

# **City of Albuquerque**

## **Request for Information**

*Risk Management – Employee Health Services*

*EAP Counseling Services*



**April 2019**

**City of Albuquerque  
Department of Finance & Administrative Services  
Risk Management Division**

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## **Introduction:**

The City of Albuquerque Department of Finance and Administrative Services, Risk Management Division invites local Counseling Professionals (“Offerors”) to submit proposals in accordance with specifications contained in this Request for Information (“Request”). The purpose of this request is to establish a pool of qualified local Counseling Professionals (LPCC or LCSW) to provide onsite counseling and after-hours emergency crisis intervention services.

Each Offeror wishing to provide mental health services for the City shall submit a proposal for onsite counseling and after-hours emergency and crisis intervention services. The Proposals submitted should contain the information and be organized in the format prescribed herein.

The City will select a pool of local Counseling Professionals that will provide onsite counseling and after-hours emergency mental health and crisis intervention services to the City whose proposal indicate they meet all the minimum qualifications and requirements listed herein. All services will be performed in conjunction and in association with Risk Management Division and the Employee Health Services Section.

This request is for information only and should not be construed as a solicitation or as an obligation of the City of Albuquerque. Any procurement by the City of Albuquerque will be the subject of a separate process. Those who respond are advised that the City is under no obligation to acknowledge receipt of your comments, or provide comments on your submission.

Responses to this Request for Information (“RFI”) are voluntary. The submitted information will be reviewed by the City and may be made available to the public. Submitted information will not be considered confidential. No proprietary, classified, confidential and/or sensitive information should be included in your response. The City does not constitute a guarantee for partnership, selection, or other contracted obligation on the part of the City of Albuquerque. This RFI is intended only to ascertain the feasibility and breadth of options available for further consideration and effort by the City. All interested Counseling Professionals are encouraged to respond and provide the required information and documentation.

The City reserves the right to utilize a local Counseling Professional who has not submitted proposals pursuant to this process, if the need for specialized services or expertise arises.

Proposals submitted pursuant to this Request will be accepted on an ongoing basis until further notice in order to maintain a current listing of pre-qualified firms available to perform services for the City. If an Offeror meets all of the City’s minimum qualifications and requirements, it will be added to the pool of local Counseling Professionals for the assignment of work.

### **Financial Responsibility**

Respondents are solely responsible for all expenses associated with responding to this RFI. The City accepts no financial obligation or responsibility and will not be liable in any way for any costs incurred by respondents including, but not limited to costs associated with preparing the submission or participating in any related site visits, demonstrations, or presentations.

### **Materials Disclaimer and Public Records Act Notification**

No material submitted in response to this RFI will be returned. Submission to this RFI becomes the exclusive property of the City of Albuquerque and may be used by the City in any way deemed appropriate. **All submissions are subject to the New Mexico Public Records Act and may be subject to disclosure, even if the respondent claims confidential treatment.**

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## **PART 1**

### **INSTRUCTIONS TO OFFERORS**

The following instructions establish the procedures applicable to the preparation of request for information and the requirements for the format and content of proposals:

**1.1 City Contact:** The sole point of contact for this Request for Information is the City of Albuquerque Risk Management Division. Contact the following individual(s) regarding this Request:

- Julia Bain, EAP Manager
- Phone: 505-768-4614 or E-mail: JBain@cabq.gov
- PO Box 470, Albuquerque, NM 87103

**1.2 Due Date:** Wednesday, May 15, 2019 at 5:00pm MST

**1.3 Submission of Offers:** The Offeror's sealed proposal must be in the format outlined in Part 2 of this Request for Letters of Interest and mailed or hand-delivered pursuant to the following requirements:

**1.3.1 Mail, hand-deliver or electronic mail proposals to:**

City of Albuquerque  
Risk Management Division  
PO Box 470  
Albuquerque, NM 87103

Albuquerque/Bernalillo County Governmental Center  
Risk Management Division  
One Civic Plaza NW, 9<sup>th</sup> Floor, Room 9006  
Albuquerque, NM 87102

Electronic Mail: JBain@cabq.gov

**1.4 Rejection and Waiver:** The City reserves the right to reject any or all offers and to waive informalities and minor irregularities in offers received.

**1.5 Insurance Compliance:** Acceptance of offer is contingent upon Offeror's ability to comply with the insurance requirements as stated herein. Please include a copy(s) of such certification or statement of compliance in your proposal.

## **1.6 Insurance:**

**1.6.1 General Conditions:** The City will require that the successful Offeror to procure and maintain at its expense resulting from the Request, insurance in the kinds and amounts hereinafter provided with insurance companies authorized to do business in the State of New Mexico. Upon commencement of work and on the renewal of all coverage, the Offeror shall furnish the City a certificate or certificates in form satisfactory to the City showing that it has complied with these insurance requirements. All certificates of insurance shall provide that thirty (30) days written notice be given to the Risk Manager, Department of Finance and Administrative Services, City of Albuquerque, PO Box 470, Albuquerque, New Mexico 87103, before a policy is canceled, materially changed, or not renewed. Various types of required insurance may be written in one or more policies. With respect to all coverages required other than professional liability or workers' compensation, the City shall be named as additional insured.

