

**CITY OF CRESTVIEW, FLORIDA**

**REQUEST FOR PROPOSAL (RFP) NO. 23-04-04 -AS**

**EMPLOYEE ASSISTANCE PROGRAM SERVICES**

The City of Crestview, Florida (City), is accepting sealed competitive submittals for Proposal for Employee Assistance Program Services. It is the intent of the City to select a provider with local and telehealth providers. Of the selected service, the City desires the provider to offer employees an appointment within 72 hours.

The City of Crestview is seeking a vendor to provide employer-sponsored counseling and work-life services for its employees, their eligible dependents and household members who may be experiencing personal or workplace problems. The Employee Assistance Program (EAP) should offer services 24 hours a day, 7 days a week. The Program is intended to help employees deal with personal problems that might adversely impact their work performance, health, and well-being. Services offered generally include assessment, short term counseling and referral services for employees and their household members.

Selected firms will be required to supply the City with copies of a current City of Crestview Business Tax Receipt, Liability Insurance and Workmen's Compensation coverage.

Proposals must be received by the City Clerk's Office at the City of Crestview, 198 N. Wilson St./PO Box 1209, Crestview, Florida 32536, in a sealed envelope clearly marked "RFP No. 23-04-04-AS, **"PROPOSAL FOR EMPLOYEE ASSISTANCE PROGRAM SERVICES"**, along with the name, return address and telephone number of the firm submitting the proposal, no later than 2:00 p.m. Central Time, on April 4, 2023, at which time they will be opened and identified aloud.

Documents may be obtained from the Issuing Office on the city website: [www.cityofcrestview.org](http://www.cityofcrestview.org) or by contacting the City Clerk.

**City of Crestview - City Hall**  
**Attn: City Clerk – Maryanne Schrader**  
**PO Box 1209**  
**198 N Wilson Street**  
**Crestview, FL 32536**  
**Ph. (850) 682-1560**  
**Fax: (850) 682-8077**  
**Email: [cityclerk@cityofcrestview.org](mailto:cityclerk@cityofcrestview.org)**

Owner: **City of Crestview**  
By: **Maryanne Schrader**  
Title: **City Clerk**  
Date: **March 21, 2023 [Date of initial publication of Advertisement]**

++ END OF ADVERTISEMENT FOR RFP ++