NOTICE POSTED: November 30, 2016
DUE DATE: December 13, 2016 @ 10:00 a.m. prevailing time
PUBLIC READING: All proposals/responses will be opened at the City Council Chambers on December 13, 2016 @ 1:00 p.m.

TAKE NOTICE: The City of Bayonne, 630 Avenue C, Rm. 15, Bayonne, NJ 07002 (hereinafter referred to in this notice and the various submission documents as the "Client/Owner," "City of Bayonne" and/or "City") is seeking Qualifications and/or Proposals for Professional Services Providers (hereinafter referred to in this notice and the various submission documents as the "respondent," "provider," "contractor," "submitting party," "applicant," "vendor," "service provider," and/or "professional service provider") for the following professional services in accordance with a "fair and open" contracting process as defined in the New Jersey Local Unit Pay to Play Law (N.J.S.A. 19:44-20.4 et seq.):

The CITY OF BAYONNE is soliciting responses/proposals to the City's RFQ/RFP for the provision of the following professional services:

PROFESSIONAL SERVICE/TITLE SOUGHT:

MENTAL HEALTH SERVICES TO PROVIDE EMPLOYEE ASSISTANCE MENTAL HEALTH (EAP) MENTAL HEALTH SERVICES

The City desires to engage the services of a contractor to provide mental health services to provide Employee Assistance Program (EAP) mental health services to municipal employees of the City of Bayonne. Applicants should demonstrate knowledge of the EAP program and processes and have experience in providing EAP mental health services to employees of public entities. The desired services include, but are not limited to the following: MENTAL HEALTH EAP (EMPLOYEE ASSISTANCE PROGRAM) SERVICES FOR CITY OF BAYONNE MUNICIPAL EMPLOYEES

CONTRACT TERM:

The contract time period will be for a period not to exceed one (1) year commencing from the contract date.

GENERAL REQUIREMENTS:

AT A MINIMUM, THE RESPONDING FIRM OR ENTITY:

1. Must be licensed by the State of New Jersey to provide mental health services and said licensure shall be in good stead at the time of response to this RFQ and all times during the term of the contract.

3. Must have a minimum of ten (10) years experience in providing EAP mental health services to employees of public entities.
3. Must maintain a bona fide principal office in the State of New Jersey.
4. Must have sufficient staff available to provide all EAP mental health services to municipal employees of the City of Bayonne.
5. MUST OBTAIN THE SOLICITATION PACKAGE AND COMPLETE AND RETURN THE SEALED SUBMISSION FORM AND ENCLOSURES BY THE DUE DATE SET FORTH IN THIS NOTICE.

INSURANCE AND INDEMNIFICATION:

The Contractor shall be required to have the following insurance coverage. Said coverage or certification of ability to obtain said coverage immediately upon contract award, shall be applicable to this proposal and be made a part of the proposal documents:

INSURANCE REQUIREMENTS:

Worker's Compensation Insurance

Workers Compensation Insurance shall be maintained in full force during the life of the contract, covering all employees engaged in performance of the contract pursuant to N.J.S.A. 34:15-12(a) and N.J.A.C. 12:235-1.6

General Liability Insurance

The contractor shall furnish evidence to the City prior to commencement of the work that he/she or any of his/her subcontractors perform and will provide Standard Liability for any operations to be performed by contractor or subcontractors as follows:

General liability insurance shall be provided with limits of not less than $1,000,000 for any occurrence and $1,000,000 aggregate for bodily injury and property damage. Coverage shall be maintained in full force during the life of the contract.

Automotive Liability Insurance

Automotive liability insurance covering the contractor for claims arising from owned, hired and non-owned vehicles with limits of not less that $1,000,000 for any one occurrence and $1,000,000 aggregate for bodily injury and property damage. Coverage shall be maintained in full force during the life of the contract.

Professional Liability Insurance and/or Malpractice Insurance

Professional liability insurance and/or malpractice insurance covering contractor for claims arising from its representation of the municipality with limits of not less than $1,000,000 for any one occurrence, which shall be claim based, and coverage shall be maintained in full force and effect during the life of the contract.

The preceding insurance requirements maybe amended before the issuance of the final contract at the sole and absolute discretion of the City on a case-by-case basis.

CERTIFICATES OF THE REQUIRED INSURANCE

Certificates of Insurance for those policies required shall be with an insurance company authorized to do business in the State of New Jersey and shall name the City as an additional insured.

INDEMNIFICATION

The contractor shall indemnify, defend, and save harmless the City, at the contractor's own cost and expense, from and against all losses and all claims, demands, payments, suits, actions, recoveries and judgments of every nature and description brought or recovered against him, by reason of any act or omission of the said contractor, his agents or employees, in the delivery of goods or services, execution of the work, or in the guarding of it.

WORK PRODUCT/DELIVERABLES:

All work products of the Contractor which result from this contract are the exclusive property of the City of Bayonne.

FEE SCHEDULE:

Provide a cost proposal consisting of information on your fee structure(s) based on the scope of services indicated herein, including anticipated reimbursable costs.

