



John Canning  
Commissioner

*Town of Oyster Bay*  
**DEPARTMENT OF HUMAN RESOURCES**  
29 SPRING STREET OYSTER BAY, NY 11771-1592

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October 6, 2017

The Town of Oyster Bay has provided all Town employees with an Employee Assistance Program for several years. At this time, we are reviewing our present EAP contract for renewal. The provisions of that contract are listed, briefly, below. If you are interested in presenting a proposal to the Town of Oyster Bay and can meet the needs presented, please respond by October 23, 2017, for our timely presentation to the Town Board.

Included in this proposal must be your maximum cost for each year of a two-year contract.

**SERVICES:**

1. The screening and referral to outside agencies/practitioners of Town of Oyster Bay employees. This will include, but is not limited to, meetings with employees, labor-management consultations, family visits, hospital visits, and etc.
2. The maintenance of statistical data and monitoring reports that reflect present status and prognosis of employees currently under care.
3. Participation in regularly scheduled and ad hoc steering committee meetings as well as training sessions initiated by the Town of Oyster Bay.
4. Identifying and evaluating new referral sources.
5. Coordination with insurance providers and knowledge of the applicable benefits provided by the Town's insurance plans.
6. Services to be performed **on-site** each week. The minimum number of professional hours worked **is six hours per week** (maximum 18 hours per week) and the location where on-site services are to be performed will be determined. Documentation of off-site services to be provided upon request.
7. Publication and distribution of a quarterly Newsletter.
8. Distribution of EAP brochures.
9. Instruction of supervisors and employees on Department of Transportation (DOT) mandated drug and alcohol regulations (Omnibus Transportation Employee's Testing Act) and Town of Oyster Bay Substance Abuse Policy.

**OBLIGATIONS:**

In the event that this agreement is terminated by the Town of Oyster Bay or by the agency, a phase-out period of at least ninety (90) days will be provided to assure that patient treatment is not undermined.

**PERSONNEL:**

All services under the agreement will be provided by your employees. You will not be permitted to subcontract with any other entities without the prior written approval of the Town of Oyster Bay.

**STATUTES, LAWS AND CODES:**

You shall comply with and ensure that all personnel comply with all the Town of Oyster Bay operational requirements.

**LICENSES/PERMITS/INSURANCE:**

You and all of your employees shall possess for the term of this agreement all necessary qualifications, permits and licenses required to perform the services described above, including professional malpractice and liability insurance.

**NONDISCLOSURE OF INFORMATION:**

You and your employees will not, without the prior written permission of the Town of Oyster Bay, (1) disclose or publish any findings made by them in the performance of services for the Town of Oyster Bay, or (2) remove from any of the Town of Oyster Bay premises any Town of Oyster Bay property or disclose same to unauthorized persons.

Please forward your response within the time frame indicated. For your convenience, our FAX number is (516) 624-6489, and my email address is [rlamarca@oysterbay-ny.gov](mailto:rlamarca@oysterbay-ny.gov).

John Canning, Commissioner  
Department of Human Resources



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Richard LaMarca  
Director of Labor Relations Management  
Department of Human Resources