



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

Human Resources

300 Sixth Street

605-394-4136

TO: Legal and Finance Committee

FROM: Tammie Krumm, Human Resources Manager

SUBJECT: Connections, Inc (Employee Assistance Program)

DATE: October 10, 2011

On July 22, 2011 a Request for Proposal (RFP) was solicited for an Employee Assistance Program (EAP). The objective of the RFP was to contract with a qualified and experience provider that would handle:

- 24-hour Crisis Telephone Response.
- Confidential Assessment and Counseling Services.
- Referral Support, Tracking and Follow-up.
- Emergency Intervention / Critical Incident Stress Management.
- Substance Abuse Expertise.
- Access to Qualified Employee Assistance Clinical Providers.
- A set of comprehensive, integrated EAP services that meet the needs of the City, the employees and dependents.
- Guaranteed Confidential Recordkeeping.
- Annual and Periodic Utilization Reports.
- Employee Assistance Program Evaluation.
- City Satisfaction Evaluation.
- Supplemental EAP Service Components.

After a thorough evaluation by Human Resources, we recommend an award be made to Connections, Inc., whose offer is the best value in support of the requirements associated with the RFP.