EVALUATION PROCESS:

An evaluation team will review all responses/proposals to the RFP/RFQ. The team will determine if the responses/proposals satisfy the RFP/RFQ Requirements, determine if a response/proposal should be rejected and then evaluate the responses based upon the Evaluation Criteria. The highest-ranking respondent will then be recommended to the governing body for award of contract, based on rates and other factors. Multiple contracts may be awarded at the City's discretion. Listed below are the criteria that the CITY OF BAYONNE

will consider in the evaluation of each response/proposal. The arrangement of the criteria does not imply order of importance in the selection process. All criteria will be used to select the successful respondent.

1. Requirements

Possess the general requirements stated herein.

2. Understanding of the Requested Work

The responses will be evaluated for general compliance with instructions and requests issued in the RFQ-RFP. Non-compliance with significant instructions shall be grounds for disqualification of responses/proposals.

3. Knowledge and Technical Competence

This includes the ability of the respondent to perform all of the tasks and fulfill adequately the stated requirements.

4. Management, Experience and Personnel Qualifications

Expertise of the respondent shall be demonstrated by past contract successes providing government agencies with similar services. The respondent will be evaluated on knowledge, experience, prior collaboration and successful completion of projects/services similar to those requested in this RFQ-RFP. In additional to relevant experience, respondents shall provide personnel qualifications in the Response/Proposal.

5. Ability to Complete the Services in a Timely Manner

This is based on the estimated duration of the tasks and the respondent's ability to accomplish these tasks as stated.

6. Cost

The contract shall be based on rates set forth in the response to this RFQ in an amount not to exceed the specified contract amount, or where a cost proposal is required (RFP), as submitted in the cost proposal. Prices are firm for twelve (12) months. Any services not included as part of any resulting contract scope of services or cost proposal must be approved and authorized by the CITY OF BAYONNE before such work is initiated. The CITY OF BAYONNE shall pay for such approved services, at the rate or cost agreed upon between the CITY OF BAYONNE and contractor.

BASIS OF AWARD EVALUATION CRITERIA

Professional Services
Mental Health Employee Assistance Program (EAP) Services for
City of Bayonne Municipal Employees
Term: Not to Exceed One Year Commencing from the Contract Date

The following is the criteria for evaluation of the response/proposal. Points shall be awarded based on the information contained in the proposal for each category as listed below on a scale of 1-10, with 10 meeting all required criteria and 1 not meeting the required criteria. The highest total score shall be the basis for the contract award.

EVALUATION CRITERIA	SCORE/ POINTS
TECHNICAL CRITERIA	
Vendor's response/proposal demonstrates a clear understanding of the scope of work and related objectives	
Vendor's response/proposal is complete and responsive to the technical RFQ/RFP requirements	
Vendor evidences successful past performance of like projects	
MANAGEMENT CRITERIA	
History and experience in performing similar work	
Availability of personnel, facilities, equipment, etc.	
Qualification and experience of support personnel	
Comprehensive work plan and schedule, if applicable	
Significant experience in **Mental Health Employee Assistance Program (EAP)** matters	
Proof of licensure	
COST CRITERIA	
Cost of goods/services to be provided	
Quality and quantity of vendor's services to previous clientele	
Vendor's financial ability to meet obligations	
POINT TOTALS	

BE ADVISED THAT absent an express written notice to the contrary in the detailed requirements, all responses:
1. Are to be submitted on "The Standardized Profession Service RFQ-RFP SUBMISSION FORMS" AND
2. Are Subject to the Standardized "General Instructions, Submission and Selection Criteria for Professional Service Contracts".
The above mentioned standardized documents are available on the City of Bayonne Website "http://www.BayonneNJ.org" under the heading "Notice of Solicitation for Professional Service" or by going directly to "http://www.BayonneNJ.org/bids" and clicking on the link bearing their name.

Should you be unable to obtain these from the website, copies of the solicitation package are also available at the office of the City Law Division, 630 Avenue C, 1st Floor, Rm. 15, Bayonne, NJ 07002. The Law Division is open during regular business hours, 8:30 a.m. to 4:30 p.m., Monday through Friday, excluding holidays.

SEALED RESPONSES/PROPOSALS SHOULD INCLUDE:

1. The above noted Standardized Profession Service RFQ-RFP SUBMISSION FORMS which include:

a. The “Proposal, Qualifications and Costs Submission Form” signed and dated by the provider and clearly referencing any additional sheets or attachments (such as a submission letter, provider service or experience description, and/or fee schedule).

b. A signed and notarized “Non-Collusion Affidavit.”

c. A signed Disclosure of Ownership form.

2. A copy of the vendor's current "NJ Business Registration Certificate." Information on this certificate can be obtained on the web at "http://www.state.nj.us/treasury/revenue/busregcert.htm".

3. Such other documents and materials as may be appropriate to show the qualifications and experience of the provider or to meet the requirements of this RFQ-RFP.

SUBMISSION DEADLINE AND PUBLIC READING:

Sealed responses/proposals must be received in the City Law Division, 630 Avenue C, 1st Floor, Room 15, Bayonne, New Jersey 07002 on or before the date and time (“due date” set forth in this notice (also referred to as the “submission deadline”). The City’s Law Director and/or his designated representative will receive submissions up to the submission deadline.

The City reserves the right to extend the submission deadline at any time prior to opening of the sealed submissions, to reject all submissions without the need for cause or prior notice, to reject particular submissions due to defects in mandatory items, to waive non-mandatory items and to accept any submissions that in its judgment is in the best interest of the City.

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John F. Coffey II Esq., Law Director, 630 Avenue C, Rm. 15, Bayonne, NJ 07002