforementioned Scope of Services, including any concerns to be addressed, and a list of additional services your EAP provides that are not included in the Scope of Work,

2. Your organization's philosophy, and its evolution, regarding EAPs,

3. How your organization measures the value the EAP would add to the District,

4. Contract information to include address, telephone, email,

5. Any additional information or recommendations, if desired, and

6. Cost of services to include a breakdown for multi-year contract options and different service model options, costs of any services available but not included in the base rate, cost variances for potentially increasing employee count.

Statement of Qualifications:

The nature and form of response are at the discretion of the respondent, but at a minimum the following information must be included:

1. Description and History of Respondent

2. Network provider demographics including specialty, zip code and longevity within your network.

3. List of similar clients and references

Evaluation of Proposals

The Fire District intends to award a professional services contract for the defined scope of work under the Fair and Open Process in accordance with N.J.S.A. 19:44A-20.4 et. seq.

The proposals will be evaluated by a committee of staff and Board Members of the Fire District based upon information supplied by each Proposer in response to this RFP and the following criteria:

- Ability to meet all minimum qualifications.
- Overall knowledge and familiarity with the operations of the Fire District.
- Experience of the firm in providing similar services to other public bodies, with special emphasis on experience in New Jersey.
- Qualifications and experience of the professional.
- Qualifications and experience of the other members of the professional's firm.
- The hourly rates proposed.

Terms, Conditions and Disclaimers

1. All facts and opinions stated within this RFP and in all supporting documents and data are based on available information from a variety of sources. Additional information may be made available via written addenda throughout the process. No representation or warranty is made with respect thereto.

2. Respondents to this RFP shall be responsible for the accuracy of the information they provide to the District.

3. The District reserves the right to reject any and all submittals, to waive minor irregularities in any submittal, to issue additional RFP's, and to either substantially modify or terminate the Project at any time prior to final execution of a contract. The District also reserves the right to choose not to proceed with this project or to re-issue the request for proposals. The District reserves the right to postpone the opening of the responses and to reject all responses without indicating any reasons for such rejection.

4. The District shall not be responsible for any costs incurred by the respondent(s) in preparing, submitting, or presenting its response to the RFP or to the interview process. The Firm (or group) or responding firm (or group) shall bear all costs relating to their response to this RFP including time in preparation of an RFP, copies submitted, and time spent in interviews or negotiation with the District prior to final selections.

5. Nothing contained herein shall require the District to enter into exclusive negotiations and the District reserves the right to amend, alter and revise its own criteria in the selection of a respondent without notice.

6. The District reserves the right to request clarification of information submitted and to request additional information from any respondent.

7. The District will not accept any submittal after the time and date specified on the RFP.

8. In the interest of a fair and equitable process, the District retains the sole responsibility to determine the timing, arrangement and method of proposal presentations throughout the selection process.

9. If negotiations are not completed with the top ranked respondent, negotiations may proceed with the next most qualified respondent.

10. Upon selection of a qualified respondent through the RFP process, the District shall enter into a contract for Services with the selected respondent on terms and conditions acceptable to the District. Until execution of a contract, the District reserves the right to cease negotiations and to start the RFP process again.

11. All submittals and accompanying documentation will become the property of the District, will not be returned and will become public documents subject to public disclosure with limited exceptions. Qualifications submitted under the RFP process shall be considered public documents and with limited exceptions submittals that are recommended for contract award will be available for inspection and copying by the public.

12. The District encourages submittals from firms that demonstrate a commitment to equal employment opportunity.

Any questions regarding this Request for Proposals should be directed to Nancy Corson, Clerk to the Board of the Washington Township Fire District No. 1. at 856-863-4000 or email: ncorson@wtfd10.org.

Please submit One (1) original and Six (6) copies of the proposal to:

Washington Township Fire District No. 1
P.O. Box 653
Turnersville, New Jersey 08012
ATTN: EAP RFP

All Submittals must be received January 8, 2026.