**1.6.2 Coverages Required:** The kinds and amounts of insurance that may be required are as follows:

**1.6.0.1 Commercial General Liability Insurance.** A commercial general liability insurance policy with combined limits of liability for bodily injury or property damage as follows:

\$1,000,000	Per Occurrence
\$2,000,000	Policy Aggregate
\$1,000,000	Products Liability/Completed Operations
\$1,000,000	Personal and Advertising Injury
\$ 50,000	Fire – Legal
\$ 5,000	Medical Payments

Said policy of insurance must include coverage for all operations performed for the City by the Offeror and liability coverage shall specifically insure the hold harmless provisions of this Agreement.

**1.6.0.2 Automobile Liability Insurance.** An automobile liability policy with liability limits in amounts not less than \$1,000,000 combined single limit of liability for bodily injury, including death, and property damage in any one occurrence. Said policy of insurance must include coverage for the use of all owned, non-owned, hired automobiles, vehicles and other equipment both on and off work.

**1.6.0.3 Professional Liability (Errors and Omissions) Insurance.** Professional liability (errors and omissions) insurance in an amount not less than \$1,000,000 combined single limit of liability per occurrence with general aggregate of \$1,000,000

**1.6.0.4 Workers' Compensation Insurance.** Workers' compensation insurance policy for the Offeror's employees, in accordance with the provisions of the Workers' Compensation Act of the State of New Mexico, (the "Act"). If the Offeror employs fewer than three employees and has determined that it is not subject to the Act, it will certify, in a signed statement, that it is not subject to the Act. The Offeror will notify the City and comply with the Act should it employ three or more persons.

**1.6.0.5 Increased Limits:** At any time while the Offeror is conducting business with the City, the City may require the Offeror to increase the maximum limits of any insurance required herein.

**1.6.0.6 Pay Equity Documentation.** All Proposals shall include a Pay Equity Reporting Form which can be accessed at <http://www.cabq.gov/womens-pay-equity-task-force-instructions/albuquerque-pay-equity-initiative-instructions> or in the Solicitation Instructions. Offerors who believe they are exempt because they are an out-of-state Offeror that has no facilities and no employees working in New Mexico are not required to report data, but must check the box verifying their status on the Pay Equity Reporting Form. Any Proposal that does not include a Pay Equity Form shall be deemed nonresponsive.

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**PART 2**  
**PROPOSAL FORMAT**

**2.1 Technical Proposal Format, Section One**

**2.1.1 Offeror Identification:** State name and address of the Offeror or your organization or office and nature of organization (individual, partnership or corporation, private or public, profit or non-profit). Include name and telephone number, and email address of your business contact. Provide a statement or show ability to carry the insurance specified.

**2.1.2 Industry Certifications:** Please provide copies of your federal, state and city business permits of each Counselor. Please provide copies of all Counselors social work license.

**2.1.3 Insurance Certificate(s):** Please include a copy(s) of certificate(s) of insurance for coverage which the Offeror currently has in effect.

**2.2 Cost Proposal Format, Section Two**

**2.2.1 The cost proposal should contain at least the following information:**

**2.2.1.1 Hourly Rates and Costs:**

- a) List the hourly rates which will be billed. State whether or not hourly rates include gross receipts taxes.
- b) List all costs which would be billed to the City in connection with the performance of Professional Counseling services, including onsite and after hour emergency mental health and crisis intervention services, and the rates at which they are billed.



## PART 3

### MINIMUM QUALIFICATIONS AND REQUIREMENTS

#### 3.1 Minimum Qualifications and Requirements:

- 3.2 **Delivery System.** The Contractor will provide a full range of expertise with the flexibility to address a wide variety of mental health issues including but not limited to: short term or brief individual therapy, crisis intervention, critical incident stress debriefings, initial assessments and referrals when requested by the City management or the employee her/himself to self-refer to the Employee Assistance Program (EAP). The Contractor will have the ability to provide assistance during the week and emergency response after hours for City employees and call the employee back within 15 minutes. The Contractor shall have an emergency assistance telephone number, 365 days a year 24 hours a day and this assistance will be provided by a licensed counselor, either a LPCC or LCSW.
- 3.3 **Reporting Requirements.** The Contractor will provide completion of City of Albuquerque, EAP charting that meets state and federal guidelines.
- 3.4 **Professional Staff.** The Contractor will provide a full range of professionals including counselors with credentials for providing critical incident stress defusing and debriefings. The Contractor will provide a licensed, Masters level, counselor(s) on-site at the City EAP office for assessment and referral and assistance to the City EAP up to 50 hours a week.
- 3.5 **Multiple Locations.** Contractor will provide geographic convenience regarding the office site in Albuquerque in case employees need to be seen there in case of an emergency.
- 3.6 **Time Frame.** Contractor will offer a two-week maximum turnaround on routine assessments and referrals. The Contractor will respond to employees in crisis within the working day. The Contractor will be available for after-hours, on-call assistance 7 days a week/24 hours a day.
- 3.6.1 Ordinarily, the professional staff will work on-site at City Hall, Room B02, 400 Marquette NW, Albuquerque NM 87102